



Vista™ MX



Vista™ PRO

VCS User Guide



Vista™ VX

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VTEL was issued the following patents by the U.S. Patent Office: Patent 5,657,246 titled, "Method and apparatus of a video-conference user interface" and Patent 5,825,754 title, "Filter and process for reducing noise in audio signals."

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Chapter 1

Introducing the Vista™ System

Welcome to VTEL's Vista™ system - your conference management solution. This system offers VCS™ conferencing software to help you schedule and manage all of your videoconferencing needs. The Vista system, combined with VCS software, is a powerful digital communications asset that makes it easy to use your conferencing tools.

This chapter gives an overview of Vista's management tools and conferencing capabilities.

About this User Guide

This guide introduces you to videoconferencing basics and instructs you how to use the VCS software with your conferencing tools. The conferencing tools included in this guide are three of our external control devices: (1) the wireless keyboard, (2) the electronic tablet/pen with digital overlay, and (3) the QuickTouch™ Remote Control Unit (RCU). Each control device is discussed through visuals and step-by-step instructions.

This guide assumes that VCS™3.2 (or later) is installed; that you are familiar with basic networking trends and concepts; and that you know how to use Windows® 98.

Conventions Used



This symbol indicates important instructions.

This symbol calls attention to an important note of which you should be aware.

Contents

The content is as follows:

Chapter One, Introduction — Provides a general introduction to the system and its conferencing capabilities.

Chapter Two, Getting Started — Discusses basic operations for each control device; including the electronic tablet/pen with digital overlay, wireless keyboard and our new QuickTouch™ RCU. We also discuss local (**Here**) and remote (**There**) camera views, and single- or dual-monitor systems.

Chapter Three, VCS Menus — Discusses VCS menus and explains how to use the control devices for quick access.

Chapter Four, Call/Hang Up Menu — The first section instructs how to make and answer calls, discusses menu options and features such as the Speed Dial list, and shows how to use these features with the control devices. The second section discusses call options, and shows how to select cameras and control presets at remote (**There**) and local (**Here**) sites. Finally, this chapter discusses display controls and snapshots.

Chapter Five, Slide Show Menu — Instructs how to send, create, and print slides; shows how to access snapshots from the Slides tray and gives a review of the annotation tools, and how to present slides and import PowerPoint presentations.

Chapter Six, Video Menu — Shows how to use the Video menu as related to the Call/Hang Up menu.

Chapter Seven, Extras Menu — Examines how to send files, share applications and add and remove utilities. We also discuss the VCR and SmartView options.

Chapter Eight, MultiWay Conferencing — Shows how to participate in an ISDN point-to-point or multipoint conference.

Smart Videoconferencing

SmartView

The Vista™ system offers innovative *Smart* options for all of your videoconferencing needs. For example, the **SmartView** works like an overhead projector. When you place an object on the document stand, **SmartView** senses the movement and captures your video, saves it as a slide and sends it to the remote site automatically.

VCR

If you want to play, record, or share videos, the Vista system offers this capability. We now offer the capability of using dual VCRs. For instructions how to record and play videos on your VCR, see **Chapter Seven, Extras Menu**. Also, see **Chapter Four** in the **Installation and Configuration Guide**, in this system kit, for more in-depth instructions on how to install your VCR.

PenPal

With this feature, you can capture video images and save them as slides, and you can import PowerPoint presentations. You can send these graphics as “still” graphics to remote sites allowing the participant to view both the presenter and graphic at the same time.

VTEL’s Electronic Whiteboard

This board is equipped with a list of *smart* features to allow you to write, type and initial your approval during a meeting. Also, any participant, whether local (**Here**) or remote (**There**), can take control to annotate on the board.

Extras - Sharing Applications and Transferring Files

VCS offers the **Extras** menu option that highlights sharing applications and transferring files. You can interactively exchange spreadsheets with another location and approve changes on the spot. If you want to transfer files, VCS allows transfer of text, data, or graphic files to remote participants during conferencing. See Chapter Seven, **Extras Menu**, for more information.

Languages

This release offers English and a customized system supporting the Chinese language.

Optional Components/Tools

Some of the tools or components mentioned in this guide may be optional. For example, the electronic tablet. Most peripherals are optional except when ordering an Enhancement Package or a Vertical Market Package - Classroom Package.

To learn more about hardware/software options, consult your VTEL representative.

Additional Documentation

Companion books for this User Guide include the **Installation and Configuration Guide** and the **PC Product Guide**. Quick Reference material to help guide you through videoconferencing also exists. Ask your technical representative how to order these documents if they are not included in your system kit.

One of the latest tools in our Vista family of components is the ViewPoint™ Touch Panel. A self-contained unit, it is wireless and offers an integrated communications solution for state-of-the-art conferencing. This documentation is included in the Vista kit.

Training

Personnel safety is a major concern when operating our equipment. Therefore, VTEL offers training classes in Vista maintenance, operations, and installation. Call VTEL’s Training Department, USA, 1-800-299-VTEL for schedule information.

VTEL’s Website

This site gives access to information about VTEL’s products and services. It’s about our **Products and Applications**, the **News Room**, **About VTEL**, and how to **Contact Us**. You can find solutions for your training, meeting, and executive needs. If you need custom solutions, such as building a system or integration services, be sure to check out our web site at this address: **www.vtel.com**.

Getting Help

If your system does not include all of the components listed in this chapter, and you are interested in these products, contact your VTEL service provider.

1. Context-sensitive help is available for all VCS screens. For example, if you are working in the *Call* screen, press **F1** on the keyboard and the **Help** screen displays. To close, select the **Done** key. (The illustration below depicts help from the **Redial** button on the *Call* screen.)

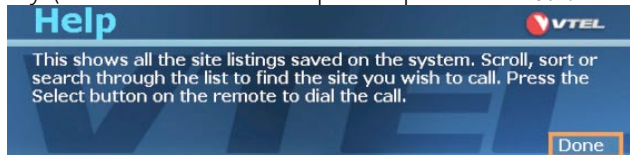


Figure 1-1 Internal Context-Sensitive Help Screen

2. If you are using the optional electronic tablet, simply click the **red** button (right-click) on the barrel of the pen to access the VCS pop-up menu and select **Help**. Select the **Done** button on the **Help** screen when you are finished.
3. If you need technical help, contact your VTEL technical representative.
4. If you need to order replacement parts or additional software or hardware, contact your

authorized VTEL service provider.

This chapter explained and discussed the benefits of this User Guide and Vista's conferencing capabilities. You were introduced to the optional control devices (electronic tablet, wireless keyboard, QuickTouch™ RCU) and our innovative *Smart* options. Let us now learn how to manipulate each component in **Chapter Two, Getting Started**.

Chapter 2

Getting Started

This chapter shows how to perform basic operations for the Vista and discusses optional external control devices such as the electronic tablet, wireless keyboard and QuickTouch™ RCU. When you complete this chapter, you will understand how to:

- Turn the system on or off
- Adjust cameras
- Access menus
- Use the basic functions of each device

When discussing the wired or wireless keyboard, unless there is a specific difference in function, such as when to use the trackball vs. the mouse, the wireless keyboard is used as an example in most of the steps. Most will know how to use the wired keyboard and know that the mouse accompanies this type of keyboard; therefore, no step-wise explanation is needed.

Turning On the Vista System

See your Installation Guide for the location of the On/Off switch for your particular unit.



Press the **On/Off** switch.

Wait for the system to initialize (VCS loads automatically).

If you exit VCS to the desktop for any reason, to restart VCS:

Click **Start>Programs>VTEL>VCS** and wait for the system to initialize; or, press **Control+Escape** to display the Taskbar; then click the menu selection process.

Turning Off the Vista System

1. Exit all applications and select **Start>Shut Down>**.
2. Select “Shut down” and click **OK**; or
3. If you wish to restart instead, select “Restart” and click **OK**.

Exiting VCS

Remember to always hang up if you are in a conference call.

From the Keyboard

Press **F3** and arrow down to select **Exit VCS** from the pop-up menu, then press **Enter**.

From the Electronic Tablet/Pen with Digital Overlay

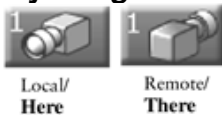
Press the **red** button on the barrel of the **pen** while in the **mouse pad/annotation** area and select the VCS pop-up menu; then select **Exit VCS**.

Use the **red** button on the pen to **right-click**, or use the **stylus** of the pen to **left-click**. (Do not press the stylus down on the pen while doing a right-click.)

From the QuickTouch™ RCU

Press the **Menu** button to display the VCS pop-up menu. Select **Exit VCS**.

Adjusting the Camera



The Vista system makes it easy to control and adjust camera positions. It's as simple as clicking the mouse, or pressing the left-click button on either the wireless keyboard or electronic pen, or pressing a **Panning** button on the QuickTouch RCU. You can easily control and maneuver site cameras, whether local (**Here**) or remote (**There**). The **Here/There** icon and **F11** are your guideposts when working on the tablet or keyboard, respectively.

For example, if the speaker at the remote site (**There**) is referring to a “whiteboard” that is not in the camera view, you can change the view from your (**Here**) site. To learn more about camera views, see **Chapter Six, Video Menu**, “Pick Camera” tab.

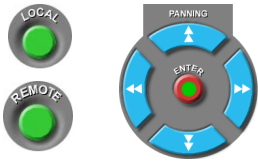
If you are trying to move or zoom a **remote** camera (**There**):

1. You must be in a call.

- a. Release 3.1 and newer support far-end camera control in H.320 calls; and provides PTZ capability for far-end camera control in a point-to-point H.323 call with another 3.1 or newer system.
 - b. The remote (**There**) site must also support remote camera control (Some systems do not support far-end camera control, or this function may be disabled. Check with your system administrator.); and
2. It must be a PTZ camera.
 - a. If the **zoom in** or the **zoom out** cursors do not appear on your screen, the camera is not a PTZ. (See zoom icon below in the next section.)
 - b. Use the same method to move cameras, whether local or remote (**Here/There**). Follow the instructions given in the next sections.

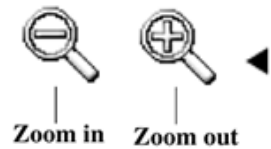
To adjust the camera using the QuickTouch RCU

Using the Local and Remote buttons on the remote control unit, select whether you wish to control the local (Here) camera, or the remote (There) camera, then use the Pan and Tilt buttons to control the camera to the desired settings.



To adjust the camera using the mouse

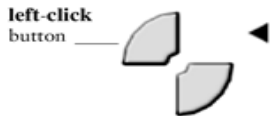
Move the **mouse** until an on-screen (directional arrow) cursor appears. (Pan/Tilt Arrows appear on the top, bottom, and left/right margins of the screen, and Zoom icons appear in the middle portion of the screen.) Click the on-screen arrow or magnifying glass until you are satisfied with the adjustment.



To adjust the camera using the wireless keyboard

Use the **trackball** to find the on-screen cursor. Then press the **left-click** button to move the camera in the applicable direction.

To **zoom in** or **out**, use the trackball to find the magnifying glass icon, then press the **left-click** button.



To adjust the camera using the electronic tablet/pen

Move the pen over the **mouse pad/annotation** area in either direction (up, down, left or right) until an on-screen cursor or magnifying glass icon appears; then press in the area with the pen's *stylus* (left-click) to adjust the camera or to zoom in or out.

Or, you can press the **Video-Here Adjust Camera** button to use the **Zoom/ Focus** functions to accomplish the same.



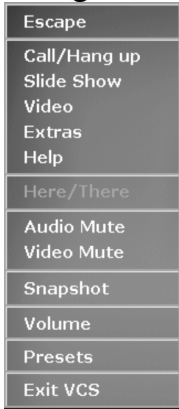
Camera Adjustments



Use the **Iris** buttons for increasing or decreasing brightness.

Press one of the **Panning** buttons to adjust left, right, up or down. To zoom in or out, use the **Zoom plus** or **minus** buttons.

Accessing VCS Menus



◀ When you first start to use your Vista system, rather than try to find menus that are not yet familiar, the pop-up menu is designed for easy access to all VCS menus. Also, see **Chapter Three, VCS Menus**, for an explanation of each menu and its options.

To access the VCS pop-up Menu:

From the Keyboard

Press **F3** on the wireless or wired keyboard to access the menu, then arrow up or down to select options.

From the Electronic Tablet/Pen

Press the **red** button on the pen's barrel while in the Mouse pad/Annotation area to access the menu. Use the stylus (left-click) to select options.

◉ Use the **red** button on the pen to **right-click**, or use the **stylus** of the pen to **left-click**.

With the Mouse

Right-click the mouse to access the menu, then left-click to select options.

With the QuickTouch™ RCU

Press the **Menu** button; then press **Enter** to select options.

Basic Operations

Information included in the table below allows you to become briefly familiar with keyboard and tablet functions. More information on control devices is found throughout this manual.

Wireless Keyboard

The wireless keyboard allows you to perform the same tasks you would with a wired keyboard, and many of the same tasks you would undertake with the tablet and QuickTouch RCU. It has alphanumeric capabilities to add sites to the Speed Dial List, and its trackball allows you to select and control functions with ease.

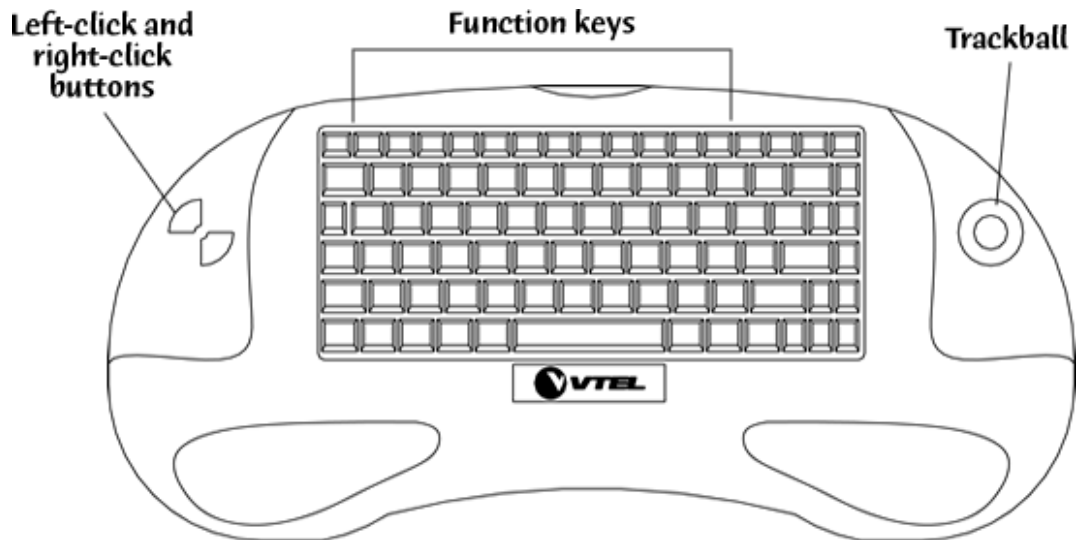


Figure 2-1 Wireless Keyboard

Keyboard

This section refers to both the wireless, wired, and QuickTouch RCU keyboards. All three components are programmed to match the Vista.

