Site Code: INT

Video Conference Room

Western Hemispheric Trade Center 226

Office of Information Technology

Think Blue!

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DEVICES

Western Hemispheric Trade Center 224 is a fully equipped video conferencing room.

Crestron

Preview Monitor

Computer

Document Camera

DVD Player

VCR / Recorder

Two cameras

Projector

Projector Screen

2 Plasma Screens

Microphones

Tandberg Control

TOUCH PANEL

The video conferencing equipment in Western Hemisphere Trade Center (WHTC) 226 is managed by a software based program that resided on a Crestron touch screen.

To access these controls, you must:

- Firmly touch the Crestron Touch Panel
- The control system is composed of 7 screens that allow a user to control the different equipment found in the room.
    - Home Control Screen
    - Computer Control Screen
    - Laptop Control Screen
    - Document Camera Control Screen
    - DVD Player Control Screen
    - VCR Player/Recorder Control Screen
    - Video Conference Control Screen

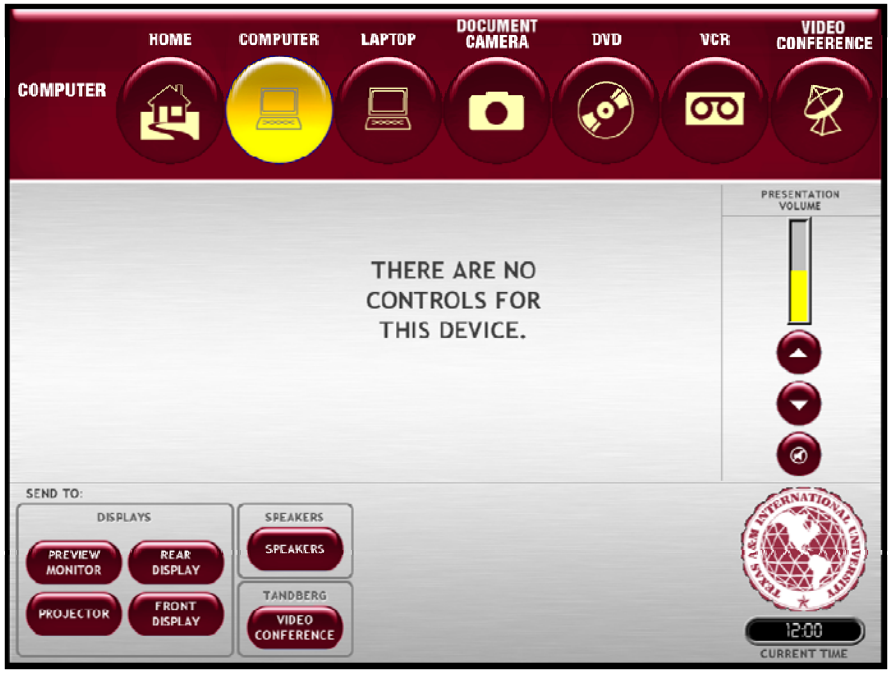
HOME

The **HOME** button will give users access to the room's equipment power buttons:

Note: Please press firmly when using the Crestron Touch Panel.

1. Control used turn on and off the video conferencing equipment.
   Note: If you do not turn this control on, you will obtain no audio from equipment.
2. **REAR DISPLAY** control used to turn the rear plasma TV on or off.
3. **PROJECTOR** control used to turn the projector on or off.
4. **FRONT DISPLAY** control used to turn the front plasma TV on or off.
5. **PRESENTATION AUDIO** control used to adjust the audio locally.
   ***Note**: Does not adjust audio at remote sites.*
   Presentation Control accessible in all the touch panel screens.
6. **VIDEO MUTE** control used to mute or unmute audio from a video conference.
7. **PROJECTION SCREEN** control used to move the projection screen up or down

COMPUTER



The **Computer** button will allow users to display the computer image on the:

Note: Please press firmly when using the Crestron Touch Panel.

PREVIEW MONITOR

Press the "**PREVIEW MONITOR**" button to display the "**COMPUTER**" image on the computer monitor.

PROJECTOR

Press the "**PROJECTOR**" button to display the "**COMPUTER**" image on the projector.

FRONT DISPLAY

Press the "**FRONT DISPLAY**" button to display the "**COMPUTER**" image on the TV mounted at the front of the room

REAR DISPLAY

Press the "**REAR DISPLAY**" button to display the "**COMPUTER**" image on the TV mounted at the back of the room.

