Middlebury College
Davis Library User Guide

Seminar Room 1
Contents

SYSTEM START UP .................................................................................................................. 3
PRESENTATION ROOM PC ........................................................................................................ 5
USE THE BLU-RAY PLAYER .................................................................................................... 6
USE THE AUDIO CONFERENCING FUNCTIONALITY ............................................................. 11
IN ROOM CONTROLS ............................................................................................................ 13
SYSTEM SHUT DOWN ........................................................................................................... 16
BEST PRACTICES .................................................................................................................. 17
**SYSTEM START UP**

1. **Touch** anywhere on the touch panel to turn on the system.
2. **Enter** the password to proceed
HOME MENU PAGE

1. Once the system is fully powered on, the **Mode Select** page will display.
2. Choose one of the 4 modes by selecting the appropriate icon for Presentation, Quick-Start Presentation, Video Call or Video Call via Room. Select the arrow if you want to proceed without selecting a Mode.
PRESENTATION ROOM PC

1. Make sure PC is On and Awake
2. Login to computer From the Source Main page, select the Presentation icon on the left.
3. On the subsequent page, select the Source that you would like to display in the room.

Room PC, Floor Box Front, Floor Box Rear, Rack HDMI, Rack VGA, Air Media or Blu-Ray Player.

2. Select the Display you wish to send the presentation to: Front, Rear or Swap Rear Display
3. Once you have selected your source, select the destination display by pressing the appropriate Left Display or Right Display or Swap Rear Display button on the left side of the touch panel.
USE THE BLU-RAY PLAYER

From the Source Main page, select the Presentation icon on the left.

1. To watch a DVD or Blu-ray, select the Blu-ray DVD icon on the bottom of the touch panel. The Blu-ray player is located in equipment rack in the hallway next to the kitchen area; place your Blu-ray or DVD disc in the player before selecting it as a source.

Be sure to select the destination using the send to menu bar on the left.

2. The following page provides controls of the Blu-ray player:
   a. The direction pad will allow the user to navigate the Blu-ray by using the arrow buttons and the OK selection button.
   b. The leftmost icons perform specific functions on the Blu-ray player:
      i. Play
      ii. Pause
      iii. Stop
      iv. Skip Back
      v. Rewind
      vi. Fast Forward
      vii. Skip Forward
USE THE VIDEO CONFERENCE FUNCTIONALITY

VTC Menu Controls Page

1. To join a video conference, select the Video Call icon on the menu bar.
2. To place a video conference call via IP dialing:
   a. Use the number pad to dial the IP address or extension of the desired party.
   a. To dial additional touch tone numbers; such as entering a meeting ID in a
video bridge, press the “#” key once the call is connected. A dial pad will show on the screen and you can enter the number.

b. Press the **green telephone** button to place the call.

c. When the call is complete, press the **red telephone** button to hang up.

b. To answer an inbound video call:

   a. When a remote site calls the meeting room, a pop-up will appear on the touch panel.

   b. The user in the room should hit **Answer** to accept the call, or **Reject** to decline the call.

   c. To share content in a video call, select the source via the left hand menu bar, and it will automatically begin to send to the remote participants.

   d. Video conference menu controls are located via the bottom of the touch panel display.
a. The directional pad will allow the user to navigate through the on-screen codec menu.
b. The Home button will display the codec main menu on the LCD.
c. The Directory button allows the user to dial a remote site via a directory entry.

VTC Camera Controls Page

a. Video conference camera controls are located via the bottom of the touch panel display.
b. Camera control allows the user to control the in room camera. Some codecs will also allow for far-end camera control. The control options are:
   i. Select the near or far camera to control.
   ii. Zoom in and out via the magnifying glass.
   iii. The directional pad allows for the user to move the camera (up/down/left/right) for the desired camera angle.
   iv. There are three presets available to store preferred camera locations. Once the desired camera shot is set-up then press the Save button and then the Preset button number. The shot will be stored.
Video Call via Lync

Camera Controls Page

c. **Camera control** allows the user to control the in room camera. Some codecs will also allow for far-end camera control. The control options are:

i. Select the **near** or **far** camera to control.

ii. **Zoom in** and **out** via the magnifying glass.

iii. The **directional pad** allows for the user to move the camera (up/down/left/right) for the desired camera angle.

iv. There are **three presets** available to store preferred camera locations. Once the desired camera shot is set-up then press the **Save** button and then the Preset button number. The shot will be stored.
USE THE AUDIO CONFERENCING FUNCTIONALITY

1. To place an audio call, press the **Audio Conf** button on the left side navigation bar. The audio conferencing controls will then appear on the touch panel.