Function Key	Action/Result
F1	Press to get context-sensitive help.
F2	Press to display the Call/Hang Up menu.
F3	Press to display the VCS pop-up menu.
F4	Press to display the Video menu to restore views, create thumbnails, pick cameras, turn on /off (PIP) windows, and fine-tune views to dark or bright with the Iris .
F5	Press to display the Slides menu. Use the Manage Trays tab to open, copy, create close, delete, or print slides. The Trays tab offers the capability to view a list of open slide trays, and to take a snapshot of your file. Use the Annotate tab to type, draw or erase during your presentation.

	Select the Present tab and a full screen displays to focus only on slides and not other objects.
F6	Press to access the Extras menu. Use the Utilities tab to record VCR activities, access SmartView, or send files. Use the Sharing tab (only appears when in a Video call) to share applications. Use the Manage tab to add and remove utilities (such as .exe).
F7	Press to increase or decrease audio . When the Volume controls display, click or press the volume buttons (according to the control device you are using).
F8	Press once to mute audio . Press again to un-mute.
F9	Press once to mute video . Press again to un-mute.
F10	Press to access camera Preset functions.
F11	Press to control your view selection – Here/There. (Must be in a call)
F12	Press to take a Snapshot of the current image, whether local or remote. A message scrolls across the top of the screen informing you that it was added to your slides Tray .

Electronic Tablet/Pen with Digital Overlay

The tablet has similar capabilities to the wired/wireless keyboard, and contains a digital overlay.

It is important to rest the pen's **stylus** in one of these portholes to avoid damaging the tip.

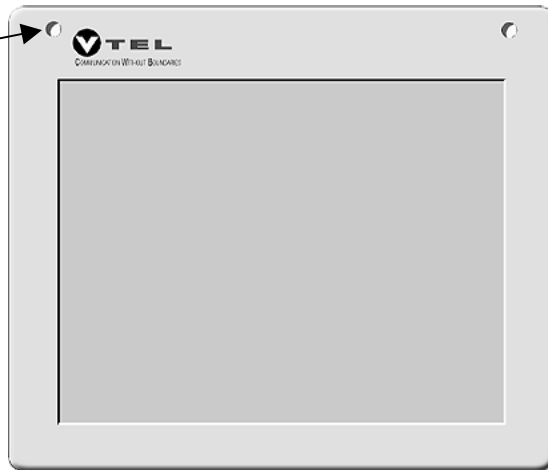


Figure 2-2 Electronic Tablet

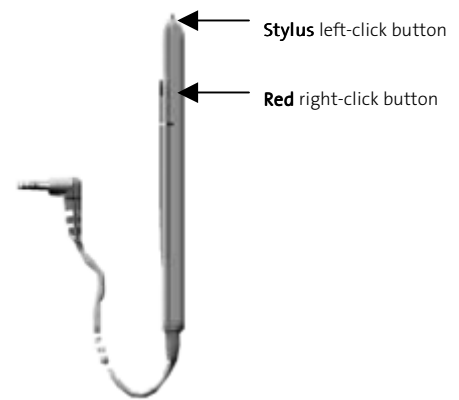


Figure 2-3 Pen

It also features an electronic pen to use as a mouse and to select VCS menu functions.

To avoid confusion in the **Camera Sources** and **Presets** area, camera **Presets** are labeled **A** through **F**. The **Sources** functions are labeled *numerically*. To learn more, see **Chapter 4**, "Camera Presets".

The top portion of the digital overlay features Video-Here and Video-There functions. Volume, VCR Record and other *Smart* functions are located centrally.

The overlay's functions are described in the following table. ◀



P/N: 340-550-01 Rev B

Figure 2-3 Electronic Tablet's Digital Overlay



















The bottom portion of the digital overlay features Picture-in-Picture (PIP) techniques, Outgoing and Incoming Calls, Slides, Snapshot and Annotation operations.




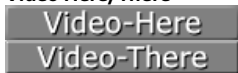


Use the electronic pen to access functions. The **red** button on the barrel of the pen is considered a **right-click**, while the **stylus** of the pen is a **left-click**.



“Press” means you should *press with the pen and not the finger*.

The table below briefly describes each button/icon in **alphabetical** order.

Button	Action/Result
Annotation Tools/ Mousepad	Press the icons to draw , use the whiteboard , select a font style, choose colors , choose objects and erase . Also use for mouse functions.
Arrows/on-screen cursors	Use to change camera view.
Audio/Video Privacy  Audio  Video	Press these buttons to mute or un-mute functions. The audio privacy icon is located on the Volume tab, while the video privacy icon is located in the Video-Here section.
Escape 	Press this button to exit from any menu or action.
Extras 	Press to send files , manage utilities or share applications.
Incoming Call tab  	Press these buttons to Accept or Reject calls.
Iris 	Press to increase or decrease brightness.
OK/Checkmark 	Press the Check Mark , for example, to confirm a File-Send command. However, you have to currently be in a call.
Outgoing Calls tab  	Press these buttons to Dial or Hang up outgoing calls.
PC 	Press the PC icon to go to your desktop.
Picture-in-Picture tab On/Off 	Press these buttons to size , swap , turn on or off PIP, or switch locations.
Presets 	Press to store and recall camera positions and to assign sources to those positions. Then, a simple click of the pen immediately lets you use that position.
Save 	Press this button before pressing the Presets button to save your presets.
Slides tab  Slides Present	Press these buttons to manage your trays and to create new slides, open previous slides, and close , copy or print . Press the Slides icon to open the menu, or the Presentation Mode icon to present your slides. Press the Back or Next buttons to change views.
SmartTrak 	Press to toggle SmartTrak on and off .
SmartView 	Press to toggle SmartView on and off .
Snapshot tab 	Allows the user to select a source from which to take a snapshot. Press Here to capture a snapshot of outgoing video; press There to capture a snapshot of incoming video; and press PC to capture a snapshot of the PC/ desktop. The graphic is saved in your Slides tray.
Source	Press buttons in this area to go to a particular camera source quickly, whether camera ,

	VCR, or PC.
Tablet On 	Press to turn on the tablet overlay. A confirmation message appears on the screen.
VCR Record tab 	Press Here or There to control local or remote cameras, or press the PC button to take you to your desktop.
Video Here/There 	Use these sections to zoom/focus cameras, go to a particular source , and save your presets . Video-Here has VCR, Video Privacy, and PC source options.
Volume tab 	Press the audio Louder/Softer buttons to increase or decrease audio.
Zoom/Focus 	Use to zoom in or out and focus the cameras (These icons are found on the Adjust Camera button in the Video Here or There menus.)



QuickTouch™ RCU

Rather than “switching” between devices to control your conferences, VTEL’s QuickTouch RCU is a dual-function device that gives the user a unique setting in which to videoconference. We made it easy for the user to switch between “modes” from hand-held to desktop. When in the open position, a fully functional keyboard is available to the user. When in the closed position, the device is used as a remote control unit. Virtually, you are in control of all applications and options when using our QuickTouch RCU.

Features

Our new RCU adds the “extras” touch to videoconferencing. You can use the device in remote mode, or use its fully functional keyboard to enter information as you would with our wireless/wired keyboards. The RCU features a mouse/trackball, left- and right-click buttons that reverse to natural keyboard positions when open, and control buttons integrated with Vista’s options to display, send, toggle SmartView and SmartTrak on or off, take a snapshot, use the VCR and PIP functions, or access all menus through the VCS pop-up. You can pan, tilt, zoom your cameras, or press the **Call** button to connect to conferences. There is more to learn about the QuickTouch RCU in the table following (Figure 2-4).

The keyboard features a **Function** key to press after you press one of the command keys such as Page Up.

Special Note: The left and right mouse buttons **reverse** when using the keyboard in the open position.

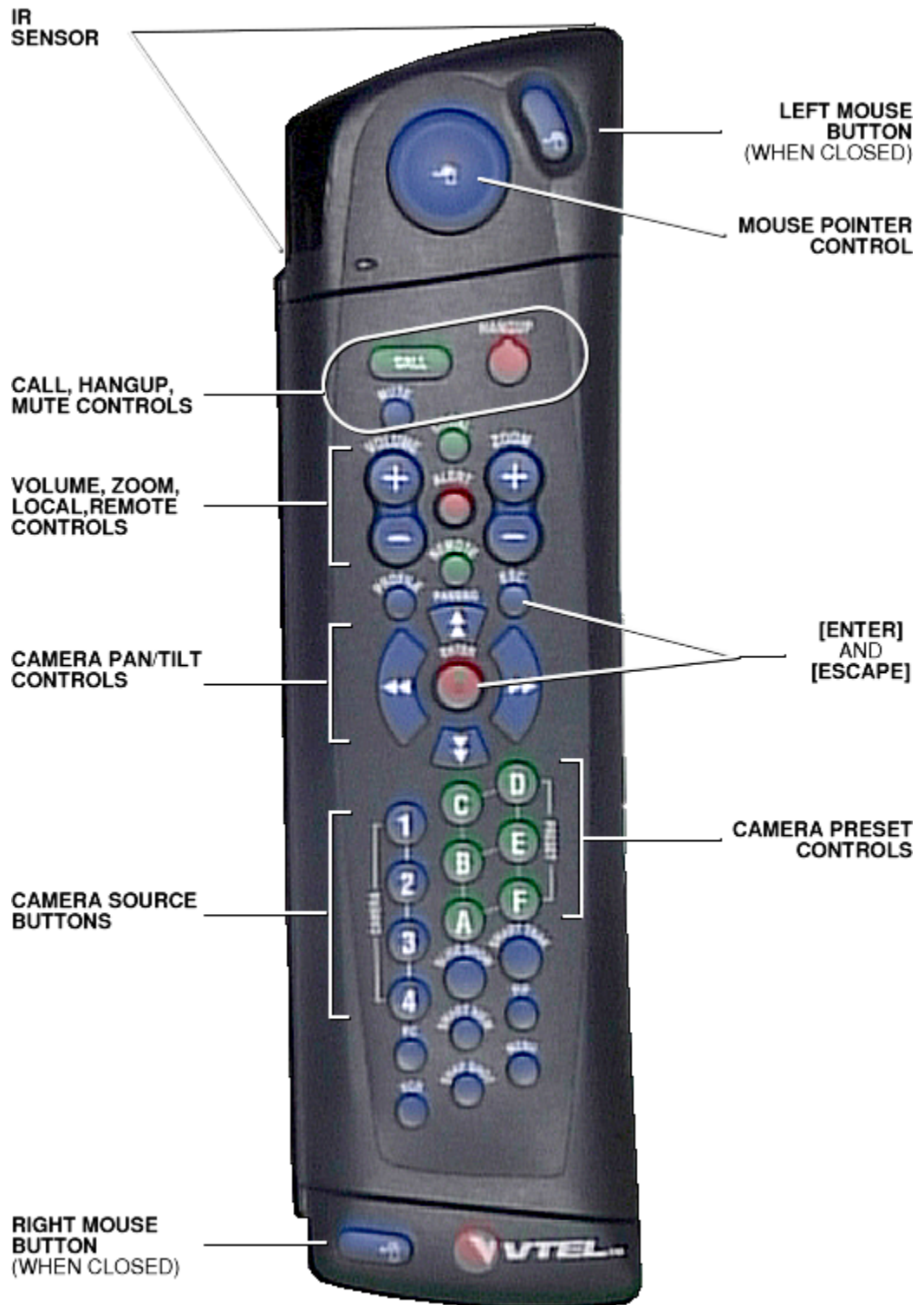
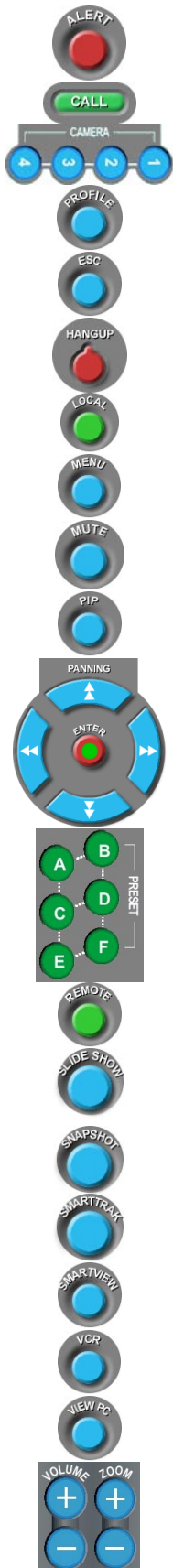


Figure 2-4 QuickTouch RCU



Button	Action/Result
Alert	Not currently used
Call	Press to connect to the VCS Call/Hangup screen.
Cameras 1-4	Press these buttons to select a camera source.
Profile	Not currently used
Escape	Press to exit any action, screen or menu.
Hangup	Press to disconnect conference calls.
Local	Press to connect to the local view (Here).
Menu	Press to connect to the VCS pop-up menu.
Mute	Press to mute or un-mute audio.
PIP	Press to access the VCS Video menu and select PIP functions.
Panning	Press these buttons to pan and tilt your cameras (Figure 2-4).
Enter	Press when a response is required just as you would with any Enter key.
Presets A-F	Press these buttons to set or select a camera preset.
Remote	Press this button to connect to the remote site (There).
Slide Show	Press to connect to the VCS Slide Show menu.
Snapshot	Press to take a Snapshot of the current view (Here or There).
SmartTrak	Press to toggle SmartTrak on or off.
SmartView	Press to toggle SmartView on or off.
VCR	Press to use the VCR in standard or dual mode.
View PC	Press to go directly to your PC desktop.
Volume	Press to increase or decrease audio.
Zoom	Press the plus or minus buttons to increase or decrease depth.

