

Quick Start Guide to VC-1

Getting access to the equipment:

the Monitor & video conference gear is kept in Henn 316 which has restricted access.
See IT Staff, Kim or Alex MacKay for access.

Wiring up the system:

In the simple case, there are 2 cables that need to be connected:

- a) power bar cord for AC
- b) ethernet cable – the system will automatically configure with an IP of 142.103.239.136 assuming the wall port is on the 239 VLAN (check with IT if in doubt.)
Henn 309 – use wall port in corner away from the windows.



Power up:

- monitor – switch on lower left when facing the monitor.
- the “codec” -- use the PolyCom remote control pointing at the camera & depress the On button; a blue light will appear on the codec box.

Using the Remote Control (RC): – see reverse

Connecting:

The codec is configured to auto-answer, so if your remote party dials our IP, it will connect automatically. If you are initiating the call:

Select  “home”; type in remote IP address & depress  “Call” button; or
Select “directory” & scan for a stored IP address, select and then “Place a Call”.

Using the Camera:

A PTZ (pan tilt & zoom) camera is perched above the TV & on “power up” will rotate to a fairly neutral position. This camera (Near) and possibly the remote camera (Far) can be controlled via the RC – first select which camera you wish to move (top/bottom buttons on outer ring) & then Pan & Tilt with the 4 inner ring buttons. The right hand button of the outer ring is Zoom.

Note that by default the unit allows the remote site to move the Near camera, so you may see it move for no apparent reason

Sound:

The unit comes with a 3-way microphone array to pick up and transmit local room sounds. This should be positioned in the centre of group of speakers – note that these are fairly sensitive so that they need not be placed too close to a sound source.

There are 6 LEDs atop the array which indicate what state the mikes are in....

- No lights – we are **not** in a “call” & **no** audio is being transmitted
- Green Lights – we are in a “call” & audio is being transmitted.
- Red Lights – we are in a call & mikes are muted; **no** audio is being transmitted

To mute/unmute – use  “mute” on the Remote or the mute button on the array itself.

Content:

A computer screen (an OpenOffice Impress slide, say) can be transmitted as well as the signal from the Near camera. Plug the VGA cable (labelled computer video out) into the video out of a laptop. Plug the red TRS 3.5 mm (or Green I cannot remember which) into audio out.

Select 'content' on the RC.

Screen views:

Use Display button to cycle through the various ways of displaying the 2 or 3 feeds (Full screen, side by side, Picture in Picture, etc)

A PolyCom User's Guide should be available in cart.

