AUDIO | VIDEO USER GUIDE

ROCK SPRING 3E02
CONFERENCE ROOM SYSTEM

A | V SYSTEM CAPABILITIES

Conference Room 3E02 is equipped to provide:

- Audio Teleconferencing
- Web Collaboration – Room PC for use with WebEx and other web-based conferencing
- Video Conferencing – point-to-point and multi-site
- Six Laptop Interfaces (two VGA and two HDMI– one of each at both the front and rear of the conference table, and one of each at the podium)
- Wireless Screen Sharing using ShareLink

ROOM SETUP & SUPPORT

Conference room setup and support is available from the CIT Room Support staff. Please pre-schedule 48-hours in advance.

The service desk may be contacted at 301-496-4357 or online at http://itservicedesk.nih.gov

END-USER CONSIDERATIONS

For best practices, customers should be prepared with the following information:

- Whether the presentation will be driven from a presenter's laptop or the room computer (may need to bring a flash drive if on the in-room computer).
- *For WebEx*
  - The meeting, event, session number, or room ID.
  - Whether you need the meeting recorded.

SYSTEM STARTUP | HOME SCREEN

Touch anywhere on the touch panel screen to wake it from standby mode.

Using the buttons, select from the following to power the system:

- Audio Conferencing
- Web Collaboration
- Video Conferencing
- Local Presentation

System Power Indicator

Red = Off

Green = On

TOUCH PANEL CONSTANTS

A navigation bar appears at the top of every page allowing users to access all the system features without multiple button presses

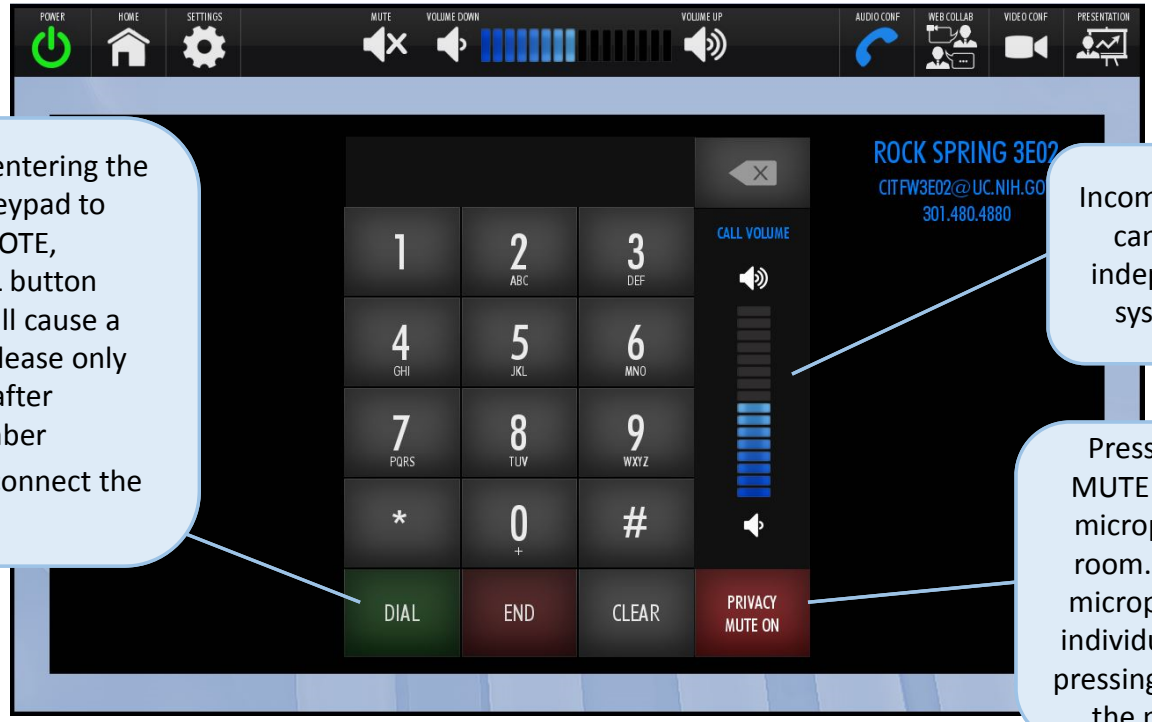
POWER | HOME | SETTINGS - These buttons appears at the upper left of the touch panel screen. Each activates the corresponding page on the touch panel

MASTER VOLUME | MUTE – The volume level and mute functions are controlled by touching the icons at the top/center of the touch panel

FUNCTION NAVIGATION – Navigation buttons appears on the top right, allowing users to switch between activities.

AUDIO CONFERENCING

After selecting the Audio Conferencing feature, users may initiate a call using the keypad on the touch panel.