QuickTouch RCU Keyboard

This keyboard functions like the VTEL wired/wireless keyboards. See “Keyboard(s)” to learn more about the function keys on the RCU keyboard.

Left mouse button
(Open mode)



With the exception of the **Function** key and the **reversal** of the left and right mouse buttons, when not using the remote mode (closed), all other functions remain the same as the wired / wireless keyboards.

Function key

Right mouse button
(Open mode)

Figure 2-5 RCU Keyboard

Single or Dual-Monitor Systems

Vista offers two kinds of monitor systems. Each has its advantages. Follow the instructions given below:

Single-Monitor System

Video Mute and Audio Mute only appear on the local (Here) view.

- During setup, configure your system for a single-monitor system.
- If you are using a single-monitor system, you **cannot** use SmartView.

Note: Use the PIP function to view both local (Here) and remote (There) views simultaneously in a call. PIP is disabled automatically when not in a call.

Dual-Monitor System

You must be in a call for the PIP window to be available in a dual-monitor, or single-monitor system.

PIP appears only on the remote (There) monitor.

The local monitor displays:

- Video at the local (Here) site.
- Pen Pal for Windows.
- On-screen cursors (directional arrows) for movement of local (Here) cameras.
- Chair Control application.
- Windows applications running on your PC.

The remote monitor displays:

- Video at the remote (There) site.
- On-screen cursors (directional arrows) for movement of remote (There) cameras.
- Live local video if a call is not in progress.

Mute icons appear on the left (remote view) monitor.

In this chapter, we discussed how to turn on/off the system, how to adjust camera positions and access menus, basic operations for the control devices, and how to use a single- or dual-monitor system.

Following, in Chapters Three through Four, we will discuss the VCS pop-up menu, how to make and answer calls, various call options, and in-depth instructions on how to use the three *Call* screens and their options. Control devices are also discussed.

Chapter 3

VCS Menus

This chapter discusses VCS menus - your first connection to making and answering calls, and using the Slides, Video, Extras and Presets options. The Vista system conveniently displays the VCS pop-up menu when you right-click, or press a key or button, on either control device you are using. To exit this menu, press or click the **Escape** button or key on the control device, or select **Escape** from the VCS pop-up options.

VCS Pop-up Menu

In Chapter Two, a brief description was given how to access the VCS pop-up menu. The illustration below echoes access from either control device. See "Control Devices" in the next section for further explanation.

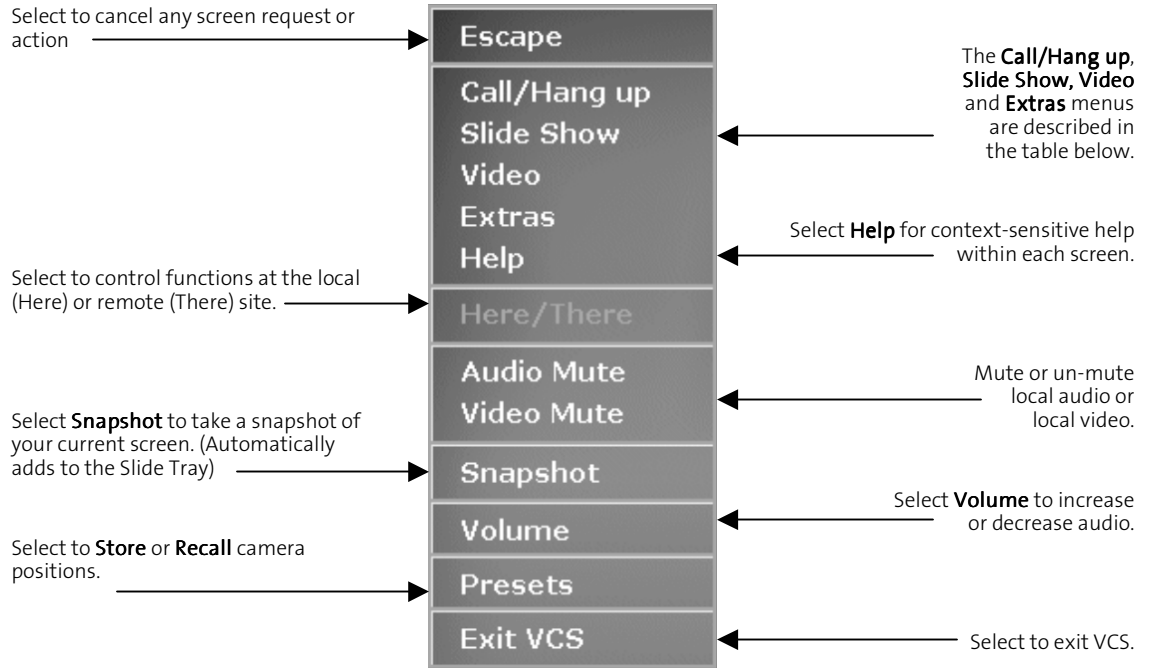


Figure 3-1 VCS pop-up Menu

The table below gives a brief overview of each menu's capabilities:

Menu	Description
Call/Hang up	Use this menu to make ISDN, Internet, or audio calls. It features the Call screen's Speed Dial , Hand Dialer , Add , Edit , and Redial options.
Slide Show	This menu provides four main menus: Manage Trays , Trays , Annotate and Present . These menus also have secondary menus, for example the Manage Trays menu allows you to create, open, copy, or send slides.
Video	Use this menu to control cameras and viewing options. It features the Pick Camera , PIP , and Fine Tune options.
Extras	This menu provides capabilities to transfer files and share applications. Also, it allows you to add and remove utility programs when you use the Manage tab. Note: Some utilities cannot be removed except by the system administrator; for example, FileSend.
Presets	Allows the user to store and recall camera positions Here or There .

Control Devices

Control device options are designed for easy access to the pop-up menu. Follow the instructions below:

Mouse

Press the **right-click** button to display the pop-up menu.

Keyboard

Press **F3** on either the wireless or wired keyboard to display the pop-up menu.

Electronic Tablet/Pen

Press the *red* button on the barrel of the pen. As a reminder, the *red* button acts as a **right-click**, and the *stylus* acts as a **left-click**.

QuickTouch RCU

Press the **Menu** button or right-click the mouse button to display the VCS pop-up.

In this chapter, you learned about the VCS menus and how easy it is to access the pop-up menu using the control devices. More in-depth information is provided for a particular menu in the chapters to follow.

Chapter 4

Call/Hang up Menu

This chapter has two sections to help you learn about features unique to the *Call* screen. We discuss how to make and answer calls using the ISDN, Internet and Phone options.

Also included are instructions in how to use the Speed Dial list, Hand Dialer, add and edit functions, basic and advanced call options, and how to disconnect a call.

Call Screen Overview

The Call screen allows you to make and answer calls. Its features let you do the following:

- Dial and redial calls.
- Use the Speed Dialer to quickly locate site names and numbers.
- Use the Hand Dialer to call a site not currently on the Speed Dial list
- Use Add and Edit functions to save or change site information.

Features

The Call screen's uniqueness lets you dial calls of choice - whether ISDN, Internet or audio. Each screen is characteristically different. The ISDN and Internet screens are similar in that they both offer line speeds and advanced options, but the keypads differ. The Phone screen's keypad is similar to a regular telephone's pad with the exception of additional function keys at the bottom of the keypad. Each screen is illustrated below:

ISDN Screen

Use the ISDN screen to make WAN (Wide Area Network) calls. Use the control device of your choice to access this screen. See "Call Options" in the next section to learn how to use these options.



Figure 4-1 ISDN Screen



Call Options

As with any menu, different options appear when you require the system to do certain functions. For example, when you select **Add** and create a new entry for the **Speed Dial** list, the Speed Dial option automatically displays for you to dial your call. From this screen you can choose more options from the **Options** and **Sort by...** menus.

Call options are discussed in the following table for the ISDN, Internet and Phone tabs as they appear on the *Call* screen.

The table below gives a brief overview of each option:

Option	Action/Result
Exit	Select to exit the main video view or from the current screen.
Redial	Select to display the last several sites called.
Speed Dial	Select to obtain the Speed Dial list.
Hand Dialer	Select to place a call to a site that is not saved in the Speed Dial list.
Add	Select to enter information about sites you want to call.
Edit	Select to edit sites already saved in the Speed Dial list.
Number	Select the Number field to enter the video or audio number you wish to dial.
Line Speed	Select a line speed from the drop-down list box.
Dial	Choose this button to dial your conference number.
Backspace	Choose this button to erase one character at a time.
Reset	Choose this button to erase all characters at once.
Add to List	Choose this button to add contacts to your address book.
Advanced	Select to use the Advanced Calling Options screen.

Consult this table for actions to take when using **Call** screen options.

Internet Screen

Use this screen to make LAN (Local Area Network) calls. This tab works exactly like the VCS ISDN tab previously discussed. The only exception is the type of option. Again, options for the three types of calls are found in the Call Options table above. Use the control device of your choice to access this screen.

Internet/LAN call screen



Advanced
This button allows further options through the **Hand Dialer** and **Add** options.

Click the **Advanced** button to open the Advanced Calling Options screen. (Figure 4-3)

Figure 4-2 Internet Screen

Advanced Calling Options Screen

The **Hand Dialer** and **Add** options allow further options through the **Advanced** button.

Use this screen when you need to specify audio algorithm, or comm. protocol, and the Two-Part section for LAN-to-WAN calls.

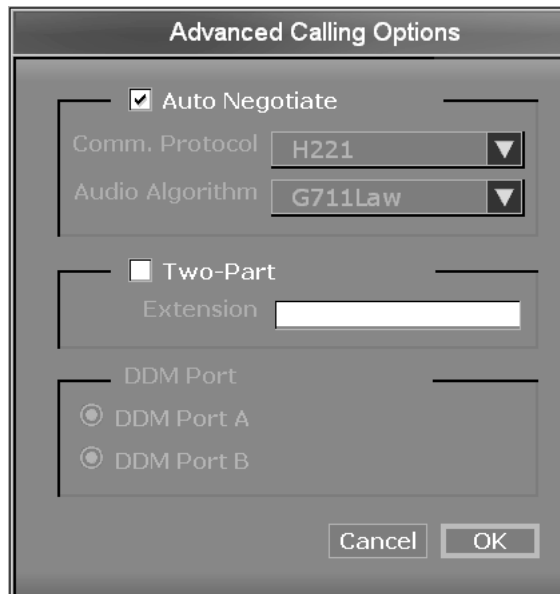


Figure 4-3 Advanced Calling Options Screen

The table below describes actions the user can take regarding protocols, audio compression, bandwidth ranges and DDM ports when making calls.

Option	Action/Result
Auto Negotiate	If this box is checked, then VCS will automatically connect to the best available protocol. If unchecked, VCS will only connect to selected protocols.
Comm Protocol	Select this drop-down box to specify an ISDN comm. Protocol. Select from H221 , H331 , HDLC and HDLC_RO .
Audio Algorithm	Select this drop-down box to change audio compression. Select from G711ALaw , G711MuLaw , G722 and G728 .
Two-Part	Only check this box when you are making H320 - H323 calls and have a telephone extension to enter. Otherwise, do not check.
DDM Port	These functions remain grayed unless your system administrator configured Separate Port-A and Port-B usage in advanced WAN settings.

Call screen / Phone tab

Use this screen to make audio calls.

Use the **Phone** tab to make audio calls.



Figure 4-4 Phone Screen

Making a Call screen

This screen illustrates the progress of the dialing process.

Features

Icons on the screen display the call's progress; prompts display the telephone number dialed along with a picture of the current site and time you placed the call; and an audible ring should occur if you have the volume positioned in this particular state. Use the *Making a Call* screen or the *Call Status* screen to disconnect calls by selecting the **Hang Up** button.



Figure 4-5 Making a Call screen

Call Status screen

This screen relates to audio and video calls and displays *while* your system is completing the connection.

Features

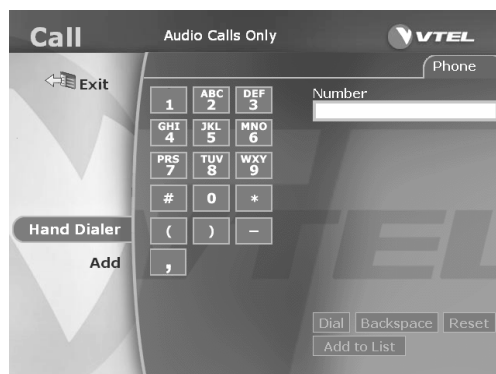
Use to disconnect calls, take a snapshot, or add a call to your **Speed Dial** list. This screen displays the **[Add Audio Call]** or **[Add Video Call]** button according to the type of call you made - Internet, ISDN or audio call. VCS screens are auto-timed. If you need to check the status of your call, press **F2** on the keyboard to display this screen. If your call did not connect, a message scrolls across the top of the screen.



Figure 4-6 Call Status screen

- Select the **Snapshot** button to take a thumbnail image of the remote (**There**) site you are currently viewing. The **Snapshot** button should always be active during a call, no matter the type of call.
- Select the **Add to List** button to add to the Address Book. Enter the information, and press the **Save** button to save to your Speed Dial list. (*You cannot add the information until your call is disconnected. A confirmation screen displays to show the site was added to the list.*) The **Add to List** button is active when it is a new call, if you are not already in the Speed Dial list.
- Select the **Address Book** button to display the Speed Dial or Hand Dialer menus.
- Select the **Add Voice Call** or **Add Video Call** button (the button changes according to the type of call you dialed) to add a call to a conference to which you are already connected. Also, when you click this button, it displays the **Audio Calls Only** or **Video Calls Only** screen (Figure 4-7).
- Select the **Hang Up** button on the *Call Status* screen to disconnect your call.

The **Audio or Video Calls Only** screen can be used like any Call screen. The options and buttons are always used in the same way.



The illustration above shows the **Audio Calls Only** screen with the **Hand Dialer** and **Add** options.



The illustration above shows the **Video Calls Only** screen with **ISDN** and **Internet** tabs with *all* menu

options to the left.

Figure 4-7 Audio/Video Calls Only screens



Figure 4-8 Call Status Screen Illustrating Established LAN and Audio Calls

When you complete your call, select the **Hang Up** button. If you choose to disconnect both calls, select the **Hang Up All** button. A message scrolls across the screen announcing that both the audio and video calls are disconnected.

Showing and Hiding the Call Status Screen

Once the call is in progress, the *Making a Call* screen disappears. Press **F2** on the keyboard while in a call to see the progress on the *Call Status* screen.

