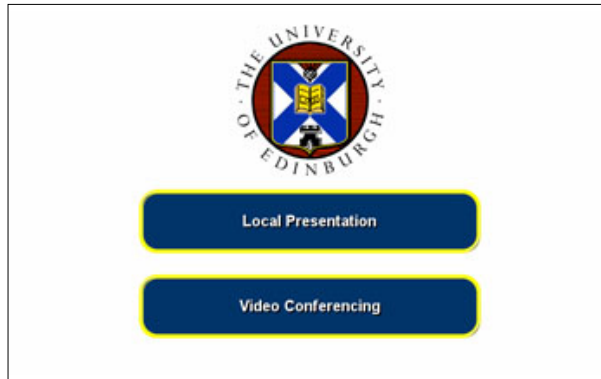


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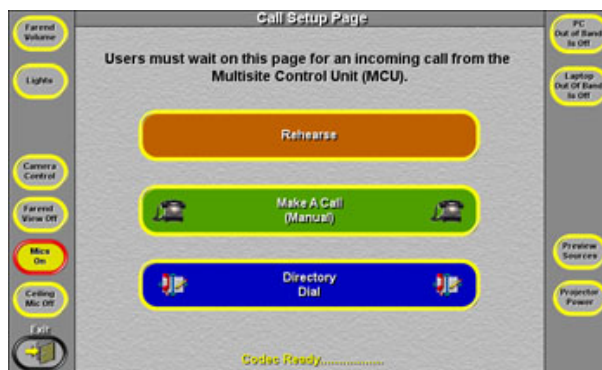
User Guide

VIDEOCONFERENCING

On the welcome page select “Video Conferencing”



The following screen is displayed:



Select “Rehearse”. This mode assumes you are in a dual screen videoconference (H.239 mode)



This screen is similar to the one for using AV for a local presentation. On this screen you also have setup for the three cameras: one looking at the presentation desk and two looking at the audience. If you

select one of these buttons the view from the selected camera will be shown on the left hand confidence monitor. Full control of the camera position is available by selecting the 'Camera Control' button on the left side of the menu screen.

The Presenter camera is controlled as below

or the Audience cameras controlled as below



The zoom controls operate for the selected camera, as do the pan/tilt (rotate) controls. The presenter camera has a single preset position on the presentation desk. The settings for the audience cameras are in a pattern that relates to seating positions in left and right halves of the audience. The default positions for the audience cameras are wide angle images.

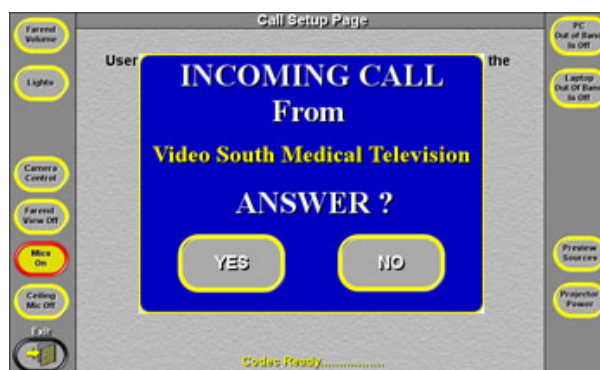
Preview A Source

Preview is not available in videoconference mode.

Videoconference Connections

The normal method of system operation is the establishment of an incoming videoconference call from the JVCS Management Centre MCU, which will connect the room to a number of other sites in a multi-site or point to point conference.

To receive an incoming call you should select **“Videoconference”** prior to the booked time for the MCU dial in. In this 'Ready' mode, the incoming call can be answered and the room will automatically set up for a conference. When the call comes in a ring tone is heard and the dialogue box below appears on the panel. Select 'YES'. If the room is unattended the system will auto answer the call.



If you do not have a videoconference page selected but have the Welcome page or Local Presentation page selected the incoming call will be automatically answered and held by the system, ready to be put in conference mode.

When an incoming call is detected but another user is in the room, the presenter camera will transmit an image

and the associated “**Farend**” monitor will enliven. This may indicate to any other user still presenting, that a session is starting. The use of local presentation can continue in this mode, but as soon as possible the user should exit to the ‘Welcome’ page. **Do not** turn off any projectors when prompted, and then select Video Conferencing, the system should then set up for the incoming conference without further instruction. On connection, the default image sent to the remote videoconference site is the Presenter Camera; this transmitted image is displayed on the left hand desk confidence monitor. The incoming image from the remote videoconference site is displayed on the ceiling monitor adjacent to the presenter camera and also on the left Projection Screen. During a presentation pressing the “**Farend View**” button can turn off the remote audience on Screen. Pressing “**Farend View**” again returns the image to Screen for a Q&A session.



If you are the presenter then you may wish to turn off “**Farend View**” once you have greeted remote audiences.

If you are receiving a lecture you should select one of the “**Audience Cameras**” (and to the wide view) from the start and leave “**Farend View**” on.

Selecting a presentation source displays the image locally on the right Projection Screen and the right hand desk confidence monitor in addition to transmitting the image to the remote videoconference site(s). Connections support two vision streams in this mode. All sites see a full screen image of the presenter and a full screen image from the selected presentation source. On exiting from the presentation source the right hand desk confidence monitor and right Projection Screen are blanked. The wall LCD screen always shows the camera image transmitted in a videoconference.

The “**Farend Volume**” button adjusts the volume of the remote videoconference site(s) coming in to the room.

