GSB 3.1XX Classroom Control with Lecture Notes (MediaSite) and Video Conferencing

Classroom
- Setup .................................................................................. 2
- PC .................................................................................. 2
- Document Camera ................................................................. 3
- DVD .................................................................................. 4
- Auxiliary ............................................................................. 5
- Lecture Capture
  - Setup .................................................................................. 6
  - Pause and Resume .............................................................. 6
  - Considerations ................................................................. 6

Video Conferencing
- Setup .................................................................................. 7
- Camera Control ................................................................. 8
- Preview and Sending Camera Signals ................................ 8
- Advanced Configuration .................................................. 9
- Setting Camera Presets .................................................... 10
- Using Camera Presets ..................................................... 10
- Making a Connection ....................................................... 11
- Audio Control ................................................................. 11
- Remote Presentation ....................................................... 11
- Lecture Capture Control .............................................. 12
- Changing Joystick Speed .............................................. 13
- Changing the Iris .......................................................... 13
- Changing Focus ............................................................ 13
- Lectern Control ............................................................. 14
- Replacing the Joystick .................................................. 15
- Trouble Shooting .......................................................... 19
  - No PC at Far Side (Online Participants)
  - Camera Will Not Turn On
  - Cameras not moving
  - No Audio From Remote Participants
  - No Audio for Remote Participants
- Technician Controls ....................................................... 9
- Replacing Defective Joystick ......................................... 15

Contact and Help
General Info
- Call 232-6679
- Email: media.services@mccombs.utexas.edu
- http://www.mccombs.utexas.edu/tech/Media-Services

Scheduling Conferences or Recordings
- Call 232-6679
- Email: media.services@mccombs.utexas.edu
- http://www.mccombs.utexas.edu/tech/Media-Services
- click on Classroom Setup Request

Support Conferences or Recordings
- Call 232-6679 (To be Routed to a Tech)
- Email: movi@mccombs.utexas.edu
- http://www.mccombs.utexas.edu/tech/Media-Services
  and click on Classroom Conferencing under Quick Links

Panel Configuration (Not in this Manual)
Room Control Interface
The lectern has a built-in touch panel, which controls all of the room's functions. The default display of the touch panel looks like the picture on the right.

**Lights**
These buttons control the main lights in the room. The **Low** setting turns off the lights next to the screen, creating a better-projected image.

**Lectern**
The lectern can be raised or lowered to accommodate standard desk or lectern heights.

**Spot**
These controls turn the room’s 3 spotlights on or off and adjust their brightness.

**Microphone**
If an external microphone will be used (microphones may be checked out at Media Support) you can adjust the volume with these controls.

  **New** – This room has a secondary sound system for microphone use (available at Media Support) that utilizes a different sound system minimizing the possibility for feedback loops.

**Volume**
These buttons adjust the volume for the PC, DVD and Auxiliary sources.
Projection Control

**Screen**
These buttons raise and lower the projection screens.

**Projection**
Turn the left or right projectors on or off.

**Source**
Sources may be selected for the left and right projector, and different sources may be displayed on each screen.

**Blank**
Temporarily blanks the screen, which is preferable to turning the projector off if you want to temporarily hide the screen's contents.

**PC**
Selects the laptop input as the source for projection. The Auto-Adjust buttons will center the picture on the screen if the image is not completely visible.

**DocCam**
Selects the built-in document camera as the source. This will also bring up controls for the camera and light.

**DVD**
Selects the built-in DVD player as the source. This will also bring up controls for the DVD player.

**Aux**
Selects the auxiliary inputs in the front of the lectern as the source. These can be used to connect external playback devices like VHS decks and other legacy machines.
Document Camera
Selecting the DocCam source brings up a window to control the zoom, focus, light and orientation.

Camera
Turns the camera on or off to enable the picture being sent to the selected screen.

Light
Illuminates the desktop to give the camera better contrast.

Zoom
Enlarges or reduces the image size on the screen.

Focus (and Autofocus)
Under normal conditions the Autofocus button will give the best results but if a 3D object is displayed it may be necessary to use the Focus buttons to get a clear image.

