



## Using the Video Conference System:



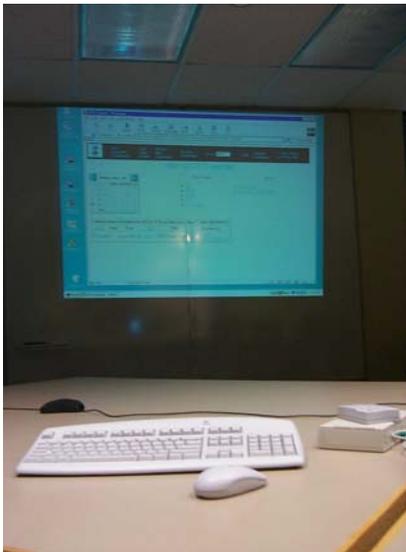
1. **Initial Set-Up:** First, make sure all the equipment is turned on. The overhead projector should be ready, if not, unfold it. Be certain both "necks" are completely unfolded. Make sure the lens cap is removed as well. Then, unfold both lights. Once



this is done, turn on both, the document camera and the video projectors. The TV monitor should also be on, if not, switch it on at this point. Make sure the TV monitor is turned to VCR-S or S-Video. This can be done by continually pressing the **input** button,

located on the bottom of the TV, until the desired option is displayed on the screen.

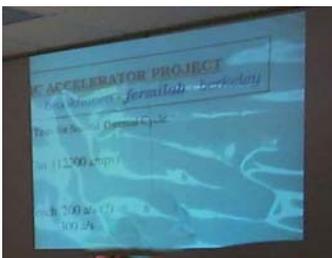
2. **Finding the Correct Number:** Next, take the remote control with the letters **NEC** on the bottom (if you already know the number you wish to dial, you may skip this step). Press the button with **RGB 1** above it (this button is near the top of the controller). This will give you the computer screen projected onto



the wall. Now, using the mouse, go to the DCS web site on the internet and bring up the calendar (there is a short cut to this web site on the desk top, it is a Netscape icon labeled DCS Reports). Then look at today's date on the calendar. Find your event and click on the CID number. Next, look at the directory number listed by the location you are calling from. Looking at the number listed, note the last four digits of that number (this will be the number you will have to dial use later when looking in the dialing directory).

Finally, using the **NEC** remote, click the **S-Video** button. Now, you are once again connected to the document camera projector.

**\*When using the Document Camera, Please Note:**



(example of how a transparency looks projected from the document camera)

-On written documents, a minimum font of 14 to 16 Courier is recommended in order for text to be distinguishable on the "far end".

-Make sure the written material is on paper rather than a transparency film (the transparency film produces a glare).

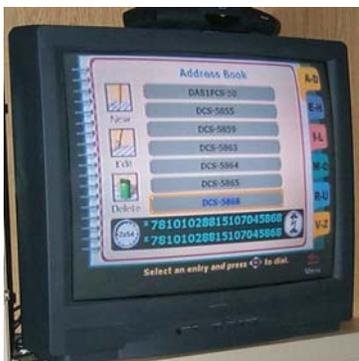
- If you have already prepared presentation material, don't hesitate to fax the images over to the other members involved in the conference before it starts.

3. **Dialing the Number:** Next take the Polycom remote. Using the arrows, highlight the address book and press **select**. The six different boxes that show up are the most recent numbers called. If your desired number is one of those numbers, you may **select** it then. However, if this is not the



case, **select** the address book once again, located in the lower left-hand corner of the screen. Next, determine if the conference is multi-point (more than one person/group you are meeting with over the video conference system), or if it is point to point (only one other person or group you are meeting with over the video system).

A) **Multi-Point Conference:** If the conference is multi-point then search for the



number in the address book under "D". All multi-point conferences are listed DCS-(the last four digits of the number you had previously looked up. For example, if the number I wanted to dial was 510-704-5689, the number I would be looking for would in the address book would be DCS-5689).

\* To navigate through the directory, use the right hand arrow to move over to the alphabet listed on the right side of the screen. Then, use the up and down arrows to move around the letters, until you find your desired location. Press the **select** button. Then press the left hand arrow to move back to the row of different numbers listed in that particular section. Use the up and down arrows once again to find your desired number.

B) **Point-to-Point Conference:** If the conference is point to point however, search for the name of the room in the address book (the rooms are listed by their first letter). Once you have found the room and/or number you are looking for in the address book, highlight it and then press select to place the call.

