

# AUDIO | VIDEO END-USER GUIDE

## Fernwood 3E02 Conference Room System *New Touch Panel*



# A/V System Capabilities

Conference Room 3E02 is equipped to provide:

- Audio Teleconferencing
- Video Conferencing (with Room Support assistance).
- Room Computer with Adobe Connect
- Three Laptop Interfaces (two at the table and one in the front of the room) for presentations

# Room Set-Up & Support

Conference room setup and support is available from the CIT Room Support staff. Please pre-schedule 48-hours in advance. The service desk may be contacted at 301-496-4357 or online at <http://itservicesdesk.nih.gov>

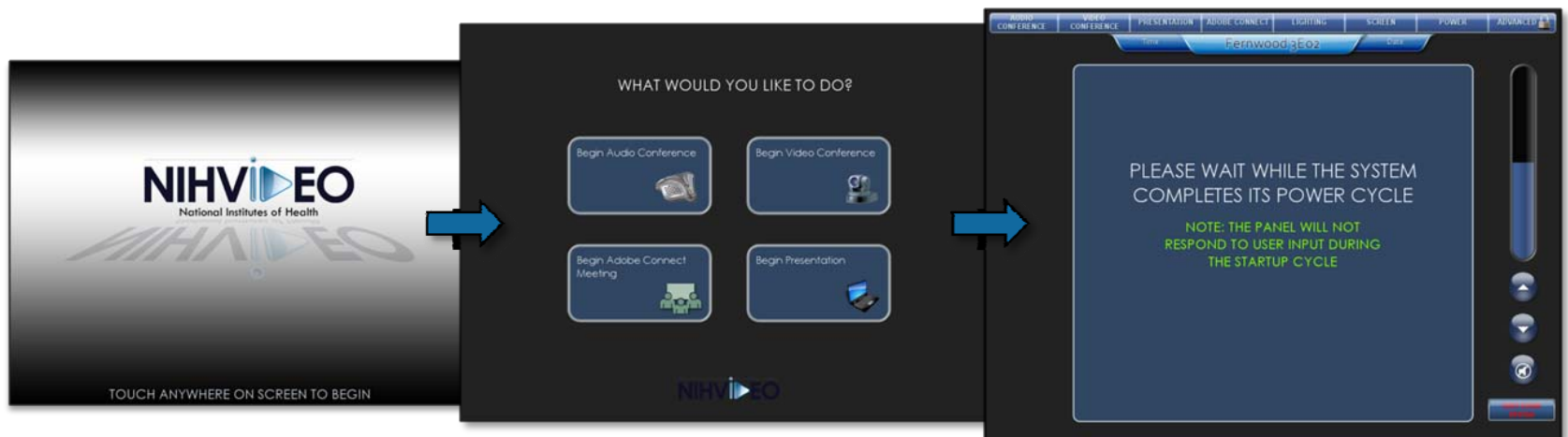
# End-User Considerations

For best practices, customers should be prepared with the following information:

- *For Adobe Connect* - the URL of the web meeting room you will be using for your conference.
- *For Adobe Connect* - whether you will be using a audio conference or VoIP for the remote attendees.
- *For Adobe Connect* - whether you need the meeting recorded.
- Whether the presenter will be at the podium or the conference table.
- Whether the presentation will be driven from a presenter's laptop or the room computer (may need to bring a flash drive if on the in-room computer).

# System Start-Up

1. Touch anywhere on the control panel to wake it from standby mode.
2. Select "Begin Audio Conference," "Begin Video Conference," "Begin Adobe Connect Meeting" or "Begin Presentation" from the quick start screen.
  - NOTE: The panel will not respond to user input during the start-up cycle



# Audio Conferencing

After selecting “Begin Audio Conference” from the quick start page, customers may initiate a conference call.

- For numbers inside NIH press “9” then enter the 10-digit number.
- For numbers outside NIH press “9”, then “1,” then enter the 10-digit number.
- Press “Dial” to connect/dial.
- To end a call, press “Hang Up” to disconnect.



