

# VTEL Instruction

## Table of Contents

Basic Operating Instructions.....	2
Starting up the System.....	2
To Initiate a Call.....	3
Line Speed .....	3
Selecting Sources (Cameras) .....	3
To Move Local Cameras .....	4
To Focus Cameras & Adjust Brightness .....	4
To Move Remote Cameras .....	4
Microphones/Audio Controls.....	4
Speaker Volume .....	5
Using the VCR .....	5
To Record a Videoconference .....	5
To Play a Video Tape .....	5
To Hang Up a Videoconference Call .....	5
To Shut Down the System .....	5
Using the Table .....	6
Tablet 1 and Tablet 2 .....	7

## **Basic Operating Instructions for VTEL Group System**

### **Starting up System**

- Check indicator lights on front of the Ascent IMUX or the RPM (Remote Port Module) located behind left cabinet door beneath the left monitor. You should see 2 green LED lights on the Ascent IMUX or 3 green lights on the RPM. If not, contact you network administrator.

### **Layout Microphones**

- Place microphones on the table by laying main cable across floor in front of VTEL System and connecting the microphones if not already connected.

### **Keyboard**

- Be sure your key board is connected to the cabling that the microphones are connected to. Place it where you plan to use it during the videoconference.

### **Powering on Monitors**

- Turn on the power to both monitors by pushing the power buttons on each monitor.

### **Powering up the Camera**

- Turn the power on switch the middle back left side of the camera as you face it.

### **To Turn the Computer on**

- Turn the computer on, which is located under the left monitor, by pressing the big button on the upper right of the computer.

### **Operating System**

- When the network login window comes up, simply bypass it by pressing the "Esc" key on the keyboard (located on the top left corner of the keyboard) or click on the "Cancel" button using the electronic pen on the tablet.

### **To Initiate a Call**

- After passing through the network login window, the VTEL application program "AppsView", will begin loading automatically. It will take about 1-2 minutes.
- After final loading of the application, you'll see the "Dial" screen.

### **To Initiate a Manual Call**

- Click on the "Hand Dialer" tab at the top of the window by using either the electronic pen or the roller ball mouse located on the upper right of the wireless keyboard.
- Whether placing a multipoint or a point-to-point call, type in the profile number (usually #007) before the ISDN number (number of the site you are calling) in the white box. Example #0072067328122.
- Also be sure and check the "Line Speed". The "Line Speed" should be 384 for profile 007. Example #0072067328122.
- When placing a point-to-point call, type in the profile number, the ISDN number of the site you are calling.
- When participating in a K-20 multipoint videoconference, the dial-in number will be communicated to you by email from KORRS or through your district/agency K-20 scheduling support staff.
- On a multipoint videoconference call be sure you check KORRS at [www.k20.ctc.edu](http://www.k20.ctc.edu) for last minute changes to dial-in numbers.

### **Line Speed**

- If the speed you need is not already selected click on up and down "Line Speed" arrows to select proper bandwidth.
- After checking the profile, ISDN number and Line Speed, click on the "Dial" button or "Enter" key on the keyboard. This will establish your call.

After connection, the remote site you are connected to, will show up on the left monitor.

### **To Initiate an Off Net Call**

- For placing or receiving off-K20 Videoconference calls, please consult with your video support staff for further instructions.

### **Selecting Sources**

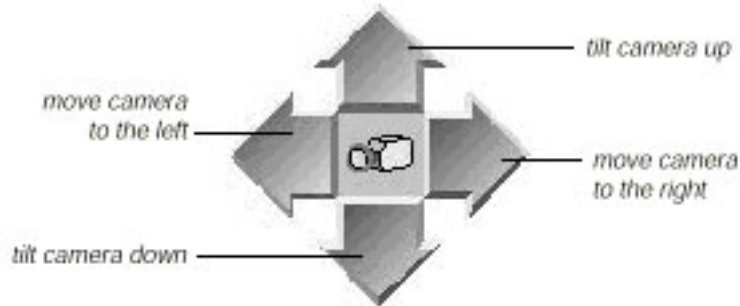
#### **Camera Controls during a Videoconference Call**

- To select a local camera, press the electronic pen on one of the camera icon buttons in the green section of the tablet.
- Camera 1 is the main camera located on top of the monitor on the left.
- Camera 2 is an auxiliary camera.
- Camera 3 is the document camera.
- Camera 4 is the whiteboard.
- The VCR is the videotape icon.
- The PC is an icon of a computer.

