Video Conference Call

Preparation

As preparation for conducting a video conference, ensure you have:

1. Firstly booked a suitable room through the Classroom Management Office; and
2. Secondly scheduled your conference through CITS by lodging a Service Request on their website.

Getting Started

Ensure that the Lectern computer is switched on.

Press the start screen on the Audio Visual Panel, and then select the Video Conf tab on the top of the panel.

Your meeting will automatically appear on the video conference projection screen, displaying the people at far end venue with a small “picture-in-picture” of you in your venue.

Lecturer Microphone

Remove the microphone and belt pack from the cabinet and attach it to your belt. Place the lanyard around your neck. The lanyard doubles as a tracking device for the camera, so do not tuck it under your collar.

Ensure both the System Power and Microphone buttons on the belt pack are switched on.

Your microphone will now transmit to the far end classroom for the duration of the conference or until you switch it off.

Note: You may also use the lapel microphone, however the camera will not track this.

Camera Switching

The camera will automatically track the person wearing the lanyard. To focus the camera on a student group, a student must press the button in the centre of their desk microphone. The camera will zoom in on their table and their microphone will be transmitted to the far end classroom.
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Camera Switching (cont.)

To bring the camera focus back to yourself, stand on the pressure mat and the camera will automatically switch.

Note: The lanyard microphone is always transmitting even when a student microphone is activated.

Sending a Presentation Source to the Far End Classroom

The main projector screen remains blank until a source is projected onto it. To do this, do not use the tabs at the top of the AV Panel.

In the video conference tab, press the More button until the fourth green indicator light is highlighted.

Select the source you wish to send/display, e.g. the lectern PC. Your class and the far receiver will be able to view this screen.

To send a student screen to the projector and far end classroom, use Vuepoint when displaying the Lectern PC as the Main Projector source.

To mute the screen/stop sending your presentation, select None/Stop. The main screen will go blank indicating there is no image being sent.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.