1. **Clear teacher mats**
   a. Make sure there are no chairs, bags, or other objects on the teacher “mats” in the front of the room

2. **Turn off all student microphones**
   a. The power status is indicated by the light at each of the student microphones. If the microphone is powered, the green light on the microphone will be on.

3. **Power Off system / Select video conferencing mode**
   a. At the control panel, press “system off”
   b. Press “power down” to shut off the system
   c. After the system has shut off, power it up by pressing the power button
   d. Select video conferencing mode
   e. Select presenter mode
4. Get the Podium PC running

a. Select the podium PC as the source
b. Check the power status of the SMART monitor
   i. Green = on
   ii. Red = off

c. Check the power status of the podium PC
   i. There is a light on the front of the computer that indicates its power status
      1. If the light is on, but the computer is not displaying, press any button on the keyboard to “wake” the computer up.

d. Check to see which operating system is running
   i. **Only Windows will work**
      1. If the computer is currently running Mac OSX
         a. Restart (click on the apple in the upper left hand corner and select restart)
         b. Use the arrows on the keyboard to select your operating system and press enter
Quick Start Guide for Video Conferencing

5. Beginning the Video Conference

a. Press “initiate call”

b. Use the down arrow key to select the directory, you will now be controlling the menu that appears on the TV screens.

c. Press enter

d. Select the site you wish to call

e. Press enter again to initiate a call with the site you have selected
Instructions for Millersville University’s Videoconference Classrooms

*Including a troubleshooting appendix*
Instructions for Videoconferencing in Stayer 106 & McComsey 120

- An Explanation of Videoconference Classrooms at Millersville University
- Starting the System
- Changing Between a Podium View and a Classroom View
- Changing From a Camera View to a Peripheral View (Podium Computer/Laptop/Document Camera)
- Transmitting CD/DVD content
- Adjusting Room Volume
- Muting the Room Speakers
- Muting Room Microphones
- Making a call from the Address Book
- Making a call with an IP Address
- Turning the System Off and Changing Room Modes
An Explanation of Videoconference Classrooms at Millersville University

The videoconference rooms at Millersville University are designed with ease of use and automation in mind. The rooms are controlled by a touch screen interface located on the podium at the front of the room. The touch screen allows for the selection of one of two operating modes, the changing of video sources, along with the control of speaker volume and the muting of microphones.

Automation is achieved through two operating modes that cover common scenarios found in videoconferencing classrooms. The first scenario is covered by Presenter Mode, which is used when someone is presenting to or lecturing a class while the second, Student Mode, is used when a class is watching a lecture being presented from another location.

In Lecture Mode the camera is focused on one of three areas at the front of the room, with the area being selected by the use of touch sensitive floor mats. The floor mats are located at the podium, the front center and the far side of the room from the podium and are activated when stepped on. When a student microphone is activated in this mode the camera will focus on the area of the activated microphone. When the microphone is deactivated the camera will return its focus to the mat that was last activated. This allows students to be seen while asking questions during a lecture or presentation that is taking place in the room.

In Student Mode the camera will show a wide angle of the classroom. When a microphone is activated the camera will focus on the area of the activated microphone. When the microphone is deactivated the camera will return to the wide angle view of the classroom.

The touch panel allows for the selection of video sources such as a personal laptop, the podium PC, the podium document camera, and the room cameras. A Blu-Ray player is also available, but its use is limited due to digital rights media management. Room volume control and muting of the microphones is also done from the touch panel.
Starting the System

1. Touch the button in the middle of the page.

2. Touch the Video Conferencing button.

3. Touch the Presenter Mode button if you will be presenting from the podium or touch the Student Mode button if the class will be watching a presenter at the far location.
Main Screen

Changing Between Podium View and Classroom View

1. Presenter Mode – At the main screen touch the Presenter Mode button to show the podium. When a student activates a microphone in this mode the camera focus will be directed at the desk of the activated microphone. Once the microphone is deactivated the camera view will return to the podium. The pressure sensitive mats in front of the room also work in this mode and the camera will always return to the last activated mat.

2. Student Mode – At the main screen touch the Student Mode button to show a wide angle view of the students. When a student microphone is activated the camera focus will be directed at the desk of the activated microphone. Once the microphone is deactivated the camera view will return to a wide angle view of the students. The pressure sensitive mats in front of the room do not work in this mode.