# Video Conferencing (VTC)

After selecting “Begin Video Conference” from the quick start page, the user will be prompted to enter a password. ***Please contact Room Support in advance to assist with the meeting set-up.*** Once entered, the projection screen will lower and the projector will power on.

The VTC page offers users the following control functionality:

- Initiate & terminate a video call
- Control volume and privacy mute
- Camera control
- Picture-In-Picture feature
- Phonebook/Directory



# Video Conferencing (VTC)

Users can select various sources to share with the far end by pressing the appropriate button and selecting the "Active Source" window to send



Provides control of the incoming call volume and offers users a "privacy mute"

Select to begin or end a video conference



# Video Conferencing (VTC)

Selecting the "Layout" button toggles a matrix allowing users to choose from 4 picture-in-picture (PIP) configurations.

1. Select a preset
2. Select the input source
3. Touch the center square(s) to complete the selection.

To select a source to send to the far end participants.

1. Select the input source
2. Touch the "Far End Source" button to complete the selection

Select "Return To VTC" to toggle the video conference controls



# Adobe Connect Meeting

## (using Room Computer)

After selecting “Begin Adobe Connect Meeting” from the quick start page, the projection screen will lower and the projector will power on.

- Users can choose to include a live camera feed from the conference room. Selecting “Podium Camera” or “Room Camera” will route the selected camera to the Room Computer so it may be included in the Connect meeting room.

Selecting a camera will also toggle a camera control pop-up, allowing user control of pan, tilt, zoom and auto focus.



# Adobe Connect Meeting

## *(using Room Computer)*

Adobe Connect uses the room computer located in the credenza in the rear of the room (beneath the plasma displays). Users may log onto the room computer using their NIH login credentials.

- Open a web browser window (preferably Internet Explorer – it is most likely to have the Flash plug-in installed)
- Log into web meeting room from the presenting computer AND room computer (if different from presenting computer). Ensure you have host permissions.
- If the Connect add-in is not installed, install it. (You will see a blue down arrow in the top-right corner of the web meeting room, and it will be open within the browser instead of in a separate window. To install, hover over the blue arrow and follow the prompts.)
- From the presenting computer, start screen sharing (“Desktop” option) to display the presentation.
- From room computer, start the camera (“Start my camera” option). On the touch panel, select the appropriate camera, if applicable.

# Adobe Connect Meeting

## *(using Room Computer)*

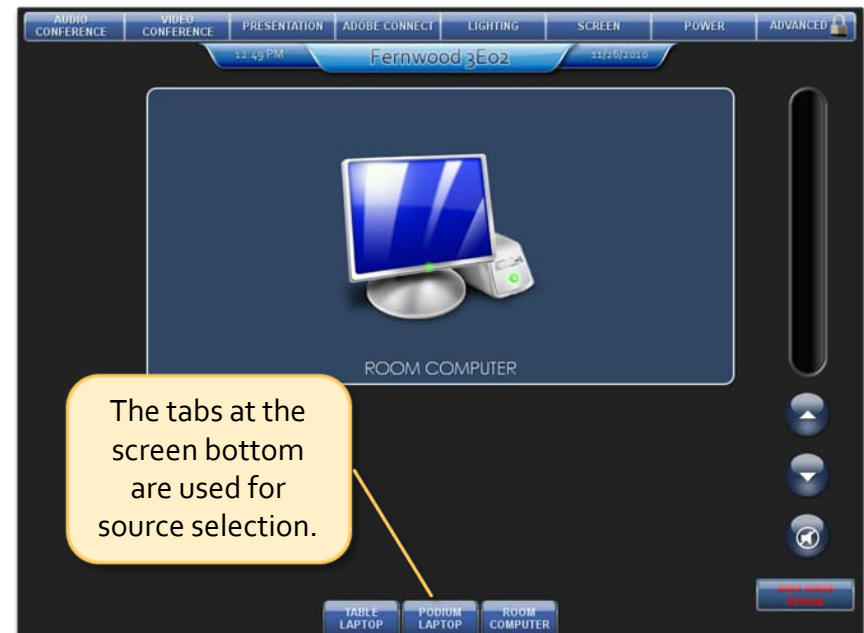
If the end-user is using the teleconference feature during a Adobe Connect session:

- Turn off *voice* in the web meeting room (down arrow next to the Talk button in lower left-hand corner, select Voice Off) .
- Begin the teleconference from within the web meeting room. Do not have Connect dial you - just close the dialing window when prompted by clicking the “cancel” button.
- From the touch panel, dial into the teleconference.
  - *Home > Touch to Begin > Begin Audio Conference*
- Dial the phone number (preceded by 9) and touch “Connect Me.”
- Wait for the voice prompt to enter the pass code and pound sign, if applicable. Use the HOST/MODERATOR pass code.
- If applicable, start the recording in Connect (Meeting Menu > Record > OK). If a teleconference, you will hear "This is being recorded" voice prompt.

# Presentation

After selecting “Begin Presentation” from the quick start page, users may choose one of four sources to send to the projector.

- Front Laptop – located in the cable cubby at the front of the conference table.
- Rear Laptop – located in the cable cubby at the rear of the conference table.
- Podium Laptop – located on a wall plate in the front of the room adjacent to the podium.
- Connect – the room computer located in the credenza in the rear of the room.



The projection screen will lower and the projector will power on when selecting “Presentation.” The default source is Room Computer

# Presentation

## Presentation Audio

- The volume is controlled by touching the “Up Arrow,” “Down Arrow” or “Mute” on the screen right of the touch panel.

## Presentation PC Screen Resolution

- For best practice, set the desktop resolution to 1024 x 768. Be sure to use the appropriate function key on your laptop to send to projector.



# Front/Rear/Podium Laptops

Users may connect their laptop to the system using one of the three available locations. Cables for VGA and audio, network access and power outlets are provided within the cable cubbies.

**VGA Cable**



**Audio Cable**



**Network Cable**



# Touch Panel Constants

**Navigation** – A navigation bar appears on the top of every page, allowing users to switch between activities with the push of a single button.



**Master Volume** – A volume control appears on the right side of every page, allowing users to control the room volume without having to toggle between multiple screens.

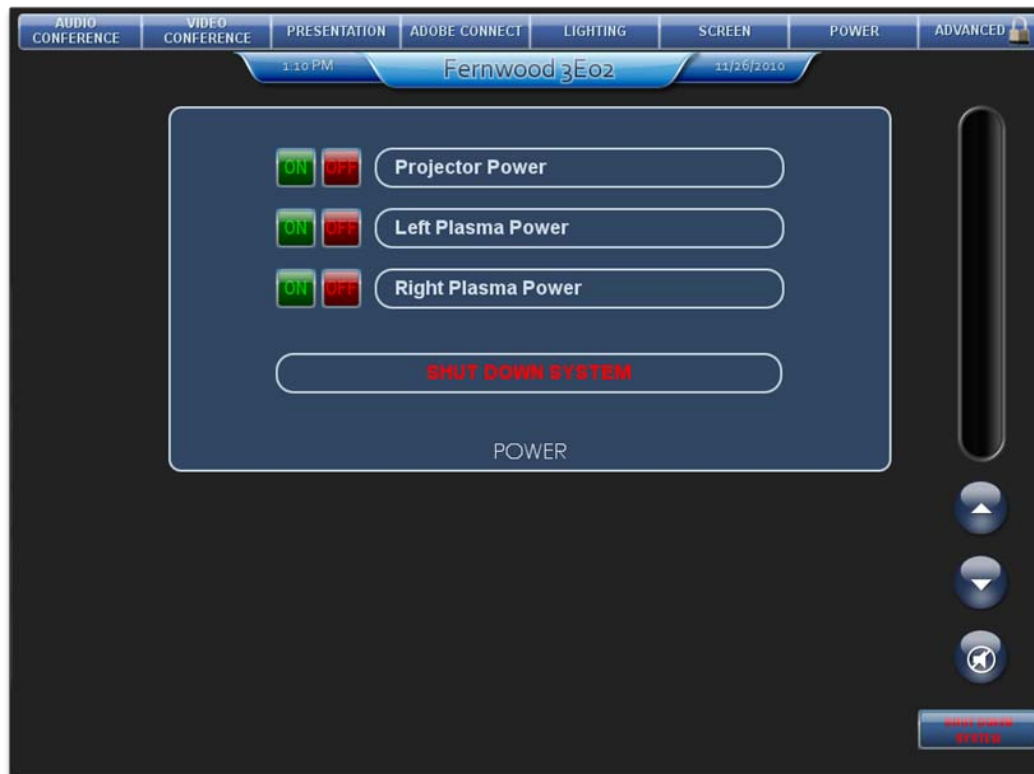
**System Shut Down** – A “Shut Down System” button appears beneath the volume control, on the bottom right corner of every page, allowing users power down the system without having to toggle between multiple screens.





