

## 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
- Setting up the Joystick ..... 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
- Trouble Shooting ..... 15
  - No PC at Far Side (Online Participants)
  - Camera Will Not Turn On
  - No Audio From Remote Participants
  - No Audio for Remote Participants

## Technician Controls ..... 9

- Replacing Defective Joystick
- Panel Configuration (Not in this Manual)

## Contact and Help

### General Info

- Call 232-6679
- Email: [media.services@mcombs.utexas.edu](mailto:media.services@mcombs.utexas.edu)
- Visit <http://www.mcombs.utexas.edu/Tech/Media-Services>

### Scheduling Conferences or Recordings

- Call 232-6679
- Email: [media.services@mcombs.utexas.edu](mailto:media.services@mcombs.utexas.edu)
- Visit <http://www.mcombs.utexas.edu/Tech/Media-Services> and click on **Classroom Setup Request**

### Support Conferences or Recordings

- Call 232-6679 (To be Routed to a Tech)
- Email: [movi@mcombs.utexas.edu](mailto:movi@mcombs.utexas.edu)
- Visit <http://www.mcombs.utexas.edu/Tech/Media-Services> and click on **Classroom Conferencing**

## 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.

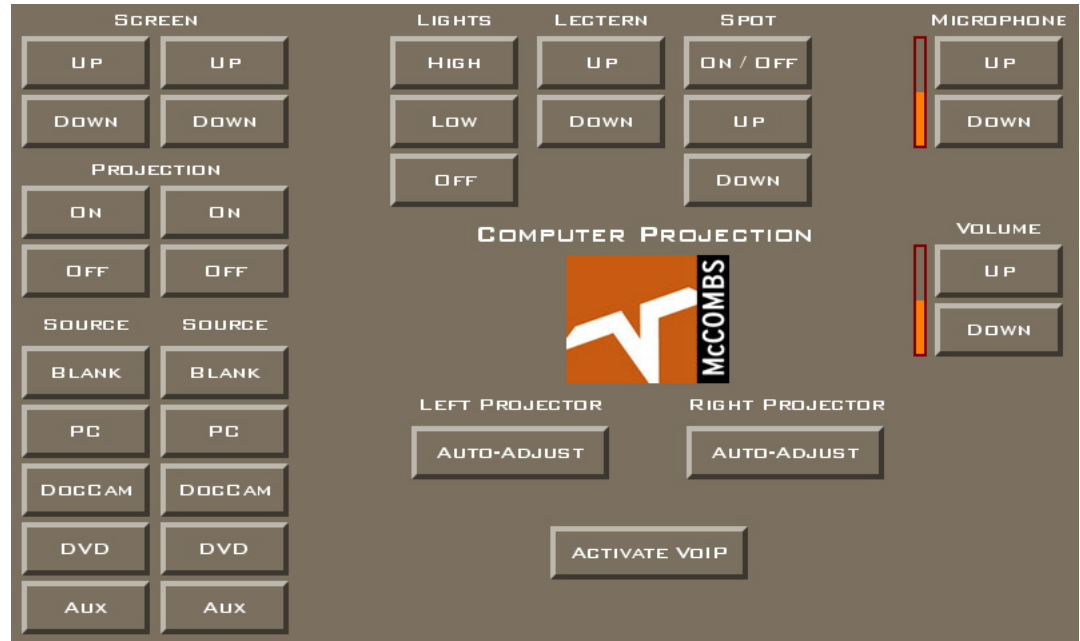
### Microphone

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**

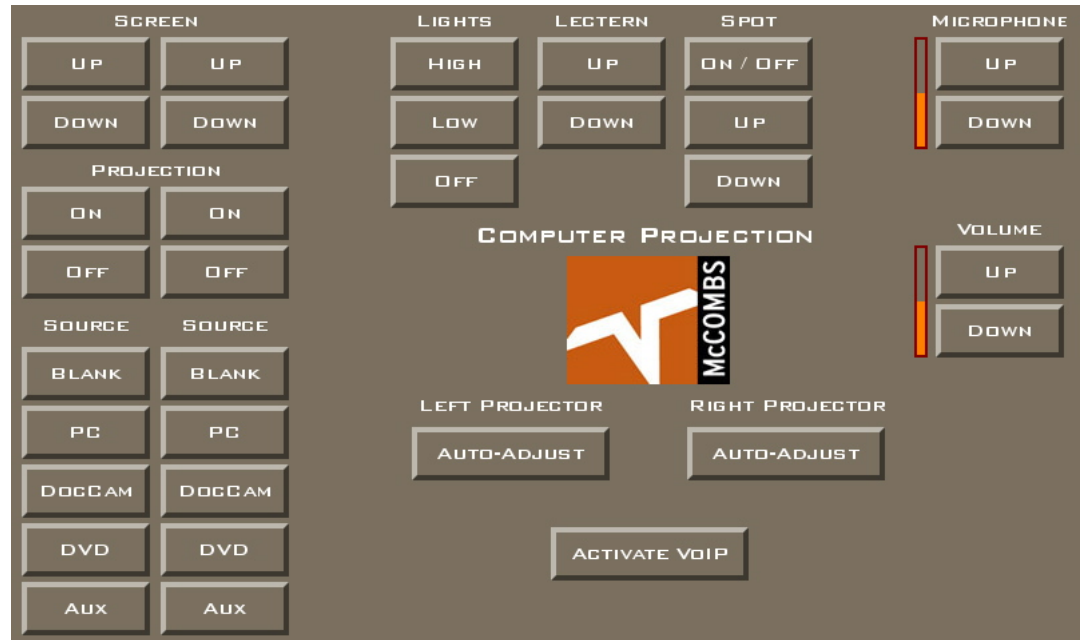
Selects the built-in document camera as the source. This will also bring up controls for the camera and light.

### **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

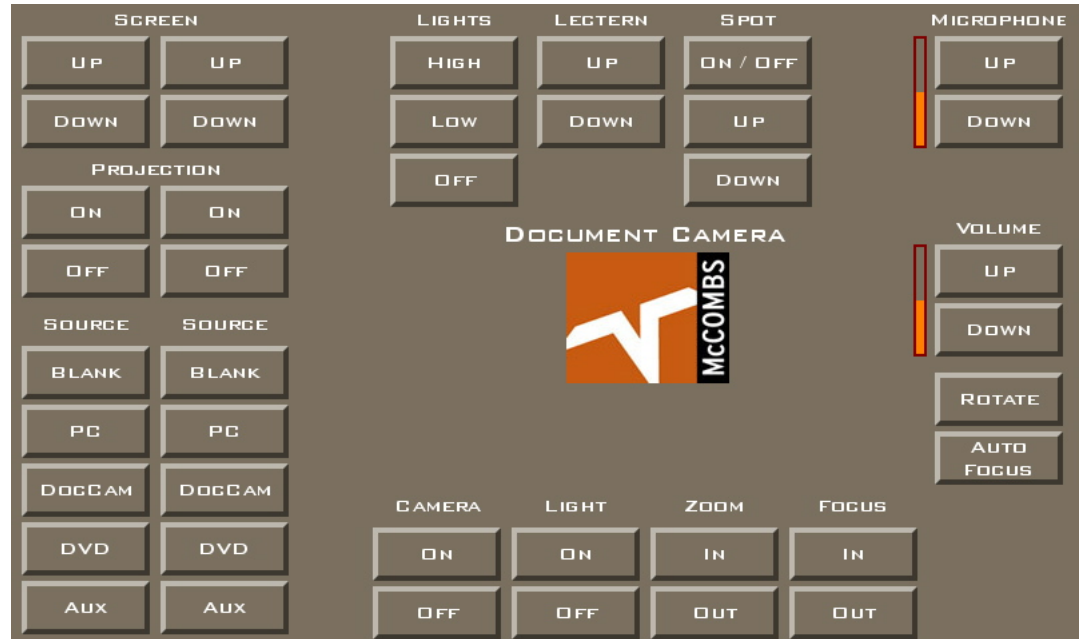
Selecting the *DVD* source will bring up a window to operate the player. Touching the preview image will display a larger preview and give additional controls.

### Button Functions

- Pause	▶ - Play	■ - Stop	▲ - Eject
◀ - Previous Chapter	◀◀ - Scroll Back	▶▶ - Scroll Forward	▶ - Next 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 left projector. Input from the right projector will not be recorded and because of copyright issues, DVD video will also not be recorded.

