Launch Videoconferencing

1. Press the touch screen to start Video Conference Mode

Video Conference setup

Camera Controls

1. Press Camera Classroom tab
2. Use the arrow keys and zoom to adjust the Presenter/Classroom Camera.

Note: It is good practice to adjust your camera settings before you begin the conference.

Far (Remote) Camera

1. Press Far Camera tab
2. Use the arrow keys and zoom to adjust the Far Camera.

Note: Presenters can only adjust the remote site if there is only one remote site connected.

Presentation Control

The Video Conferencing software has the capacity to send media streams. Depending on how the unit is configured, you may be able to send data from a DVBD/VCR, Doc Cam, Rack PC and Laptop computer. Lap Top computers will need to be connected to the video conference suite first.

Connect Lap Top Computer

1. Connect Laptop computer to the Video Conference unit via the VGA cable
2. Connect the audio cable to the sound port in the laptop
3. Connect the network cable to the laptop to access network
4. Turn on and login to Lap Top drives.

Source Send

1. Press the Presentation Control tab
2. Select media source e.g. DVD/VCR, Doc Camera, Rack PC or Laptop computer.
3. When a media source button is pressed, corresponding tools for this source open.

Note: This will display the media source content i.e. DVD/VCR laptop PC at the Far end. Not all video conference suites will have this range of media sources.
Picture in Picture (PIP)

While in Presentation Control mode, you may activate PIP

1. Press Self View tab to activate PIP
2. Press Self View tab to de-activate PIP.

Audio

Mute Volume at Far End

While in Presentation Control mode, you may mute sound at the far end

1. Press Mute Send tab to mute sound at the far end
2. Press Mute Send tab to un-mute sound at the far end.

Adjust Audio Volume

The Audio tab is visible on all screens

1. Press the Up arrow to turn volume up
2. Press the Down arrow to turn volume down.

Mute Volume

3. Press the Audio button to mute volume
4. Press the Audio button to un-mute volume.

Video Conferencing Emergency Procedure

Loss of Connection

1. Call emergency Telephone Number: ITS Service Desk: 58888

Dial in Procedure

If AV Support/Service Desk are unavailable, a manual connection can be re-established from the Conference Control screen.

Manual Dial

Conference numbers will be issued with each booking.
1. Dial this number using the key pad
2. Press Call tab to connect

Address Book

Conference number will be programmed into the Address Book.
1. Press the number in the Address Book
2. Press Call tab to connect

Note: Please ensure that you have a copy of videoconference number on hand for each presentation.

Online Documentation and Troubleshooting

RMIT Video Conference web links

- Video Conference home page: http://www.rmit.edu.au/staff/it/videoconferencing
- Video Conferencing bookings: http://www.rmit.edu.au/browse;ID=pululya75hrh
- Video Conferencing locations: http://www.rmit.edu.au/browse;ID=ywe9a0t4yf01
- Video Conferencing equipment: http://www.rmit.edu.au/browse;ID=h4tk4m0joa87
- Video Conferencing (portable unit) quick reference guide and user manual: http://www.rmit.edu.au/browse;ID=7quclzxdj22u1
- Effective use of videoconferencing: http://www.rmit.edu.au/browse;ID=381vb6v7fey7
- Video Conferencing and copyright: http://www.rmit.edu.au/copyright/videoconferencing

RMIT Video Conference Support and Training

- ITS Service Desk: www.rmit.edu.au/its/ithelp, email: itserviceesk@rmit.edu.au
- ITS Service Desk Tel. 9925 8888
- ITS training web site: www.rmit.edu.au/its/training
- ITS Training Tel: 58703