

Video Conferencing Information and Instructions

Facility Location: Price Gilbert Memorial Library – Technology Support Center

Room Phone #: 404-894-6455

Technical Support Contact: Victoria Burse – 404-385-1915 or Victoria.burse@oit.gatech.edu

System Information

- Tandberg 3000 *mxp* Profile
- IP Conferencing enabled, IP Address: 130.207.180.152
- System is Multisite capable

Process for Requesting a Video Conference (For specific instructions and forms, visit helpdesk.oit.gatech.edu then click on the link for *Multipurpose Room*)

1. Reserve the TSC Multi-Purpose Room via My GaTech.
2. Download and complete the “Scheduling” form and return it to Victoria.burse@oit.gatech.edu at least 5 days prior to your requested conference date.

Using the Video Conference Equipment (Video Conference and presentation equipment can be completely controlled from the keyboard, mouse, and the Pioneer and Tandberg Remote Controls)

To Initiate a Conference (Check in at the Front Desk of the TSC and request the Remote Controls)

From the Pioneer Remote Control

1. Press the Orange “Standby/On button

From the Tandberg Remote Control

2. Press the “Selfview” button
3. Press the Green “telephone” button. This opens the “make a call” dialog box
4. Enter the receivers IP address. Use the * key to enter the necessary [.] in the number. The format should be something like xxx.xxx.xxx.xxx

With the Tandberg Remote Control (pointed toward the camera, located above the Tandberg MXP Plasma at the front of the room)

1. Press the Blue “Presentation” button to switch to camera view
2. Use the “left and right arrow keys” to position the camera on the participants in the room. You may also use the “Zoom” button + and – keys to help position the camera.
3. Use the “Vol” button with the + and – keys to adjust the volume. As stated before, you will want to position this along with the other volume control at the maximum level.
4. Use the gold colored “Mic Off” button to mute the table mic’s in the conference room, when you do not want any audio sent to the remote location.
5. Use the “Layout” button located beneath the “vol” button; to control the “Picture in Picture” feature on screen. Pressing this button repeatedly will cause the “PIP to change locations on screen or to disappear altogether.

Other useful information

- Ceiling mic’s
 - are in an always on mode. There is no need to press the on/off button.
 - are muted using the remote control feature described in step 3, of the remote control section.
- Telephone
 - The conference room phone is plugged into the table jack. Long distance is available. The room telephone number is 404-894-6465.

Some FAQ's about our Video Conferencing Facility

- When someone calls in to our facility, how do we answer?
 - Our equipment is set in an auto-answer state. When a conference is scheduled and the remote facility calls in, the system will automatically pick up the call and display the remote image on screen. Video and Audio is then automatically available to the remote location.
- Is there a cost associated with using the equipment?
 - Our equipment uses IP conferencing, which means it works over the Internet, not through standard telephone lines. Thus there is no direct concern for any “charges” for usage or any time limits.
- How can I be sure that we can successfully connect with a remote location?
 - A test run is always recommended the first time connecting to another site. Thus the requested 5 days notice before a conference is very important.
- Can I connect to more than one location at a time?
 - Yes, our equipment does have multi-site capabilities.
- What can I do to ensure I capture the best camera picture and angle being sent to the remote location (s) of the participants in the conference room?
 - Once all participants have arrived in the conference room, it is best to take a few moments to position and focus the camera. It can be quite distracting to constantly move the camera during a conference session.
 - Ceiling lights in the room should be left on during a conference. If the room is dark, it will be dark for the participants in the remote location as they view us on their screen.
- What if I am unable to answer all the questions on the “Request for Video-Conferencing Scheduling form?”
 - The more information that you can give about the site(s) you will be conferencing with the better. Especially required, is the name and contact information for the technical person on the remote end who will assist with the conference. Also, if the conference is out of our local time zone, you must indicate this and convert scheduled times to our EST zone.