

Video Conference System User Guide

for University of Pittsburgh

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Introduction

This document describes how to use the many features of the video conferencing system installed in the University of Pittsburgh conference room.

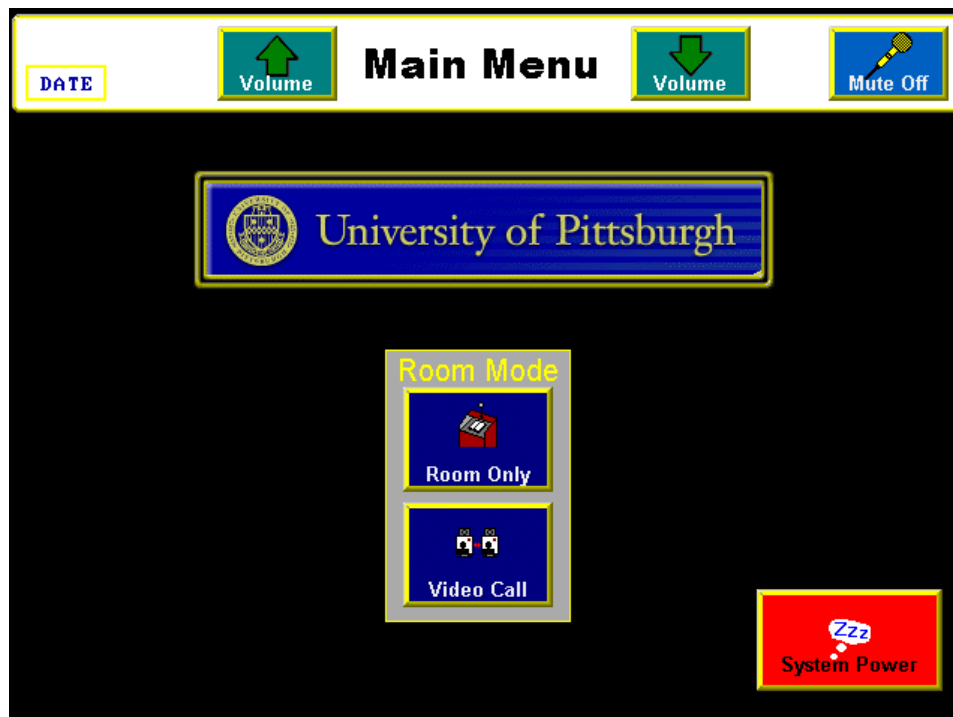
To extend the life of the projector bulb and other equipment, you should shutdown the system at the end of a session. As you will see below, this is done at the press of a single button on the touch panel. You will not ordinarily use the power buttons located on the individual pieces of equipment. Instead, you will control system power from the touch panel.

The touch panel is always on. When not used for a period of time, the display goes blank to save energy. If the screen is blank, activate it by tapping the panel with your finger.

Getting Started - Main Menu

The starting point for the touch panel control system begins with the system in the powered-down state. Follow these steps to turn the power on:

1. If the screen is blank, touch the panel with your finger to activate it. The Main Menu screen is the first screen encountered.
2. If the System Power button is red, it indicates that system power is off. Press the SYSTEM ON button. The screen now looks like this:



Going Into Room Only Mode

When using the room as a stand-alone conference room, touch Room Only button to display the Room Only control screen.



See Room Only section for controlling functions.

Going Into Video Conference Mode



When using the room as a video conferencing room, touch the Video Call button to display the Dialer Menu screen to make a video call first.



See the Dialer Menu section for controlling functions to make a video call.

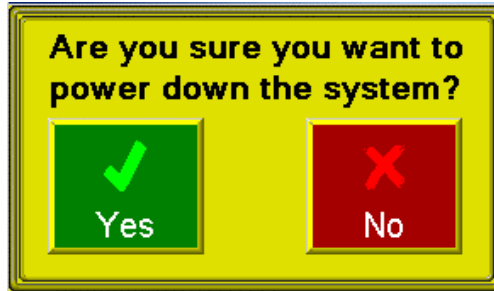
System Power

Pressing the SYSTEM POWER button powers-up the system for conference.

