Portable Video Conference Unit

Video Conference Presentation
The audio-visual system is equipped to display video conference calls. Use the Video Conference tab to establish and control a video conference call. Use the Video Conference presentation page to display a current video conference call.

Prerequisite
The room has been booked with FAS and they were notified at the time of making the booking that video conferencing was required.

Start-up
The touch screen remains powered on indefinitely. If left unattended, the touch screen will revert to power-save mode and the screen will go blank.

To begin, simply **touch the screen's surface** and the Welcome page will load. Press the **screen** again to load the system's Main Page to turn on the system.

Microphones
Microphones are kept in the drawer of the white cupboard.

Use the equipment.
1. Turn the hand held microphone on via the **on/off button** located on the front.
2. Turn the lapel microphone on via the **on/off button** located on the front.

NOTE: The Video Conference option from within the Smart Board or Projector tabs is only available when in video conference mode and there is a current video conference call in progress. Otherwise, this option is not available.

VC Presentation Procedure

1. Enter Video Conference mode and establish a conference call.
2. Select the Smart Board tab or the projector tab.
3. Select the Video Conference icon.

Video Conferencing

Video Conference Dialing
The system features video conference dialing that allows manual dialing and calling of video conference calls.

NOTE: The video conference trolley must be fully connected within the room before video conference control via the touch screen panel is available.

Video Conference Dialing Procedure

1. Press the **Video Conference** tab.
2. Select the **Dialing** icon.
3. Enter the contact number/address using the numeric keypad of the **keyboard** or via the **keyboard** icon.
4. Press the **Call** icon to connect the call.
5. Use the **Privacy** icon to disable outgoing audio.
6. Use the **Volume** controls to adjust the incoming volume level.
7. Press the **Remote** icon to display simulated remote control icons.
8. Press the **PIP Layout** icon to display and change the picture-in-picture image.
9. Press the **End** icon or **Exit Video Conf.** icon to disconnect the call.

Menu Controls

1. Press the **Enter/Menu** icon to display the on-screen menu.
2. Use the ▲▼◄► icons to navigate around the on-screen display menu.
3. Confirm selections by pressing the **Enter/Menu** icon again.
4. Press the **Back/Cancel** icon to cancel a selection or exit the on-screen

Video Conference Phone Book
The video conferencing system features an integrated Phone Book. The phone book provides a convenient way of establishing calls without needing to manually type long contact numbers.

VC Phone Book Procedure

1. Press the **Video Conference** tab.
2. Select the **Phonebook** icon.
3. Select one of the **contact** icons to bring up the contact's name and number.
4. Use the Next ▶or Prev ◀ icons to scroll through the phone book. Use the First ◄◄ or Last ▶▶ icons to jump to the beginning or end of the phone book.
5. Press the **Call** icon to connect the call.
6. Use the **Privacy** icon to disable outgoing microphone audio.
7. Use the **Volume** controls to adjust the incoming volume level.
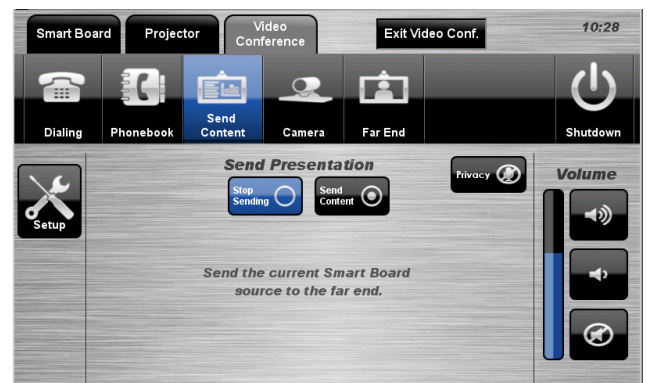8. Press the **End** icon to disconnect the call

Video Conference Send Content

The video conferencing system allows users to select and control the near-end sources. The unit will send whatever source is currently being displayed by the Epson projector onto the interactive whiteboard.

VC Send Content Procedure

1. Press the **Video Conference** tab.
2. Select the **Send Content** icon.
3. From the **Smart Board** tab, select a source to be displayed on the whiteboard.
4. Press the **Send Content** icon to send the presentation.
5. Press the **Stop Sending** icon to stop sending the presentation

Video Conference Camera

The video conferencing system allows users to select and control the near-end video camera.

VC Camera Procedure

1. Press the **Video Conference** tab.
2. Select the **Camera** icon.
3. Use the ▲▼◀▶icons and **Zoom** icons to position the camera.
4. Select a **Preset** icon to move the camera to a pre-configured position.

End Video Conferencing

Pressing the **End** icon from the Dialing or Phonebook pages will disconnect the current conference call.

Pressing the **Exit Video Conf.** icon will disconnect all calls and exit the video conferencing mode.
A pop-up warning will allow the user to confirm this selection.

Press the **Yes** icon to end video conferencing.

Press the **No** icon to resume video conferencing.

Shutdown

To shutdown the audio-visual system
1. Press the **Shutdown** icon located on the top right of the touch screen. A pop-up screen will appear.

To turn off the system
2. Press the **Yes** icon.
3. Press the **No** icon to return to the audio-visual system.

NOTE: Letting the system go to sleep by itself only powers down the touch panel screen, it **does not turn off** the audio-visual equipment. To turn off the equipment, shutdown the system properly using the touch screen panel. This will extend the life of the audio-visual equipment.

To ensure the equipment is ready for use by the next lecturer/presenter

1. Turn the keyboard **off** via the **on/off button** located on the back of the keyboard
2. Dock the mouse back into the **docking station**.
3. Dock the hand held and lapel microphone back into the **docking station** lining up the recharging so the charge lights are activated.

For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291