

Touch Panel Controlled Lecture Theatre Video Conference Operation

This Guide details the use of Video Conferencing facilities via the Touch Panel in Lecture theatres equipped with Video conferencing.

Before using this guide, please refer to <https://www.its.uq.edu.au/helpdesk/video-conferencing?pid=263> for more detailed information on Video Conferencing

For more detailed information on the use of UQ Lecture theatre AV equipment, please refer to

Single Projection: <https://www.its.uq.edu.au/av/lecturetheatreoperation?pid=263>

Dual Projection: <https://www.its.uq.edu.au/av/lecturetheatreoperation?pid=263>

Before starting it's a good idea to be aware of where you are connecting to:

- If the Conference is between two UQ locations, confirm the building and room number of where you are and where you will be connecting to.
- If the Conference involves an external participant, confirm their IP or SIP address.
- If you are connecting to the UQ Bridge for a multi-point conference all participants will receive an email from AV Services detailing the address to call
- If it's a Cisco Telepresence unit, confirm its call number (this is displayed in the upper right corner of the Telepresence unit's phone display).
- Confirm which end they will be making the connection.
- Allow time to test the connection before-hand to avoid technical difficulties and delays to your Conference schedule.

For information and support AV services can be contacted on 54033 (St Lucia), 11094 (Ipswich) or 50181 (Gatton).the appropriate number will on the bottom right corner of the touch panel.

Video Conference (VC) set-up

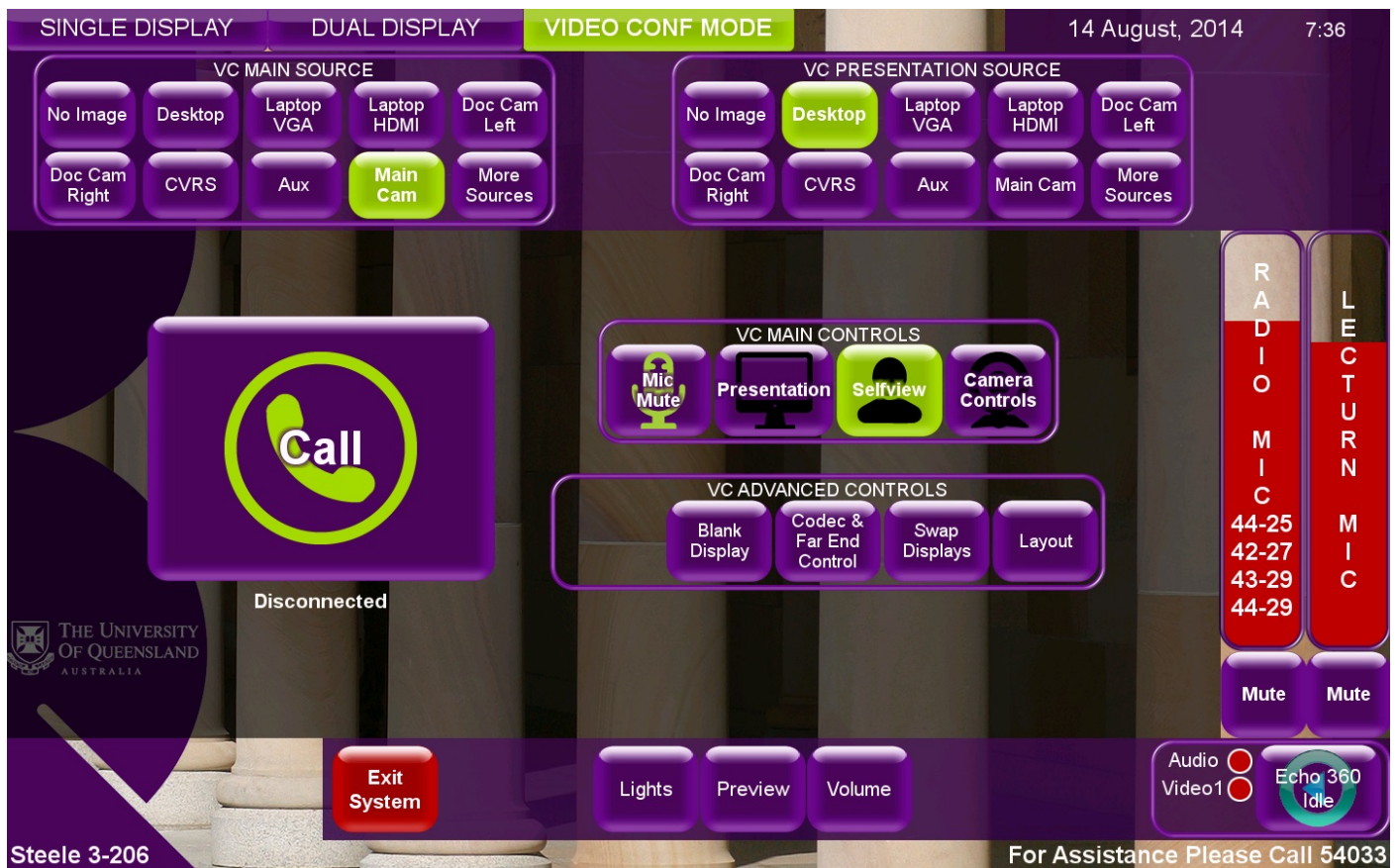
- Turn system **ON**
- Wait until the system initialize pop-up page has disappeared from the touch panel display.
- Select the **VIDEO CONFERENCE MODE** tab at the top.