**Note:** You must manually move stationary cameras, such as document stand camera. The document stand camera can't be moved using on-screen icons or tablet buttons.

### To Move Local Cameras

- To move a camera, use these buttons on the tablet. Buttons in the green area adjust local cameras.



### To Focus the Camera and Adjust Brightness

- Adjust the focus and brightness with the Focus and Iris buttons.

#### Focus



adjust the focus



#### Iris

**Brightness (Iris) controls are for the local cameras only**

### To Move Remote Cameras

#### FECC (Far End Camera Control)

- Buttons in the blue area adjust remote cameras.
- These conditions must be met in order to move or zoom a remote camera:
  - The remote camera must be a PTZ (pan, tilt, zoom) camera.
  - The remote site must support remote camera control.
  - **A call must be in progress.**

### Microphone/Audio Controls during a Video Conference Call

- Your audio should always be "muted" when not talking during a videoconference.
- On the electronic tablet press with the electronic pen on the Microphone icon button on the left side of the tablet. A red line will run across the icon and will be displayed on the left monitor. This indicates that your audio is muted.
- To "unmute" and talk during a videoconference, press on the Microphone icon button to make the red line disappear, then introduce yourself and start speaking. When finished talking in a multipoint conference, be sure to "mute"

your audio again by pressing on the Microphone icon to make the red line reappear.

### **Speaker Volume Controls**

- To increase or decrease the volume of the sound you are receiving from the remote site, press the appropriate audio control buttons on the tablet with the electronic pen.

### **Using the VCR**

- Turn on VCR located in the cabinet under the left monitor and insert tape for playback or recording.

### **To Record a Videoconference**

- BE SURE and select the correct speed for your videoconference. SP is standard play 2 hours and EP is extended play 6 hours.
- On the VCR Remote press the record button or press the record button on the VCR. DO NOT press the record button on the electronic tablet! It will not record!
- Press the button on the tablet that corresponds to the source of the video you want to record to videotape.

### **To Play a Videotape in a Videoconference**

- Turn on the VCR.
- Insert the tape.
- Select the camera *VCR* "videotape" icon on the tablet.
- Press the play button on the VCR or on the remote control press play.
- You **MUST** be unmuted for the remote site(s) to hear the videotape.

### **To Hang Up a Videoconference Call**

- Press on the "Hangup button" on the orange section of the tablet. This will automatically hang the call up.

### **To Shut Down System**

- After disconnecting from a conference call, the dial window will reappear. Click on the "Hide" tab with the electronic pen. Press the right mouse button on the keyboard or click the black button at the end of the electronic pen while touching the table.
- From the pull-down menu, with the left mouse button, click on "exit AppsView" or touch the tablet pen on "exit AppsView".
- From the windows desktop screen, click on the "Start" button located at the lower left corner of the monitor screen.
- Click on "Shut Down" from the pop up menu.
- At the Shut Down Window, choose Shut Down and click on the "OK" button. The computer will shut down.
- Turn the power off to the monitors and the camera.

## Using the Tablet

### Performing AppsView operations

- You can use the electronic pen to press buttons on the tablet, or as a mouse in the tablet's mousepad area.

### Pressing tablet buttons

- Use the tablet's pen to press a button on the tablet. To select a tablet button, place the pen on the button and press once.

