Video Conferencing

Preparation
Before using video conference in a collaborative learning space:
1. Book the venue, if not already scheduled, through the Classroom Management Office; and
2. Book your conference, including details of all participants, by lodging a Service Request via the CITS website.

Getting Started
Follow the in-venue instructions to turn on the projectors and other technology in the venue. Ensure that the lectern computer is switched on.

Select the Video Conference tab on the Audio Visual Panel (as shown by red oval). Your scheduled video conference meeting will automatically display in the venue with the following images appearing on corresponding screens:

- **Front (left)** - “Far end” Participants (including picture-in-picture of your venue);
- **Front (right)** - Only active when presentation content is being sent from your venue or by a far end participant;
- **Rear** - “Far end” Participants (lecturer view).

Audio Levels
Check with participants that audio is working.

Change the volume in the venue by selecting the volume icon in the bottom right of the touch panel (yellow square) and moving the ‘Source Volume’ up or down.

The Revolab lapel microphone volume in the venue (not far end) can be changed on the “Lapel Mic” volume control.

Far End Audio
Audio can be muted for the far end participants in three ways (see numbering to the right):

1. Total audio mute
2. All student microphones mute
3. Individual student microphone mute

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
Video Conference - Presentation Content

Presentation Content

The front right screen remains blank until the venue:

Receives presentation content - initiated by a far end participant

Sends presentation content - Ensure that the video conference tab is still selected (red oval), press the Content button (white arrow). Press and drag one of the presentation sources (within green box) to the content display (blue box). The presentation sources are described below.

**Computer:** Displays the lectern computer screen.

**Laptop VGA:** Displays laptop screen plugged in with the supplied VGA cable.

**Apples TV:** Allows you to present wirelessly from your apple device.

**Laptop HDMI:** Displays laptop screen plugged in with the supplied HDMI cable.

**Document Camera:** Displays the document camera.

**Wireless Presenter:** Allows you to present wirelessly by connecting your portable device to the projector.

To send a student “pod” computer screen as presentation content to far end, use either:

**Pod icon** (if available) - Press and slide one of the icons representing the pod computer (within yellow box) to the content display (blue box).

**Vuepoint** - Press and slide the Computer icon (within green box) to the content display (blue box). Use the VuePoint-Connect application on the Lectern PC (via tab as shown from top of monitor) to select a student pod computer. This content will now display into the venue and to far end participants.

To stop sending presentation content, simply remove the icon currently showing in the content display (blue box) using the press and slide technique.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
Video Conference - Modes of Operation

**Basic Collaborative Mode**

In this mode of operation (with the lecturer stepping on and off the pressure mat) the cameras in the venue will switch views automatically as follows:

- **Whole classroom** — during silence
- **Lecturer (full body)** - when standing on the pressure mat (located at the front).
- **Student (head and shoulders)** - when student is facing the front and speaking for more than one sentence.

There is no need to wear a lapel microphone in this mode as audio is captured from the ceiling microphones and student table microphones.

**Teacher-Centred Mode**

In this mode of operation the lecturer wears the Revolabs lapel microphone for voice pickup, which will also allow the camera to track and capture video.

To turn on camera tracking select the camera icon on the Audio Visual Panel (red circle) and then switch to ‘Enabled’ (white arrow). The cameras in the venue will switch views automatically as follows:

- **Whole classroom** — during silence
- **Lecturer (head and shoulders)** - when lecturer speaks the tracking camera will follow. Or when lecturer stands on pressure mat.
- **Student (head and shoulders)** - when the lecturer is not speaking and one student is clearly audible.
Video Conference - Tips for Success

What to do if:

The camera view isn’t switching to show a student when speaking

- Ensure no one is standing on the pressure mat as this will always override the camera view.
- Ensure that the student is speaking clearly and facing the front camera for at least one sentence. The camera will physically move to track audio but will only switch view if a face is clearly visible.

The far end participants cannot see the presentation content

- Ensure the presentation source has been selected in the content sharing tab (See Presentation Content section earlier in this guide).
- If using the lectern PC as the presentation content, make sure PC is set to Duplicate screen mode (this can be done with the ‘Connect to Projector’ icon on the PC desktop).

The far end participants cannot hear the classroom audio

- Ensure that the microphones are not muted (see Audio Levels section earlier in this guide) and the volume levels are turned up.
- Ensure that the individual student table microphones are turned on (Push the centre button for green light)
- Communicate with far end participants (e.g. by phone or signage) to check audio setting on their venue’s control system.

Tips for Students:

Tip 1: Be very polite in conversation by allowing one person to speak at a time. Look towards the camera at the front of room to engage far end participants.

Tip 2: Remember that all side conversation will go through to the far end as there are multiple microphones in the room.

Tip 3: Limit other noise where possible (e.g. tapping, footsteps, paper shuffling etc.) as the microphones will convey all audio to the far end participants.

Tips for Lecturers:

Tip 1: Employ a system for managing the flow of conversation to a single speaker at time.

Tip 2: If you wish to be on camera throughout the session consider using Teacher-Centred mode, which requires the lapel microphone. Alternatively the pressure mat will always bring the camera back to the lecturer view.

For any issues, including the following, please call 9000, option ‘1’ for AV support:

- Call appears to not be connecting, has dropped out, or accidentally disconnected
- Audio or image coming through from far end is distorted.