Instructions for Video Conferencing

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Things to Have Before Video Conferencing

- *Video Laptop*

  Although the video laptop is not necessary for conferencing, it is useful for accessing documents during the conference. It can be found in 192 with the projector. It has a wireless card so that it can be used with the wireless router in 172. The computer has the WEP key for the wireless router stored in it. In case you need it, the wireless network name is Gruner Wireless G and the WEP key is 54B4F7B4DF. The computer cannot access the internal network from the wireless router, so make sure to copy any documents to the computer in advance.

- *Documents to discuss in the Meeting*

  Make sure that all documents to be discussed in the meeting are distributed in advance.

- *IP Address*

  Our video conferencing camera has its own fixed IP address; 128.253.36.15. You should provide this number to the person you are conferencing with in case their camera does not have a fixed IP. This number is also shown in the camera's main menu.

  Alternatively, you can find the IP address or network name of the video camera that you want to conference with and call this.

- *Clothes to Wear*

  The VSX5000 manual recommends that you avoid wearing bright colored or busily patterned clothing during a conference call.

- *Accessories*

  Make sure the camera's remote control is on hand.

Setting up the Video Conferencing Camera

Plug socket is behind here

Place a Call

POLYCOM

207.88.137.114
Please enter a number and press Call.

Directory

Recent Calls

System

IP Address of camera

LCD Power Switch

Manual shutter

Power switch is behind here

POLYCOM
VSX 5000

Power Light

Mute Button on microphone

- *Plug in the camera and the LCD and turn them on*

  The plug socket for the LCD is on the left side. When it is plugged in the logo at the bottom center of the LCD should glow. The camera has an external AC adaptor. The power switch is at the back on the left hand side. The camera does not start immediately when the switch is flipped. Wait a few seconds, and you should see the LED at the center of the camera come on, first in orange and then green.

- *Make sure that the camera shutter is open*

  The switch is on top of the camera's lens.

  The camera should display its main menu on the LCD screen. The IP address of the camera is displayed in this menu. Make sure that the camera's microphone is on. There is a mute switch on the top of the microphone. The switch is backlit and should glow red if the microphone is muted. The system is now ready to make a call.

VSX5000 Remote Control

Schematic of the remote control included with the VSX5000.

http://bigbro.biophys.cornell.edu/ internal_info/computer/VideoConferencing/instructions.pdf

Making a Call

- *Making a call*

  The IP address of the receiving site can be entered from the main menu. Use the arrow keys to move the cursor onto the number field on the display. Numbers can be entered using the numeric keypad on the remote. Dots between numbers can be entered with the dot key above the number 3 key.

  If the address is textual an onscreen keyboard can be requested by pressing the keyboard button just above the number 1 button. The icon on the button looks like a key.

   to the From the main menu enter the number of the receiving site using the remote control and press the green send key. The camera should automatically connect to the receiving site.

- *Receiving a call*

  When a call is being received the camera should ring, and the LCD should display the image from the local camera for several seconds. The camera will answer the call automatically. There is no need to press the green send button.

- Adjusting the camera angle

  The arrow keys on the remote control are used to adjust the camera angle when a call is in progress.

- *Ending a call*

  To end a call, press the red button at the top of the remote control.