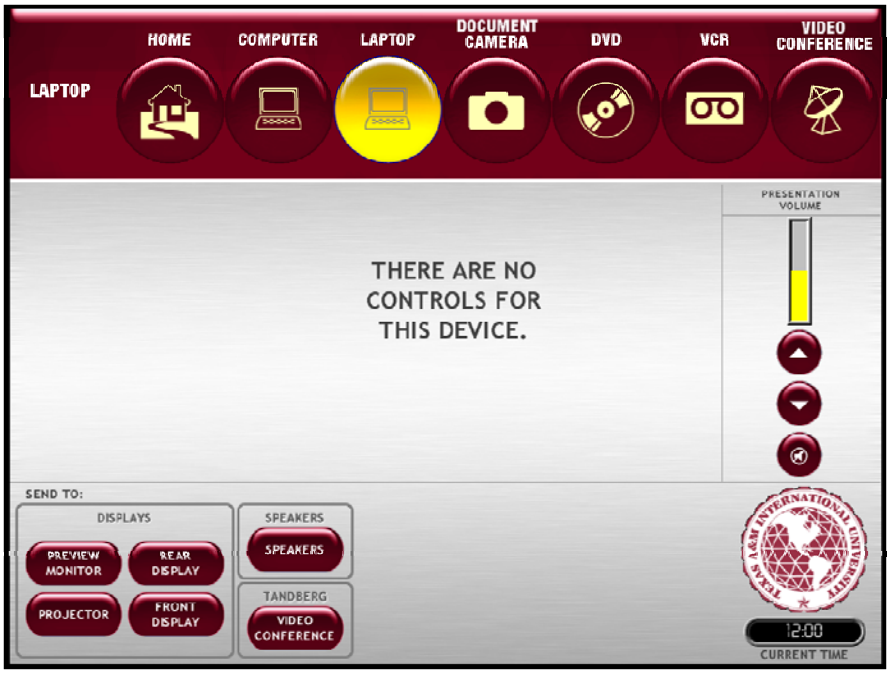
SPEAKERS

Press the "**SPEAKERS**" button to hear audio from the computer

VIDEO CONFERENCE

Press the "**VIDEO CONFERENCE**" button to share the computer image with remote sites.

LAPTOP



The **LAPTOP** button will allow users to display the laptop image on the:

Note: Please press firmly when using the Crestron Touch Panel.

PREVIEW MONITOR

Press the "**PREVIEW MONITOR**" button to display the "**LAPTOP**" image on the computer monitor

PROJECTOR

Press the "**PROJECTOR**" button to display the "**LAPTOP**" image on the projector.

FRONT DISPLAY

Press the "**FRONT DISPLAY**" button to display the "**LAPTOP**" image on the TV mounted at the front of the room

REAR DISPLAY

Press the "**REAR DISPLAY**" button to display the "**LAPTOP**" image on the TV mounted at the back of the room.

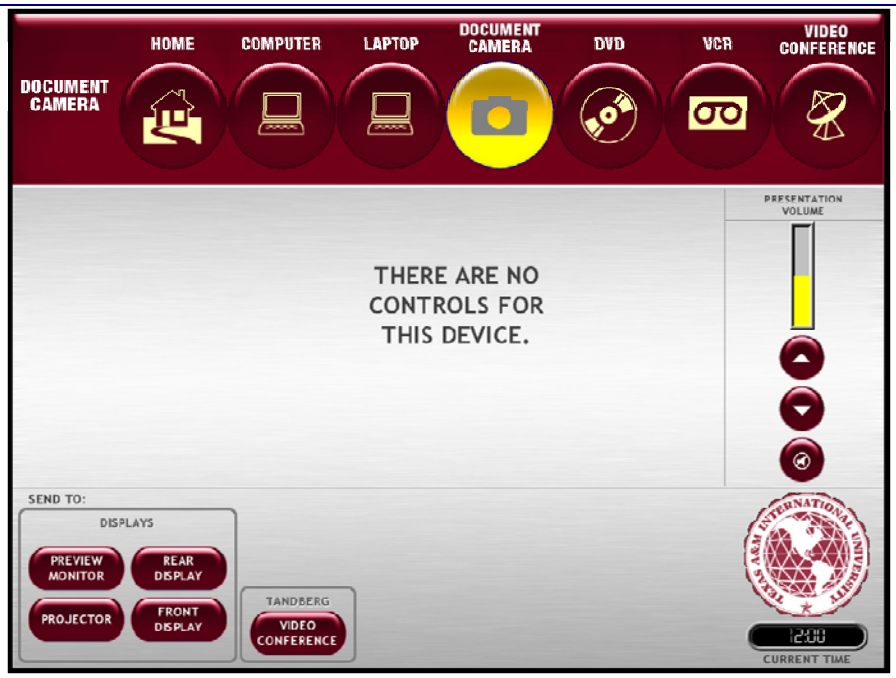
SPEAKERS

Press the "**SPEAKERS**" button to hear audio from the laptop

VIDEO CONFERENCE

Press the "**VIDEO CONFERENCE**" button to share the computer image with remote sites.

DOCUMENT CAMERA



The **DOCUMENT CAMERA** button will allow users to display the computer image on the:

Note: Please press firmly when using the Crestron Touch Panel.

PREVIEW MONITOR

Press the "**PREVIEW MONITOR**" button to display the "**DOCUMENT CAMERA**" image on the computer monitor.

PROJECTOR

Press the "**PROJECTOR**" button to display the "**DOCUMENT CAMERA**" image on the projector.

FRONT DISPLAY

Press the "**FRONT DISPLAY**" button to display the "**DOCUMENT CAMERA**" image on the TV mounted at the front of the room

REAR DISPLAY

Press the "**REAR DISPLAY**" button to display the "**DOCUMENT CAMERA**" image on the TV mounted at the back of the room.

