

# Kendall Hall Room 133

## Video Conferencing Room

### Quick Reference Guide

#### Starting The System

First, remove the control pad from the right hand side of the desk. Then connect the cable located in the front, right hand corner of the desktop into the jack on the back of the control panel. There are three jacks, and the cable is to be inserted only into the **center** jack.



#### Turning The System On

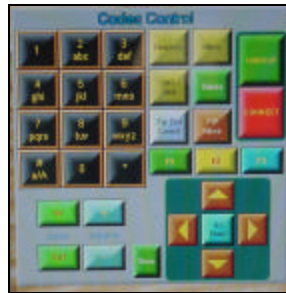
After you plug the control pad in, the screen should look like the one on the right. Just tap the screen to start up the system. If the control pad has a blank screen, make sure it is connected properly and try tapping the screen to wake it up.



#### The Main Menu



The first part of the main menu you'll be using is the bottom right hand corner. When you press the blue button labeled "CODEC MENU" the CODEC Menu will appear in the center of the screen. Now, you can use the number keys to dial a location, just like a telephone. The number you are dialing will appear on the left and right monitors in the back of the room. When you have completed entering the number, press the CONNECT button. You can also use the



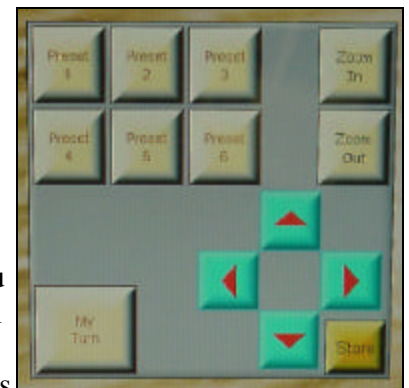
DIRECTORY button to choose from a list of pre-programmed numbers. Use the up and down arrows to select the number you want, then press the OK—ENTER key, followed by CONNECT.

#### Once You've Connected

On the left hand side you can select a variety of sources. Whatever you select is what will be displayed on the far end. The Presenter Camera is used to show people standing near and behind the instructor's workstation, and the Student Camera is used to show people sitting at the three tables. If either of those cameras are selected, you will see the following menu.



Main camera movement is done by using the arrow keys. Zoom In will allow you to get a close up, Zoom Out will go to a wider shot. The Preset buttons will take you to a variety of pre-programmed camera positions and the My Turn button turns on and off the "My Turn" feature on the table top microphones.



# Kendall Hall Room 133

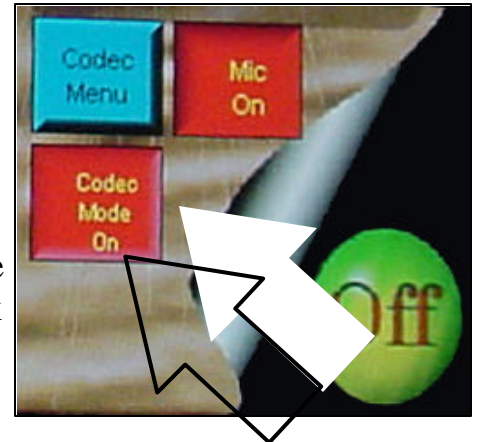
## Video Conferencing Room

### Troubleshooting Guide

---

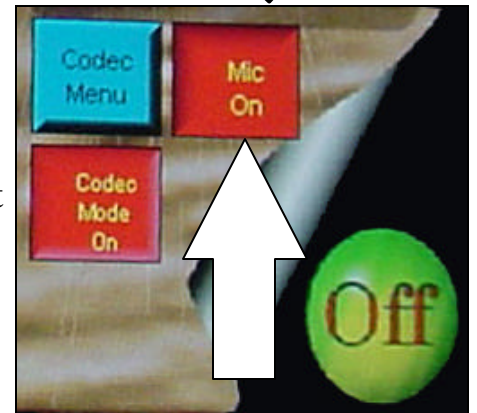
#### 1. The CODEC menu is on the control panel screen, but the dialing information isn't visible on the TV monitors.

This is because the CODEC itself is not turned on. First, press the CODEC MENU button to close the CODEC Menu. Then check under the CODEC MENU button, where there is a button that will say either CODEC MODE ON or CODEC MODE OFF. If it says CODEC MODE OFF, press it once to turn the CODEC on. If it says CODEC MODE ON, press it once to turn it off, then wait a second and press it again to turn it back on. This will restart the CODEC. Then press the CODEC MENU button, and the system should function correctly.



#### 2. The people I am communicating with can see me, but can't hear my voice.

The most likely cause for this is the microphones are turned off. Make sure the Microphone button in the bottom right hand portion of the control panel says MIC ON, if it says MIC OFF, press the button to turn Microphones on. If the button says MIC ON, press it once to turn it off, and then press it again to turn it on.



#### 3. Some of the TV monitors were on when I entered the room and now they are turned off.

To get the monitors back, press the "MONITOR CONTROL" button, on the right hand side of the control panel. This will bring up a monitor menu, where you can turn on the power for the monitors that are turned off.



If you have any other problems with the equipment, please call the Help Desk at x2660