◀ The **Call Status** screen hides automatically. If you want the screen to display, press **F2** while in a call.

Call Screen Options



When you select **Hide Pictures**, this icon disappears. Click again on the **Options** tab and click **Show Pictures** for the icons to reappear.

Speed Dial

This option allows you to store site names and numbers. Once you create a list, it acts as your Address Book. Your “book” is easily customized using the **Snapshot** feature allowing entries to become more recognizable.

Speed Dial “Options” and “Sort by...” Tabs

This screen offers two features to either select a specific set of options (Figure 4-9), or to sort items by your favorite site, name, description, company or type (Figure 4-10).

Options Tab

Use this tab to select items you want to delete or to hide pictures.

To hide a picture (or the default icon) that appears to the left of the list, click **Options>Hide Pictures**. The list automatically displays a caller ID snapshot of each site, if available. You can disable this feature to allow more listings to appear on the screen.

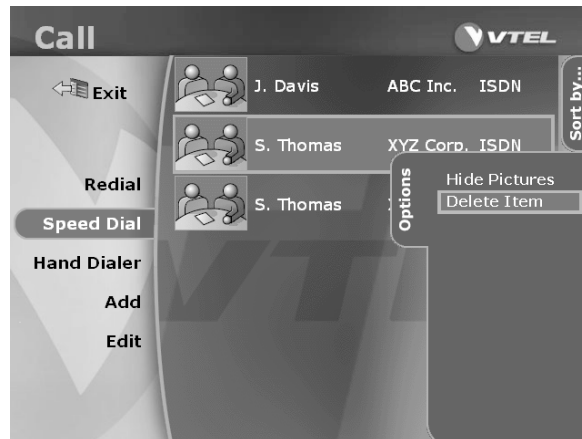


Figure 4-9 Speed Dial list with “Options” tab selected

Sort by... tab

Change the way your listings appear in the **Speed Dial** list by sorting your most frequently used sites (*favorites*), or to alphabetize by Company, Name, Description, or Type.

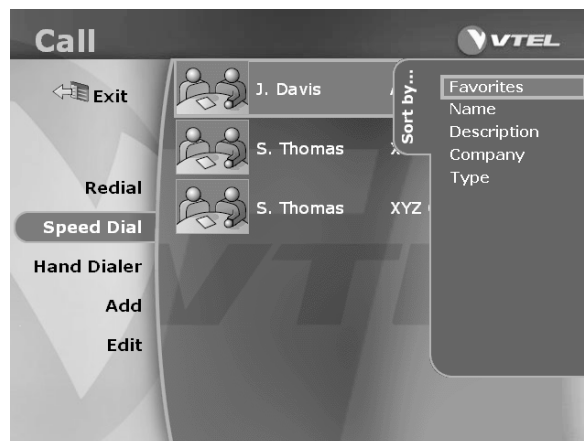


Figure 4-10 Speed Dial list with “Sort by...” tab selected

Select the **Sort by...** tab to change the way your Speed Dial list displays.

Adding Sites

Adding an entry using the **Speed Dial** option allows storage and retrieval of your favorite sites in your Address Book. You can use either the **Hand Dialer** or **Speed Dial** option to add sites.

To add a site using the keyboard:

1. Press **F2** on the keyboard to bring up the Address Book.
2. Select the **Add** option, using the trackball or mouse. The *Add* screen displays (Figure 4-11).



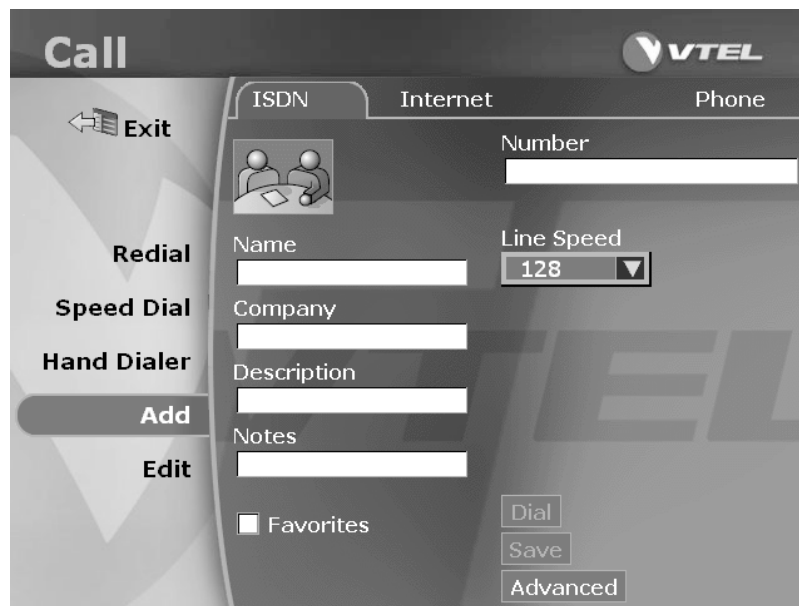


Figure 4-11 Add screen

3. Enter the **Name**, **Company**, **Description** and **Notes** information.
4. Select the **Favorites** checkbox, if this will be a frequented site.
5. Highlight the **Number** field using the mouse/trackball and enter the number you wish to dial from the keyboard. If you make an error while entering the number, use the **Backspace** key to delete.
6. Select a **Line Speed**.
7. Press the **Save** button when you are finished. The **Speed Dial** list displays your new entry.

To add a site using the electronic tablet:

Using the pen to select options is not as quick as using the mouse. However, if you prefer using the pen, follow the instructions below and use the *red* button on the barrel of the pen and the *stylus* to **right-click** and **left-click**, respectively.

1. Press the *red* button on the pen to **right-click** while in the mousepad/ annotation area. (Do not press down on the stylus when right-clicking.)
The VCS pop-up menu displays. (Continue to scroll over the mousepad area until you can select the desired option.)
2. **Left-click** the pen on the mousepad to select the **Call/Hang Up** option.
The *Call* screen displays (Figure 4-1).
3. Follow numbers 3 through 7 in “To add a site using the keyboard” above. (When using the tablet, you will have to use the keyboard to enter your dial number in the **Number** field.)

To add a site using the QuickTouch RCU:

1. Press the **Call** button to access the Call screen.
2. Move the mouse pointer to the **Add** option and press the active left-click button.
3. Follow steps 3 through 7 above in “To add a site using the keyboard.”.

ⓘ When using the RCU, open the cover to expose the keyboard; or use the optional wireless keyboard to input information.

Editing Sites

Use the following method to edit entries with either control device:

1. Access the **Call/Hang Up** menu as mentioned in the above sections.
2. Select the **Edit** button on the *Call* screen.



Edit

The **Speed Dial** list displays.

3. Select the site, and **double-click** the entry.

The **Edit** screen displays with the information you previously recorded in the **Add** screen (Figure 4-11).

4. Edit the field(s) and press the **Save** button. The **Speed Dial** list displays.

Dialing Sites

1. Access the **Call/Hang Up** menu with either control device.
2. Select the **Speed Dial** option from the *Call* screen. The **Speed Dial/Edit** screen displays. (The same screen is used for both functions.)
3. Select the site you wish to dial and **double-click** the entry.

The *Making a Call* screen displays. (This screen appears with either type of call.)



Speed Dial



Double-click this type of entry in the Edit screen and Speed Dial list

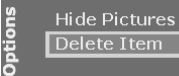


Figure 4-12 Making a Call Screen

4. To abort the call, press the **Hang Up** button.

Deleting Sites

1. Follow Steps 1 and 2 as in "Dialing Sites" above.
2. Select the site you wish to delete, then select the **Options** tab (Figure 4-9).
3. Select **Delete Item**.
4. The **Confirm Delete Item** dialog appears.
5. Select the **Delete** button to delete the item, or the **Cancel** button if you change your mind.



Options
Hide Pictures
Delete Item

Redialing Sites

1. Select the **Redial** option from the *Call* screen.
2. Highlight and double-click the site you want to redial using previously learned methods for the control devices.



The **Options** tab appears on this screen to allow you to hide pictures or add to your Speed Dial list.

Disconnecting Calls

Access the Call Status screen by pressing **F2** on the keyboard, or selecting **Call/Hang Up** from the right-click menu. Click the **Hang Up** button to end the call.

- The *Call Status* screen appears as an indication of your call's progress, and to give you an opportunity to add a video or audio call. Or, you may use the Speed Dial list or Hand Dialer through the Address Book button.



Figure 4-13 Call Status Screen

Making and Receiving Calls

In this section, you will learn how to make and receive calls. Numbers can be dialed by entering a number from the Hand Dial screen, or you can select an entry from the Speed Dial list. Once your call is connected, you can make adjustments such as selecting the camera or increasing/decreasing the volume. (Also, see **Chapter Two**, "Adjusting the Camera") In the chapters following, you will learn how to use the Video, Slides and Extras menus as they relate to the Call/Hang Up menu.

Call Options

VCS offers an array of options to enhance your video and audio calls. Most of the options listed will be discussed in this chapter while some will be discussed in forthcoming chapters. For example, restoring cameras, sending slides, sharing applications and sending files. Review Call options below:

- Use the **keyboard** or **electronic tablet** to access any option.
- Dial calls by using the **Hand Dialer** option or double-click a **Speed Dial** list entry.
- Check the **Call Status** screen regarding the progress of your call.
- Select local (**Here**) and remote (**There**) camera views.
- Adjust the **volume** and **mute** and **un-mute** audio/video functions.
- Control camera **brightness** and **focus**.
- **Store** and **Recall** Preset camera positions.
- Make **audio** and **video** calls.
- Send **Slides** to remote (**There**) locations.
- View the **PIP** window.
- Launch the **Extras** program to share applications and send files.
- **Add** sites to your Speed Dial list by using the **Add to List** button.

Video Calls

You can make and answer video and audio calls using any of the control devices. These devices were discussed in previous chapters.

Making a Video Call


There are two ways to make a video call - the Hand Dialer and Speed Dial options.

Hand Dialer Option



1. Be sure you are in the *Call* screen.
2. Select the **Hand Dialer** option.
3. Select the **ISDN** or **Internet** tab.
4. Enter the number you wish to dial.

Hand Dialer



5. Select a **Line Speed**.
6. Select the **Dial** button. 

The *Making a Call* screen displays.

 - a. If your call does not connect, it will disconnect automatically. A prompt appears at the top of the screen to show status.
 - b. If the call is in progress, press the **F2** key to check the *Call Status* screen for prompts regarding a connection or delay.
7. Click the **Hang Up** button to disconnect.
 If you wish to add a site while in the Call Status screen, click the **Add to List** button , enter the information and press the **Save** button.

Speed Dial Option

1. Be sure you are in the *Call* screen.
2. Select the **Speed Dial** option.
3. Choose the site you want to dial and double-click the entry.

Answering a Video Call

The system administrator determines whether to turn on the auto answer feature during setup for the system to answer automatically. If the auto answer option is **not** checked, you will have to press the [**Accept**] button to answer calls. The [**Reject**] option is always available, whether Auto Answer is enabled or not.

 ◀

If the Auto Answer option is turned on, the system answers automatically.

 ◀


Audio Calls

Making an Audio Call

Hand Dialer Option

1. Be sure you are in the *Call* screen.
2. Select the **Hand Dialer** option.
3. Select the **Phone** tab.
4. Enter the number you wish to dial.

If you make an error while entering a number, use the **Backspace** or **Reset** buttons. Backspace deletes one character at a time, while Reset deletes the entire entry.

5. Select the **Dial** button. 
 - a. The *Making a Call* screen displays.
 - b. If your call does not connect, it will disconnect automatically. A prompt appears at the top of the screen to show status.
 - c. If the call is in progress, press the **F2** key to check the *Call Status* screen for prompts regarding a connection or delay.
6. Click the **Hang Up** button to disconnect.

 If you wish to add this site to your Speed Dial list, click the **Add to List** button , enter the information and press the **Save** button.


Speed Dial Option

1. Be sure you are in the *Call* screen.
2. Select the **Speed Dial** option.
3. Choose the site you want to dial and double-click the entry.
4. Click the **Hang Up** button when you finish the call.

Answering an Audio Call


1. Click the **Answer** button on the *Call Status* screen.
2. Click the **Hang Up** button when you finish the call.

Producing Touch Tones in Audio and Video Calls

 You can only produce these tones when you are not in a menu. These tones are not limited to Phone Add.

If you need to produce these tones:

Type the number from either the alpha/numeric keys or from the numeric keypad to get a touch-tone.

 If you use the numeric keypad, be sure the **Num Lock** key is on.

Camera and Volume Controls

Adjusting the Volume or Invoking Privacy

Muting audio and video functions allow privacy while viewing or participating in conferences or presentations. The following section shows how to use the control devices to adjust volume, and mute and un-mute while sending or receiving video calls. Also, camera selection/control is discussed.

Using the Electronic Tablet

1. Press the **Louder** or **Softer** buttons on the **Volume** tab.
2. Press the **Audio Privacy** button to invoke audio privacy. Press the button again to un-mute.
3. Press the **Video Privacy** button on the **Video-Here** tab to invoke privacy. Press the button again to un-mute.

Using the Wireless or Wired Keyboard

1. Press **F7** to access the **Volume** screen.
2. Use the mouse to click to the left for a softer volume, or to the right for a louder volume.
3. Press **F8** to mute the audio.



- (The audio privacy symbol appears.)
4. Press again to un-mute.
 5. Press **F9** to mute the Video.
(The video privacy symbol appears.)
 6. Press again to un-mute.

Using the QuickTouch RCU

1. Press the **Mute** button to mute audio.
2. Press again to un-mute.
3. Press the **Volume Plus** or **Minus** buttons to increase or decrease volume.

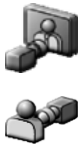
Cameras

Camera functions were discussed in **Chapter Two, Getting Started** - “Adjusting Cameras.” You will find more information on camera views in **Chapter Six, Video Menu**.

Selecting a Local or Remote Camera (Here/There)

Sometimes during a conference, one may forget to move the camera. This, of course, leaves you viewing a “deserted” spot. VCS allows you to move, zoom, save presets, and switch cameras at the remote (**There**) site, as long as the remote system supports far-end control standards.

Also, you can control the video source at the remote (**There**) site if that system supports far-end camera control. Simply press **Here** or **There** on the tablet or **F11** on the keyboard to toggle between sites. There should only be a minor delay in camera response.



Whenever you are in far-end control, the remote icon (**There**) appears on the screen.