### Using the electronic pen as a mouse

- Use the tablet's pen as a mouse in the tablet mousepad area to perform AppsView or other Windows 95 application operations.

### To select an AppsView toolbar button or option

- Move the pen in the tablet's mousepad area until the cursor on the screen is on the button or option, then press once.

### To perform a Windows function that requires a double-click

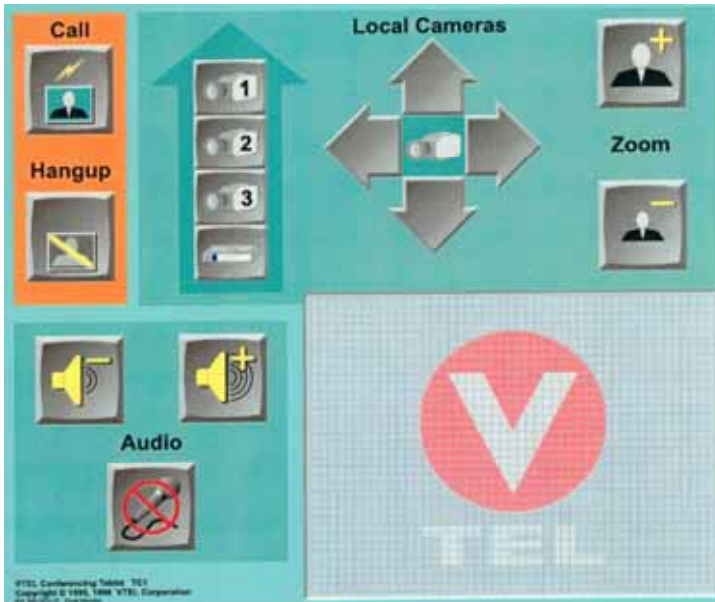
- Move the pen in the tablet's mousepad area until the cursor on the screen is on the option or icon, then use one of these methods:

### To select the option or icon

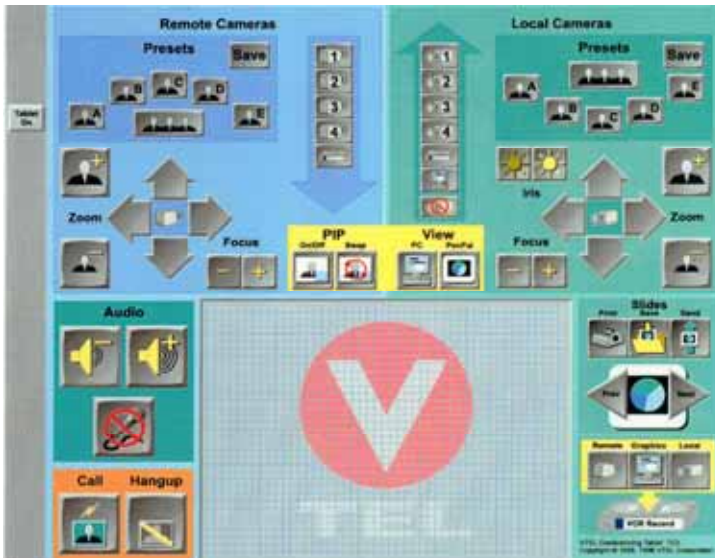
- Press the pen once to select the option or icon then press the application's OK button or other appropriate button.
- Hold the pen firmly in place while you quickly press twice.

To perform a Windows function that requires a right mouse button click, move the pen lightly in the tablet's mousepad area until the cursor on the screen is in the location you want, then click the button on the barrel of the pen. (Do not press down on the pen.)

This is the Tablet 1 overlay and only controls the local site cameras.



This is the Tablet 2 overlay and it is a full-featured overlay for use with a single and a dual-monitor system.



**NOTE:**  
 Colors on the overlays indicate operational groupings as follows:  
**BLUE**-Remote operations  
**GREEN**-Local send operations  
**Yellow**-Local view and PIP operations  
**Orange**-Calling and hanging up operations