

Operating Instructions for Room 2/54

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When using room 2/54 it can make things easier if you remove the operating panel from main desk

To remove the operating panel from its docking station at the main desk press the button at the bottom of the panel. A key pad will appear, enter “1988” the panel should pop out and can be lifted over to the main desk.



Don't forget to replace the panel back in its docking station on the main desk before you leave.

Both the keyboard and the mouse are wireless and portable and can also be taken over to the main desk. **Ensure that the mouse is switched on.**

If you need further help or wish to report a problem please contact the IS Service Desk:

Email: ISServiceDesk@napier.ac.uk

Tel: Ext 3000 or (0131) 455 3000 externally

Lecture Presentation Mode

To wake up the video conference service, touch the panel on the main desk.



Choose **Lecture Presentation** from the main screen. This mode allows you to give a presentation in the room and use all the devices as part of the presentation.



This screen allows you to change any of the local monitors to any of the devices located on the main control desk. E.g. to view the output of the **Main PC** on all **Screens**, select all 4 boxes.



Audio is controlled by any of the icons for each device and is active by pressing the device for more than 2 seconds. E.g. if you wanted to hear the DVD in the room, press and hold the DVD icon for 2 seconds and the audio source will = DVD.

Use the volume control on the screen to adjust the sound. You can mute the sound of any device at any point by pressing the middle icon.



If you want to watch a DVD please use DVD player on the Main PC, the DVD player at the main desk is **not operational**.

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Video Conference

If you would like use the video conferencing equipment in Room 2/54, generally 1 week's notice is required. Fill in and submit the on-line form on the web-page below.

<http://staff.napier.ac.uk/services/cit/telecommunications/Pages/VideoConferencing.aspx>

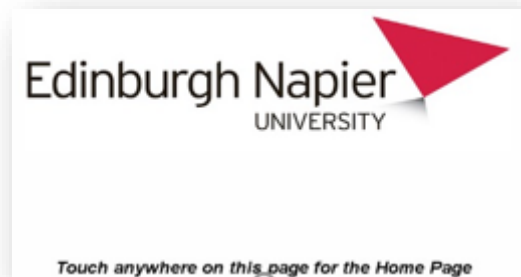
You will need to know the external **IP Address**, for example 146.176.148.98 (address for Sighthill Mobile). Externals can't connect to us because of our firewall. If you want to use your laptop as a video conferencing device use SKYPE or SKYPE for Business. Please note that the video conference set-up doesn't work on the **large touch screen**, please use SKYPE instead.

This video conference set-up allows you to stream the content of the video conference around the world, but is only to be used to push the content out, this function will not allow the viewers of the content to interact with your VC based system.

Please note that you can run streaming (to up to 50 PCs depending on stream availability) and interaction with other video conferences at the same time, using the JANET Videoconferencing Service (JVCS). Please contact the **IS Service Desk**

How to connect

Wake up the video conference service by touching the panel on the main desk.



Choose **Video Conference** from the main screen.



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The screen shown will appear.



To make a video call you can either call manually or choose an address which has previously been set up in the Directory. Use the operating panel to **Manual Dial** or to bring up the **Directory**.

1. Manual Dial

Select Manual Dial from the options at the bottom of the screen.

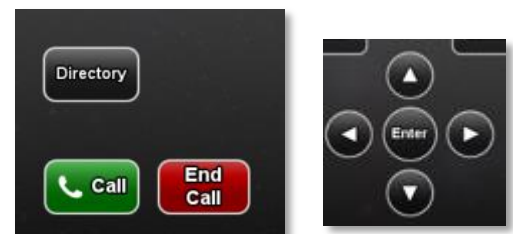


Select the **Dialling Keyboard** option and enter the **IP Address** given to you by the receiving end.



2. Using the Directory

To make contact with someone already stored in the directory select **Directory** on the panel and use the arrows on the operating panel to scroll through the list and then press **Enter** when you find the one you want.



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Sending devices

Select **Send Presentation** from the options at the bottom of the screen.



Depending on the setup at the receiving end of the video conference, you can send any of the devices to their screen. To send the main PC press the **PC** icon; this will in turn give president to this device at the receiving end's display.

If the receiving VC system has two screens it's likely they will see both you and the device full screen, if they have only one screen then they will see the device as the main screen with your video as a picture on their screen



Controlling the cameras

Select Camera Controls from the options at the bottom of the screen.



Choose the relevant camera (**Lecturer Camera** (beside the PC at the lectern) or **Table Camera** (in between the 2 screens))

Use the arrows and icons to control the cameras.



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Microphones

1. Fixed

The fixed microphone is attached to the main desk, this is to be used as a back up or if the batteries are not charged on the radio microphones, this microphone is always on and is never switched off (unless mute is activated on the panel)



2. Tie clip (use on main speaker) and table microphone (use in the middle of the table)

The tie-clip and table microphones are switched on by removing them from the charging dock station on the main desk. Note that the charge will last for 5 to 7 hours.

The **green** light will show on the microphones when they are fully charged.



- a) When you pick up the microphone the **red** light will be flashing, this means that it is active but muted. Press the large square button on the front of the microphone, the light will change to a flashing **green** light which indicates that it is live
- b) To mute it, press the square button again and the red button will show.

When you have finished with the microphones replace them in the charging unit so that it is ready for the next user.

When you have finished using the equipment, please shut down and switch everything off including the wireless mouse.



Don't forget to replace the operating panel back in its docking station on the main desk before you leave.

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