2. Enter the number of the person you’d like to call following the below format. If you make a mistake, press the **backspace** or **clear** button
   a. Dial 9 then the area code and 7 digit number.
   b. Once a call is connected, if additional numbers need to be entered such as when calling into an audio bridge:
      i. Clear the text field
      ii. Enter the additional set of numbers
      iii. Press **Call**

3. After entering the number, press the **green telephone** button to initiate the call. Pressing the **red telephone** button will end the current call.

4. In the right corner of the touch panel are the Volume controls for the audio call. Select **volume up/down** to control the incoming audio volume. The user can mute the incoming audio by pressing the **Mute** button. The **microphone** button will mute the microphones or near end audio.

5. When someone calls the room via the phone, the pop up to the left will be displayed. Select **Reject** or **Answer** to remove this alert.
There is an incoming phone call. Do you want to:

- Answer
- Reject
IN ROOM CONTROLS

1. The in room controls are available from all pages, and are located on the top menu bar.
2. The Home Menu button will bring the user back to the source selection page.
3. The Displays icon provides the user controls to power on/off the LCD displays.

DISPLAYS POPUP

1. Select the display you wish to use: Left, Right or Rear
   a. Turn the selected display(s) on or off

VOLUME AND MIC POPUP

1. The Volume & Mics option allows the user to control the volume of the presentation audio, the presentation microphones, as well as the audio and video call, both inbound and outbound
LIGHT POPUPS PAGE

2. Allows control of High, Medium, AV, and Low lighting in the Room. Also allows user to turn lights off.

COMBINED ROOM LOCKOUT PAGE

The Control Panel in Room 1 will be locked out when the rooms are in Combined Mode.
Please use the touch panel in the adjacent room.
SYSTEM SHUT DOWN

1. When you are done using the meeting room, press the **Home Menu** button on the top left; this will bring you back to the top level landing page.
2. Select **Power Off** to begin. This selection will begin a 30 second shut down process.

3. Selecting **Proceed without Making a Selection** will return the user to the Sources Main page.
4. Selecting **Shut System Down Now** will shut the full system down immediately.
BEST PRACTICES

Presentation
- For the best quality image use the HDMI cable at the laptop locations.
- If both the VGA w/ Audio and HDMI are both plugged in, the HDMI will take priority.
- 1280 X 720 is a good widescreen resolution to present with. It will allow text and icons to be easily read from the back of the room.

Video Calls
- Be sure the front LCD monitor and camera are set up prior to selecting Video conference.
- Schedule a test video call with the far side in advance of the meeting to ensure both sides are properly set up and communicating.
- When the table LEDs and touch panel mic icon are red then no audio is being sent to the far end. If the LEDs and mic icon are green, the room conversations will be heard on the far end.
- Most calls can be initiated from the touch panel by selecting Video Conference - Menu Control – Directory – than scrolling through the list of sites and selecting the desired location.
- If calling into a Video Conference bridge any conference ID number must be entered from the “Menu Control” keypad.

Audio Calls
- When the table LEDs and touch panel mic icon are red than no audio is being sent to the far end. If the LEDs and mic icon are green the room conversations will be heard on the far end.
- To dial an outside number press 9 prior to dialing the number.
- If calling into an audio conference bridge or any call that requires touch tone options, they can be entered on the touch panel audio conference page by pressing “Clear” to remove any numbers from the text field than pressing the desired numbers and selecting “Call” to send the associated touch tones.

Mics and Audio
- All room volume and mic controls can be found on the “Volumes and Mics” touch panel page.