Rotate
Flips the image from the camera in relation to the screen by 180 degrees. This enables the instructor to stand in front of the lectern and manage their materials easily.

DVD
Selecting the DVD source will bring up a window to operate the player. Touching the preview image will display a larger preview and give additional controls.

Button Functions
- Pause  - Play  - Stop  - Eject
- Previous  - Scroll  - Scroll  - Next
  Chapter  Back  Forward  Chapter

Subtitles
Toggles through the different subtitle menus (if available on the DVD.)
Auxiliary
Selecting **Aux** button displays a preview on the interface of the external connected device (if video). All function control (**Play**, **Stop**, etc.) will need to be done on the connected device.
**MediaSite (Lecture Capture)**
Lecture capture will record a wide shot of the lectern, the room audio, and any slides or document camera input that is displayed on the audience right (stage left) projector. Input from the audience right projector will not be recorded and because of copyright issues, DVD video will also not be recorded.

**Setup**
To enable lecture capture you will need to make a reservation with Media Support prior to your class, generally a **24-hour advance** notice should suffice, but the earlier you make your reservation the better. The presenting laptop computer will need to be set to a resolution of 1024 X 768 (XVGA) to ensure compatibility with the recording device.

**Control**
If your class has been scheduled for a MediaSite recording the lectern touch panel will have an additional button that enables you to **Pause** and **Resume** the recording. The label below the button displays the current state of the recording, and the button will change accordingly to toggle between the two states. There is a delay between the button push and the label update, so please be patient; it can take 3 or more seconds for the recorder to changes states.

The recording will conclude automatically at the end of the scheduled time. You may press **Pause** at the end of your lecture to avoid conversations being recorded before the scheduled termination of the recording.
Video Conferencing
These rooms are equipped with a multi-camera video conferencing or on-line collaboration system. To use the system effectively we strongly recommend that a TA or assistant be trained on using the system and operate the cameras and controls. If you just have a remote lecturer without real student participation the system can be set up by one of our technicians and run unattended for the duration of the class. Many programs utilize remote student participation (distance learning) where full collaboration is required. In these instances it is truly beneficial to have an operator in the room.

Setup
To enable lecture capture you will need to make a reservation with Media Support prior to your class, generally a 24-hour advance notice should suffice, but the earlier you make your reservation the better. We always like to test the connections with the remote participants prior to the actual class. If you have several remote participants (students at home) we will also need to instruct them on how to connect to your class.

Touch Panel
The touch panel interface will be similar to regular classes, but it loses the ability to switch sources on the right (stage left) projector where the remote participants will be displayed. If a MediaSite recording has also been scheduled, the interface will display MediaSite lecture capture buttons for Pause and Resume. The Pause and Resume buttons can be used to cut portions of the lecture from being recorded.

All other controls work as previously stated. Video from a DVD or auxiliary device will not be recorded or transmitted to the remote participants.

Considerations
• It is necessary for the computer at the lectern to be set to a resolution of 1024 X 768 (XVGA.) This ensures that the picture will be transferred correctly to the remote participants.
• Have remote participants mute their microphones when they are not talking; this avoids interruptions from the remote side due to unintentional noises.
• The presenter should reduce their movement to intentional moves and avoid pacing, as this is difficult for a remote participant to follow.
Joy Stick and Touch Panel

If a class is during normal operating hours we will set up the joystick and confidence monitors for you. If you have a class that starts or ends outside the normal operating hours, we can train your TA or staff assistant on how to connect the equipment and give them access to our storage room for that time. When a reservation is made we will be able to determine by the requested time what access or training is needed.

A Joystick is used to control the camera zoom, pan and tilt. It takes about 30 minutes of practice to familiarize yourself with the operation and control of the joystick and the touch panel interface.

Main Screen Joy Stick

All control is performed on the touch screen. The hard buttons on the sides are not used (with one exception which we will address later). Therefore, when a button is referenced in the descriptions below, we are referring to a button on the glass surface.