BUTTON	ACTION
 <p>SYSTEM POWER</p>	<p>Pressing this button will initiate System Power up process and also display an AVAYA logo screen.</p> <p>Red color indicates the system power currently is off.</p>
 <p>SYSTEM POWER</p>	<p>Pressing this button will initiate System Power Down process.</p> <p>Green color indicates the system power currently is on.</p>

System OFF

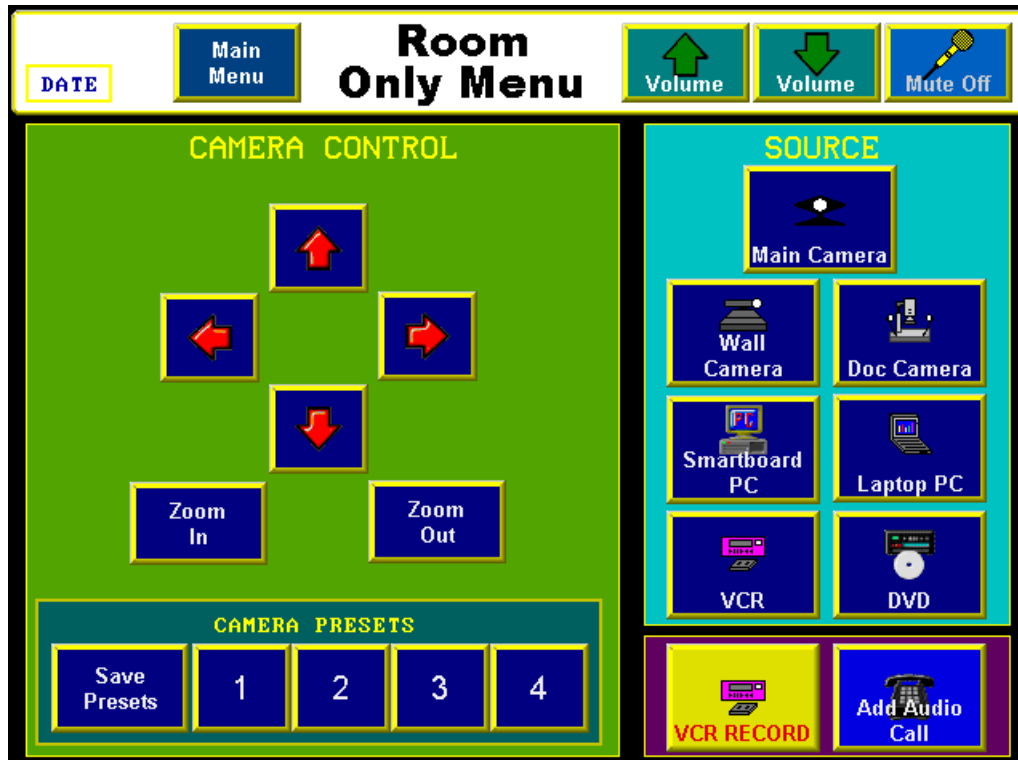
Pressing the System OFF button, located on the Main Menu screen, starts the system shut-down process. The following screen will be displayed for user confirmation.



Press YES to power down. Press NO to cancel.

Room Only

The Room Only Menu screen looks like this:










Selecting Video Sources

The Sources buttons that select a video source look like this:



- ☒ NOTE: Pressing some of the buttons listed in the table below opens a related popup window with additional buttons.