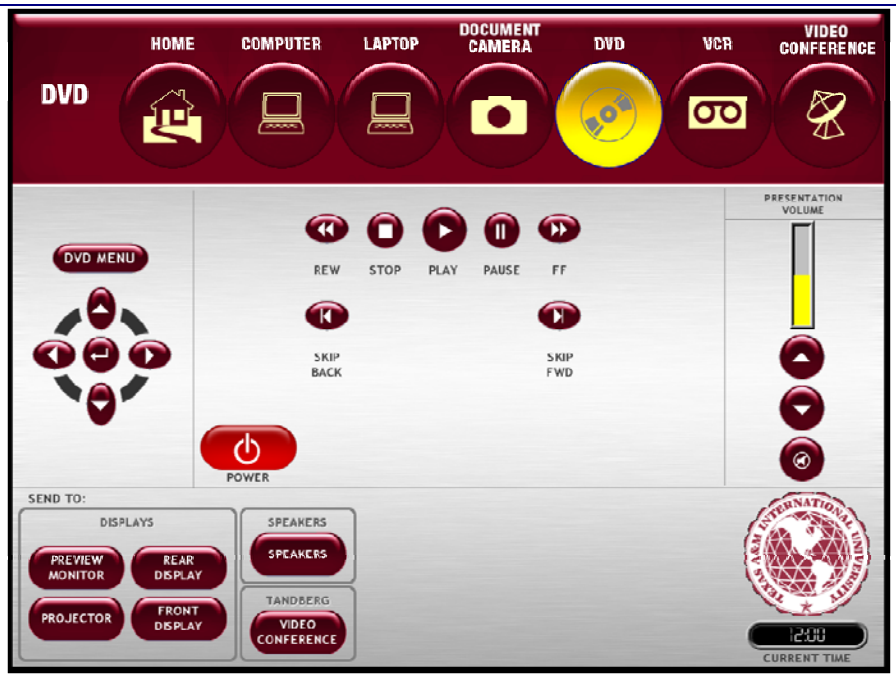
SPEAKERS

Press the "**SPEAKERS**" button to hear audio from the document camera

VIDEO CONFERENCE

Press the "**VIDEO CONFERENCE**" button to share the computer image with remote sites.

DVD



The **DVD** button will allow users to display the DVD Players video on the:.
For display option, see page .

Note: Please press firmly when using the Crestron Touch Panel.

Press the red **POWER** button to turn the DVD player on.

Press the "**DVD Menu**" button to display the DVD's main menu.

To **navigate** the DVD Menu, press the **ARROWS**.
To select a DVD menu option, press the .

Press the **Rewind** or **Fast Forward** buttons to back track or advance a video.

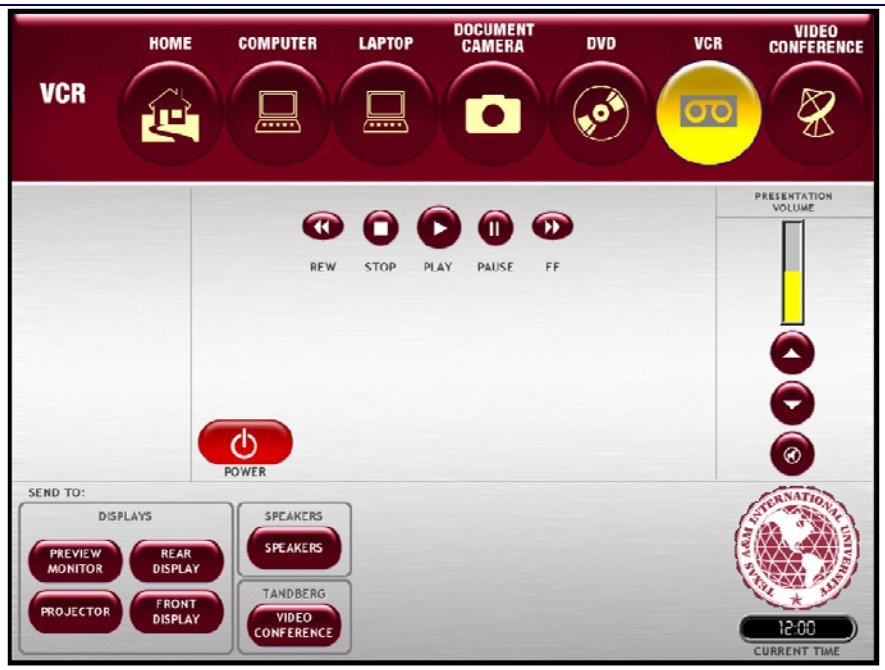
To stop a DVD, press the **STOP** button.

To play a DVD, press the **PLAY** button.

To pause a DVD, press the **PAUSE** button.

Press the **SKIP BACK** or **SKIP FORWARD** buttons to skip DVD chapters.

VCR



The **VCR** button will allow users to display the VCR players video on the:
For display option, see page .

Note: Please press firmly when using the Crestron Touch Panel.

Press the red **POWER** button to turn the VCR on.