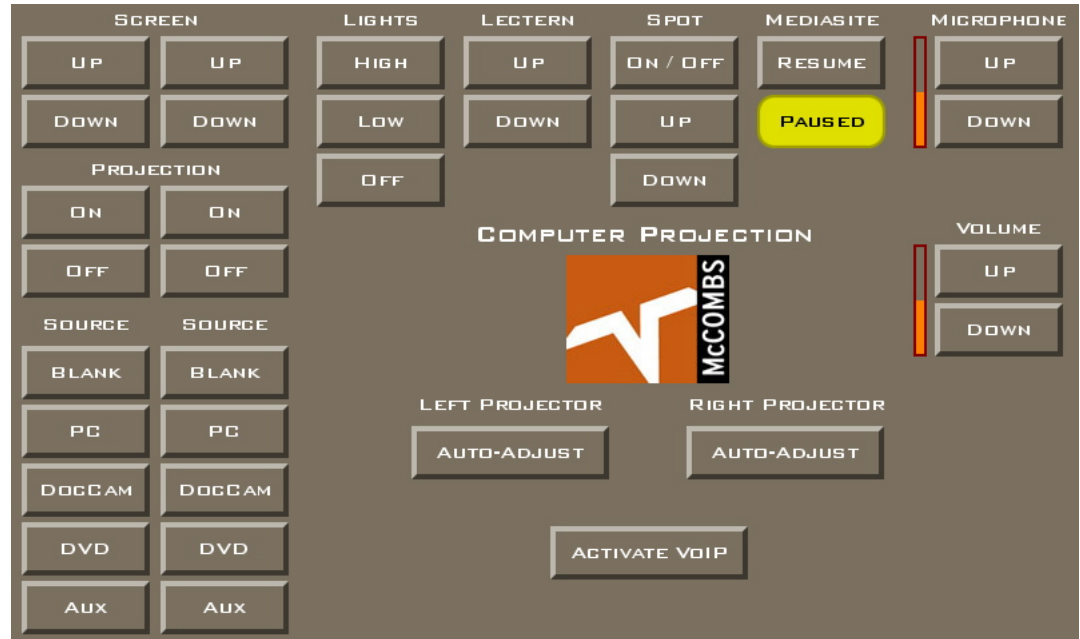
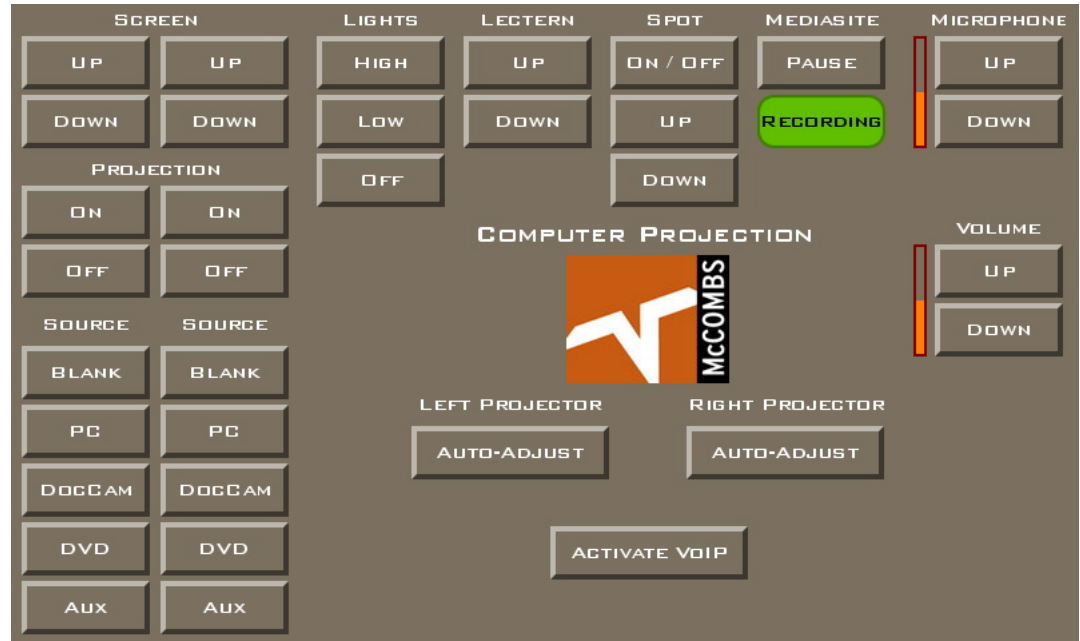
### Setup

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 change 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.