BUTTON	ACTION
 <p>MAIN CAMERA</p>	<p>Selects the main camera as the video source. The camera control buttons are active for this camera only when the Main Camera button is selected.</p>
 <p>WALL CAMERA</p>	<p>Selects Wall Camera as the video source. The camera control buttons are active for this camera only when the Wall Camera button is selected.</p>
 <p>DOC CAMERA</p>	<p>Selects Doc Camera as the video source.</p>
 <p>SMARTBOARD PC</p>	<p>Selects the Smartboard PC as the video source. The PC output will be displayed on the video projectors.</p>
 <p>LAPTOP PC</p>	<p>Selects the Laptop PC as the video source. There are no additional controls or screens; instead, the laptop PC output will be displayed on the video projectors.</p>
 <p>VCR</p>	<p>Selects the VCR as the video source and displays the VCR control popup screen on the touch panel.</p>

BUTTON	ACTION
 <p>DVD</p>	<p>Selects the DVD as the video source and displays the DVD control popup screen on the touch panel.</p>

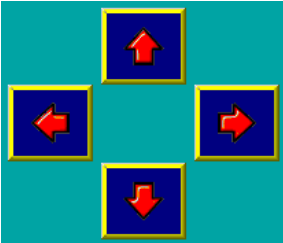
DVD and VCR functions are described in the Popup Windows Section.








Controlling Camera

The Camera Control buttons look like this:



Use these buttons to control the Camera Controls direction.

BUTTON	ACTION
 <p>CAMERA DIRECTION</p>	<p>Control camera pointing direction.</p>

BUTTON	ACTION
 <p>ZOOM IN</p>	Zooms the Camera in.
 <p>ZOOM OUT</p>	Zooms out the Camera.
 <p>SAVE PRESETS</p>	Initiates the Save Presets procedure. See steps in the following rows.
 <p>POSITION 1</p>	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 <p>POSITION 2</p>	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 <p>POSITION 3</p>	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 <p>POSITION 4</p>	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.

Controlling Room Audio

The Room Audio Control buttons look like this:



Detailed control functions are described in Popup Windows Section.

Returning to Main Menu

Press the Main Menu button to go back to the Main Menu screen.



Controlling VCR to Record

Press the VCR Record button to display the VCR Record popup screen. See the control functions in Popup Windows Section.



Adding an Audio Call

Press the Add Audio Call button to display the Audio Conference Control screen. See the control functions in Popup Windows Section.

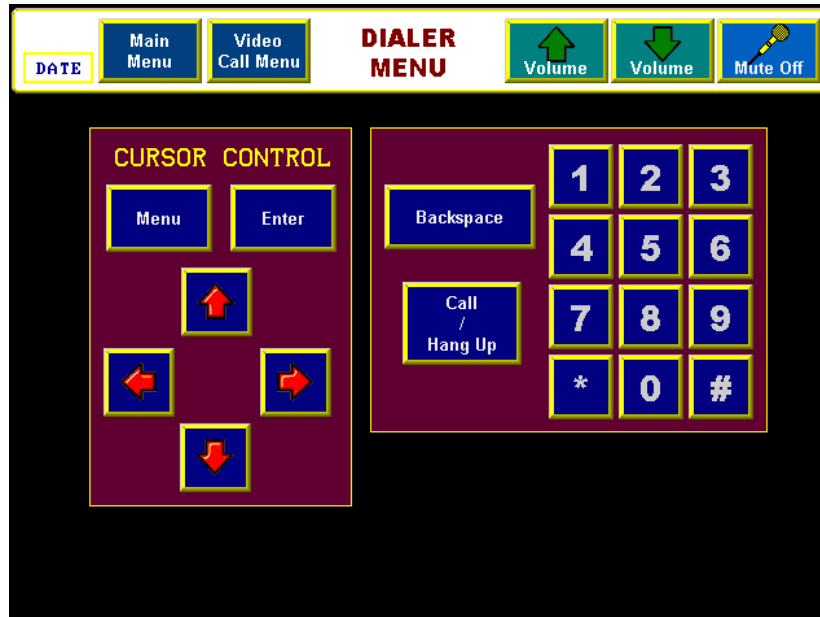


Video Conference

Coming from the Main Menu, you will first see the Dialer Menu screen. It allows you to dial a video room for conference.