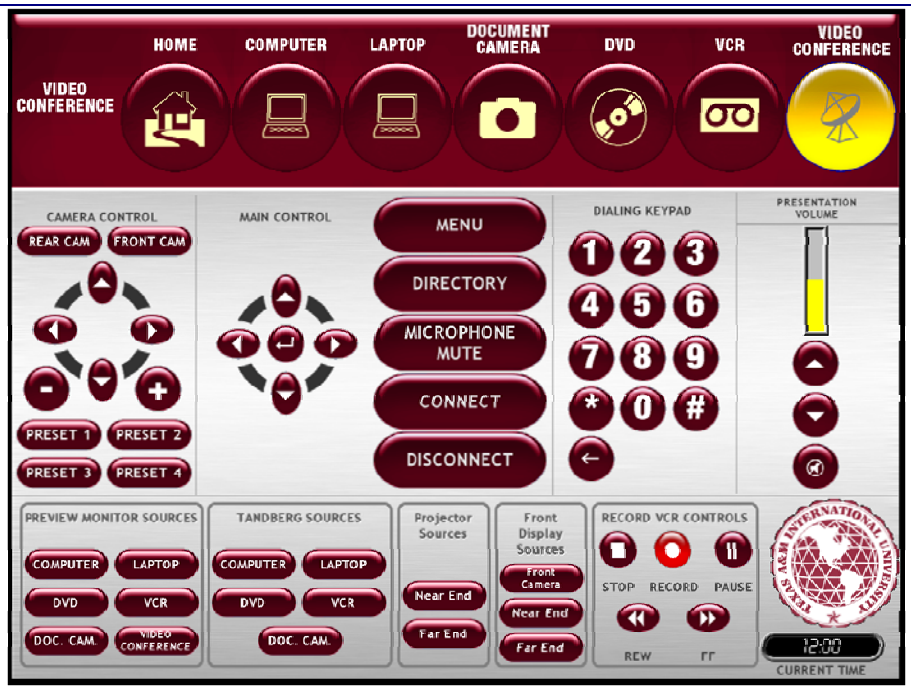
Press the **Rewind** or **Fast Forward** buttons to back track or advance a video.

To stop a VHS tape, press the **STOP** button.

To play a VHS Tape, press the **PLAY** button.

To pause a VHS Tape, press the **PAUSE** button.

VIDEO CONFERENCING



CAMERA CONTROL

The cameras located in the front and back of the classroom can be controlled by the “Camera Control” section of the Video Conference Screen.

Press the **REAR CAM** button also known as the Instructor camera, to broadcast a video conference presenter or host.

Press the **FRONT CAM** button, to broadcast video conference participants.

Use the arrows to move the camera up, down or side to side. Zoom out by pressing the minus (-) button or Zoom in by pressing the plus (+) button

The preset buttons allow you to program camera angles.
This may be done by:

- Adjusting the camera to point at a location.
- Press a Preset button until it blinks yellow.

MAIN CONTROL & DAILING KEYPAD

To navigate and select options from the Tandberg integrated menus, use the **ARROW** and the ↵ button.

Press the **MENU** button to access the Tandberg menu.

Press the **DIRECTORY** button to access the video conferencing directory.

Press the **MICROPHONE MUTE** button , to mute (yellow) or unmute the microphones.

Press the **CONNECT** button to initiate a video conference call.

Press the **DISCONNECT** button, to end a video conference call.

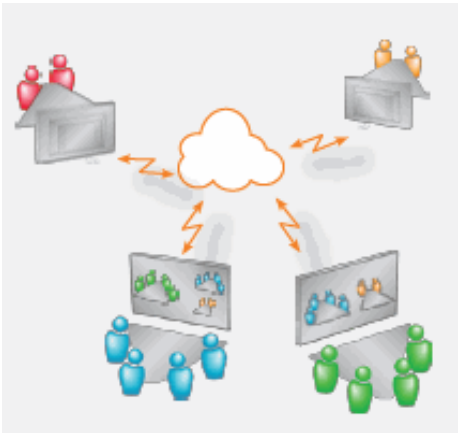
Use the DIALING KEYPAD to key to make a conference call.
Use the * key in place of a period.
Use the ← as a backspace key.

PREVIEW MONITOR SOURCES

Select any of these buttons and the sources image will be displayed on Computer Monitor.

TANDBERG SOURCES

Select any of these buttons and the sources image will be broadcasted and shared with remote sites.



PROJECTOR SOURCES

Select one of these buttons and the image will be displayed from the PROJECTOR.

Press the **NEAR END** button to view what is being displayed locally.

Press the **FAR END** button to view remote site images.

FRONT DISPLAY SOURCES

Select any of these buttons to change the image or source of the **Front Display**.

Press the **FRONT CAMERA** button to display the video from the front camera.

Press the **NEAR END** button to display video from equipment being shared locally.

Press the **FAR END** button to display the video being broadcasted from remotes sites.

RECORD VCR SOURCES

Select any of these buttons to change the image or source of the **Front Display**.

Press the **STOP** button to stop a recording.