Preview 1 – 3

These buttons are used to view cameras 1, 2 or 3 when making adjustments before switching them over to be broadcast.

Take 1-3

These buttons send the selected camera to the videoconference and recorder. Generally you will adjust the camera in Preview and when satisfied with the framing, you will press on the Take for that camera.

Select another camera to preview and repeat as needed.

For live control of a camera, select the same Preview button number and Take button number.

On the screen shot to the right, camera 1 is being previewed while camera 3 is being sent.

As a general guideline you will want to create as little camera movement as possible during a videoconference. As you have a limited data stream (bandwidth), less movement allows for a sharper picture on the remote viewer's screen. Make extensive use of presets (page 10) and pan only when the speaker is clearly leaving the field of view. At times it is better to take a slightly wider shot of a lecturer who tends to pace. While a close shot is far more engaging for the remote viewer's side, it is not always possible without behavior modification by the lecturer. It is a good idea to briefly speak to the lecturer about the fact that this is a broadcast class and if he or she stays within certain limits on the stage and limits pacing it will greatly enhance the quality of the lecture for the remote participants.
Advanced Configurations

General Notes
Most buttons mentioned below change the content on the touch screen. All screens can be exited by pushing any other function buttons to switch to that screen, pushing the same button again (toggle) or an Exit button where present.

Pressing the Settings button brings up the screen on the right, where you can turn individual cameras on or off. This function is primarily used if one of the cameras did not start up correctly. The joystick can also be turned on and off and this screen will allow you to do that if the joystick did not initialize correctly during system boot up. The controls most used on this screen are for reversing the pan or tilt. These allow you to adjust how the cameras respond to the joystick movement. See page 13 for additional joystick adjustments.

The Panel Setup button is mainly for the technicians and it lets you set the system preferences.

WARNING
The Joystick Setup button is used in case a replacement joystick needs to be used. Read the instructions starting on page 15.

Once you start this process you need to complete it and reboot the panel. Any interruption of this process will render the system non-functional. Please follow the prompts carefully. The joystick will reboot upon completion (see page 15)
Presets
There are 6 presets per camera, of which four can be easily accessed during a broadcast. Presets make camera operation easier for the operator as they allow for a shorter time to lock onto a target without as much panning and zooming, which also creates a better quality image on the remote side.

Setting Presets
This should be done prior to a conference, but you can easily adjust a preset, if you need to, during a live conference.
Push Create Presets and six position buttons will appear with the name of the camera selected in the preview.
Push button 1 and the camera will move to that preset. If needed make adjustments. Zoom, tilt and pan as desired, then press Save. Repeat for buttons 2 – 4, and then repeat for camera 2 and 3. When done, simply push Create Presets again to toggle the buttons off.

Position 5 and 6
These are special storage places for the cameras. They can be used to show the clock during a break or a sign on an easel for a longer duration. While these positions are not as easy to reach during a conference, you can quickly switch to them by going to Create Presets, selecting the desired camera in preview, selecting the desired number (5 or 6) and selecting Take for that camera. Press Create Presets again without pressing Save to hide the buttons.

Recalling Presets
During a conference you can overlay the screen with presets 1 – 4 for all cameras by pressing Use Presets. Pushing any of those buttons will pan the selected camera to the preset position and zoom settings, and then switch it to the conference. You do not need to manually press Take after the adjustment. As a convenience that camera is also selected in preview so you can quickly make some fine adjustments if needed. This is the easiest way to keep the shot clean and the discussion from the classroom lively for the remote audience.
Making a connection
Press the Polycom Settings button.

Connect
To connect, enter the number provided to you for your class session and press Call. This can either be an IP number or a 6-digit conference number (usually in the format 211###.)

After you have made a successful connection you will receive audio and video from the remote side on the right projector.

Clear deletes the number, Call dials the number, Hang Up disconnects the conference, Last Call re-enters the last number dialed.

Room Volume
These buttons adjust the volume of the remote side in the classroom without affecting any other volume level.

Room Mic Mute
This button mutes the classroom microphone so that the remote side cannot hear what is being said. Use during breaks to allow students private conversation.

