Video and Phone Conferencing in A224

April 7, 2010 V1.0

Phone Conference:

- Use the Polycom phone and dial normally.
- The satellite microphones are also functional in your conference call.
- The telephone number of the phone line is: 7613

Using the projector with a laptop

- The projector is normally set up to work with the VC computer (see below).
- If you want to use it to project from your laptop—open the cabling slot on the table nearest to the screen.
- VGA cable from the projector is coupled to the VC computer at that point.
- Undo the connection and plug in your laptop to the projector.
- The projector remote is usually in the cabling slot second from the screen.

Booting the VC computer:

- Make sure the LCD TV is on. You should see the blue (not red) LED on.   The TV can be turned on with the power button either on the side of the TV set or on the SCEPTRE remote.   Do NOT boot the computer without the LCD TV being on—this is exactly like booting your computer without having your monitor on. It'll come up in a strange state.
- Optionally, turn on the projector overhead. You can do this by using the projector remote, usually stored in one of the power slots at the center of the table. The projector is set up to be the second, continuous, display for the computer. (You may also turn the projector on AFTER the computer is booted.)
- Boot the computer by pushing the power button on the front panel of the computer under the LCD TV.   You can use the remote keyboard and mouse on the table. Do not forget to return the remote mouse to its charging station after use. The attached mouse and keyboard near the TV is also usable.
- After booting, answer "YES" and "OK" respectively to the two question panels that will come up.
- You have now successfully booted the computer.
- You can move any window to the projector screen by dragging it with the mouse.
- When turning off the computer, do not turn off the TV. Turn off the projector at any point.

Using EVO:

- Start the EVO session on the VC computer by clicking on the "EVO" icon at the bottom left.   This will open an IE session at the EVO site.
- Click on "Start EVO 2.0". Be patient. This could take a while to come up.
- Join the session you want. (You might try out these steps in either the "testing" or 'EVO TV" room in the "universe" prior to joining the actual session)
- On the "Vievo" window, click on the camera icon to turn on the room camera. The icon should turn red and you should see yourself.
- Take one or more of the wireless mics from the charging stand. The LED on the mic should be green while on the stand. It should flash red when out of the stand.
- Press the button on the mic. It should flash green. Now it is live—but the EVO session iself is still muted.
- In the EVO session, press the mic icon to unmute the session.
- You can use all of the mics if you'd like.   There are six table mics and two lapel mics.
- We've found that deploying six room mics will effectively cover the room. You should warn people, however, that background conversations will likely be picked up by the mics.
- You can mute the individual mics by pressing the button on the mic. It flashes red while muted.
- You can mute all of the mics by pushing the "mute" button on the square remote for the mics. The "revolab fusion" unit next to the computer should flash red. Also each of the mics should also flash red.
- Put the mics back into the charging stand when you are finished.   The LED on the mic should turn solid red(charging) or green(if you didn't use it much).

Connecting to an Esnet ad-hoc conference.

- Start EVO as above but do not join a session.
- Click on the "phone" icon find a drop down menu (only one entry). Start the "call H.323/SIP client"
- In the window type in   nnnnnnn@gk1.es.net , where nnnnnnn is your ad-hoc number (i.e. 881234)
- Click on the green phone icon to start the connection.
- The arrow bar on right will give you a keypad which you will probably need.
- Proceed to set up camera and mics in the same way as the EVO session.

Connecting to a H323 conference system with an IP address (Polycom, Tandberg..)
- Exactly same as Esnet ad-hoc session except that you enter the IP address instead of the ad-hoc number.