The local camera icon (**Here**) appears on your screen when you are working with local cameras. The same method applies as above to toggle between sites.

Using the QuickTouch RCU

Press the **Local** key to change to (**Here**) mode, or press the **Remote** key to change to (**There**) mode.

Camera Presets

Moving a camera during a conference can be interruptive and cause you to lose track of the presentation. VCS allows you to save and recall up to 6 presets for local cameras (H.320 and H.323) and an additional 6 presets for remote cameras (H.320 only).

The VCS pop-up menu offers **Preset** options to store and recall camera presets. See “Local Camera Presets” and “Remote Camera Presets” in the next section.

- You can only set remote (**There**) presets while you are in an H.320 call (ISDN or ATM) and only if the remote site supports far-end camera control. After the call is disconnected, the remote presets are discarded.
- Local (**Here**) presets cannot be set if SmartTrak is enabled. Otherwise, they can be stored and recalled at anytime.
- Remote camera presets are not available in H.323 (Internet) connections.

Local (Here) Camera Presets

To use camera presets with the keyboard:

1. Select a camera for sending video.
2. Move the camera to an intended position (participant, whiteboard).
3. Use the on-screen cursors to adjust camera settings.
4. Press **F10** to display the *Presets* screen (Figure 4-14), or right-click the mouse, or press **F3** to display the VCS pop-up menu and select the **Presets** option.
5. Use the arrow keys, or the mouse, to select a **Preset** letter.
6. To **store** a preset, click and hold the left mouse button on a preset letter; or press and hold the **Enter** key when a preset letter is highlighted.

Initially, the letters are gray before and while holding down the mouse button or **Enter** key. Wait for approximately two seconds and the letter will turn green. This indicates that the camera location is set.

7. To recall a camera location, click briefly on a preset letter with the left mouse button, or highlight a preset letter; then press and release the **Enter** key to **recall** the preset location.

◀ To **store** a Preset, click and hold the left mouse button. The button turns **green**.

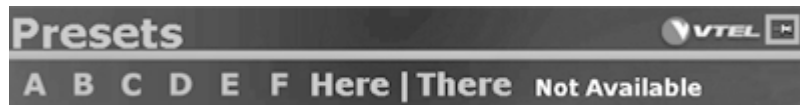


Figure 4-14 Presets Screen

◀ To **recall** a Preset, click the left mouse button on the stored Preset **letter**.



Figure 4-15 Presets Screen with “Bubble” Help

◀ Click the **Pushpin** to hold the menu in place after timeout.

Follow the context-sensitive “bubble” help information to store your camera presets (Figure 4-15).

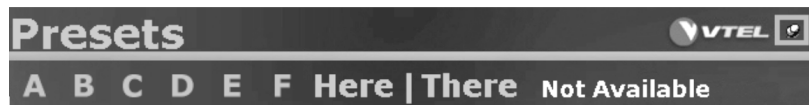


Figure 4-16 Presets Screen with Pushpin in Hold Position

The *Presets* screen above shows the **pushpin** in the “pinned” position to allow the user flexibility to hold the menu in place after the menu timeout has expired (Figure 4-16).

“Pinning” the Presets menu

1. Left-click the pushpin, or press **Enter** once the pin is highlighted.
2. Use the **Up** and **Down** arrow keys to move between the pushpin and **Preset** letters.

- Once the menu is “pinned” in place, and when the auto-timer has expired, the title bar of the Presets menu hides leaving only the Presets letters visible.

- To **restore** the title bar, use the **Up** arrow key or move the cursor over the **Here|There** text between the local (**Here**) and remote (**There**) Preset letters.
3. Click again to “**unpin**” the menu.
 - The Presets menu may also be “unpinned” by pressing the **Escape** key, or you may right-click to access the VCS pop-up menu and select the **Escape** option.

Another menu may be displayed while the **Presets** menu is pinned by pressing its function key or selecting the menu from the VCS pop-up menu.

Once the other menu is dismissed, the **Presets** menu will re-display with its title bar.

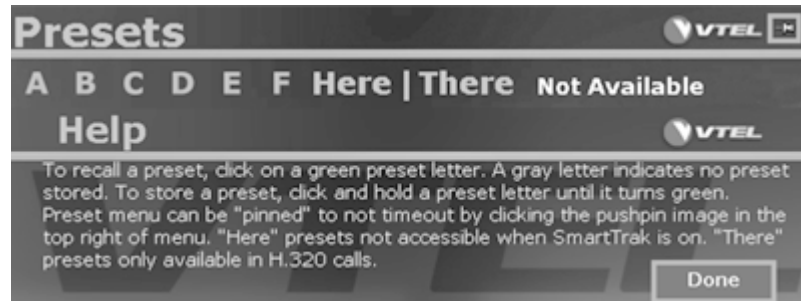


Figure 4-17 Presets Help Screen

When in doubt, press the **F1** key while in the *Presets* screen, or right-click to display the VCS pop-up menu and select the **Help** option (Figure 4-17).

To use camera presets with the tablet:

1. Follow steps 1 - 3 as in “Local (Here) Camera Presets”.
2. Press the **Save** button *first*; then press a **Presets** button from 1 through 6. A dialog displays “Camera Presets saved.”

VCS offers six camera preset positions in both the **Here** and **There** menus.

- Presets can be saved or changed any time during a call. This is also applicable for cameras at the **There** (remote) site.

Remote (There) Camera Presets

- The remote (**There**) site must support far-end camera control.
 - When not in an H.320 call, the remote preset letters will not be shown and a text message will display - “Not Available.”
1. Establish a video call with the remote (**There**) site.
 2. Select a remote camera.
 3. Use the on-screen cursor to adjust camera settings with either control device.
 - When using the tablet, do not forget to first press the **Save** button.
 4. Follow the steps in “Local (Here) Camera Presets” to select and save camera positions.
 5. Recall positions as learned in previous sections.

Display Controls

Volume, Video Mute and PIP functions help to control your display while in a videoconference. Volume and mute functions were discussed earlier in this chapter and section - “Camera and Volume Controls”.

PIP allows you to see yourself in a small picture (thumbnail) for camera control while viewing the remote (**There**) site on the large screen. PIP features are included in the **Video** menu and the tablet’s **Picture-in-Picture** tab.

Snapshots

A snapshot is a high-resolution still picture that can be taken during a call or in idle state.

Taking a Snapshot

There are four ways to take snapshots:


1. Press **F12** on the keyboard. A prompt appears at the top of the screen to inform you that the

snapshot is added to the **Slides** tray.

2. Press the **Here/There** buttons on the tablet's **Snapshot** tab.
3. Right-click the **mouse**. The VCS pop-up menu displays. Select the Snapshot option. A prompt appears at the top of the screen to inform you that the snapshot is added to the **Slides** tray.
4. Press the **Snapshot** button on the QuickTouch RCU.

Taking a Snapshot from the Call Status Screen

Click the Snapshot button to take an image of the current site to be used as a thumbnail in the Address Book.

 This will replace the default image on the Call Status screen.

In this chapter you learned how to make and receive video and audio calls. We discussed call options, how to adjust the volume while in a call and how to invoke your privacy. Also, camera selection and presets were discussed for both local (**Here**) and remote (**There**) cameras. Finally, we discussed display controls and how to take a snapshot with the control devices and from the *Call Status* screen.

Chapter 5

Slide Show Menu

An important part of any meeting is the ability to share information. This chapter shows how to use this capability to capture and retrieve images as slides for sharing documents, images and presentations during videoconferences. You can file slides in trays, rename slides, and sort slides to customize your presentation. Also, you will learn how to manage trays, annotate slides and snapshots, and use techniques for PowerPoint presentations.

In the chapters following, you will learn how to use the Video and Extras menus as they relate to the Call Hang/Up menu.

Slides Menu Overview

The Slides screen features the Manage Trays, Trays, Annotate and Present menus. These options let you do the following:

- Open, save, create, delete or print files.
- Use annotation techniques to type, draw, erase entries/objects, and use the color palette.
- Present slides both **Here** (local) and **There** (remote).

Features

The Slides screen offers features that let you save slides of current images to your Slides Tray. A tray is a collection of individual slides saved as a group. These images can be viewed as thumbnails (Figure 5-1) until you decide to view them on the larger screen. Other features let you navigate to and select PowerPoint presentations, graphic files and Slide-tray files. You can have one or more trays open at the same time; however, only one can be the active tray. When you open a graphic or presentation in the Slides application, it is automatically saved in the active slide tray. The default Snapshot tray is the active tray, unless you have opened a different tray. You can also save, rearrange, send, receive and print your slides.

There are several menus in the Slides group and each is discussed on the following pages.

Manage Trays tab

Manage Trays Menu

The **Manage Trays** menu allows the user to open, copy, close or delete presentations, slides or graphics; and to create or print slides. If you intend to use a printer to print slides, be sure your printer is added and set up in Windows before conferencing; otherwise, it will not work.

When you “hover” over this thumbnail, the pop-up menu to the right appears. Use its options to create a new slide, or to cut, copy, paste and delete slides.

Clicking on the thumbnail brings the slide to the presentation window and sends the slide to the remote site.



Use the options at the bottom of the screen according to the instructions in its specific section in this chapter.

Use the thumbnail menu to the left to select and rearrange your slides.

Be aware that the **Print** option only functions if a printer is installed on your system. To set up your printer, click **Start>Settings>Printer**.

Figure 5-1 Manage Trays Screen

Once you are in the **Manage Trays** menu, there are options to create **New** trays (Figure 5-4), **Delete** trays (Figure 5-5), and **Close** and **Print** slide trays. An illustrated view of each dialog is shown in the following sections.

Opening Trays

Select the **Manage Trays** tab to open the dialog below (Figure 5-2).

1. Click the **Open** button. The **Import File or Tray** dialog displays (Figure 5-2).



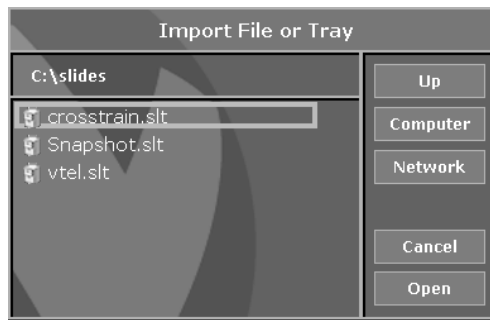


Figure 5-2 Import File or Tray Dialog

2. Select the tray of your choice.

Click the **Open** button on the **Import Tray or File** dialog. The tray you selected appears at the bottom of the **Trays** screen.



Copying and Saving Trays

Click the **Copy** button from the **Manage Trays** menu to save your slide trays (Figure 5-3). This button allows the user to save the tray as it copies slides into a tray of your choice.

1. Click the **Copy** button from the **Manage Trays** menu when you finish with a videoconference. The **Save Tray As** dialog displays (Figure 5-3).



Figure 5-3 Save Tray As dialog

2. Enter a name in the **Name** box.

Select **OK**. The slides tray displays on the **Trays** screen automatically.



Creating New Trays

Click the **New** button from the **Manage Trays** menu to open the **New Tray** dialog and to create new slide trays (Figure 5-4).

- You should create new slide trays before you place a call.
- When creating new trays, if you do not specify a name, slides are saved into a tray with only the current date and time.
- The default **Snapshot** tray is the active tray unless you have opened a different tray. When you open a graphic or presentation in the **Slides** application, it is automatically saved in the active (highlighted) slide tray.

1. Click the **New** button. The **New Tray** dialog displays (Figure 5-4).



Figure 5-4 New Tray Dialog

2. Enter the name of the new tray in the **Name** box using the keyboard.
3. Select **OK**. The new tray appears at the bottom of the **Trays** screen automatically.

Deleting Trays

Click this button on the **Manage Trays** menu to open the **Delete Tray** dialog (Figure 5-5).

1. Click the **Delete** button. The **Delete Tray** dialog displays (Figure 5-5).

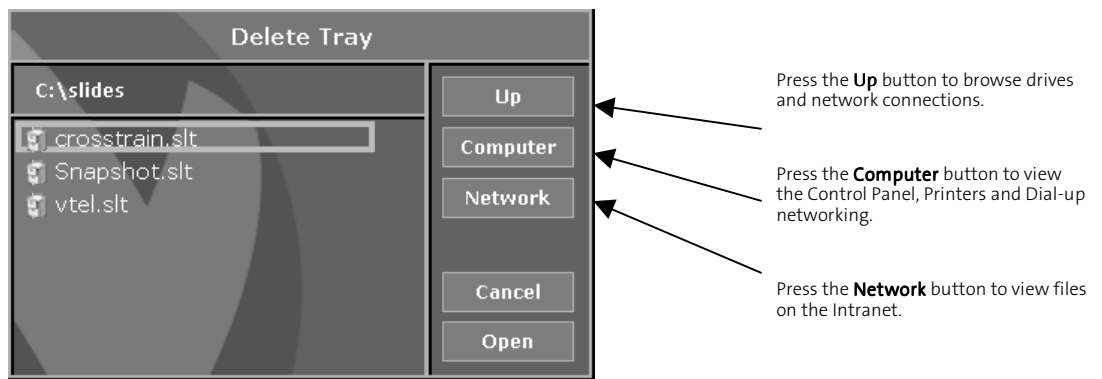


Figure 5-5 Delete Tray Dialog

2. Select the tray you wish to delete. The **Delete** button is interchangeable with the **Open** button.
3. Select the **Delete** button. **No confirmation dialog will appear.** Therefore, **be sure** you want to delete the slides tray that you highlighted.



Closing Slide Trays

1. Click to select the tray from the **Trays** tab.
2. Click the **Manage Trays** tab.
3. Click the **Close** button.



Give the exit process a few seconds. It does not always close immediately according to the size of your tray (Your Vista system is not locked).

Trays Tab

Trays Menu

The **Trays** menu allows the user to view a list of open slide trays. To view a list of all of your slide Trays, press the **Open** button and the **Import File or Tray** dialog displays (Figure 5-2). Use this menu to manage all of your slide trays.



You **cannot** take a snapshot with the **Snapshot** button on the **Trays** menu. To take a snapshot, you **must** use the VCS pop-up menu and select **Snapshot**.

Taking a Snapshot

1. Right-click the **mouse**. The VCS pop-up menu displays.

Select the **Snapshot** option. A picture displays as a thumbnail to the left of the screen and deposits in the default **Snapshot** tray, unless you have another tray selected.

The “hatched” area of the screen represents a placeholder of the actual slide. You can only annotate on a slide when placed in this area.