Remote Presentation
This is set to OFF by default, so that only the local presentation can be viewed by the remote participants. If a remote participant is to share his/her presentation with the classroom, you will need to turn Remote Presentation On. Pressing Remote Presentation Off will replace the content on the right projector with the video of the remote participants again (see IMPORTANT below.)

IMPORTANT
You cannot force a remote participant to stop sharing content and they will override the systems sharing capabilities until they stop sharing their content!

After the presentation from the remote site is completed, that participant needs to select Stop Sharing Content on their system. After the remote participant has stopped sharing content, push the Remote Presentation OFF button and then the Reset Content button to allow the local presentation to be shared with all remote sites again.
Lecture Capture (MediaSite)
Lecture notes recordings need to be scheduled. Please make a reservation with Media Support at least 24 hours before the class.

Press the Polycom Settings button.
Under MediaSite there are two buttons and a label. The label shows the current state of the recording, the Stop button will terminate the recording and close the session. The other button may be labeled Start, Pause or Resume.

Pause
If a recording is scheduled correctly, the label will read Recording and the button will read Pause.

Resume
If a recording is paused, the label will read Paused and the button will read Resume.

Start
If a recording wasn’t scheduled, or if is not recording for some other reason, the label will read Stopped and the button will read Start.
A manual start will record the session, but live streaming and auto publishing will not be available. Please inform MSB Media Services of the ad hoc recording with your class information and date so that we can manually move it to the server for publishing.

Stop
The stop button has a delay to avoid accidental activation. To stop a conference, hold the button for about 2 seconds. This will terminate the recording and close out the session so you will be asked to confirm. A stopped recording cannot be restarted or combined with another recording. Make sure that you really want to stop, not just pause. There is no limit on how long you can pause a recording. If the recording was scheduled it will automatically terminate at the scheduled time, you can not override the termination.
Changing the Joystick Responsiveness

There are 3 wheels on the left side of the joystick. The wheel furthest to the back controls how sensitive the joystick is, meaning how fast the cameras move when you move the stick. The camera control is proportional, so moving the stick a little moves the camera slowly; moving the stick further moves the cameras faster. Adjusting this wheel regulates the overall responsiveness.

**Warning** – When you set the speed control to 0, the joystick will appear not to function correctly, as you will not be able to move any cameras.

The middle knob controls the iris. Push *Iris* on the touch panel and the auto iris will be turned off. You can now control the iris manually. Normally we would advise against manual iris control as the auto iris does an excellent job, but if you need to adjust the iris, you can. Every camera has its own iris settings.

The large wheel in front controls the manual focus. Push *Focus* on the touch panel and the focus will switch to manual. You can now control it with the wheel. Normally we would advise against manual focus control as the auto focus does an excellent job, but if you need to adjust the focus, you can. Every camera has its own focus settings.
Lectern Control
On the joystick controller, pushing the physical button 6 to the left of the touch screen will bring up the lectern and room control screen.

Projection Control
Since these buttons are missing during a video conference on the lectern’s touch panel, if for any reason the projector needs to be blanked out, show an alternate source or turned on, this page gives you some control of the right projector.

Lights
Controls the room lights. The buttons are duplicates of the lectern controls and in case adjustments have to be made the operator can do this from the joystick.

Spot
These buttons turn the spotlights on or off and allow you to adjust the brightness. If there is no light on the lectern the face of the lecturer may appear too dark and if you have too much light, the lecturer's face may appear white or washed out. Adjust the light level to best illuminate the face of the lecturer. Since the projection screens behind the lecturer are very bright, the camera's iris will close down and without additional light on the lecturer they will only appear as a silhouette.
The **Joystick Setup** button is used in case a replacement joystick needs to be used. Follow the instructions below carefully.

**WARNING**

*Once you start this process you need to complete it and reboot the panel.* Any interruption of this process will render the system non-functional. Please follow the prompts carefully. *The joystick will reboot upon completion.*

Should a joystick malfunction during a conference and you need to replace it, follow the steps outlined below. Know the room number of the room you are using, as that is the number you will have to set the joystick to in the **exact** format shown below.