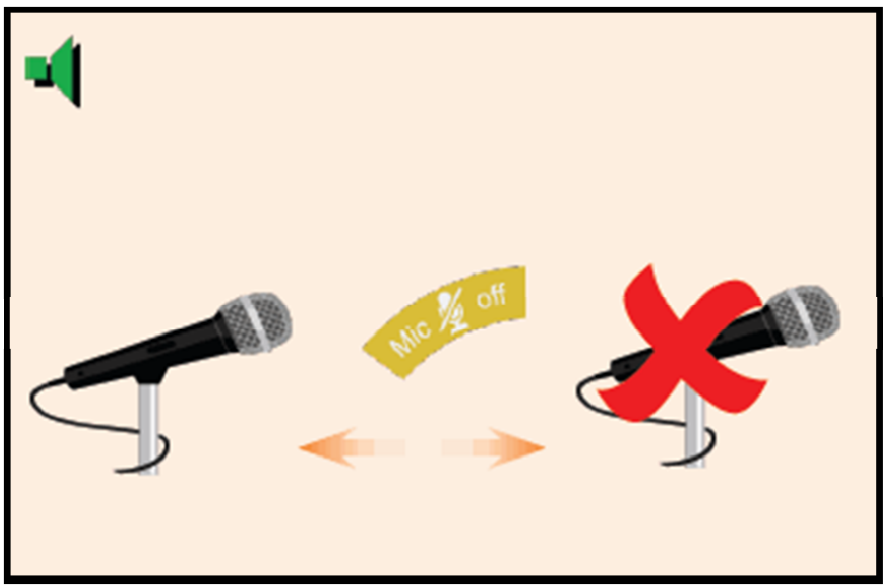
Press the **RECORD** button to start a recording.

Press the **PAUSE** button to pause a recording.

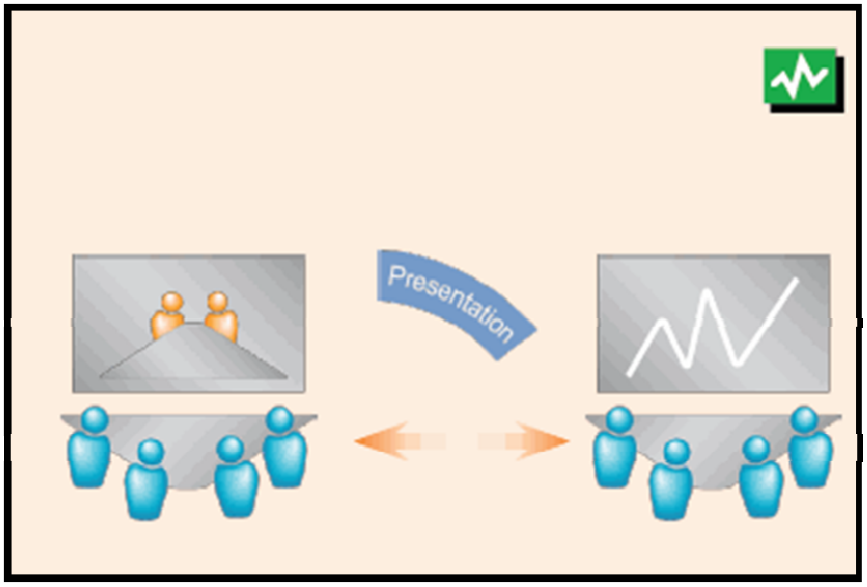
Press the **Rewind** or **Fast Forward** buttons to back track or advance a video