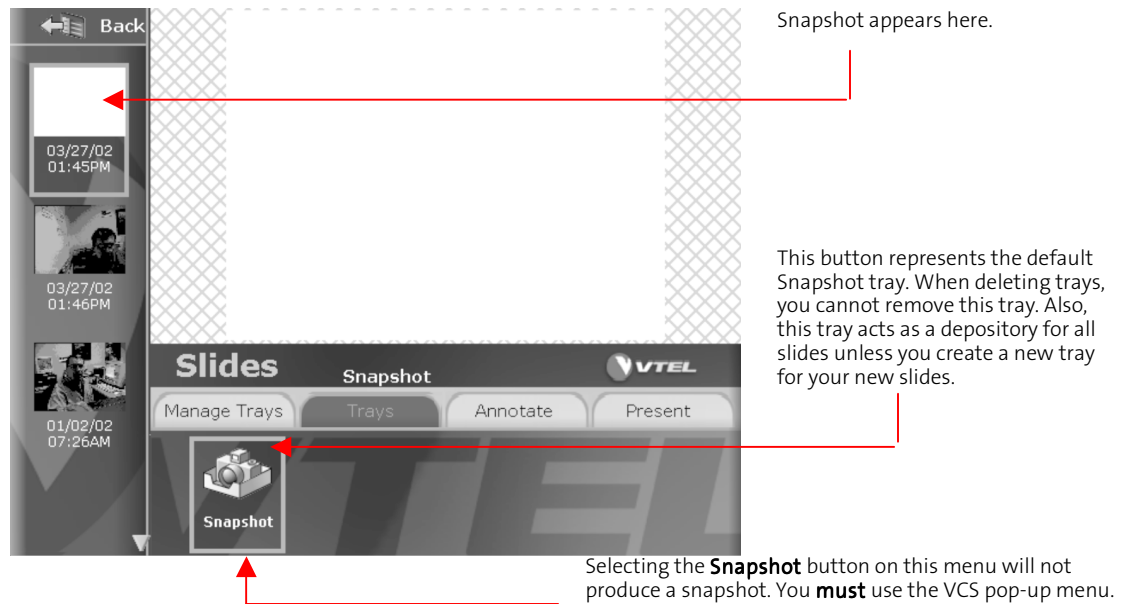


Figure 5-6 Trays Screen

Sending Slides

Select the slide’s thumbnail from the **Trays** screen.

- The selected slide displays in the “hatched” area of the screen and is automatically sent to the remote site. A message scrolls across the screen: “Finished sending slide.”
- If you choose a **PenPal** slide, the slide is displayed; if you choose a **PowerPoint** slide show, the **first** slide in the file is displayed.

Rearranging Slides

1. Highlight the slide you wish to delete or move.
2. Choose **Cut** from the pop-up menu displayed next to the slide. The slide is removed to the clipboard.
3. Highlight another slide and select **Paste** from the pop-up menu. The slide you cut previously is pasted above the slide you highlighted.

- The clipboard can only accommodate one slide at a time. Selecting **Cut** more than once replaces the previous slide with the one most recently cut.

Copying Slides

1. Click the **Trays** tab and highlight (hover over) the slide you want to copy.
2. Click the **Copy** option on the pop-up menu that appears next to the slide’s thumbnail.
3. Select the slide tray in which to place the copied slide.
4. Click the **Paste** option from the pop-up menu. Your slide appears as a thumbnail to the left of the screen. Try to remember the two notes below when copying slides and trays.

- The **Copy** option on the context-sensitive pop-up that appears to the left of the screen, only copies **one** specific slide into a tray.

- The **Copy** button on the **Manage Trays** menu copies an **entire** tray.

Annotate Tab

Marking up documents or highlighting important sections of documents is an important part of any

meeting. In this section, you will learn how you and a videoconference participant at a remote site can write, type, or draw on a video slide.

This menu allows the user control of font style, text, and drawing and color options to make notes on slides during presentations.

- Remember that the **Type** tool does not allow word-wrap. Press **Enter** at the end of the line and continue typing.
- Before you annotate a slide or snapshot, you may want to review how to capture and display images in this chapter.

Use the **Annotation** tools during your presentation to get ideas across quickly.



When you select the **Present** tab, it displays the currently loaded slide in full screen mode.

When working with the tablet, pressing the **Whiteboard** button loads a blank slide on the workspace. It does not change the viewing mode (regular or full screen).

Figure 5-7 Annotate Screen

Option	Action/Result
Type	Use this symbol to activate the typing tool to add text to your slides. However, this tool does not allow word-wrap.
Shape	Use these objects to draw circles or squares filled or not filled.
Line	Use to activate the line tool to draw straight lines in different widths.
Draw	Use to activate the pen tool to make a particular type of freehand graphic on screen.
Erase (left)	Use the left eraser to erase small portions of your annotations.
Erase (right)	Use the right eraser to erase the all annotations at once.
Style	Select to open the Style menu. Use this menu to change fonts and text sizes, or place an emphasis such as bold or italics from the Type Selection dialog.
Color	Select to choose a color for your annotations.

Present Tab

To keep the focus only on what is intended during a presentation, use the Present mode. Selecting this tab removes all current menu options from view; Only the object or slide you want to present fills the view. When in this mode, you can use the “full” screen as an electronic whiteboard to brainstorm during videoconferences.

We added a new feature to help you access the menus more quickly when in the Present mode. If you bring your cursor down to the bottom of the screen, the Slide Show menu displays. You can choose to annotate or use other menus.

- When you select the **Present** tab only the local (**Here**) site is affected. The remote (**There**) site will already be in Present mode.

Internal Whiteboard

If you do not have an electronic whiteboard in your conference room, the VTEL system has an internal whiteboard in the **Slide Show** menu. This feature allows all sites to collaborate on a “white” or blank screen, using the annotation tools. It also allows both local (**Here**) and remote (**There**) users to save or print the information.

1. To access the **Slide Show** menu, press **F5** from the *keyboard*; or **right-click** the *mouse* and select the *Slide Show* option from the VCS pop-up menu; or press the **Slides** icon on the *tablet*; or press the **Slide Show** button on the QuickTouch RCU.
 - A “white” (blank) slide thumbnail appears in the upper left menu.
2. Highlight and select the slide. This action will send the slide to the remote (**There**) site. Once you send the slide, both sites can work on the same slide.
 - The remote (There) site will automatically be in Presentation mode.
 - To use the Annotation tools, move the cursor to the bottom of the screen using the control device of your choice. When the Slide Show menu displays, choose the Annotate tab and the tool of choice. The Slide Show screen disappears once you move your cursor to the center of the screen.

PowerPoint Presentations

VCS PenPal capabilities allow the user to import, send, or view a PowerPoint slide show to use as part of a videoconference presentation.

- The Microsoft™ PowerPoint application must be installed on your system to import, view, and send PowerPoint slide shows. Remote videoconference sites can view the PowerPoint slide shows you send without having the application present on their system.

Presenting Slide Shows

This section explains how to import and display slides. You can present a slide show made up of PenPal slides, PowerPoint slides, or a mixture of both. To send and close slide shows, use the send and close methods previously learned.

Before you present your first slide show, you may find it helpful to do a quick overview of the process by reading all sections of this chapter.

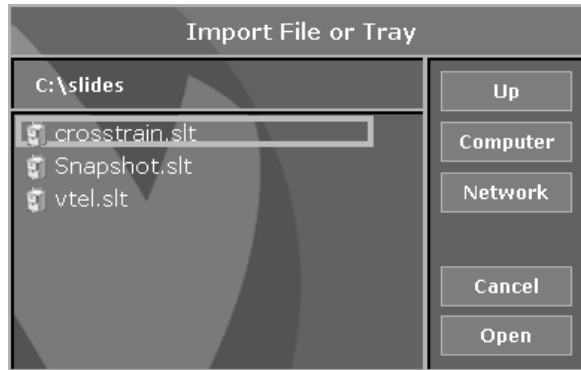
- Once you open and import a PowerPoint slide show, the .ppt file becomes an .slt file.
- If a *new* tray is active while opening a PowerPoint presentation, the entire presentation is saved as the tray name with an .slt extension.
- If a PowerPoint presentation is opened while an *old* tray is active, all of the files in that presentation get appended in the existing .slt file.



Importing PowerPoint Slide Shows

1. Click the **Manage Trays** tab (Figure 5-1).

Click the **Open** button from the **Slides** screen. The **Import File or Tray** dialog displays.



Press the **Up** button to move up one level at a time in the directory structure.

Press the **Computer** button to view the Control Panel, Printers and Dial-up networking.

Press the **Network** button to view files on the network.

Figure 5-8 Import File or Tray Dialog

2. Select the PowerPoint presentation, or browse a directory and highlight the name of your PowerPoint slide show.
3. Click the **Open** button on the **Import File or Tray** dialog. The slide show is imported into the slide tray you selected.

Displaying PowerPoint Slide Shows

1. Select the **Manage Trays** tab.
2. Click the **Open** button to display the **Import File or Tray** dialog.
3. Select the slides tray you wish to open.
4. Click the **Open** button on the dialog. The slides tray appears at the bottom of the screen on the **Trays** tab.
 - a. Single-click the tray and thumbnails appear to the left of the screen.
 - b. To see the entire series of slides, click the arrow **up** or **down** buttons that appear near the thumbnails screen to advance to the slide you want to display. These arrows disappear when there are no previous or next slides to display.
5. To exit the display, press the **Escape** button or key according to which control device you are using.

Controlling Slide Sequence

There are two ways to display the previous or next slide: Use the buttons on the tablet, or use the arrow keys on the keyboard.

Using the Tablet

Use the **Back/Next** buttons to control sequences when working on the electronic tablet.



Using the Keyboard

Use the **arrow** keys on the keyboard to control sequences. (Use the **Up** or **Down** arrow to send next or previous slide.)

Sending Slides Out of Sequence

You can interrupt your slide show and send a slide from another part of your slide tray or from a different slide tray. To do this:

1. Highlight the slides tray from the **Trays** tab.
2. Send slides as previously learned.
3. Select the **Trays** tab again to switch trays.
4. Highlight a particular tray and send the slide(s).
5. Follow step three to go back to the previous tray and continue to send.



Sending Slides Using SmartView

An optional way to send slides would be with SmartView. To use SmartView:



The document stand

camera must be designated as "SmartView".

-  Note: You cannot use SmartView if a PIP window is open.
-  SmartView must first be enabled from the Extras menu.

Place a document on the document stand and make necessary focus and zoom adjustments. When you finish adjusting the object and focusing the camera, SmartView senses the absence of movement, switching control to the SmartView camera, captures the image, saves it as a slide and sends it to the remote site, then VCS returns to the previous camera view locally.

Turning SmartView On/Off

1. When using the *tablet* - left-click the pen on the SmartView icon in the miscellaneous area of the overlay; or click the pen in the **Extras** menu to toggle the application on and off.
2. When using the *mouse* - click the mouse on the SmartView icon in the **Extras** menu to toggle the application on and off.



Escaping the Present Mode

Press the **Escape** button on the tablet, keyboard, or QuickTouch RCU.

In this chapter you learned how to manipulate slides; manage trays, and use annotation techniques for your presentations. You also learned how to use these techniques to present PowerPoint slides. In **Chapter Six** you will learn about the **Video** menu.

Chapter 6

Video Menu

In this chapter you will learn how to use the Video menu and its options as they relate to the call state of the system.

Video Menu Overview

The Video screen features the Pick Camera, PIP and Fine Tune menus. These options let you do the following:

- Pick cameras and allow the user options to use the VCR and document camera as live video sources.
- Use the PIP window to change location, size, or to swap the main video view.
- Fine tune your pictures with the Iris and focus on your cameras.

Features

The *Video* screen allows the user options to switch between sites whether **Here** or **There**.

When you need to choose different cameras, select the **Pick Camera** tab to select video sources; for example, the VCR, SmartView, SmartTrak, or the current PC (desktop) view. If you are using the tablet, you can use the **Here** or **There Adjust Camera** button to pan, zoom and tilt these camera sources.

You must be connected to a call before you can use the **PIP** window. Use this feature to change location or size, swap the contents of the PIP window with the contents of the main window, or turn this feature on or off. Finally, you can use the **Fine Tune** tab to adjust the focus of the camera and use the **Iris** to brighten or darken images.

Pick Camera Tab

Pick Camera Menu

This menu offers a variety of options from which to change camera sources. See the options illustrated in Figure 6-1. (This capture was taken in an IDLE state, so the Here/There tabs are not present.)

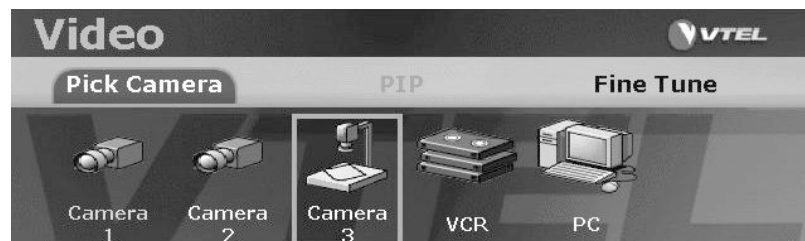


Figure 6-1 Pick Camera Screen

To change camera sources using the keyboard:

1. Press **F4** to access the *Video* menu.
2. Choose the **Pick Camera** tab.
3. Select from the available cameras, the VCR (if installed), or the PC to become a “live” video source.

To change camera sources using the tablet:

Press the pen on a camera **Source** button and VCS switches to that camera source.

To change camera sources using the QuickTouch RCU:

Select a Camera button, 1 through 4, and VCS switches to that camera source.

Picture-in-Picture Tab

PIP Menu

PIP allows the user to turn a PIP window on or off, change its location, resize the window, or swap window contents with the contents of the main video window.

We discussed in **Chapter Two, Getting Started**, that Vista offers single- and dual-monitor systems. If you are using a single- monitor system, the PIP option becomes very useful. For example, when connected to a call, both remote (**There**) and local (**Here**) sites can be displayed. Using the PIP window helps the local

(Here) site to verify the camera view and adjust the camera as needed.

If you are using a dual-monitor system, PIP will be displayed on the left (There) monitor. Slides will display on the right monitor.

To learn more about these systems, see “Single- or Dual-Monitor System” in **Chapter Two**.

View 1 shows On position and when you are in a local (here) call; View 2 shows the On position when you are in a remote (there) call.



