

Distance Learning Equipment

GST Bush Campus Building 1

Instructions

Overview: This tutorial will guide you through the process of participating in a videoconference using the equipment in the Distance Learning Room at Building 1 on the Bush Campus of GST BOCES.



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Building 1 Distance Learning Room: Equipment

When you enter the Distance Learning Room at Building 1, the equipment is situated in the back left corner of the room. On the desk you see a small touch panel, and to the right of that, there is a SMART Sympodium. You should also see a Tandberg Remote.



Touch Panel



SMART Sympodium



Tandberg Remote

The Touch Panel and the Tandberg Remote are used to connect to video conference participants. The Sympodium is an interactive screen that allows you to draw over computer applications with the stylus, while you remain facing your audience. The Sympodium also acts as a monitor to the computer in the DL Room!

Step 1: Powering up the System

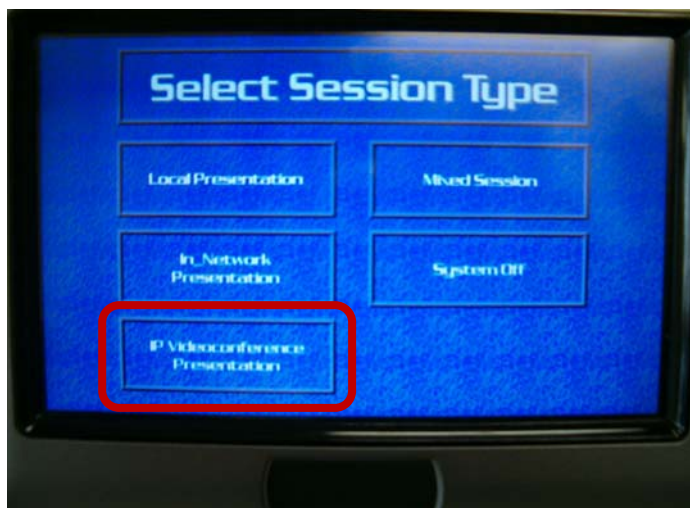
If the touch panel looks dark and nothing is in the display, you may need to switch it on by pushing the button on the bottom of the touch panel that is outlined in red in the picture (or simply tap the screen):



Touch the button on the screen that says :
“TOUCH HERE TO CONTINUE”



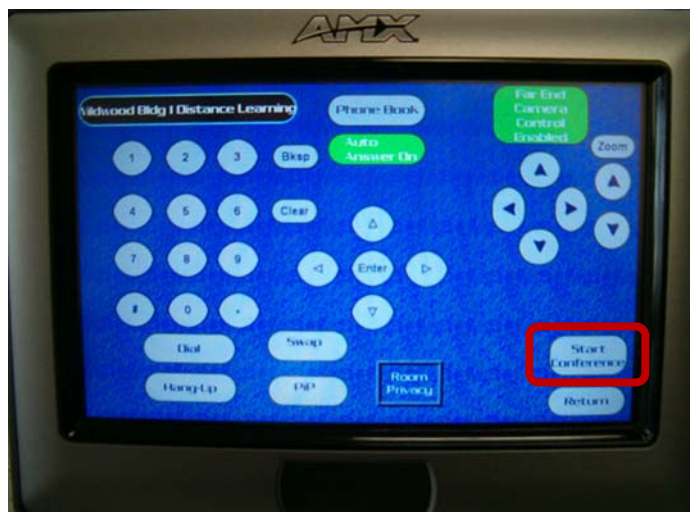
Press **IP VIDEOCONFERENCE PRESENTATION**



Press **START CONFERENCE**

At this point, both screens will power up. The projector may take a few minutes to come on.

At this point, you should see yourself on both screens!



If you don't see yourself on BOTH SCREENS:



On the Tandberg Remote, press **SELF VIEW** so you can set up your camera shot.



Tip: Where to Point the Tandberg Remote...

The Tandberg Remote needs to be pointed at the Tandberg unit on the bottom of the equipment rack on the right.
(if you are looking at the Touch Panel)



Step 2: Set up your camera shot

On the Touch Panel, use the “PAN TILT: ZOOM” section on the screen to adjust your camera angle by touching the left, right, up, and down arrows.

You can also use the **Zoom+** and **Zoom-** buttons on the screen to zoom in and out.