\*If the party you are calling is not yet connected when you connect, the camera will continue to show a picture of your room, however, once the other party(s) connects, their picture(s) will show up on the TV accompanied by a small noise.

C) **Manual Dialing:** If the number you would like to call is not in the directory and you have the number to call, you may do it manually. To do this, go to the directory and select the **manual dial** tab. From here, you may enter the number onto the TV by using the Polycom remote. The number should be entered \*781-010-2881-(ten digit number(s)). Now press the **call** button to place the call.

\*Keep in mind:

-This system works over phone lines, not cables or airborne frequencies. For this reason, the picture is only updated when there is movement, so at times the picture may appear blurry or checkerboard looking. Also because of this fact, when pointing something out, use a pen, pencil, or pointer, **not** your finger. The finger tends to move as you talk which can cause the document to move as well.

-There is a delay when talking, so the other party(s) may not answer as fast or as soon as you believe they should. Be patient

-The camera will focus on whoever makes the most noise, so when someone is talking, be careful about tapping fingers and etc.. Or the camera will focus on you or your room.

-When talking try to direct your voice into the microphone so it can be heard well on all ends of the conference.

-When another member or group is giving a presentation, you may want to mute your microphone(s) as to not disturb their presentation with noise. To "mute" the microphones (there is one on each end of the table) press the small circle button on top until a red light comes on. The red light indicates that that microphone has been muted.



-Another option you have is auto tracking. When this is on, the camera will automatically focus on the person talking for over 5 seconds in the room. To turn on this feature, press the **auto** button on the controller. Only press it once though or other options will come up. To turn auto tracking off, or if you missed it the first time and want to go back to it, continue to press **auto** until your desired task has been completed.

4. **Patching in a Phone Call:** If you are in a conference call and like to would patch a phone call through the system at the same time, simply press the **menu** button (lower left-hand side of the controller). Then use the arrows until you have highlighted the "telephone" option. Now, press **select**. A phone will



appear on the screen. Once this occurs, dial the digits of the desired phone number into the remote (the number dialed will show up on the TV). Then press **select** to dial the number and talk. To end the call, press **hang-up** (the green button on the top of the remote). If you would like to return to the camera view while on the phone, you can do this by pressing the **menu** button. Then highlight **video call** and **select** it. Next, highlight and select **stay in call**. This will bring you back to the video screen. To go back to the camera after hanging up, use the same process as going back to the camera during a phone call only remember to hang up the phone first.

5. **Ending a Video Conference Call:** To end the entire video conference call, press **hang up** (the green button on the top of the remote control) twice. Then turn off the overhead and the projector.



### Sending a Computer Image to the Conference

1. Make sure all equipment is turned on, most important are the TV screen and the wall projector.
2. Take the Polycom remote and press the **near** button. Then highlight the last choice available (looks like a radio, farthest option to the left). To select this choice, set the controller down, then the other options will disappear.
3. Now, take the NEC remote and press the **RGB1** button, the computer screen will then show up on the wall. Next click on **start** and select the **setting** option. From here, click on **control panel** and then go to the **displays** icon. Once this icon opens, click on the **settings** (upper right hand corner). In the desktop area, change the numbers to 600x800 or 640x480 pixels. These settings will make it easier to read the screen on the TV screen.
4. After the desktop settings have been changed, click on the **displays** tab (right above the settings tab). Once this screen shows up, click on the blue/green tab in the corner of the TV icon (after doing this a picture should show up on the TV screen). After doing all these changes, click **apply** and then **ok**. A box will come up and ask if you wanted to save these new settings, click yes.
5. At this point, you may continue with your conference, using the computer image now on the screen.

6. To get the computer image off of your screen, press the **near** button and return to the image that looks like the video camera. Then, on the computer, return the **settings** to how they were before. Change the image to 1028x768 pixels; also, unclick the blue/green button in the corner of the TV screen under the displays setting.

\*For help with any of these steps, go over to the phone in the room and press "Page John". Once you hear a beep hang up and wait for John Konc to call you back (the number dialed is his pager number).



However, if the problem is more urgent, you can press "help" to be connected with John Konc's cell phone.



\*Extra Information:

Conference Phone #: 630-840-6030

Fax #: 630-840-6027

Voice Phone # (on back table): 630-840-6028

## NEC Remote Diagram