Figure 6-2 Picture-in-Picture Screens with “Here” and “There” Tabs

To use the PIP window from the keyboard:

- You must be in a call for the PIP window to be available.
- 1. Select the **Video** option from the pop-up menu with the mouse, or press **F4**.
- 2. Choose the **PIP** tab.
- 3. Select the **On/Off** button to toggle this option as needed.
- 4. Select **Location** to move to different points in the window.
- There are four locations (each quadrant of the window) for the **PIP** window. Each time you select this button, the **PIP** window will move to the next possible location.
- 5. Choose the **Size** as either large or small (1 or 2).
- 6. Choose **Swap** to show your local (**Here**) video in the main window and the remote (**There**) video in the **PIP** window. Or, you can reverse the order.

To use the PIP window from the tablet:

Left-click the pen on any PIP icon to make your selection.

To use the PIP window from the QuickTouch RCU:

Choose the PIP button and follow steps 2 through 6 above in “To use the PIP window from the keyboard:”

Fine Tune Tab

Fine Tune Menu

This menu allows adjustment of the camera’s focus or iris. Select the button needed from the following illustration.



Figure 6-3 Fine Tune Screen

To fine tune the camera from the keyboard:

1. Use the mouse to select the **Video** option from the pop-up menu, or press **F4**.
2. Choose the **Fine Tune** tab.
3. Select the **Focus** buttons to adjust the **zoom in/out** functions.
4. Select the **Iris** buttons to increase or decrease brightness.

To fine tune the camera from the tablet:

Use the **Adjust Camera** button on the **Video-Here** and **Video-There** tabs.

To fine tune the camera from the QuickTouch RCU:

1. Choose the **Menu** button.
2. Use the trackball to select the **Video** option from the pop-up menu.
3. Choose the **Fine Tune** tab.
Select the **In/Out** buttons from the **Focus** menu to zoom in or out.
Select the **Dark/Bright** buttons from the **Iris** menu to increase or decrease brightness.

Chapter 7

Extras Menu

In this chapter you will learn how to use the Extras menu to share applications, enable or disable SmartView, select the VCR record source and send files to remote (**There**) sites, as well as launch custom applications you add to the Extras menu.

Extras Menu Overview

This menu has options to share applications and install shortcuts to other applications. If you are in a videoconference, you can access these applications without exiting VCS.

Features

The user is given several choices with this menu. You can create shortcuts to applications in the **Utilities** menu and manage them from the **Manage** menu. Manage your utilities by clicking the **Add Utility** button and, when the **Add Utility** dialog displays, browse to add shortcuts to any application you choose. If you want to later remove these utilities, use the **Remove Utility** option.

Other features include setting the record source of the VCR, sending files, and using SmartView. When you want to share these applications between sites, you must be in a call to interactively view and make changes as well as approve any changes. The **FileSend** option gives you the ability to transfer text, data, graphics or other files to remote (**There**) sites.

Tabs in the Extras menu

Utilities tab

Select this menu when you want to send files, enable or disable SmartView or set the VCR record options. More about these options directly after (Figure 7-1).

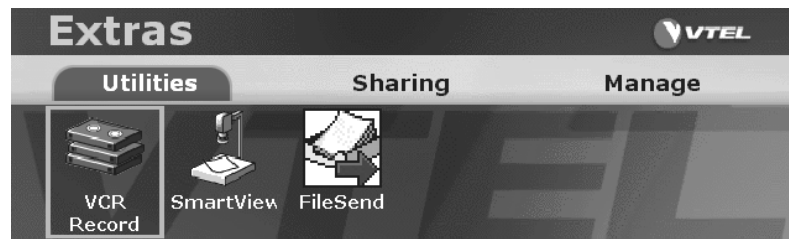


Figure 7-1 Extras Utilities Screen

See how to use each option on this screen in the following sections.

IMPORTANT!!!

Only s-video VCRs are supported. If composite VCRs are connected, the system will display black and white video locally and transmit nothing.

The only workaround is to attach external S-to-C (s-video to composite) adapters between the VCRs and the expansion chassis ports.

VCR Option

You can use the VCR to record or play videotapes during a videoconference. You can switch between recording local (**Here**) and remote (**There**) video sources with the touch of a button.

Note: Audio from both sides is recorded, regardless of whether Here or There has been selected for the video source.

Testing your VCR

Before you record a videoconference, check to be sure you are recording video from the correct source and that you have the correct audio level.

1. Always test the setup by recording for a few minutes.
2. Rewind the tape.
3. Play the tape to verify that you recorded from the correct source. If audio played from or recorded to the VCR needs to be adjusted, contact your system administrator.
4. Rewind the tape.

Recording the Video

1. Turn on the VCR and insert a tape.
2. Select the **Extras** menu.
3. Select the VCR's **Record** button.



Figure 7-2 VCR Control Screen

- Select **Record Local Video** to record **Here** activities.
 - Select **Record Remote Video** to record **There** activities.
 - Select **Record PC** to record from your local PC.
4. Press the VCR's **Record** button.
 - You can change the video source at any time by selecting a different source button. If the **PIP** window is active, and you want to record its activities, use the **Record Remote** button.
 - **Important Note:** Your VCR needs to be set to **Line/Aux Input**, and not **Channel Input**.

Playing the Video

1. Turn on the VCR and insert a tape.
2. Select the **Video** option from the pop-up menu.
3. Choose the **Pick Camera** tab.
5. Begin playing the tape, and choose the **VCR** button (the button turns *green*).

Dual VCR Support

Vista supports having two VCRs attached to a single system. In this mode a playback VCR is connected to the VCR IN, and a record VCR is connected to the VCR OUT from the expansion ports.

The video from the playback VCR can be routed to the record VCR. The record VCR can record Local Video, Remote Video, or PC video as desired.

The method for starting the VCR is critical. If not done correctly, it can result in the record VCR not capturing the playback VCR's audio. To avoid this problem follow the sequence below:

1. Connect the VCR(s) to the system.
2. Close VCS if it is running.
3. Select **Start>Programs>VTEL>System Configuration**.
4. Select **Expert>OK>VCR**.
 - Make sure your VCR is configured correctly and check the **Dual VCRs Support** checkbox.
5. Select **Back**; then select **Exit**.
6. Select **Start>Programs>VTEL>VCS**.
 - Once VCS is running, right-click the mouse and select **Extras** from the VCS pop-up menu.
7. Choose the **Utilities** tab and select **VCR Record**.
8. Choose **Record Local Video**, **Record Remote Video** or **Record PC**.
9. Right-click the mouse and choose **Video** from the VCS pop-up menu.
10. Choose the **Pick Camera** tab and select **VCR**.
 - Make the connection to the remote (**There**) system. The audio and video should be normal from the remote (**There**) site. The recorded tape will contain the recorded source you selected in step 8.
 - If the **Dual VCRs Support** checkbox is checked in System Configuration, and only a single VCR is connected to the system, audio feedback may be experienced. When using a single VCR, make sure the **Dual VCR Support** checkbox is **not** checked.

SmartView Option

Use the document camera like you would an overhead projector. This is an innovative, motion-detection application for a two-monitor system. Place your objects on the document stand and SmartView will do the rest. The system administrator will designate cameras when configuring the Vista system. Also, this option was described previously in **Chapter One, Introducing the VCS System**, "SmartTrak and SmartView".

When you turn on SmartView in the **Extras** menu, it functions as a preview camera on the right monitor. You can place a document under the camera and pan, tilt and zoom the camera, but the far site cannot view it until you have completed your adjustments approximately three seconds later.

- The document appears on the remote site's *right* monitor instead of the left. If it were designated as

a “live” video source, as in the **Video** menu, it would show on the remote site’s *left* monitor.

To use SmartView

1. Enable **SmartView** on the **Extras Utilities** menu.
2. Place the object you want to send to the remote site on the document stand and adjust.

Once you finish adjusting the object and focusing the camera, the motion detector senses absence of movement and switches control to the document camera, captures the video image, saves it as a slide, and sends it to the remote site. Camera control returns to the local camera that was in use before you sent the slide.

- It can only work with the video source that has been defined as a SmartView camera. Since it is motion-sensitive, anything that moves in front of the camera will cause it to switch to that source.
- You cannot use SmartView while **PIP** is on because the video signal takes the same path through the cards. Therefore, only one source can be used at a time.

FileSend Option

To use this option, you have to currently be in a call. After placing your call, select the **FileSend** option, choose the file and click **Send**. Your files are sent to the designated location.

Manage Menu

Use the Manage menu to add and remove applications.

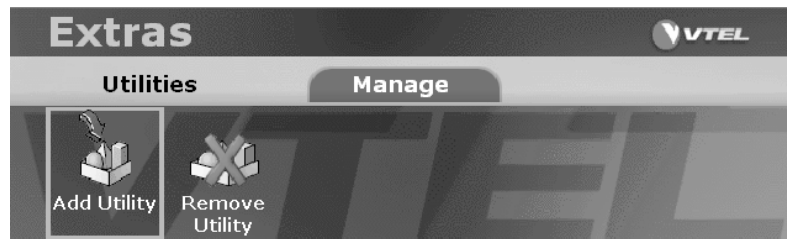


Figure 7-3 Extras Manage Screen

To add utilities using the tablet:

1. Select the **Add Utility** button with the pen. The **Add Utility dialog** displays.

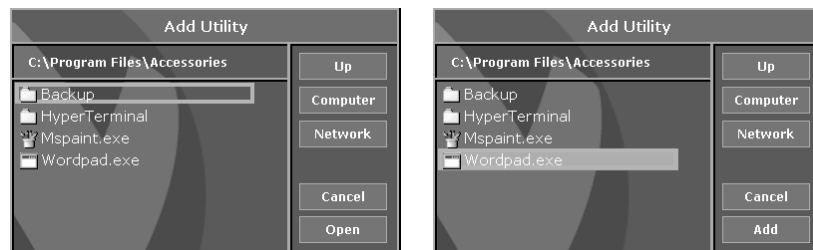


Figure 7-4 Add Utility Dialog with Open and Add Buttons Illustrated

When you highlight a utility, as in the second illustration, the **Add** button appears. Click and your applications are added as icons to the **Utilities** screen (Figure 7-5).

2. Highlight the utility (program) and the **Add** button appears. (The **Add/Open** buttons are interchangeable on this screen.)
3. Select the **Add** button.
4. Select the **Utilities** tab to view the application. The applications you added are shown as icons on the **Utilities** screen (Figure 7-5).

Add and remove your applications in the **Manage** screen and launch them in the **Utilities** screen.

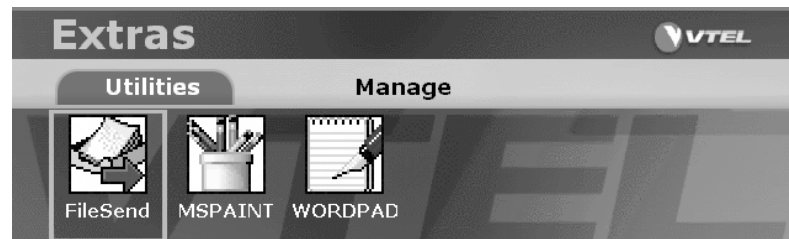


Figure 7-5 Extras Utilities Screen Illustrating Added Applications

5. Click an icon using the pen to launch the application.

Important: There are standard utilities in the Extras menu that cannot be deleted. (For example, **FileSend**) If your system administrator configured the VCR and SmartView in the Vista system, you cannot remove these programs through the Extras **Add** and **Remove** buttons.

To add utilities using the keyboard

1. Press **F6** to access the **Extras** menu and select the **Add Utility** button with the mouse.
2. Follow steps 2 through 5 above using this control device.

To add utilities using the QuickTouch RCU

1. Press the **Menu** button and select the **Extras** option.
2. Follow steps 2 through 5 as above.

To remove utilities

1. Select the **Remove Utility** button. The **Remove Utility** screen displays.
2. Select the application and click or select the **Remove** button.
3. Click **Done** when you are finished.

Sharing Applications

When you need to share files or projects during a videoconference, use the **Sharing** option. This feature allows both sites to view and work with the same document such as a spreadsheet (Figure 7-3).

To share applications using the tablet, keyboard, or QuickTouch RCU

1. Use the pen and/or mouse to select the **Extras** option from the VCS pop-up menu.
2. Select a utility from the **Utilities** menu. The application you selected launches on the Vista system.
3. Select the **Sharing** tab to display a list of all open applications on your system.

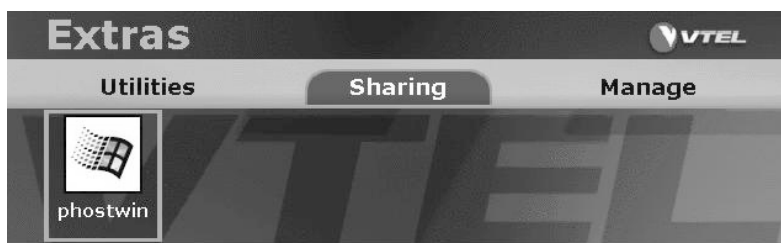


Figure 7-6 Extras Sharing Tab

4. Select the application you want to share with the remote (**There**) site.

The application becomes automatically visible on the remote system. Both sites can edit the file as needed. (If the application does not appear automatically, press **CTRL+ESC** to bring up the Taskbar; then select the program.)

To bring the shared application into the foreground, the remote (**There**) site may need to press **ALT+TAB**.

To take control of the application window, the remote user must place the cursor on the application window and right-click the mouse.

5. Select the **Collaborate** option on the drop-down menu. The remote site is now in control and can edit files as needed.

To quit sharing an application

1. Select the **Extras** option from the VCS pop-up menu.
2. Select the **Sharing** tab from the Extras screen.
3. Locate the application that you are sharing (the name of the application is underlined).
4. Select the application name. When the confirmation dialog appears, select **Stop Sharing**.

In this chapter you learned how to use the **Extras** option to install and share applications using the

keyboard, tablet and QuickTouch RCU. We also discussed the SmartView and VCR options.

Chapter 8

MultiWay Conferencing

This chapter shows how to participate in an H.320 point-to-point or multipoint conference using VCS software.

Point-to-Point / MultiWay Conferences

There are two kinds of videoconferences: **Point-to-point** and **Multipoint**.

In **Point-to-point** conferences, only two sites are connected directly. In **Multipoint** conferences, several sites are connected by way of Multipoint Control Units (MCUs). Multipoint Control Units control the audio among participating sites while both the MCUs and VCS software control the video displays.