Calling a Video Room

Use this Dialer Menu to call a video room. This control button group looks like this.



Returning To Main Menu

Press the Main Menu button to go back to the Main Menu screen.



Controlling Room Audio

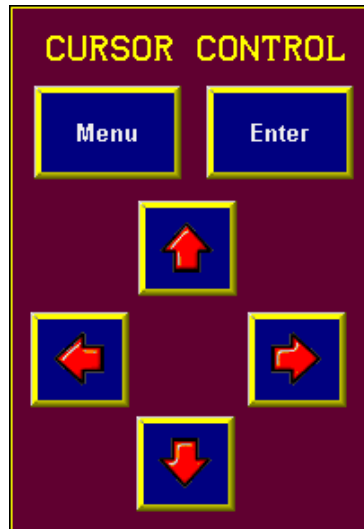
The Room Audio Control buttons look like this:



Detailed control functions are described in Popup Windows Section.

Controlling Cursor

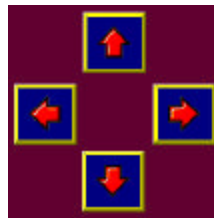
The Cursor Control button group looks like this:



Press the Menu button to display the Dialer Menu.



Use the Cursor Control to move the cursor.



Press the ENTER button to enter the selection.



Keypad

The Dialer Keypad allows you to dial the desired party.



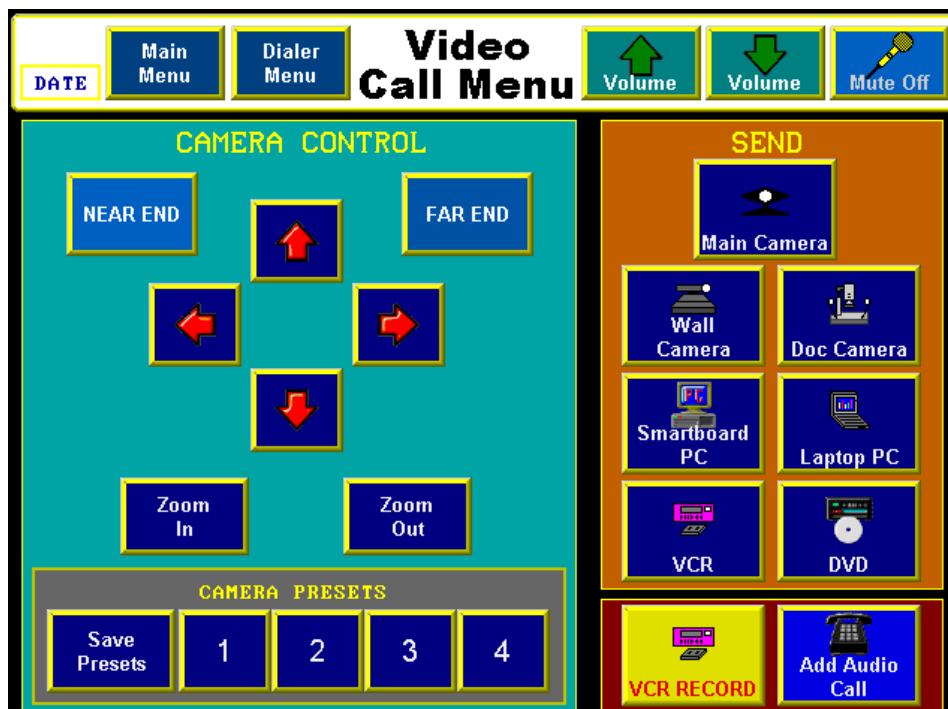
Going/Returning to Video Call Menu

The Video Call Menu button will bring you back to the Video Call Menu screen.



