

Using the Dean's Conference Room

The Dean's Conference Room is equipped with a number of enhancements that facilitate communication and presentations. While the room is only large enough for ten people to comfortably occupy, this intimate area contains the technology necessary to interact with collaborators all over the world. This is accomplished through computer access to the internet in combination with videoconferencing capabilities.

Turning On the Lights

The light switch for the room is located on your immediate left as you enter the room. In order to turn the room's lights on, press the uppermost button on the left side of the control (#1). To power the lights off completely, press the uppermost button on the right side of the remote (#0). It is also possible to dim the lights to your taste.

To dim the lights completely, press the down arrow on the right (under the #0). If you'd like more control over the level of light in the room, you can use the arrows on the left (under the #1) to achieve intermediate light levels.

In order to maximize your control over the room's lighting, you may want to close the curtains in the room. - In addition, this dimmer switch can easily be removed from its wall mount (slide it upwards) and used as a remote during your meeting.



Using the White Board

The most low-tech of the rooms display technologies is a simple whiteboard located on the room's long wall. It is accessed by sliding the breadbox doors to either side of the board. Markers and erasers are provided. Please clean the board when you are through using it, and close the sliding doors.

The Plasma Display Screen

All other content display in the room occurs on the Plasma Display screen, which is located in the corner cabinet. In order to maximize the viewing area for all the room's occupants, the screen should be pulled forward on its retractable mount. To do this, first place the 'digital marker' tray on the lower ledge of the cabinet's corner, then gently pull the screen forward taking care not to let the display bump into the walls of the cabinet.

Since plasma display screens are so vulnerable to burn-in, try not to leave static images, such as the computer screen, on the display for more than ten minutes at a time. **Please power the system off (using the remote control) as soon as you are done using it.**



Using the remote control



- This display is controlled with the Panja touch-screen remote control located in the adjacent corner of the room (North-West corner, furthest from the door).
- Remove the remote from its recharging cradle, and tap it's screen once to wake it up and see the gold-colored welcome screen.
- Tap it again to see the first screen of controls. At the top of this display is a banner of input selections.



- Select your input, or scroll to see more input selections. Every input has different controls, which are detailed further below.
- Every input can use the same volume control - read below for further instruction.

Volume Control



The volume for the room's system can be controlled in two ways.

1. Press on the purple buttons on EITHER side of the remote control. Both of the upper buttons will increase the volume, while the lower buttons will decrease the sound level.
2. Use the volume control icon on the right side of the Panja interface. Once this icon is selected, you can then use the up/down arrows to adjust the volume.

Playing a VHS tape

VCR - This is the most intuitive interface on the remote for most people familiar with VCR's. To send the video/audio from the VCR to the screen, press the VCR icon. This will bring up a screen that has controls for the VCR with standard symbols for stop, play, fast forward, and rewind. In order to play TV channels from the cable, you will need to use the VCR's remote control.



Using the computer

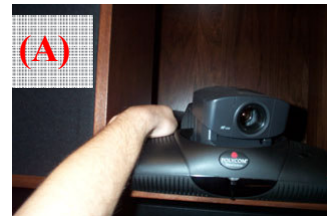
The DCR has a desktop computer for normal computing needs, such as PowerPoint presentations. The computer is located in the lower cabinet to the right of the plasma display. Since the computer should always be left on, all you need to do is:

- Retrieve the cordless mouse from its recharging cradle, and pull out the cordless keyboard.
- Log onto your Krannert account as usual, and begin using the computer.

(Note: this keyboard is truncated, so some of the special keys, like "delete" are not in standard positions) In addition to using the mouse and keyboard as normal inputs, you can alternately use the gyroscopic mouse in the air, or use the plasma display's touch-screen properties. (See the separate touch screen instructions) When you are through using the computer, please **logoff your account and leave the computer powered on.**

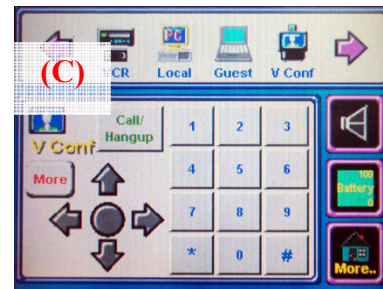
Videoconference/Teleconference Calls:

Videoconferences and Teleconferences are accomplished with the use of the Polycom unit located above the plasma display. To use this hardware, first make sure that the Polycom is on - the switch is on the back, upper left-hand side of the unit (as you look from the front). Reach your hand over the left corner of the unit to reach the power toggle switch.



