

## Video Conferencing

### Equipment:

- 2 Large monitors with 2 cameras (Teacher and Student)
- Teacher mic-portable
- Permanent microphone installed in the ceiling.
- Electronic White board
- Laptop
- Document camera
- Projector
- 2 VCRs (The VCR on the top shelf is for playing tapes and the one on bottom shelf is for recording.
- A DVD player.
- **Master Switch**- There is a master switch located inside the cabinet, this stays on all the time. If for some reason you find that the equipment isn't turning on, check and make sure the master switch is on.



## **Main remote control:**

You will use this remote to make and control a call:

The **directory** button displays a directory for preset call numbers.

The **connect** button to connect to the site.

The **disconnect** button is used to end a call.

The **main camera** button is used to view students. The camera is on the Student monitor.

The **document camera** button will display what is being viewed from the camera that is on the Teacher monitor. The image can be viewed in the corner of the student monitor.

The **Aux** button is for the input from the DVD.

The **VCR** button is for input from the VCR.

The **PC** button is for input from the PC or the document camera.

The **self-view** button is what the person at the other site is seeing.

The **move pip** button puts a smaller picture box on the screen.

The **far end** button controls everything at the other site.

### **To start a video conference call:**

- Turn both of your monitors on.
- Use the remote to make a call, by pushing the **directory** button. Then push the **yellow** button at the top for local directory. (Notice all the schools are listed in the directory)
- Choose a site to call. Example: Pollard Elementary School.
- Press the small green **connect** button.
- Adjust the cameras.
- Greet the person or persons at the other site, make sure they can see you and hear you. (Remember to speak slowly and clear)
- When you are finished, press the red **disconnect** button.

## **RCA Monitor Remote**

This is a small silver remote that is used to operate the RCA monitor. This will be needed when you turn the monitor on and you have to exit the setup screen on the monitor. There are also 3 buttons on top of the monitor. The right button turns on the monitor. The middle button-toggles, and the third button moves the camera.



**Note:** If there has been a power outage or you accidentally hit the power button on top of the monitor, use the RCA remote to clear the setup message on the monitor.

Press the INPUT button until you see the Tandberg logo.

## Document Camera:



**Power button**-This is the green button located on the bottom left side.

**Rotate button**- Rotates the document.

**Aperture button**- This button adjusts the graphic or text display.

**AF button** is Auto Focus.

**Freeze button**-This button creates a still picture.

**Lamp button**-This controls the brightness. When using transparencies a lower light will appear from under the document.

**Int/Ext**- This button allows you to toggle between other VGA connections. For example you can access the document camera or press this button and use the laptop.

**Mode**- The mode button is just the VGA setting. The one to use is the middle one which is the XGA.