TANDBERG REMOTE

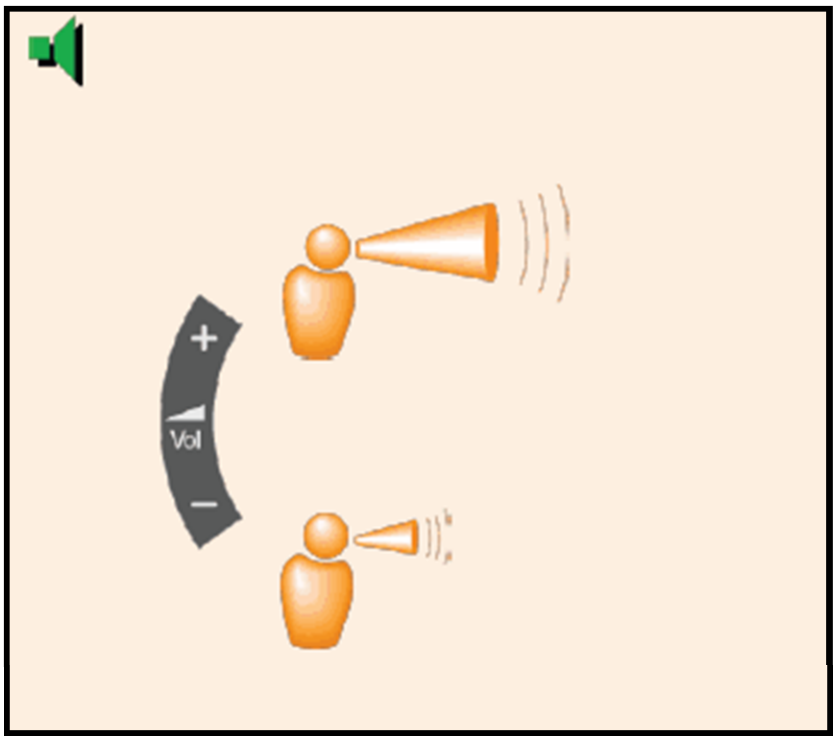
Microphone Off Button



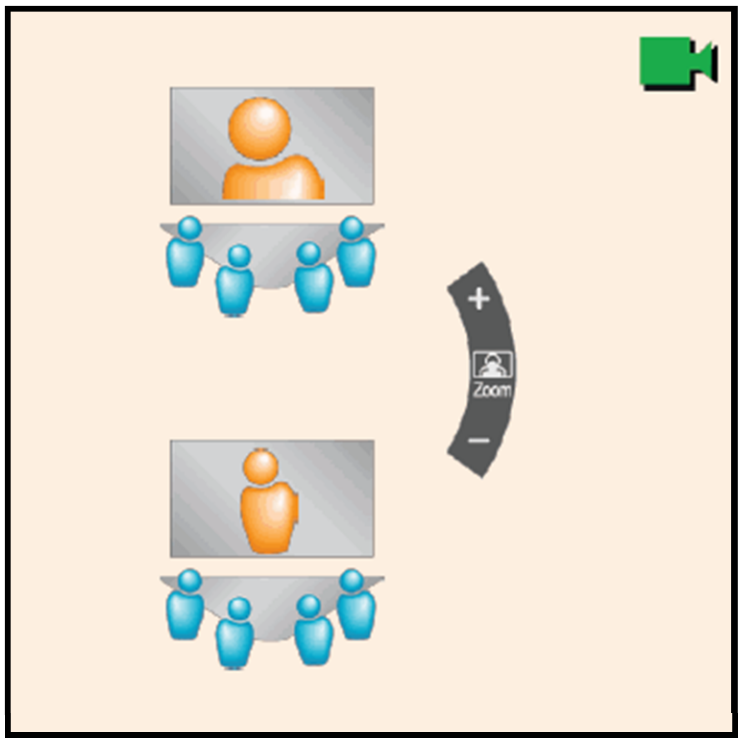
Presentation Button



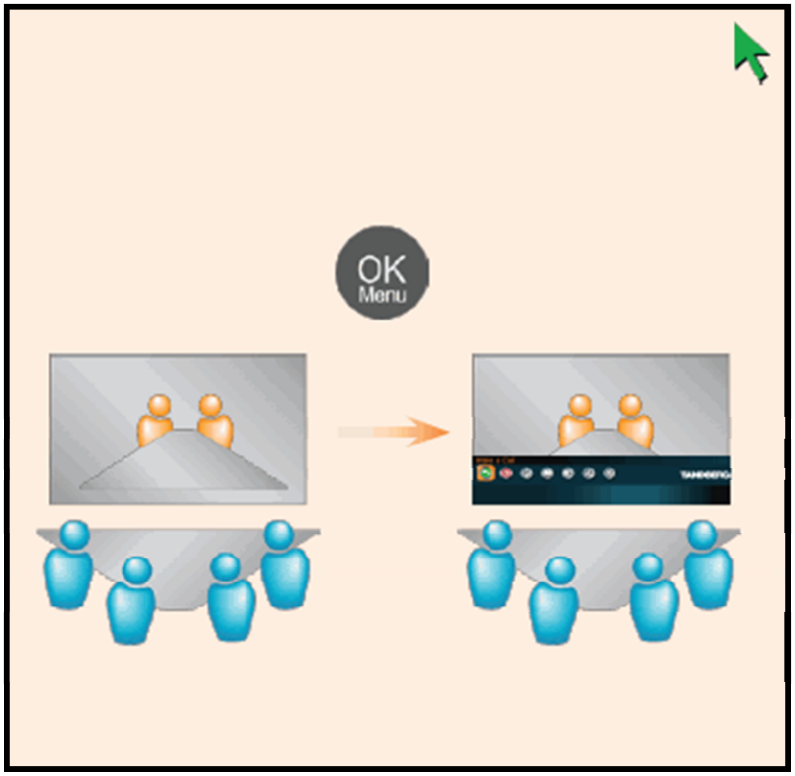
Volume Buttons



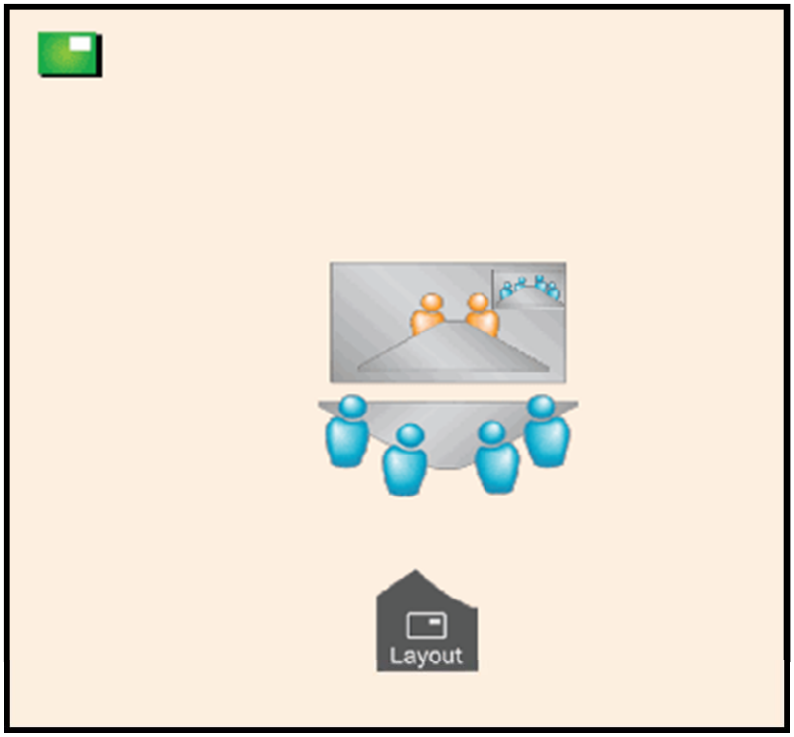
Zoom Buttons



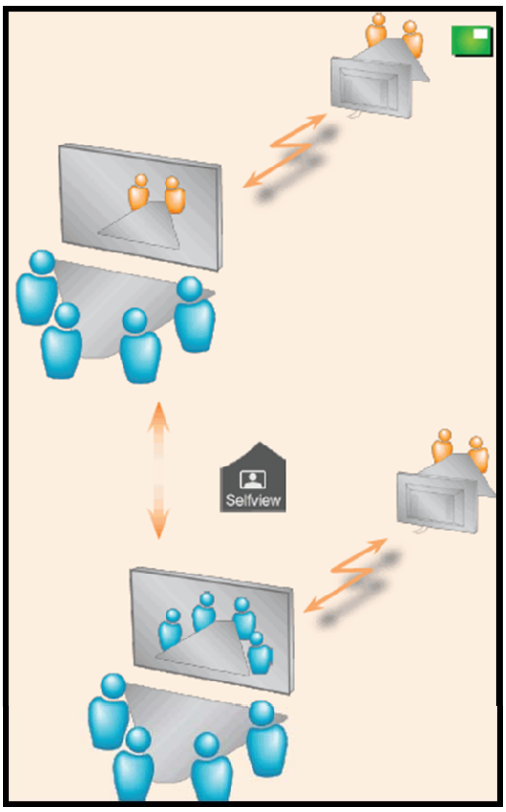
OK/MENU BUTTON



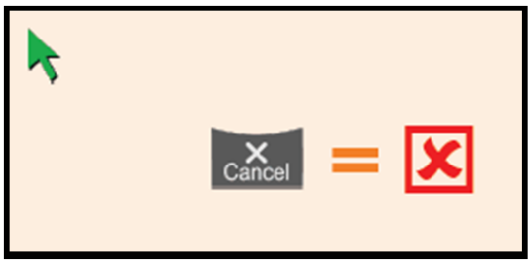
LAYOUT BUTTON

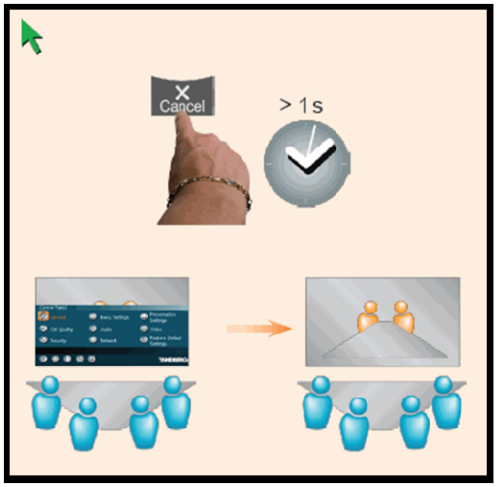


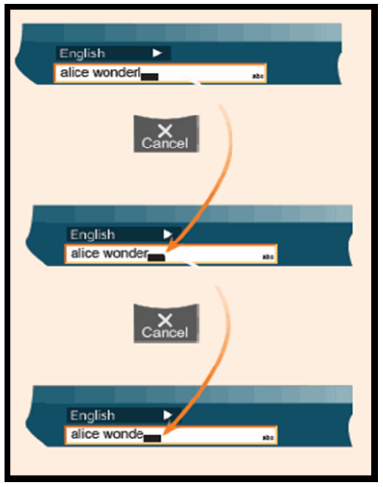
Selfview Button



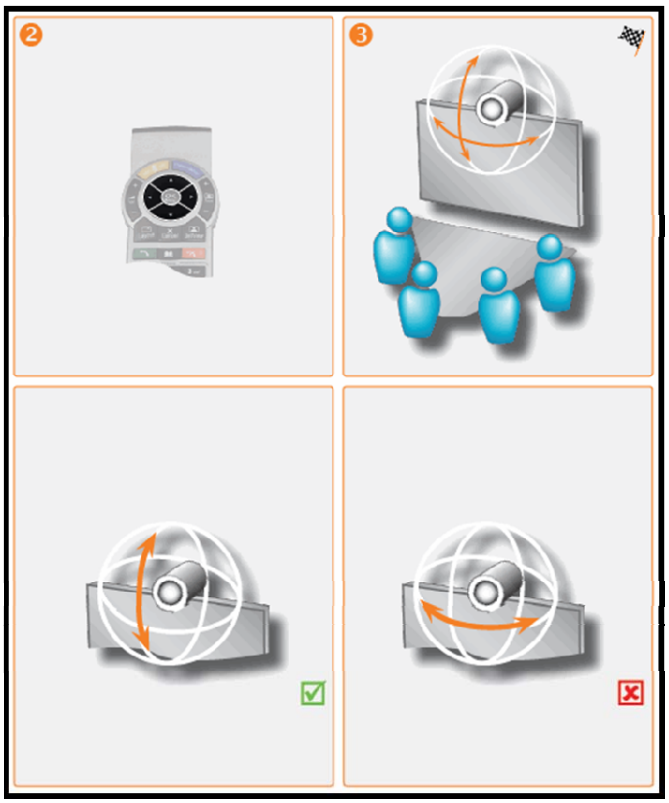
Cancel Button



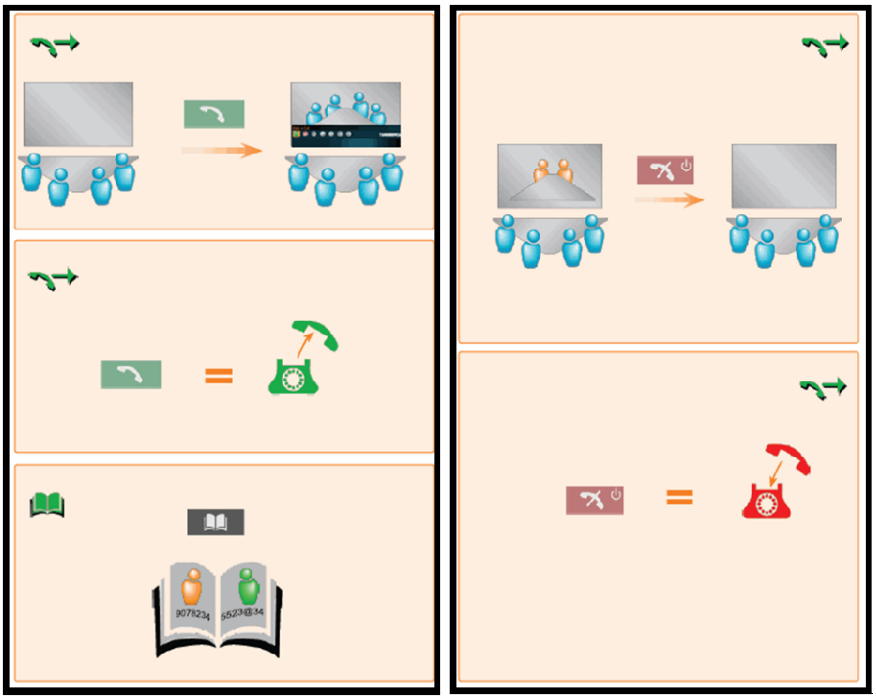




Moving the Camera



Connecting & Disconnecting A Video Conference



Video Conferencing Support

NEED VIDEO CONFERENCING ASSISTANCE?

CALL:

Marianita Rosales **Instructional Technology Coordinator**	**956-326-2295**
