Using the Video Conference facilities in Regent Building G17

IT Documentation Team. Updated July 2015

This fact sheet describes how to use the video conferencing facilities in Regent Building room G17 (RG17). If you wish to book a video conference using this room, refer to the fact sheet Booking a Video Conference in Regent Building G17 and University Office Video Conference Suite. For facilities at Foresterhill, please contact Media Services on 43/7741.

**Powering up the room**

As you enter the room on the right are three light switches and a red mains power switch; ensure all four switches are on. The lights will come on, the equipment in the cabinet will start up, the camera will self-test, and the control console powers up.

Once the control console has 'booted up' (this may take several minutes), please follow the onscreen instructions to reach the video conference control page.

If the other site is already connected, it is now possible, but not advisable, to carry out a basic video conference without adjusting any of the equipment listed below.

**Air-conditioning**

Below the power and light switches is the air-conditioning controls. They need not be altered. If, however, noise from the air conditioning system distracts from the conference, the off switch allows you to turn the system off for 1½ hours.

**Monitors**

There are two monitors in the room. The large screen on the left (as you face the monitors) shows the incoming image. The large monitor on the right shows the image being transmitted.

**Microphones**

The six microphones fixed to the desk cannot be moved around or turned on or off individually by the user; the microphone level is pre-set. Participants should position themselves to be heard clearly.

When someone at another site is speaking, you can mute the microphones to reduce distractions and unwanted noise – use the mute button on the AMX control panel. When you want to speak, don’t forget to remove the mute!

**AMX control panel**

The AMX control panel (image below) is situated in the middle of the front row of seats and can be moved a short way along the desk if required. It is used to control the equipment in the suite: Camera, DVD/Blue-ray Player, PC, Visualiser, and what you want to transmit.
Camera Presets - these allow you to switch the transmission between 5 preset camera shots.

Mic Mute - this mutes all the microphones in the room. A typical use for this would be when listening to a presentation from another site. It will allow you to discuss the presentation without disturbing the speaker. Remember to take the mute off when you want to speak to the remote site(s)!

Disconnect - this should be pressed at the end of your video conference to end the call.

Dial Out button – this will connect you to the last site dialled. Please don’t use this unless you know the site you will dial to.

Sometimes, when no image is being transmitted, the video conferencing system will go to standby and a message is displayed on the incoming monitor. If this happens, touch the AMX control panel screen to bring the system out of standby.

Camera

The system has one camera. This is situated in the centre, a little below the monitors.

The default camera mode shows a wide shot of all seats in the room.

The camera comes on automatically when you power up the room, and has several pre-set positions that can be controlled from the camera menu of the AMX control panel (see above). The pre-set positions are usually sufficient, but the camera can be adjusted to pan, tilt and zoom anywhere in the room. Do not reset the pre-sets.

Visualiser

The Visualiser (sometimes referred to as the document camera) can be used to transmit OHP acetates, 35mm slides, documents and images on paper. The AMX control panel does not control the Visualiser; it must be operated manually.

The most useful controls - Zoom, Manual Focus, and Freeze Image – are on the head of the Visualiser. On/Off and Lighting are towards the rear.

When creating slides to use on the Visualiser, to ensure other site(s) can read them easily:

- Don’t use text smaller than 20pt
- Avoid using red text
- If using bullet points, keep to no more than 6 words per line if possible. If more text is required, it is best to send paper or electronic copies to all concerned prior to the conference.

DVD/Blue-ray Player

If you wish to play a DVD or Blue-ray disc, please let us know in advance so we can unlock the rack to allow you access to the player.

When you choose DVD to preview or transmit, the control console displays the DVD machine controls to allow you to operate it.

Use of Computer for PowerPoint

The computer screen is displayed by choosing PC on the control panel. The keyboard and mouse are situated on the front desk.

This video conference equipment is H239 compliant so it is possible to send video pictures and data (PowerPoint) from the PC at the same time. Provided the remote suite has similar equipment, they will see the video picture and the data. If the remote site does not have similar equipment then when one chooses ‘pc image’ it is only this they will see.

Leaving the room

When you have finished your conference:
- Press Disconnect on the control panel to end the call.
- If you have used the PC, log off as usual.
- Turn off the lights on the Visualiser using its Lighting button. Don’t switch off its power.
- Turn off the lights.
- Pull the door shut.

Training

You are advised to familiarise yourself with the equipment before the conference takes place. Contact Media Services on 3000 to arrange training.

Help!

If you require assistance please call:

Media Services 3000
Service Desk 3636
Janet Vscene (9) 0131 650 4933

Note: If it is a Janet VScene connected video conference, you will need the video conference reference number to hand when contacting them.

The phone number in RG17 is 01224 273246.