

# VIDEOCONFERENCE REFERENCE SHEET

## Connecting to a Multipoint Video Conference

A multipoint conference is scheduled through Technical Support using the Web site. To get assistance prior or during a conference, call 1-800-696-4357 (HELP).

Most rooms are automatically connected at the start of the conference. However, for security reasons, some rooms such as the University Presidents' Executive Conference Rooms are not set to auto answer. Participants in these rooms must call into the bridge with these steps:

- Access the address book by pressing the green **directory** button.
- Scroll to the multipoint/bridge choice with the arrow buttons and press the center red **select** button.
- Place the call by pressing **call-hang up**.

## Adjusting Volume

Increase or decrease the volume you hear by pressing the orange **volume** button.

Mute your sound by pressing the orange **mute** button on the remote or the mute button in the center of the microphone.

The microphone **red light** indicates that your end is muted.

## Adjusting the Camera

**Choose Near.** Press the blue **near** button. The on-screen camera icon will point toward you. (The **far** button is used for far-end camera control only in a 2-way conference.)

**Pan and Tilt.** Press the red arrow buttons to move the camera.

**Zoom.** To move the camera for a closer or wider view press the blue **zoom** button.

### Camera Presets

- **Set** the presets: press the blue **near** button. Adjust camera with arrows and zoom. Press the blue **preset** button. Press a number **0 – 9**.
- **Move** to a preset: press a number **0 – 9** when the camera is pointed toward you.
- **Delete** all presets: press the blue **preset** button followed by the # *pound* button.

**Automatic Voice Tracking.** Press the blue **auto** button for the camera to move automatically to the person speaking. Press **auto** again to track camera presets. Press **auto** a third time to disable automatic voice tracking. (Accuracy depends on room acoustics. This may take some experimenting.)

## Displaying Computer Content using Visual Concert

Available in UNET-Scheduled campus rooms, outreach center rooms and executive rooms. This feature allows simultaneous output of computer content while still seeing distant end sites.

**Connect the computer.** Attach the 15 pin VGA cable on the table to the laptop VGA port. The audio cable jack can be connected for sound. A data cable is also available for Internet access.

**Press the purple graphics button.**

**Adjust your Laptop.** If the computer display does not show up on the monitor (typically the monitor on the right), then your laptop may need to be adjusted to display from both the laptop screen and the external VGA port. Usually pressing the function key simultaneously with one of the F1-12 keys. (e.g many Dells use fn/F8 while IBM thinkpads use fn/F7).

**Change the Plasma display input source.** For Rooms with Plasma displays, the "input source" can be changed to "PC" for better resolution (in that room only).

- The display that shows graphics is the one that is not beneath the camera.
- Press the **Input** or **PC** button on the Panasonic Plasma Display remote or press the **Input** button on the lower left front of the Plasma Display.
- For optimum viewing of computer content, each participant with a visual concert should change the plasma display settings at their location.

## Displaying Material from other camera sources

**Document Camera.** Document cameras are available in campus and center rooms but not in most executive rooms. Press the blue **camera** button. You can scroll to the document camera and select it or just press the number 2. If the document camera is turned off you will see a blue screen instead of the view of your own room.

**Video or DVD.** If equipped, press the blue **camera** button. You can scroll to the VCR and select it or just press the number 3. If the VCR is not available or turned off, you will see a blue screen instead of the view of your own room.

**Second Camera.** Very few rooms are equipped with a second camera. If equipped, press the blue **camera** button. You can scroll to the last input camera and select it or just press the number 4. If a second camera is not attached, you will see a blue screen instead of the view of your own room.

**Switch back to Primary Camera.** If equipped, press the blue **camera** button. You can scroll to the camera and select it or just press the number 1.

## Answering or ending a call

Press the green **call-hang up** button at the top.

Confirm end of a call by selecting **disconnect video call**.

## Placing a two-way call

**... using the address book.**

- To access the address book, press the green **directory** button.
- Scroll to the desired address with the arrow buttons and press the center red *select* button.

Place the call by pressing the green **call-hang up** button.

**... to a location not in the address book.**

- On the main screen select **Video Call** with arrow buttons and press the center red select button.
- Enter the video extension number (or IP address).
- Ensure the *call speed* is set to **768** unless you specifically desire a slower speed.

Place the call by pressing the green **call-hang up** button.

## Placing a three-way call

On the main screen select **Video Call** with the red arrow buttons and press the center red select button.

On the video call screen, select **Multipoint**.

Enter the extension numbers (or IP addresses) or select from the address book.

Place the call by pressing the green **call-hang up** button.

## Adding a video location while in a conference

If you are in a scheduled bridge multi-point conference, call Tech Support at 1-800-696-4357 to add a location. **DO NOT** use the procedure below to add a location, or it will result in abnormal behavior (conference participants will see your location when that location speaks).

The following process is to add a participant to a two- or three- way conference dialed directly.

- Press **call-hang up** after the conference is connected.
- Select **Add a Video Call** using the red arrow buttons and the *select* button.
- Enter the video extension number (or IP address).
- Press **call-hang up**.

## Adding a video or telephone participant while in a conference

If you are in a scheduled bridge multi-point conference, call Tech Support at 1-800-696-4357 to add a location.

If you are in a point-to-point conference, and your room is connected to a telephone line then you can use this procedure:

- Press the green **call-hang up** button after the conference is connected.
- Select **Add Telephone** using the red arrow buttons and center red *select* button.
- Enter the telephone number.
- Press **call-hang up**.
- Once a telephone call connects, press the blue **near** button.