Videoconference Room Guide

This guide familiarizes the user with the TRU videoconference room equipment and its operation. Please contact Media Services if you require an orientation or if you experience technical difficulties with the systems.

Technical Support

Should you encounter technical problems please contact Media Services Technicians

Murray Doubt at 828-5336 or email mdoubt@tru.ca
Arnold Boudreau at 371-5880 or email aboudreau@tru.ca
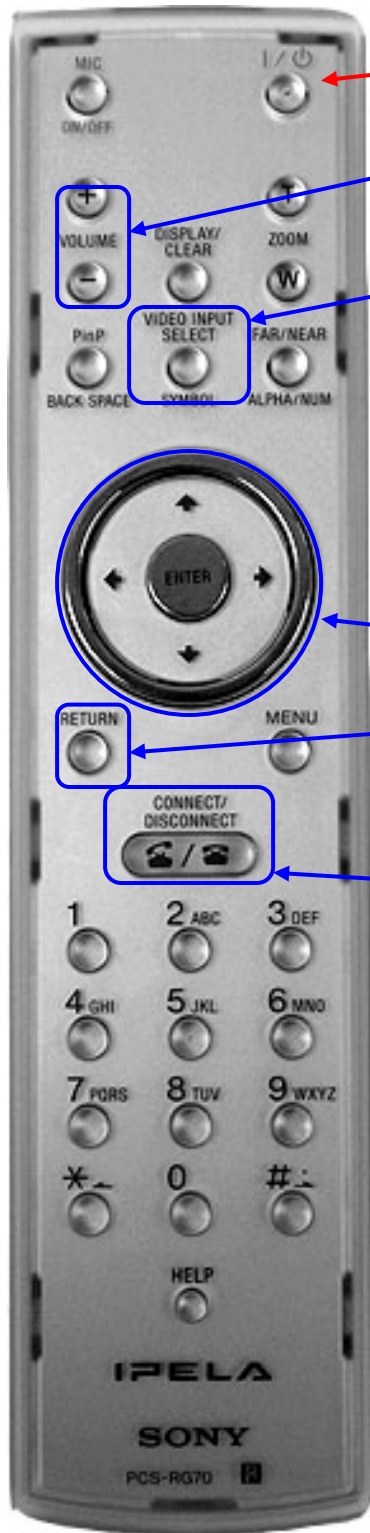Or
AV Services answering machine 828-5070

Videoconference classrooms are equipped with two cameras and a ceiling mount LCD projector. Inputs available to project are;

- Class and Lecturer Camera

- Computer display from the podium PC, or a connection provided for a laptop computer

- DVD video playback. (PC DVD player)

Control the Sony videoconference system using the remote control or the podium computer using Projector Control software. The room is equipped with a sound system to amplify sound from the various sources. The PC is network connected for Internet and LAN access.

The Sony remote controls all features of the Sony PCS-G50 video conference system. The primary functions are; **video source, volume level, and call menu access. See attached document for full guide to features**

Note: The video conference unit enters standby mode after 30 minutes of inactivity. TV screens display no video. To restore operation push the ON/OFF button.

Adjusts the level of Incoming Audio (on screen volume indicator will appear)

During a video conference select **video source** to **send** by pressing the **VIDEO INPUT SELECT** button which brings up an on screen menu, use the arrow buttons to scroll through available sources (Class Camera, Lecturer Camera, Aux 1 [data])

Three video sources are available, **Class Camera**, the camera mounted above the TV at the front of the classroom. **Lecturer Camera**, the wall mounted camera above the TV at back of the room, and **(DSB) Data Solution Box** which transmits PC or laptop (Data) image to the far site (*far site must be compatible for simultaneous data transmit*)

Use the arrow keys to scroll through Menu items and the Enter key to select.
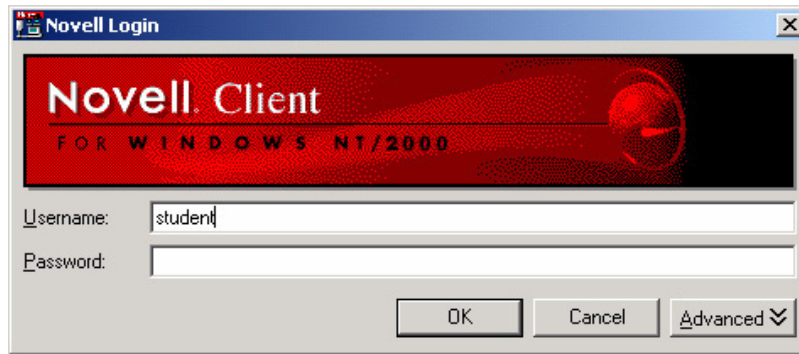
The **RETURN** button clears the on-screen menu

The **CONNECT/DISCONNECT** button is used to bring up the Dial Menu or Disconnect Call.