Conducting a Video Conference

The Video Call control screen looks like this:










Using these control buttons are described on the following sections.

Selecting an Outgoing Video Sources

The Send Sources buttons select the video source to be sent.

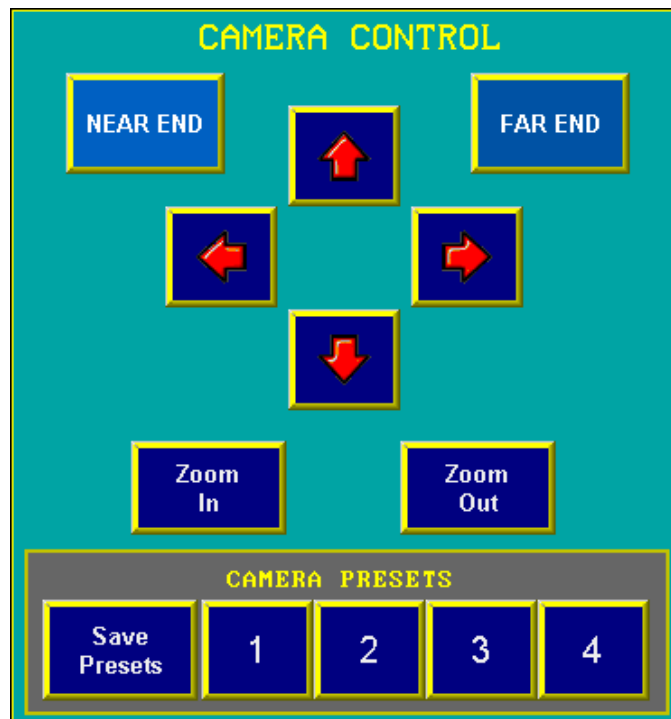




BUTTON	ACTION
 MAIN CAMERA	Selects the main camera as the video source.
 WALL CAMERA	Selects Wall Camera as the video source.
 DOC CAMERA	Selects Doc Camera as the video source.
 SMARTBOARD PC	Selects the Smartboard PC as the video source. The PC output will be displayed on the video projectors.

BUTTON	ACTION
 <p>LAPTOP PC</p>	<p>Selects the Laptop PC as the video source. The laptop PC output will be displayed on the video projectors.</p>
 <p>VCR</p>	<p>Selects the VCR as the video source and displays the VCR control popup screen on the touch panel.</p>
 <p>DVD</p>	<p>Selects the DVD as the video source and displays the DVD control popup screen on the touch panel.</p>

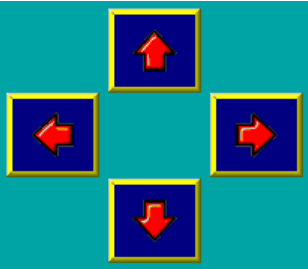



Controlling Cameras





You adjust camera directions and store the desired direction by using the Camera Control buttons.



BUTTON	ACTION
 NEAR-END	Selects the Near-End camera to be controlled.
 FAR-END	Selects the Far-End camera to be controlled.

NOTE: The Far-End and Near-End Camera Control buttons control the camera you initially selected when the Camera Control popup opens.

BUTTON	ACTION
 CAMERA DIRECTION	Control camera pointing direction.
 ZOOM IN	Zooms the Camera in.
 ZOOM OUT	Zooms out the Camera.
 SAVE PRESETS	Initiates the Save Presets procedure. See steps in the following rows.

BUTTON	ACTION
 POSITION 1	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 POSITION 2	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 POSITION 3	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.
 POSITION 4	By pressing this button after pressing Save Presets button, the current camera position is saved. To recall this camera positioning at another time, briefly press the button.

Controlling Room Audio

The Room Audio Control buttons look like this:



Detailed control functions are described in Popup Windows Section.

Returning to Main Menu

Press the Main Menu button to return to the Main Menu screen.