- Take the microphone from behind the plasma display. (Fig B)
- Uncoil its cord, and place it in the center of the table where local attendees will sit.

When you press "V conf" on the remote (Fig C), you should see the following Polycom screen (Fig D). If you do not, simply press the "menu" button on the remote control.



When the Polycom is first powered on, it will check its telecommunications connections. At the bottom of the screen, you see a series of yellow boxes (1, 2, 3, and IP) that will become green up arrows as connections are verified to each of the three ISDN lines, and the IP for the computer network (Fig D). Once all of these connections are verified, these arrows will disappear. (If the lines do not turn green, check the physical connections.)

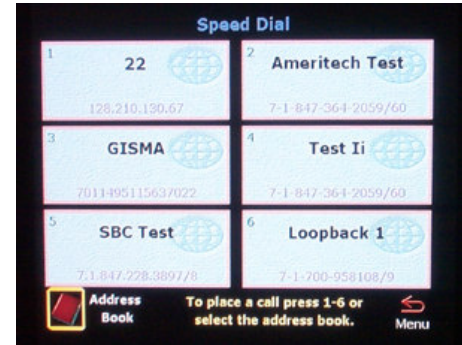
To Receive a Video/Teleconference Call

Provided the system is powered on, you do not need to do anything to receive a call. The system is set to auto answer. You will hear the incoming call ring, then connect, and the conference will automatically be in progress.

To place a Videoconference Call

There are two main ways to place a videoconference call.

1. "Speed dial" a site if it has already been added to the address book
 - To call a frequently used site, like GISMA, use the arrows on the remote control to select "Address Book" (lower left of the plasma screen) from the main page. (the center button on the remote control makes the selection).
 - Use the arrow buttons to scroll down to the site you desire, and highlight it.
 - Simply press the center select button to call the selected site.
 - Additional addresses are available by going to the "Address Book" icon. - This screen will also allow you to enter, edit, and delete sites from the address book.
2. Manually enter the number. If you don't think the site is worthy of being entered into the address book, you can just dial the number directly by starting on the same main page.
 - Select "Video Call," and then enter the ISDN phone number, or IP of the site you wish to call. This example shows GISMA's number typed in as:
7011495115637022



Outside line	International Call	Country Code	Area Code	Prefix	Line number
7	011	49	511	563	7022

After the number is entered, make sure that you enter the correct speed for the call. Nearly all video calls you make should be set to 384kbps, but you should double check this before the event with the people on the other side of the call.

- To place the call, simply press the center select button.

The Mute Feature

The microphone can be **muted** by pressing the little button on top of the microphone. This will block any sound that you might send to the other side.

When it turns red, you are muted, and the other side cannot hear you. While you are muted there will be a picture of a crossed-out microphone on the large display screen. Press the button again to allow yourself to be heard.

To place a Teleconference Call

Placing a teleconference call is nearly identical to placing a videoconference call. From the main menu, select "Telephone," then enter the phone number, and start the call.

When the call is over:

- Press the Call/Hang-up button on the Panja remote to instigate the hang up OR Press the center select button, and use the arrows to select the option to hang up.
- Press the center select button to instigate the hang up.
- Use the remote to power off the system. *Note: you do not have to logoff or start a shut down sequence just turn the power off with the power button*
- Recoil the microphone cord using the Velcro strap, and place the microphone behind the plasma screen.
- Return the plasma screen and marker trays to their original position.



Using an Auxiliary audio/video source

Any other audio or video source can also be routed into the system as well by using the analog connections (RCA). Below are examples of the two most common uses – a document camera, and external audio source (such as a tape or mini-disk player).

Using the Document Camera

Pull the document camera up from its storage area.

1. Plug one end of the video cable into the output of the document camera and into the auxiliary input of the room's system.
2. Power on the document camera

Items placed on the document camera should now be visible on the plasma display.

Using a Tape Player

Plug one end of the audio cable into the output of your tape player, and the other into the stereo inputs of the room's system (this may require adapters – contact the KCC Multimedia group if you need help 496-3940.) Content played on the device can now be heard over the speakers in the room.

Powering off

When you are through using the screen:

- Power the system off using the remote control (red button to the right of the inputs).
- Place the remote control back on its charger in the corner of the room, making sure that the yellow LED near the front lights up.
- Move the plasma screen back to its original position.
- Close all cabinet doors.