Do not use the MIC ON/OFF function on the remote control. Microphones can be muted using the mute button on the microphone
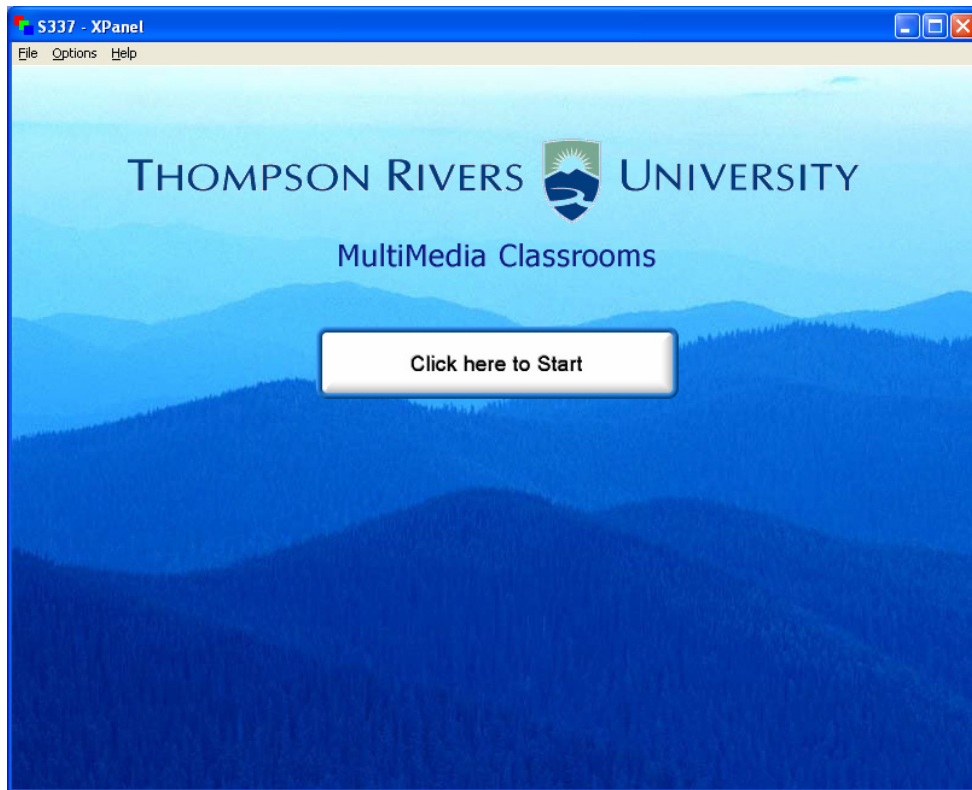
Podium PC

To access your Network Drive locations:
- Enter your TRU username
- Enter your password

If you do not require network access, click "OK" at the Novell Login window, **a password is not required**

The Videoconference systems equipment functions can be controlled from the podium PC using the software package "Projector Control". The Projector Control program is loaded in the start up files and will start when the PC boots. If the Projector Control is window is not active, click on the Projector Control desktop icon to activate the program.

The Projector Control main page controls the LCD Projector, and sources (data or video) for the Projector and TVs.

The LCD Projector is switched on or off with the icon pictured to the left. When switching on the projector allow 2 minutes for the projector to reach full brightness. When the Projector has been shut off allow 5 minutes for the projector cool down before re-powering.

After the LCD Projector power is on, select the information source you wish to view from the Projector Control window icons.
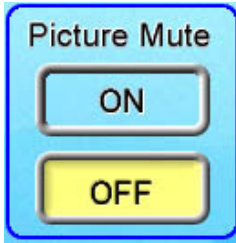

The Computer icon routes the podium computer display to the LCD Projector.

The Laptop icon routes display information from a laptop PC to the LCD Projector. A VGA cable is available on the podium desktop to connect to a laptop.

To display **incoming** video on the projector screen click the conference video icon (projector must be on)

The Picture Mute icon blanks the projection screen image. The podium monitor remains on. Click the "off" icon to restore the projection image.

Incoming **conference audio levels** are controlled using the volume level slider on the Projector Control window.

Sending PC image to remote site

The Data Solution Box sends computer information (DATA) to a far site, viewed on a second monitor while viewing incoming video on a separate monitor. To SEND data to a far site (far site must be compatible) select RGB A to send local computer image, or RGB B to send a connected laptop image. After selecting RGB A or B, press the SEND button on the DSB or the ON button on the XPANEL

Data Solution Box

Cameras, Microphones, and Recording

The camera at the back of the classroom "Lecturer Camera" has three preset positions.

The camera at the front of the room "Class Camera" has four preset positions corresponding to the Sony remote control settings 1 through 4.

Pressing the icons will switch the camera to a preset position and send the selected camera to outgoing video.

Microphones

The classroom has two desk microphones. The gray button on top of the microphone is the Mute button. Pressing the Mute button mutes both microphones and the lights on the microphone go red indicating mute condition. Green lights indicate the microphone is on. Place microphones on the front row of desks. Mute the microphones before moving them to avoid noise at the far site.

Recording videoconferences to a Sony memory stick.

- Insert memory stick in memory slot on the front of the Sony codec.
- Using the Sony remote select "Menu"
- Scroll up to the Memory Stick Icon, press "Enter"
- Scroll over to "Start Recording" and press "Enter"