Calling a Video Room

Press the Dialer Menu button to display the Dialer Main popup screen. The screen allows one to make a video call. See Calling a Video Room in Page 9.



Controlling VCR to Record

Press the VCR Record button to display the VCR Record popup screen. See the control functions in Popup Windows Section.



Adding an Audio Call

Press the Add Audio Call button to display the Audio Conference Control screen. See the control functions in Popup Windows Section.

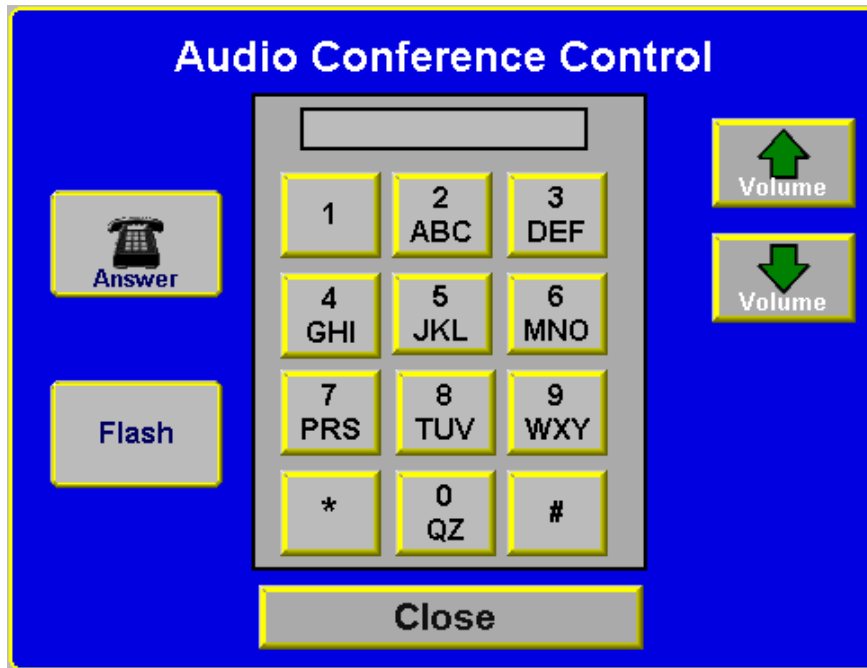


Popup Windows



Control functions of each popup windows are described below.





Controlling an Add Audio Call

The Audio Call buttons let you connect, disconnect and answer telephone calls.



Control functions of each button are described in the table that follows:

BUTTON	ACTION
 <p>KEYPAD</p>	<p>The keypad numbers and letters allow you to dial a call.</p>
 <p>VOLUME UP</p>	<p>Increases the telephone volume.</p>


BUTTON	ACTION
 VOLUME DOWN	Decreases the telephone volume.
 ANSWER (OR HANGUP)	Allows you to answer an incoming call or terminate an existing call. (Alternate display.)
 FLASH	Puts the current call on-hold so that you can pick-up another call.
 CLOSE	Closes the popup window.




Controlling Room Audio

The Room Audio Control buttons look like this:



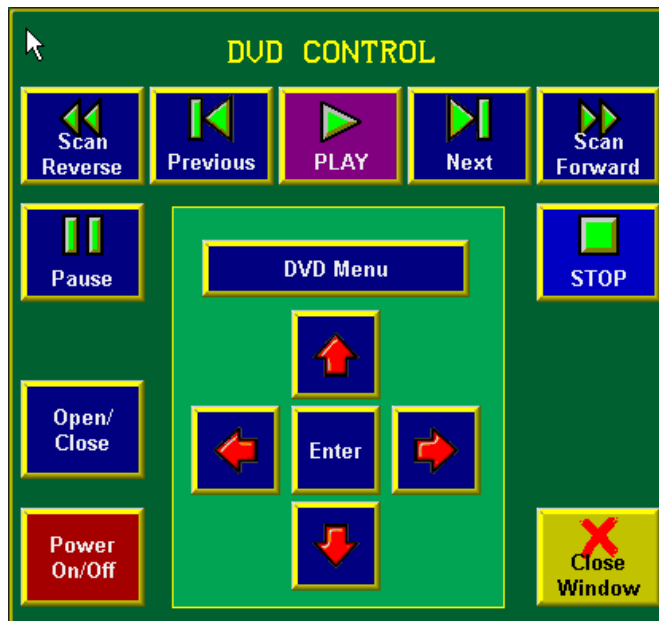
Control functions of each buttons are described in the table that follows.