Changing From a Camera View to a Peripheral View (Podium Computer/Laptop/Document Camera/Blu Ray)

1. To view a peripheral touch the corresponding button at the top of the main screen. Note: Blu Ray movies and some Macintosh video cannot be displayed due to digital rights media management.

2. To change back to a camera view, touch the Active Camera button.
Transmitting DVD Content

Content from DVDs can only be transmitted using the podium PC and the program VLC.

1. Go to “My Computer” by clicking on the start menu and clicking on “Computer”

2. Right click on the disk drive and select “Play with VLC Media Player”
Adjusting Room Volume

1. To increase the volume in the room touch the up button under the Volume label on the right side of the main screen. Note: Each time the button is touched the volume is incremented and may take many touches to achieve the desired volume. This requires patience.
2. To decrease the volume in the room touch the down button under Volume label on the right side of the main screen. Note: Each time the button is touch the volume is decremented and may take many touches to achieve the desired volume. This requires patience.

Muting the Room Speakers

1. Touch the Mute Room Speakers button on the right side of the main screen to silence all speakers in the room.
2. Touch the button again to toggle the speakers back on.

Muting Room Microphones

1. Touching the Mute Mics button on the right side of the main screen will cause all microphones in the room to be muted.
2. Touch the button again to toggle the microphones back on.

Muting/Unmuting the Podium Microphone

1. The podium microphone can be muted or unmated by pressing the grey button at the base of the microphone gooseneck.

Making a Call from the Address Book

1. Touch the Initiate Call button on the lower left side of the main screen and a dialing screen will pop up.
2. A menu will appear on the left hand screen at the back of the room.

3. Use the up and down arrow buttons on the dialer screen to select Place a Call. Touch the Enter button on the dialer screen to make the selection.

4. Use the up and down arrow buttons on the dialer screen to select favorites. Touch the Enter button on the dialer screen to make the selection.

5. Use the up and down arrow buttons on the dialer screen to select the desired location. Touch the Enter button on the dialer screen to make the selection and to place the call.
Making a Call with an IP Address

1. Touch the Initiate Call button on the lower left side of the main screen and a dialing screen will pop up.

![VTC Dialer](image1)

2. A menu will appear on the left hand screen at the back of the room.

![Bassler 121](image2)

3. Use the up and down arrow buttons on the dialer screen to highlight Place Call. Touch the Enter button on the dialer screen to make the selection.

4. Use the number pad on the dialer screen to enter the IP.

![Place a Call](image3)
5. Touch the green Call button on the dialer screen to place the call.

**Turning the System Off and Changing Room Modes**

1. From the Main Screen, press the System Off button in the lower right hand corner.
2. This will take you back to the startup screen and allow you to begin the process of selecting either the Video Conferencing or Electronic Classroom functionality of the system.
Troubleshooting Appendix

1. **Problem:** They cannot hear us, or we cannot hear them.
   a. **Solution:** Microphones at either or both locations are on mute.
      Unmute the mics. On the MU side, go into advanced audio on the control panel and make sure that nothing is muted.

2. **Problem:** Cannot connect.
   a. **Solution:** The videoconference system at the other location isn’t turned on. Call your contact and ask them to turn their system on.

3. **Problem:** The computer is frozen
   a. **Solution:** Hold the power button on the computer until the computer power off, then power the computer back on.

4. **Problem:** When I select the PC as a source, I only get a green screen.
   a. **Solution:** Make sure that the computer is booted into Windows. Mac OSX and the video conferencing system are not compatible.

5. **Problem:** When a mic is activated the camera doesn’t point to that location.
   a. **Solution:** Make sure that all the student microphones are powered off. If all the microphones are off and the camera is still not “zooming” to student locations, power off the system, and start it back up.

6. **Problem:** DVDs will not play in the DVD player
   a. **Solution:** DVDs and CDs must be played through the podium computer using a program called VLC. Materials that fall under copyright law cannot be transmitted.

7. **Problem:** The camera does not follow me as I step on the mats
   a. **Solution:** Make sure that the mats are clear of any objects – chairs, bags, etc.

   If all else fails, contact the helpdesk at

   **717-871-7777**