Posner Center Telepresence Conference Room

Room and Equipment Features

Room Equipment
1. Document camera
2. Menu button
   - On/off; toggle presentation controls
3. Adapter/Power Compartment
   - Power outlets
   - Wired network cable
   - Device cable
   - Device adapter heads (HDMI, VGA, DVI-D, Mini DisplayPort)
4. Microphones

Room Equipment

Conference Tips
- It is recommended that one person be appointed as the conference facilitator to control the telepresence unit. While the unit can be operated from any seat, the document camera is only operable from seats three and four.
- For best results, each chair should be aligned with the silver dot in front of each place. This will ensure that the people at the remote site will be able to see all participants.
- Cell phones may not work in this room because of soundproofing insulation.

Beginning a Conference with One or Multiple Parties

1. Press the Menu button to wake the system.
2. Touch Contacts to add participants.
   - Favorites, Directory or Search
     Tap one or multiple participants from the Favorites or Directory tabs to add them to the participant bar, or drag the names to the participant bar.
3. Touch Start to begin the conference.

Tap the Dial or search field to access the keypad and search for participants.
- Dial
  Tap the Dial or search field to access the keypad. Touch Add on the keypad to dial additional participants.

If you have called another telepresence system, the images from the remote site will appear on all three screens. If you have called a standard videoconferencing unit, the image will appear on the center screen only.
1. Touch **Content**. Devices connected to the telepresence system display as possible presentation options.

   The document camera can only be physically manipulated from seats three and four, though it can be controlled from any of the touch panels.

2. Swipe across the screen to scroll through the available presentation devices. Tap the desired presentation device and it will appear in the center of the display.

3. Touch **Present**. The image will display to all participants.
   - Press the **Menu** button to return to the controls.
   - To change the displayed device, press the **Menu** button to display the touch panel controls and then tap the desired device to be displayed. The original presentation will end.

   The videoconferencing unit at the remote site may not be able to display images from connected devices simultaneously with video. Confirm that all participants have this capability before beginning your conference.

### Using the Installed Document Camera

1. Touch **Content > Document Camera** on the touch panel and then touch **Light On**. You will see a square of light on the desk surface in front of seats three and four.

2. Position the document or other object you wish to project within the square of light. Use the document camera control buttons to adjust the zoom or focus of the document.

3. Press the **Menu** button to return to the document camera controls.

### Using a Laptop or Mobile Device

1. Device cables and adapter heads are provided for VGA, HDMI, DVI-D and Mini DisplayPort. Connect the appropriate adapter head to the device cable, then connect the other end to your laptop. Connect the audio cable to your laptop if desired.

2. Display your laptop by pressing the “mirroring”/LCD/CRT button on your laptop (F3, F5, F7 or F8). These images are examples.

### Ending a Presentation

1. Touch **End Presentation**. This will NOT end the videoconference session. To end the videoconference session, see *Ending a Conference*.

### Ending a Conference

- Touch **End** to end the conference call. Touch **Yes** to confirm.
- To disconnect individual participants, tap the participant on the stage or on the participant bar and touch **End**, or drag the participant from the participant bar to the stage.

### Troubleshooting

- **Call did not connect?** Redial the number. Touch the name in the participant bar and then touch **Start**.
- **Wish to remove a number that has not connected?** Touch the name/address on the participant bar and then touch **Remove**.

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