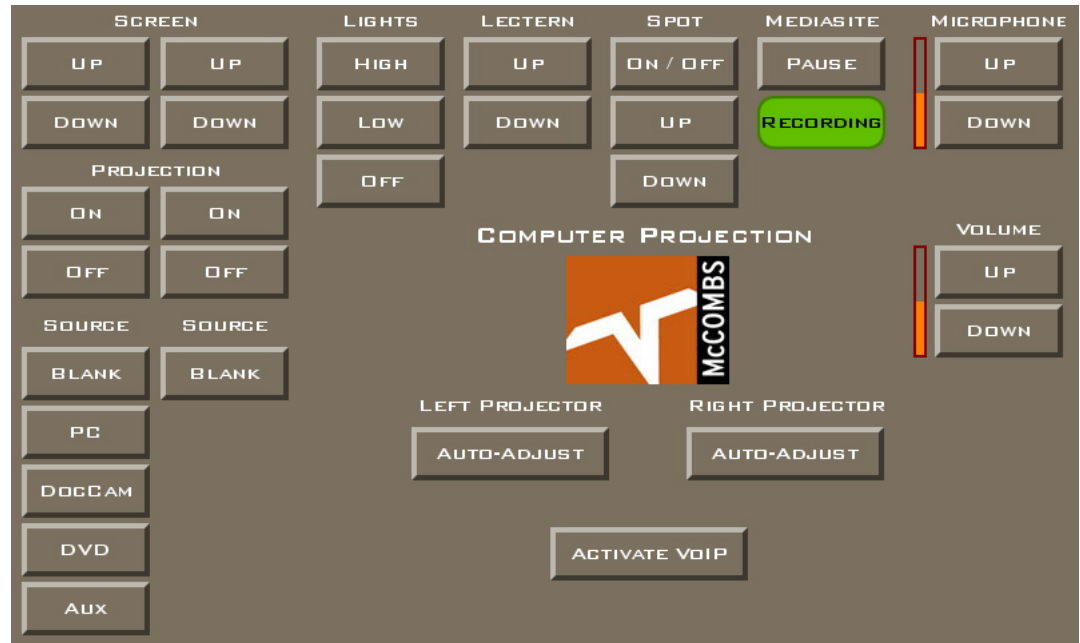
### Touch Panel

The touch panel interface will be similar to regular classes, but it loses the ability to switch sources on the right 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 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 as the **Take** button.

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, 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.



## Setting up the Joystick

### 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 top screen on the right, where you can turn individual cameras on or off. This function is primarily used only 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 **Setup** button is mainly for the technicians and it lets you set the joystick to the correct room. In case of a joystick failure a technician would employ this on a replacement joystick.

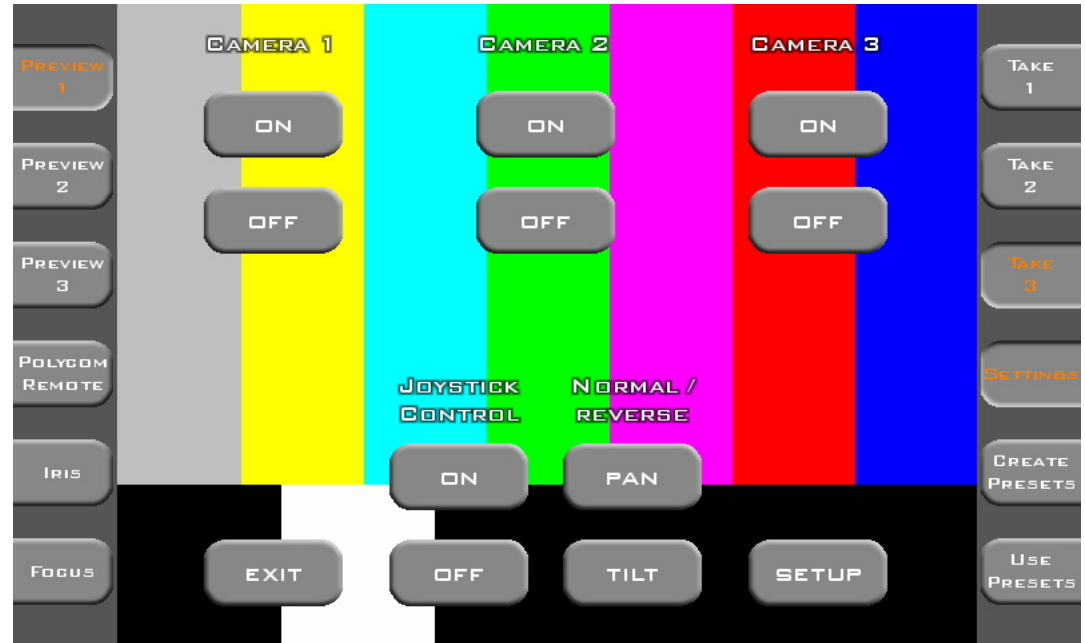
Press **Master#** and enter the last three digits of the room number you are in. Press **OK**.