BUTTON	ACTION
 VOLUME UP	<p>Pressing the VOLUME UP button raises the audio level of the room speakers. The relative audio amplification is indicated by the bar graph (described below).</p> <p>If the audio to room speakers is muted, an initial press of the VOLUME UP button re-activates the audio level to its level prior to muting the speakers.</p>


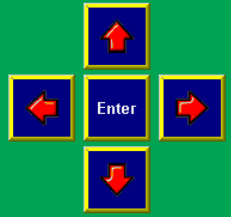





BUTTON	ACTION
 <p>VOLUME DOWN</p>	<p>Pressing the VOLUME DOWN button lowers the audio level to the room speakers. The relative audio amplification is indicated by the bar graph (described below).</p> <p>If room speaker audio is muted, an initial press of the VOLUME DOWN button re-activates the audio level to its level prior to muting the speakers.</p>
 <p>SYSTEM VOLUME</p>	<p>The bar graph provides a visual indication of the volume level of the room speakers. The proportion of color changes as you make volume adjustments.</p>
 <p>MUTE OFF</p>	<p>Pressing the MUTE OFF toggle button mutes the table microphones. Pressing this button when it is in the MUTE ON state re-activates the mics.</p> <p>The button is a toggle-action button.</p>







Controlling DVD

The DVD Control buttons provide control over the DVD player.



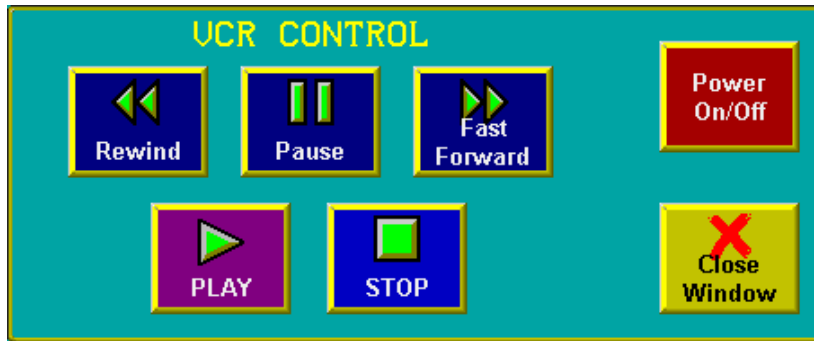
Control functions of each button are described in the table that follows:

BUTTON	ACTION
 <p>DVD MENU</p>	Displays the DVD selection menu.
	The POINTER buttons move the cursor just as the UP, DOWN, LEFT, and RIGHT buttons.
 <p>ENTER</p>	Functions just as the ENTER buttons does on the handheld remote control: it lets you enter a selection.
 <p>SCAN REVERSE</p>	Let you scan the DVD program in reverse.
 <p>PREVIOUS</p>	PREVIOUS TRACK restarts the DVD at the beginning of the previous track.
 <p>PLAY</p>	The PLAY button plays the current DVD from the beginning of the current track.
 <p>NEXT</p>	NEXT TRACK restarts the DVD at the beginning of the next track.