# Power Options

Selecting “Power” from navigation bar toggles a pop-up allowing a user to power on/off system devices, as well as providing power status of those devices.

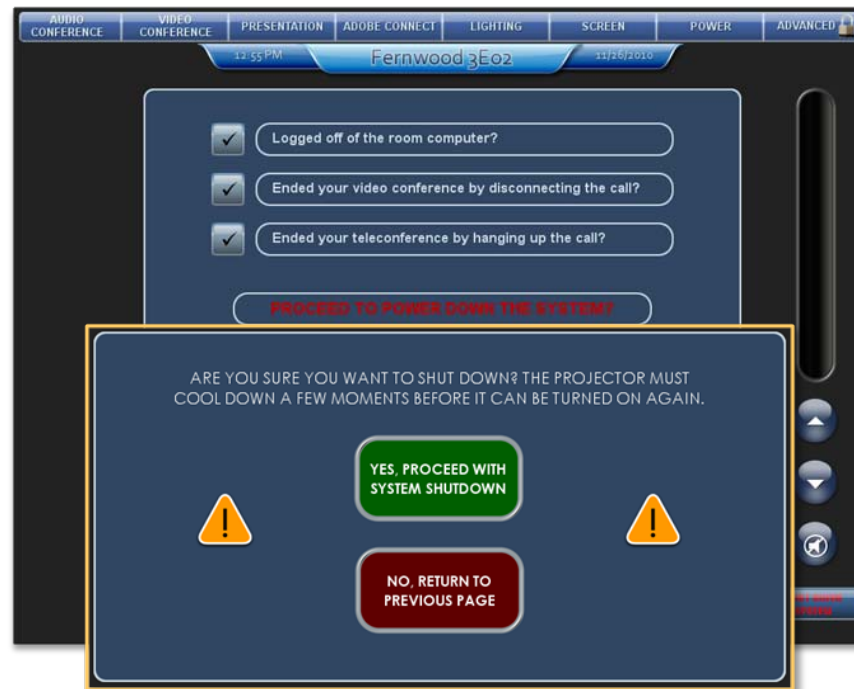


# System Power/Shut Down

Touching the “Shut Down System” button toggles a pop-up with a checklist of items that require user interaction.

Selecting the “Power Down System” button prompts the user to choose if they want to proceed with system shut down.

- Selecting “Yes” raises the projection screen and powers the system off.
- Selecting “No” returns the user to the previous page.



# Environmental Control

**Lighting** – Room lighting is controlled two ways: 1) via a wall switch located in the rear of the room, below the phone; and 2) using the “Lighting” button on the touch panel navigation bar.

**Projection Screen** – In the event the projection screen needs to be raised or lowered two ways without shutting down the system: 1) a three-button switch is located in the rear of the room, to the right of the Lighting Control; 2) using the “Screen” button on the touch panel navigation bar.

**Shades** – Room shades are controlled via a white rocker switch located in the rear of the room, to the right of the Screen Control