OIT Labs	**956-326-2017**
★ Bobby Gonzalez Media Service Coordinator	**956-326-2312**
★ Arturo Montalvo Media Service Specialist	**956-326-2045**
★ Chris Arredondo Media Service Specialist	**956-326-2043**
★ Jose Ponce Media Service Specialist	**956-326-2027**
TTVN Technical Support	**979-862-2241**

OR E-MAIL:

elearning@tamiu.edu

Video Conferencing Guidelines

Arrive 30 minutes early

To ensure an error-free video conferencing experience, please arrive 30 minutes prior to the scheduled start time. This will allow you to test the equipment and make sure it is working to your satisfaction. An OIT employee will be available to assist with any questions you might have.

Disconnections

If your video conference class has been disconnected, please call **956.326.2295** or the OIT Lab Technicians at **956.326.2017**. We are committed to making your video conferencing experience as pleasant and trouble-free as possible.

Issues

If you experienced any video conferencing issues before or during your meeting, please e-mail elearning@tamiu.edu or call Marianita Rosales immediately. This will allow for equipment testing and troubleshooting of the possible issues before the next video conferencing meeting.

Cancelling a Video Conference

If the video conference class, has been cancelled for a day, semester or has been rescheduled, please e-mail elearning@tamiu.edu or contact Marianita Rosales.

Trainings

TTVN trainings are available.

Please make sure to schedule a training session by e-mailing elearning@tamiu.edu. Trainings consist of reviewing and testing video conferencing equipment in designated rooms.