This guide 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 guide to Video Conferencing: Booking Rooms. For facilities at Foresterhill, please contact Media Services on 43/7741.

In addition to the video conference system described below, the suite has a PC, camera etc so you can use Skype for Business video conferencing.

**Powering up the room**

As you enter the room on the right are the light switches and a red mains power switch; ensure all 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’, 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.

**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. If you use the PC for a presentation during a video conference, the monitor on the right will show your presentation.

**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 document camera) can be used to transmit images of objects, OHP acetates, 35mm slides, paper documents etc. 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 to 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.

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 and 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Services</td>
<td>3000</td>
</tr>
<tr>
<td>Service Desk</td>
<td>3636</td>
</tr>
<tr>
<td>Vscene</td>
<td>(9) 03300200404</td>
</tr>
</tbody>
</table>

Note: If it is a 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.