Press **Device#** and enter the last three digits of the room number you are in. Press **OK**

Press **Reboot**.

### Panel Setup

This is another function for the technicians; it gives you access to the panel controls. Only use this page if you are familiar with the settings for the system.



## 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.

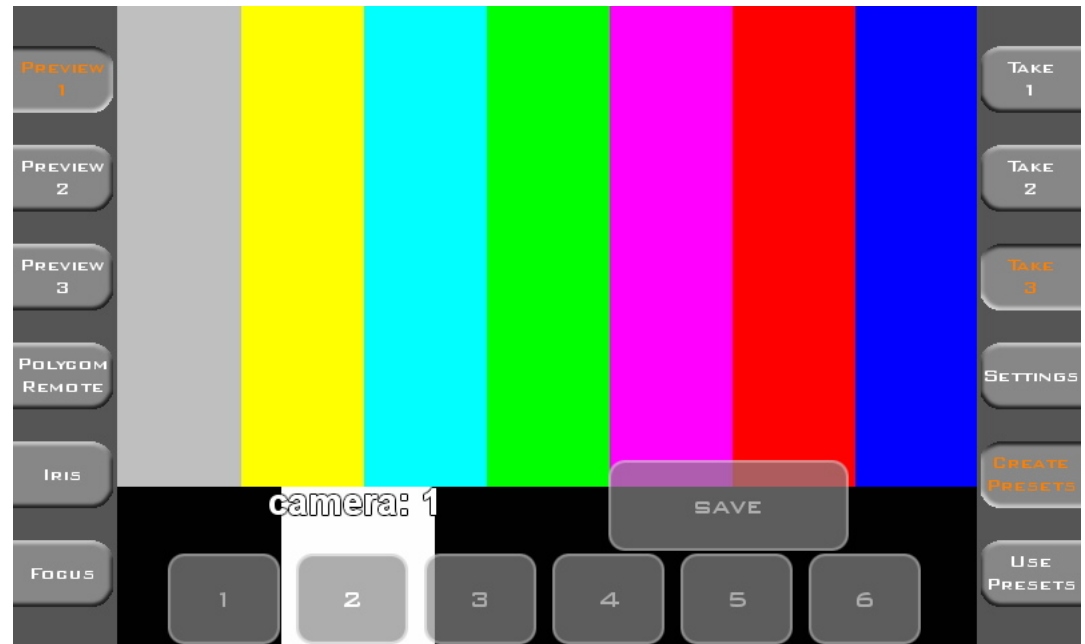
### Setting Presets

This should be done prior to a conference, but you can easily adjust a preset if you need to during a conference as well.

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 in zoom, tilt and pan and 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 switch 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.

### Room Mic Mute

This button mutes the classroom microphone so that the remote side cannot hear what is being said.