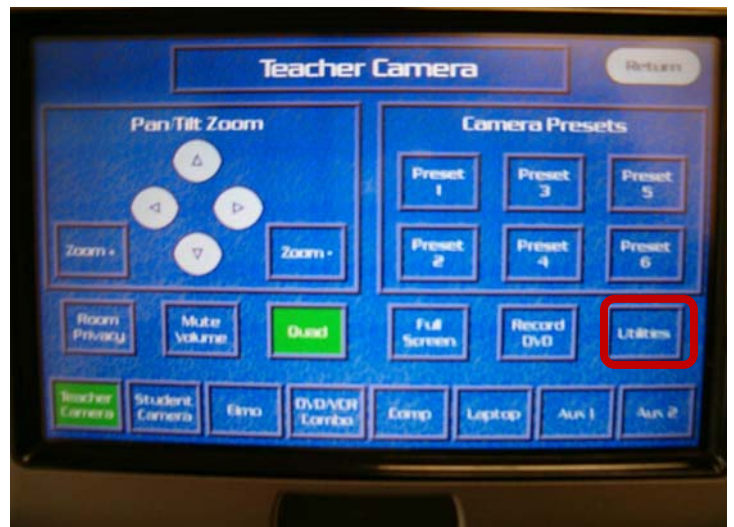
IVC Etiquette Tip:

Make sure the other side will be able to see all of the people in the conference. (If there is only one or two people in the conference, zoom in, so the other side can see them more clearly.)

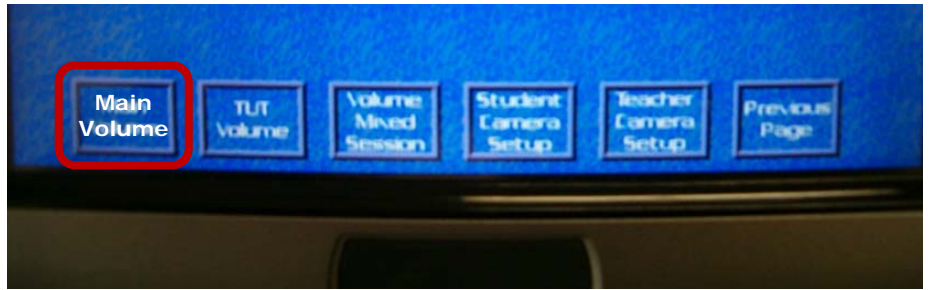


Step 3: Check your Volume Level

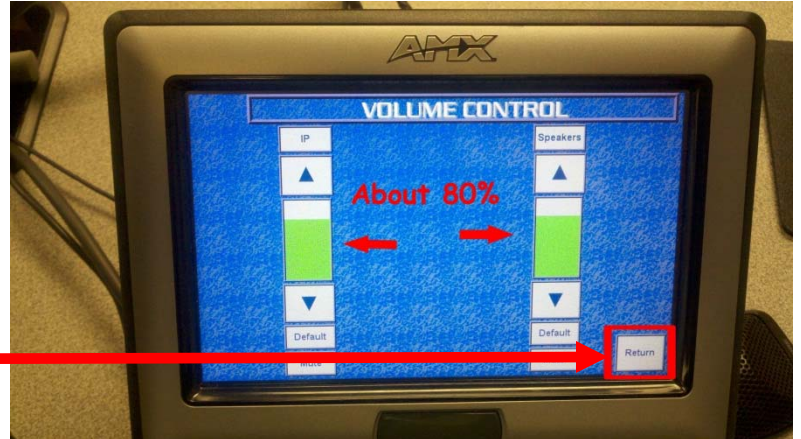
Press **UTILITIES** on the Touch Panel.



Select the **MAIN VOLUME** button on the bottom of the Touch Panel.

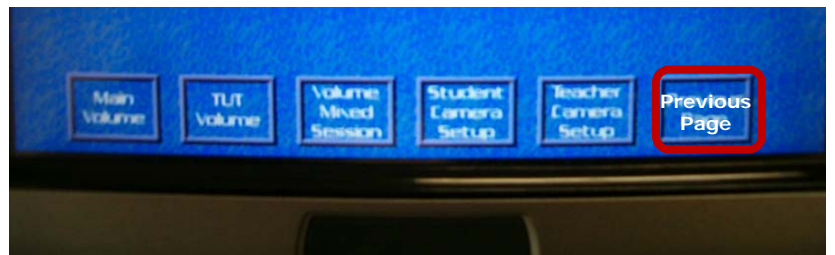


-Make sure the volume is up on both sides as shown here



-When you are done, click the "Return" button

Press **PREVIOUS PAGE** at the bottom of the screen that appears.



Lastly, Press the **RETURN** button at the top right of the Touch Screen...

This will mark the end of your setup and will bring you back to the first screen, seen below!