Features

The user can join a conference or create a new conference, view or participate in multiway conferences, gain control of conferences by using **Chairperson** functions, or request to view off-line, broadcast, or disconnect.

How to Join a Conference

To join an MCU conference, you must know the number to dial. In some cases, this may not be necessary if the MCU has placed a call to your system. Your system administrator will show you the correct procedure.

- The VCS software can interact with different MCUs in different ways. Contact your system administrator if you are unsure how to proceed.

To join a conference using the tablet or keyboard

1. Right-click to access the VCS pop-up menu.
2. Choose the **Call/Hang Up** option. The *Call/Hang Up* screen displays.

(1) Select a network type tab. (2) Use the **Hand Dialer** or **Speed Dial** list to dial. (3) Review **Chapter Four, Call Hang/Up Menu** to review the Call screen.



Figure 8-1 Call Screen

3. Use the **Hand Dialer** or **Speed Dial** list to dial the conference number.

The *Multipoint* screen automatically displays after the call connects (Figure 8-2). If you join an H.323 conference, this screen does not appear. It *only* displays in an H.320 conference.

- You are automatically made part of a conference after your call connects. However, with MCU-IIs, selecting the **New Conference** button may be necessary to join or create a new conference.

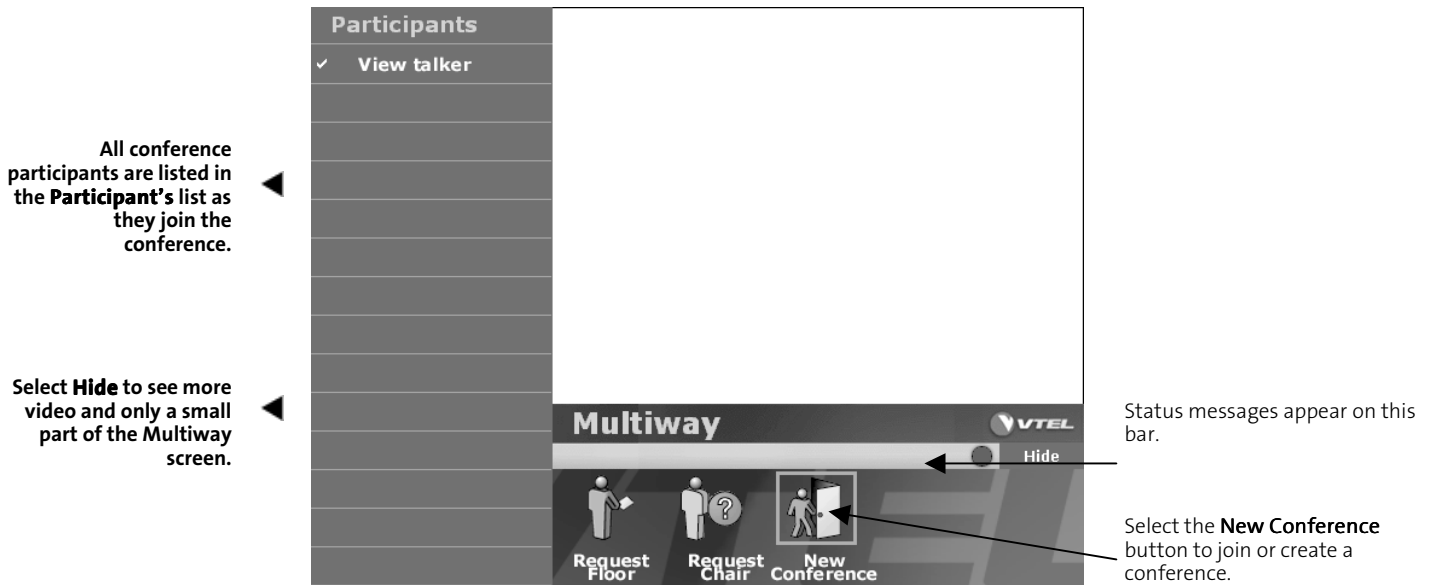


Figure 8-2 Multiway Screen with New Conference Selected

When you select the **New Conference** button in the Multiway screen, the New Conference dialog displays.

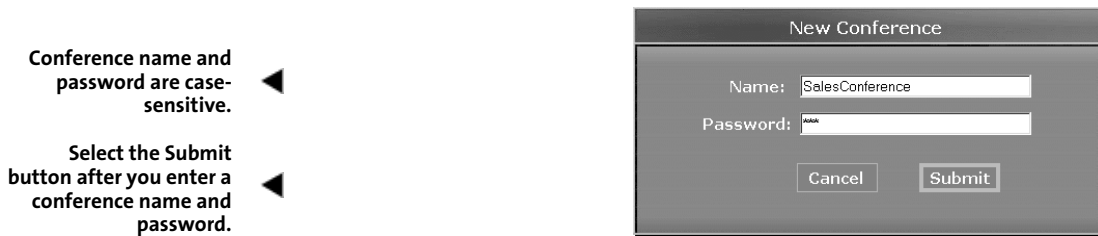


Figure 8-3 New Conference Dialog

4. Enter the conference name and password.
5. Select the **Submit** button in the dialog.

You automatically become part of the conference. Status indicators on the *Multiway* screen track call progress (Figure 8-2).

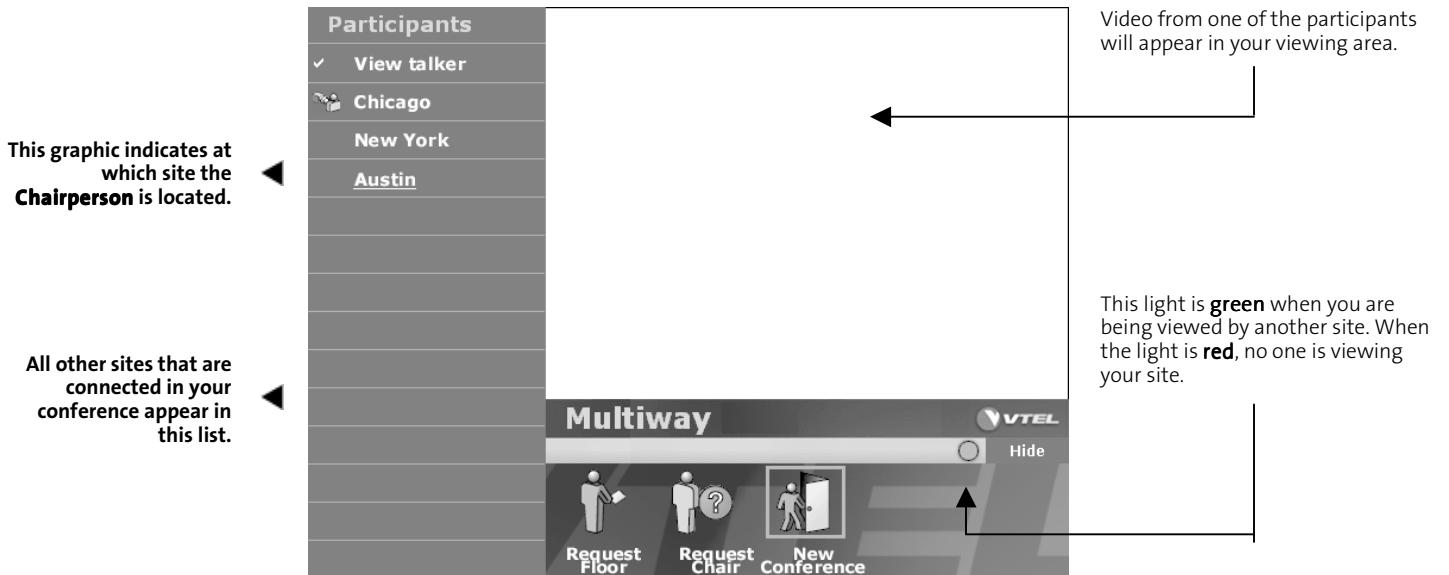


Figure 8-4 MultiWay Screen with On-Screen Indicators

Viewing Participants

You can view sites with or without a talking participant.

1. Select **View Talker** in the **Participants** list, if you wish to view the site with a talking participant.

The site with the talking participant automatically displays. The name of the site you are viewing is underlined in the **Participants** list. See “Austin” in (Figure 8-4) illustrated above.

2. Select the desired site name from the **Participants** list, if you prefer to view a site other than that with a talking participant. The selected site displays.
3. View the site with the talking participant once again by selecting **View talker** at any time.

Participating in a Conference

There are *two* kinds of multiway conferences: with or without a **Chairperson**. Each has a different protocol for participation.

- **With Chairperson** — All sites can speak freely and be heard by other **Participants**. However, the **Chairperson** controls the video for all **Participants**.
- **Without Chairperson** — All **Participants** can speak and be seen and heard by other **Participants**.



Select the **Hide** button to minimize the Multiway screen, since software controls are not necessary.

Participation Modes

In Multiway conferences, there are two modes of participation:

- **View Talker Mode** — The default setting is **View talker**, which is the same as a conference without a Chairperson. When View talker is selected, all **Participants** see the video of the site that is currently speaking.
- **Broadcast Mode** — The Chairperson can turn off the **View talker** setting and broadcast one specific site to all **Participants**. For example, if the Chairperson is giving a presentation, that presentation can be broadcast to remote sites. Even if another **Participant** speaks, the video focus remains on the Chairperson.



If the Chairperson is broadcasting to one specific site, but you would like to show your video to the other **Participants**, select **Request Floor** on the Multiway screen. Your request displays on the Chairperson’s screen for consideration.

Becoming the Chairperson

If you wish to become the Chairperson of your conference, select **Request Chair**. If you are the *first* person to request this position, you are automatically granted the Chair. If *another* site already has Chairperson privileges, the Chairperson at that site can select the **Release Chair** button. The MCU then grants the Chair to the next requester.

Chairperson Functions

When you become the conference Chairperson, a new set of buttons appears on the Multiway screen (Figure 8-5).

View the bulleted list below to learn about the options on this screen.

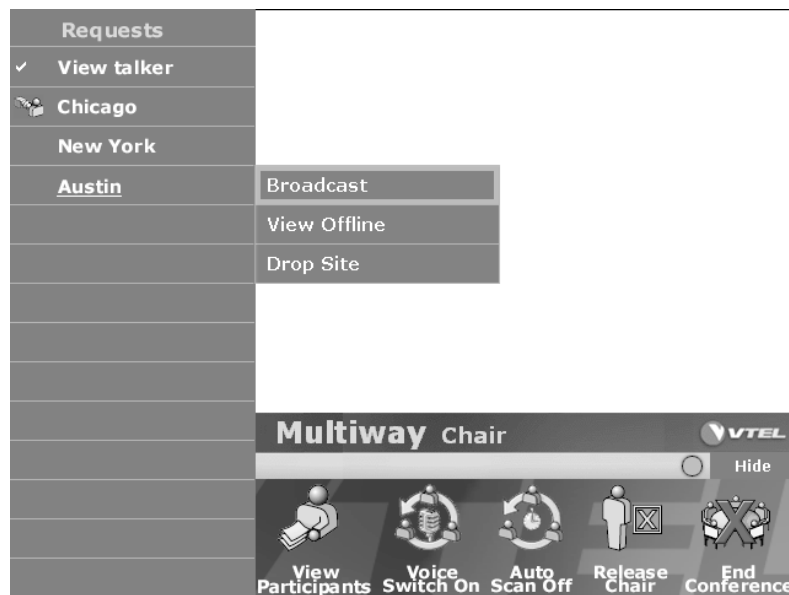


Figure 8-5 Multiway Screen with Chairperson Selected

- **View Requests** — This option allows the user to see requests from other conference participants.
- **Voice Switch** — Select this option to allow all conference participants to see the site that is currently speaking. When you select a site to broadcast, Voice Switch is turned off.
- **Auto Scan** — Use this option to browse through all Participants' video automatically. You can see each site for an equal amount of time. The Participants' video is not affected.
- **Release Chair** — Select this option to give up your Chairperson rights to another site.
- **End Conference** — This option allows the user to disconnect all sites from the MCU. Check with your system administrator to see if this is desirable.

Granting Requests

If you as a participant wish to be seen or take the floor, select the **Request Floor** button (Figure 8-4), which places your requesting site name on the **Requests** list. The Chairperson selects View Requests to see this list. Requests also scroll by on the status bar (Figure 8-6).

Select a site name in the **Requests** list and choose an option from the pop-up list. Select **Broadcast** to display that site's video to the other Participants.

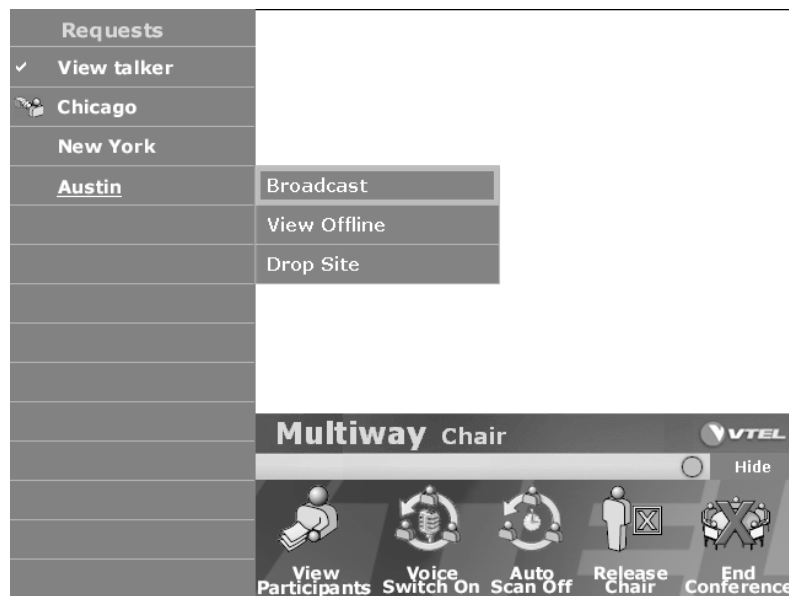


Figure 8-6 Multiway Screen with Broadcast Selected

Select a site name from the Requests list and choose an action with the pop-up menu.

- **Broadcast** — Show this site's video to all the other Participants.
- **View Off-line** — You can view this site, but other Participants cannot.
- **Drop Site** — Disconnect this Participant from the conference.

Participants can also select **Request Chair** if they want to become the new Chairperson. To grant that request, the Chairperson must select **Release Chair**.

In this chapter, you learned how to use all multiway conference functions by joining a conference, participating in a conference, and becoming the chairperson.