BUTTON	ACTION
 <p>SCAN FORWARD</p>	<p>Let you scan the image while moving the DVD program forward.</p>
 <p>PAUSE</p>	<p>The PAUSE button temporarily stops DVD playback and displays a still image of the current DVD video frame.</p>
 <p>STOP</p>	<p>The STOP button terminates any DVD functions that may be underway.</p>
 <p>OPEN/CLOSE</p>	<p>Opens/Closes the DVD drawer.</p>
 <p>POWER</p>	<p>Turns DVD power ON or OFF.</p>
 <p>CLOSE WINDOW</p>	<p>Closes the DVD Control popup window.</p>



Controlling VCR

The VCR Control buttons let you operate the VCR deck. The control buttons group looks like this.



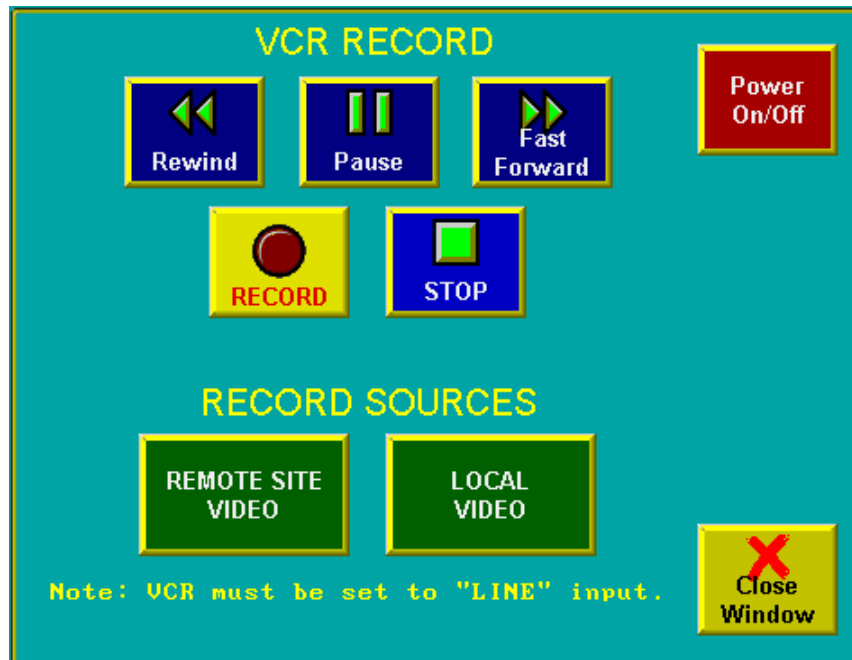
Control functions of each button are described in the table that follows.

BUTTON	ACTION
 REWIND	Rewinds the tape back to the beginning of the tape.
 PAUSE	Pauses the tape that's loaded in the video cassette deck.
 FAST FORWARD	Shuttles the tape forward to the end of the tape.
 PLAY	Plays the tape loaded in the video cassette deck.
 STOP	Stops the tape that's loaded in the video cassette deck.








BUTTON	ACTION
 POWER ON/OFF	Turns ON/OFF the VCR unit.
 CLOSE WINDOW	Closes the popup window.


Controlling VCR to Record

The VCR Record control buttons let you operate the VCR recording functions. The control buttons group looks like this.



Control functions of each button are described in the table that follows.

BUTTON	ACTION
 <p>REWIND</p>	Rewinds the tape back to the beginning of the tape.
 <p>PAUSE</p>	Pauses the tape that's loaded in the video cassette deck.
 <p>FAST FORWARD</p>	Shuttles the tape forward to the end of the tape.
 <p>RECORD</p>	Starts recording.
 <p>STOP</p>	Stops recording.
 <p>REMOTE SITE VIDEO</p>	Selects Remote Site signal as VCR Recording Source.
 <p>LOCAL VIDEO</p>	Selects Local Video signal as VCR recording input. NOTE: Only Main Camera, Wall Camera, Smartboard PC, Laptop PC can be recording source.

BUTTON	ACTION
 CLOSE WINDOW	Closes the popup window and returns to the Video Conference Mode screen.