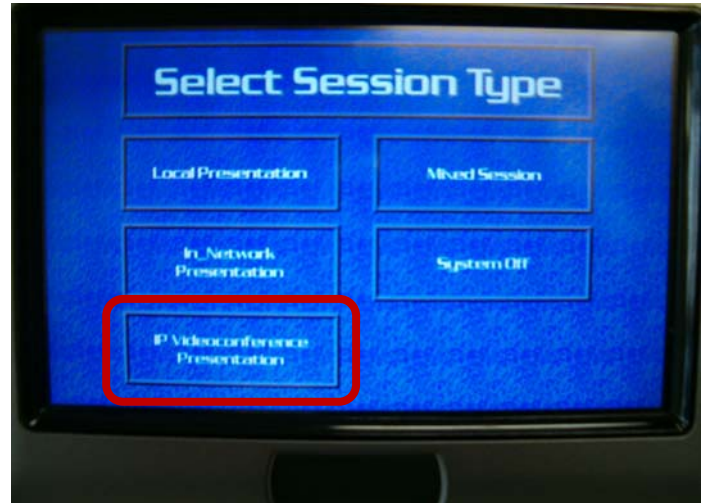
Remember that if you would like to **MUTE** your microphone so the other end of the conference can't hear you, simply press the **MIC OFF** button on the remote. Press that same **MIC OFF** button to "unmute."



Step 4: Starting The Videoconference

Again, Press:

IP VIDEOCONFERENCE PRESENTATION



At this point:

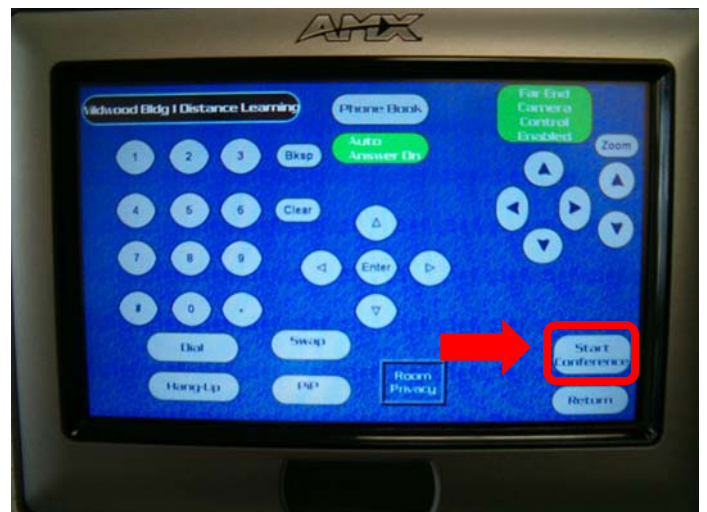
If the other participants are calling you:

- Press "Start Conference"

The unit should answer automatically.

If it doesn't...

- Push the green button on the Tandberg remote to answer the call.



Note:

You may see this icon in the upper right corner of the screen that indicates that the Mic is turned off



Press the Mic Off Button, and your mic will turn on!

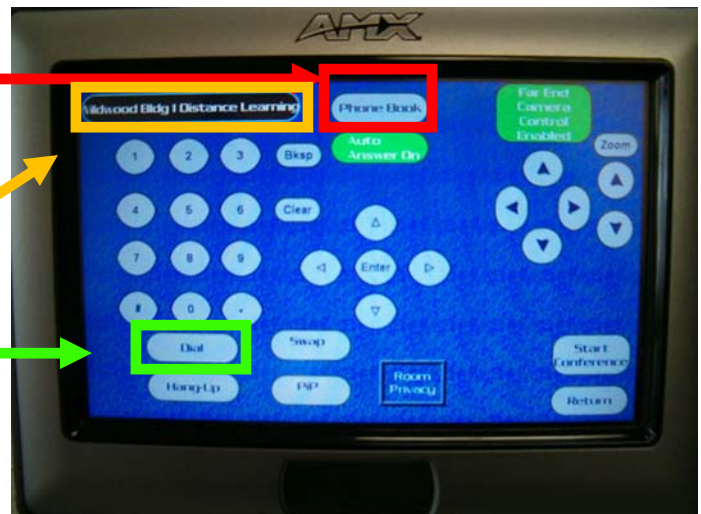


If YOU have to initiate the call:

- First, push the "Phonebook" button to see if the number is already saved.
- If not, enter the IP Address into the bar at the top left of the screen

Press "Dial" to Connect

- After you have connected, push "Start Conference" to give you access to the controls!



Important Tips!!!

1. It is always a good idea to keep a **PIP** (Picture-in-Picture) of your own room up on the screen. That way, you always know what your group looks like to the other group(s) taking part in the video conference. You can set up your PIP at any time during or before the video conference.

The pip shows you exactly what the other side is seeing during the video conference. This is important to be aware of and is very easy to set up!



Setting your PIP:

Using the Tandberg Remote, press the “**LAYOUT**” button. Keep pressing that button until the PIP is in the location on the screen where you want it.