Pressing the **Joystick Setup** button presents you with a warning that you will have to complete this process and reboot the touch panel. This is a safety dialog, press **exit** if you pushed that button inadvertently or **continue**.

### Step 1 – master system number
You will be presented with a dialog to enter the last 3 digits of the room you are in. Type just the last 3 numbers e.g. if you are in GSB 3.130, type 130.
Use the **Back** and **Clear** buttons to edit the number. When correct, press **Done**.
Pressing **abort** will close the window without saving your changes, but you still will have to complete the process and reboot the panel!
Pressing **done** will close the number pad and present you with the option below.
If you realized you made a mistake entering the master system number, press Redo and the number change dialog will be presented to you again. If you entered the number correctly and pressed done, press Next

**Step 2 – device number**
You will be presented with a dialog to enter the last 3 digits of the room you are in, similar to the prior one. Type just the last 3 numbers e.g. if you are in GSB 3.130, type 130.
Use the Back and Clear buttons to edit the number. When correct, press Done.
Pressing abort will close the window without saving your changes, but you still will have to complete the process and reboot the panel!
Pressing done will close the number pad and present you with the option below.
If you realized that you entered the number in the prior window incorrectly press *Previous page* and repeat step 1. If you realized you made a mistake with the device number, press *Redo* and the number change dialog will be presented to you again. If you entered the number correctly and pressed done, press *Next* to continue.

**Step 3 – master user**
You will be presented with a dialog to enter the room number of the room you are in. Type GSB and the complete room number without a space or period. E.g. if you are in GSB 3.130, type GSB3130.
If you realized that you entered the number in the prior window incorrectly, press Previous page and repeat the step.
If you realized you made a mistake, press Redo and the change dialog will be presented to you again.

If you entered the number correctly and pressed done, press Reboot.

The panel will reboot and your cameras will start up for your room. If the panel boots up, but you do experience control issues or the cameras are not responding, go back and check your settings, each dialog will show the settings you entered, if you see an error, correct it and press Done, complete all 3 steps and reboot again.
## Troubleshooting

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Possible problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No PC (presentation) image on far side</td>
<td>PC Resolution not supported</td>
<td>On the PC set the resolution to 1024 x 768 (XVGA) and 60 Hz for optimal on-line performance.</td>
</tr>
<tr>
<td></td>
<td>Remote Presentation active</td>
<td>Go to Polycom Remote page, turn remote presentation to Off, push Reset Content button.</td>
</tr>
<tr>
<td></td>
<td>Remote presenter did not stop presenting</td>
<td>Ask remote participant to please end his presentation, after you have confirmed no participant is presenting, make sure remote presentation is Off and push Reset Content button.</td>
</tr>
<tr>
<td>Camera(s) does not turn on</td>
<td>Error in boot sequence, Camera communication was interrupted by system glitch</td>
<td>Go to the settings page and turn the camera on manually, at times you may need to push Off first to initiate an On command.</td>
</tr>
<tr>
<td>Cameras not moving when using joystick</td>
<td>The speed control (pg. 13) is set to 0</td>
<td>Set the speed control to the middle position and try again, if you regained control, adjust the speed to a setting you feel comfortable with.</td>
</tr>
<tr>
<td>No audio from remote sites in classroom</td>
<td>One of the participant can not be heard</td>
<td>The microphone is either muted or not recognized by the remote system, this is not fixable from the classroom side.</td>
</tr>
<tr>
<td></td>
<td>None of the remote participants can be heard or are very quiet</td>
<td>Go to the Polycom Remote page and bring the Room Volume up.</td>
</tr>
<tr>
<td>No audio from classroom for on-line participants</td>
<td>One remote participant can't hear the lecture</td>
<td>The speakers may be muted or not recognized by the remote system, this is not fixable from the classroom side.</td>
</tr>
<tr>
<td></td>
<td>None of the remote participants can hear the lecture</td>
<td>Go to the Polycom Remote page and make sure the Room Mic Mute is Off.</td>
</tr>
</tbody>
</table>