Audience Left Display is usually **VC MAIN SOURCE** and is set as **Main Cam** by default.

Audience Right Display is usually **VC PRESENTATION SOURCE**; this is also what the far end will see once you select **Presentation** .

NOTE: There is also an option to **SWAP DISPLAYS**. Once selected the displays will swap which side of the room they appear on.

Making a call



To make call press **CALL**

Enter the address of the place you wish to connect to:

- For another AMX room it will be <building>.<room>.uq.edu.au
 - E.g. Parnell 326 would be 7.326@uq.edu.au
- For the bridge you will be emailed the address to call.
- For a Cisco telepresense unit, enter the unit's number
 - E.g. Vet Science Gatton (8114) room 209 is 61731248714.

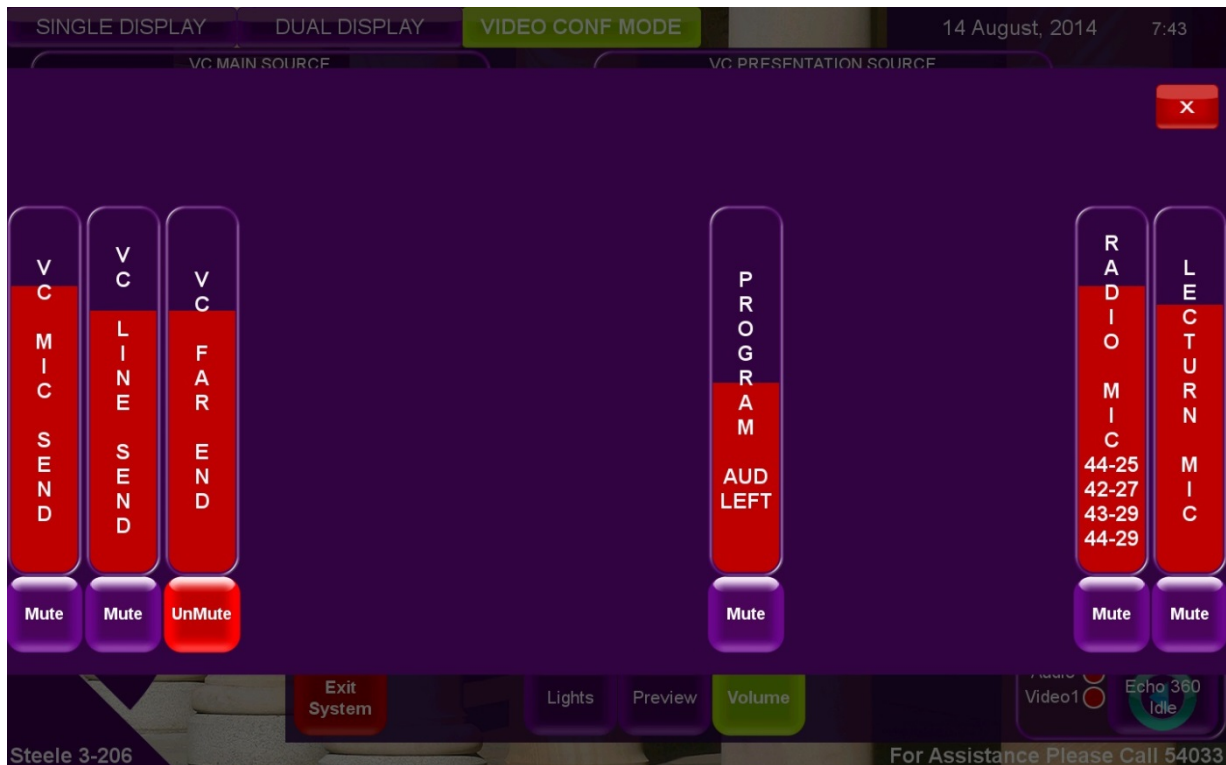
Once connected the **CALL** button will light and become the **END CALL** button.

After this you select what source you wish to send on **VC PRESENTATION SOURCE** press the **Presentation** button.

The **MAIN CAM** source is the default source when a video conference is connected it needs to be selected on the **VC MAIN SOURCE** side.

If you wish to see a Picture-In-Picture image of yourself select the **Self view** button.

Volume



Volume levels can be accessed by volume button at the bottom of the screen, apart from the usual **LECTURN** and **RADIO MICROPHONE** levels there is also:

- **FAR END AUDIO:** This controls the audio level being received from the far end
- **AUDIENCE MIC:** (If available) controls the audio levels of the room microphones being sent to the far end.

Sending A Duo Signal

Most video conferencing rooms with dual projectors can send two images simultaneously, to do so, follow this procedure:

- Select a **VC MAIN SOURCE** (typically **Main Cam**)
- Select an input on **VC PRESENTATION SOURCE** then press the **Presentation** button (**Desktop** is selected as default)

To end the duo connection, simply press the **Presentation** again button.

If the far end then wants to send a presentation they will select **Presentation** at their end and it will deselect the local button automatically.

Ending a Video Conference Call

To end a video conference, simply press the **END CALL** button and the call will be disconnected.

Receiving a Video Conference Call

To receive a video conference:

- Turn system **ON**
- Select the **VIDEO CONFERENCE MODE** tab at the top.
- When the 'incoming call' window appears on the touchpanel, press the **ANSWER** button.

NOTE: While you can still answer a video conference incoming call when **NOT** in video conference mode, the call will not connect correctly.