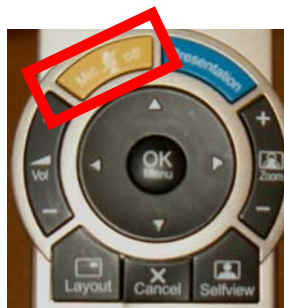


2. Beware of your PIP:

You may be conveying unintended body language, etc., to the far end participants that you do not realize you are doing, but the PIP will remind you!!!



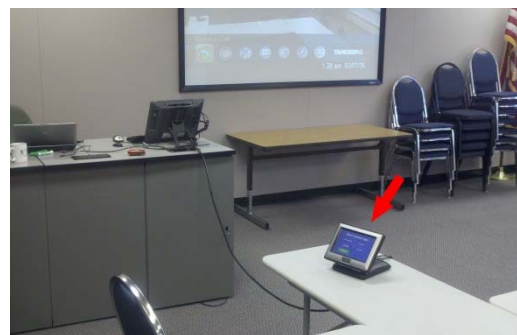
3. It is appropriate to **mute the microphone** on your end when the other end is talking or presenting for long periods of time.



4. If the other side of the conference is too noisy, ask them to **Mute** their microphone until you are ready to interact.

5. When using the Touch Panel during a Videoconference, feel free to move the touch panel to the table where you are sitting.

The touch panel has a fairly long cable for just this reason!



If you are experiencing difficulty with your presentation, contact René Carver at ext.1799 or any other DL Team Member. Do **NOT** play with the remote and touch screen because it may make a bad situation much worse.

Camera Presets:

Presets help you quickly move the camera to a specific location. **You can only set a Camera Preset if you establish a call first!**

Quick Presets: You can set camera presets very quickly by following the directions below:

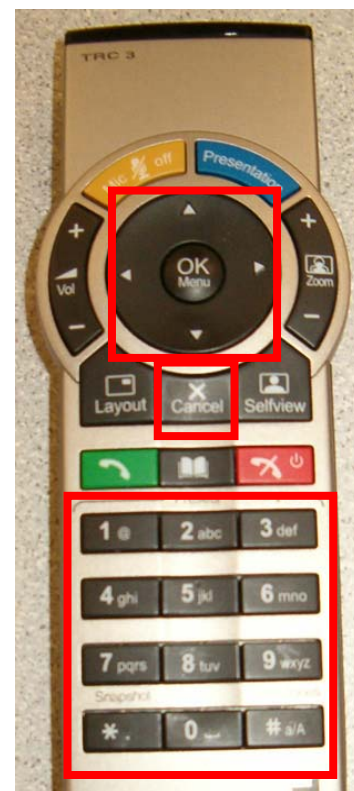
1. Set camera to the desired position using the Zoom button and Arrow buttons on the remote.
2. Press and hold a number between 0 and 9 for one second, until you see a dialog box on the screen that says **ATTENTION: MAIN CAM & AUDIO INPUT STORED ON P#**
(The # represents the number you chose for your preset – that is the number you will use to access that preset)

Named Presets: You can set and name your presets to help you remember each one you set by following the directions below:

1. Set camera to the desired position using the Zoom button and Arrow buttons on the remote.
2. Press **OK(MENU)** on the remote
3. Arrow right 2 times and choose **CAMERA CONTROL**
4. Press **OK(MENU)** on the remote
5. Arrow right one time to choose **SAVE NEW CAMERA PRESET**
6. Press **OK(MENU)** on the remote
7. Give it a number (0-14) and a name using the number keypad (just like texting on your cell phone!)
8. Use the down arrow on the remote to move through the Preset dialog box | choose the **SAVE** button in the dialog box and press **OK(MENU)** on the remote

To use your presets:

1. Press any number on the number keypad on the remote
2. A dialog box pops up on the screen. Arrow down to **USE PRESETS** | press **OK(MENU)** on the remote
3. Use the arrows on the remote to choose one of your presets | press **OK(MENU)** on the remote to select it
4. Now you can arrow left and right to quickly select different presets
5. When you are finished, select the **X** button with the remote to exit out of Preset mode, or simply press the **X Cancel** button on the remote.



Add an IP Address to the Address Book

1. Press the Address Book button on the remote
2. Arrow down to **MY CONTACTS** using the Arrow button on the remote
3. Press **OK(MENU)** on the remote
4. Arrow left once and then arrow down once to open the **ADD NEW CONTACT BOX**
5. Use the number keypad on the remote to enter the name and IP Address of the contact (use the down arrow to move through the fields)
6. Arrow down to highlight OK on the dialog box and press **OK(MENU)** on the remote



Change the Layout of a Conference on a Multisite Unit

1. Press **MENU (OK)** on the remote
2. Arrow over to **SERVICES**
3. Arrow over to **LAYOUT**
4. There you will find the different layouts for the screen and voice switching