Microphones

The lectern microphone is live to videoconference and the Induction Loop at all times when the system power is ON. Tieclip radio microphone and cabled ‘meeting’ microphone are also available from the presentation desk drawer. The ceiling microphone on the glass tile is for use only in videoconferencing for group discussion and is activated from the touch panel in that mode. The radiomicrophone is always ready for use and will operate when the transmitter pack is switched on.

Dual Presentation

By selecting 'Dual VC' mode on the left sidebar you will be shown the page below. You can then transmit to remote site(s) two sources from those shown



Out Of Band Mode

The quality of a PC or Laptop image transmitted via videoconference depends on a number of factors including the technical capabilities of the Multisite Control Unit and the remote videoconferencing sites. In general the image quality may be acceptable for presentations, but less acceptable for web pages or fine detail.

An alternative method of sharing PC based material is via such as a Netmeeting connection between networked PCs at all sites within a videoconference. Using Netmeeting the PC image is not transmitted between sites over the Videoconferencing link but via a network connection between PCs. The quality of displayed still images at all sites is excellent, but Netmeeting does not transmit embedded video or animations as the system uses a slow frame rate.

Details of how to set up Netmeeting Links can be found at: <http://www.jvcs.ja.net/docs/datash/>

If Out Of Band Data is required during a conference there is one extra set up to the call connection. On the Videoconference page it must be selected ON for the PC or Laptop to be used. When in use the PC or Laptop selected will only be displayed locally, ie: it will not be sent over the videoconference link, but the data sharing between sites' PC's will ensure it is on each PC in the conference.



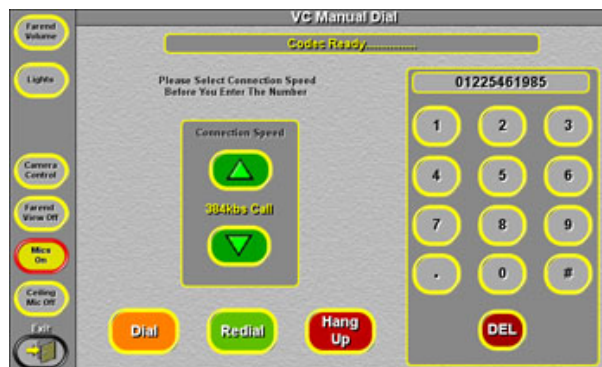
NOTE: Each participant must select Out Of Band. For example, when the Laptop is connected via Netmeeting, during the conference, if the Laptop is selected it will be displayed locally on Screen but the presenter camera (only) will be displayed on the left desk confidence monitor as this is the image being transmitted over the videoconference link.

Dial Out

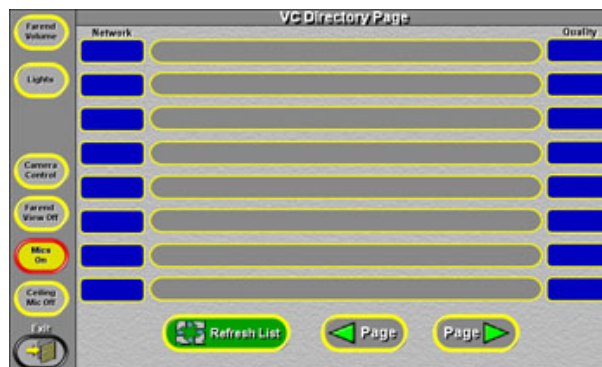
While most connections will be dial in, the system may be used to dial out to other videoconference systems. There are two main methods of establishing dial out connections: **Manual Dial** or **Directory Dial**.

When the “**Make a Call - Manual**” button is selected the following manual dial page is displayed. The first selection is “**Connection Speed**” controlled by the up/down arrows. The default speed is 384Kbit/s which is adequate for connections to desktop videoconferencing units. Increasing the speed to 768Kbit/s is preferred for connections to videoconferencing studios. The maximum speed of 2Mbit/s will produce excellent image quality to other sites with good network connections.

The address of the remote site is entered via the keypad at the right of the screen; this may be an IP address with dots between the groups of numbers or an E164 Number that resembles an international telephone number in its structure. Once the number is entered press the Dial Button to connect. Last number “**Redial**” and “**Hang Up**” buttons are also available on this page.



If the system administrator has the connection details stored in the directory, then select “**Directory Dial**” and you will be offered:



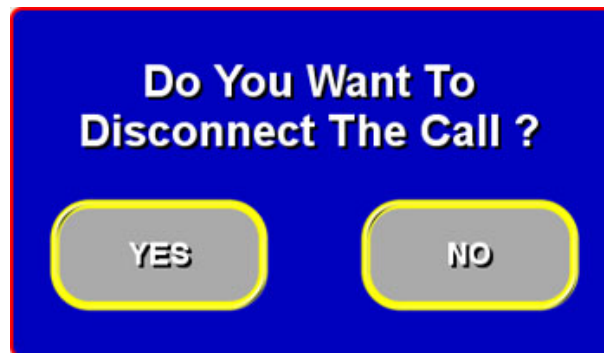
The names of remote locations will be listed in the central grey boxes, just touch a box to initiate the call.

To End A Call

You should always end a call when complete, or a link can stay running (even with blank screens). To do this, select the “**Disconnect Call**” button on the videoconference control screen:



A pop-up menu will then ask you to confirm this:



You can then continue with local presentation, or exit all screens and you will be offered the power off for projectors option.

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