### 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**.

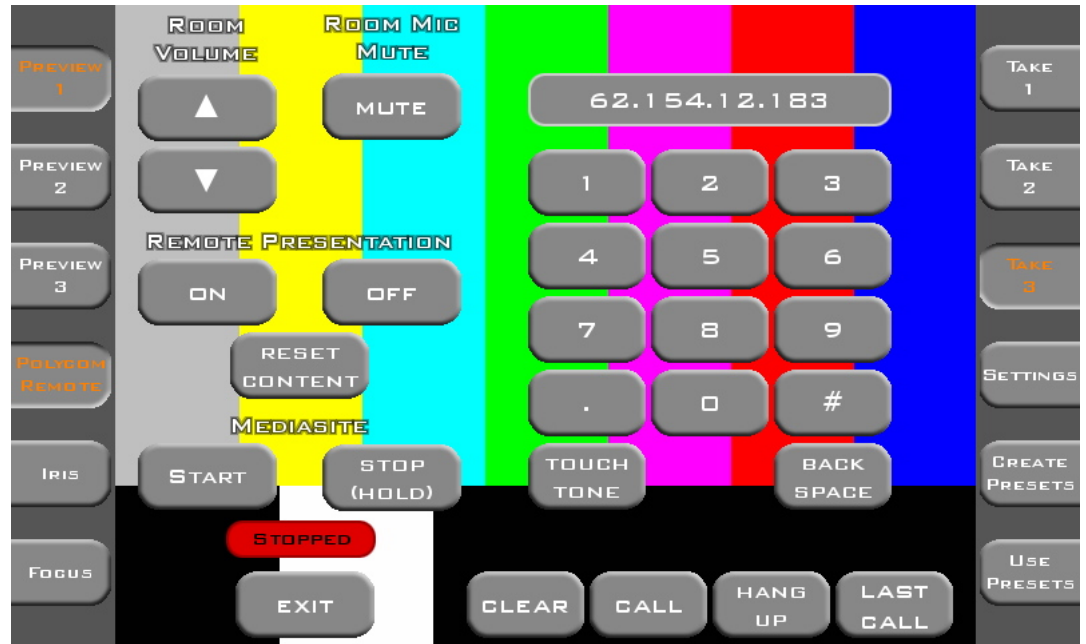
### Start

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 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 and if the recording is scheduled it will automatically terminate, independent of the state of the recorder.



## 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.

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

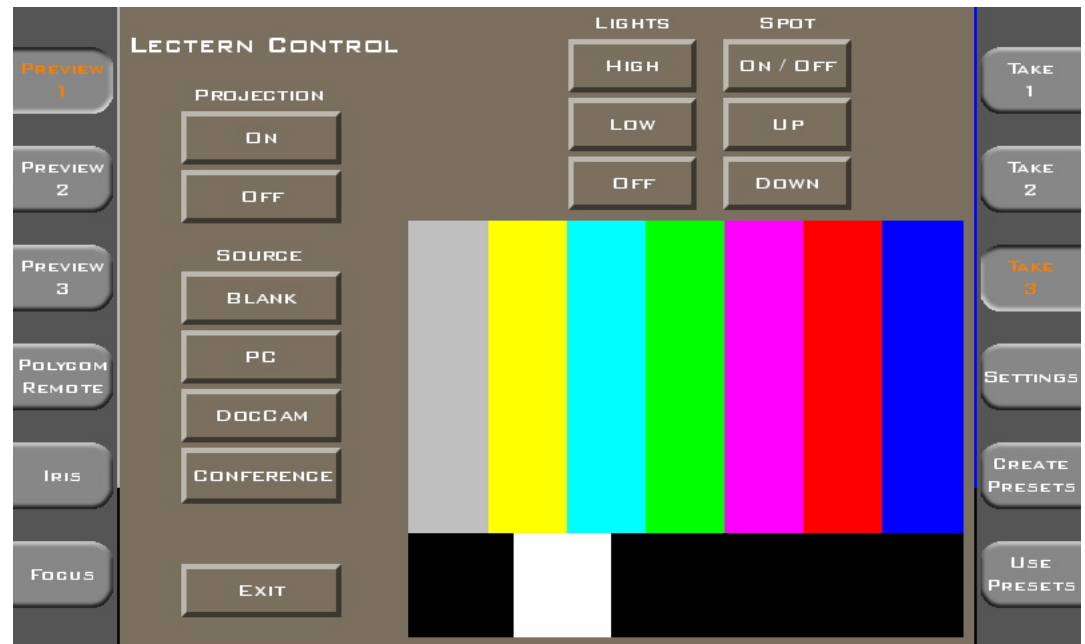
Since these buttons are missing during a video conference on the lectern's touch panel, if for any reason the projector needs to be blanked out, show an alternate source or turned on, this page gives you some control of the right projector.

## 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.



## Troubleshooting

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