- Press DIAL after entering the number on the keypad to connect a call. NOTE, pressing the DIAL button multiple times will cause a dialing loop, so please only press DIAL once after entering the number
- Press END to disconnect the call

Incoming call volume can be adjusted independent of the system volume.

Pressing PRIVACY MUTE will mute the microphones in the room. Please note, microphones can be individually muted by pressing the button on the microphone.

WEB COLLABORATION| WEBEX

USING ROOM COMPUTER

Web Collaboration meetings can use the room computer located in the credenza in the rear of the room (beneath the displays). Users must log onto the room computer using their PIV card.

Example Methods of Web Collaboration Type Meetings:

- WebEx
- Microsoft Lync
- Cisco Jabber
- Adobe Connect

WEB COLLABORATION| WEBEX

USING ROOM COMPUTER

After selecting WEB COLLABORATION from the start page, the rear displays and cameras will power on.

Users may choose where to display the Room PC. Select Left Monitor, Right Monitor, and/or Projector and press SEND.

WEB COLLABORATION| WEBEX

USING ROOM COMPUTER

By default, the rear cameras are active and in SpeakerTrack (auto-tracking) mode when initiating a web meeting. This feature can be turned on and off as desired.

Turning off SpeakerTrack allows users to select front or rear camera and manually control pan, tilt and zoom functions.

Turning on SpeakerTrack overrides manual camera control and selects the rear camera.

VIDEO CONFERENCING | VTC

After selecting VIDEO CONFERENCEING, the rear displays and cameras will power on.

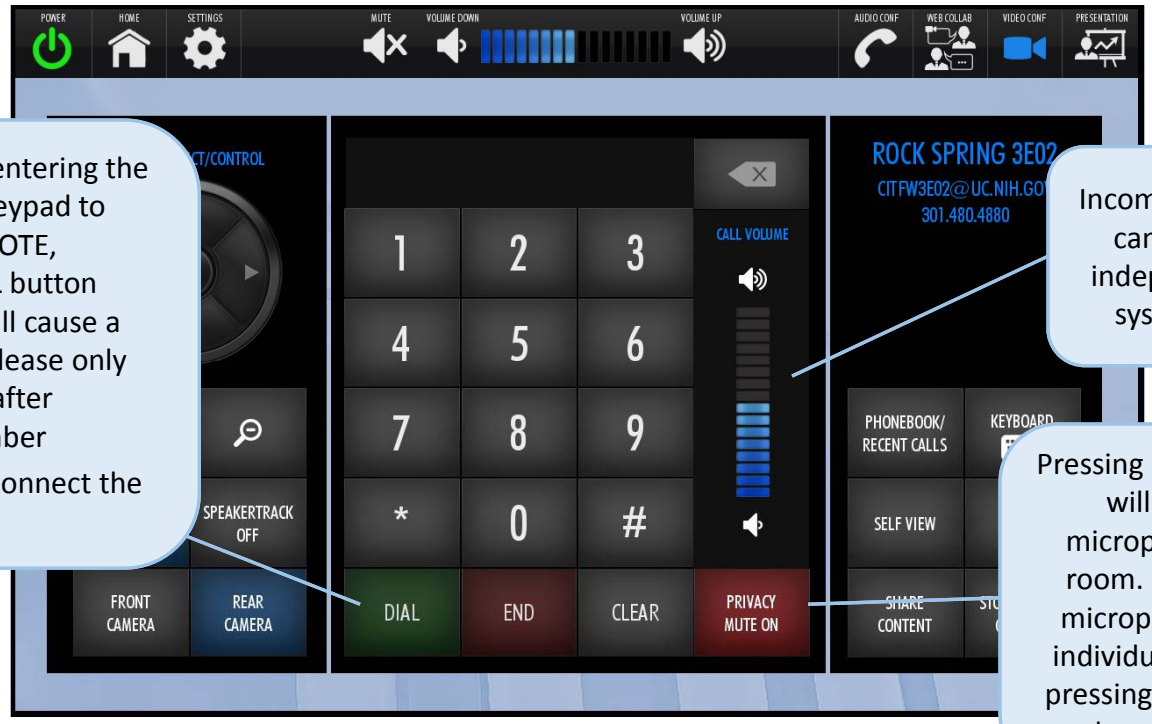
Please contact Room Support in advance if assistance with meeting set-up is needed.

The VTC page offers users the follow control functionality:

- Initiate & terminate a video call
- Control volume & privacy mute
- Camera controls
- Picture-In-Picture feature
- Phonebook/Directory
- Content sharing

VIDEO CONFERENCING | VTC

Users may initiate a video call using the keypad on the touch panel. A phonebook is available as a convenience feature and is accessible via the PHONEBOOK/RECENT CALLS button.



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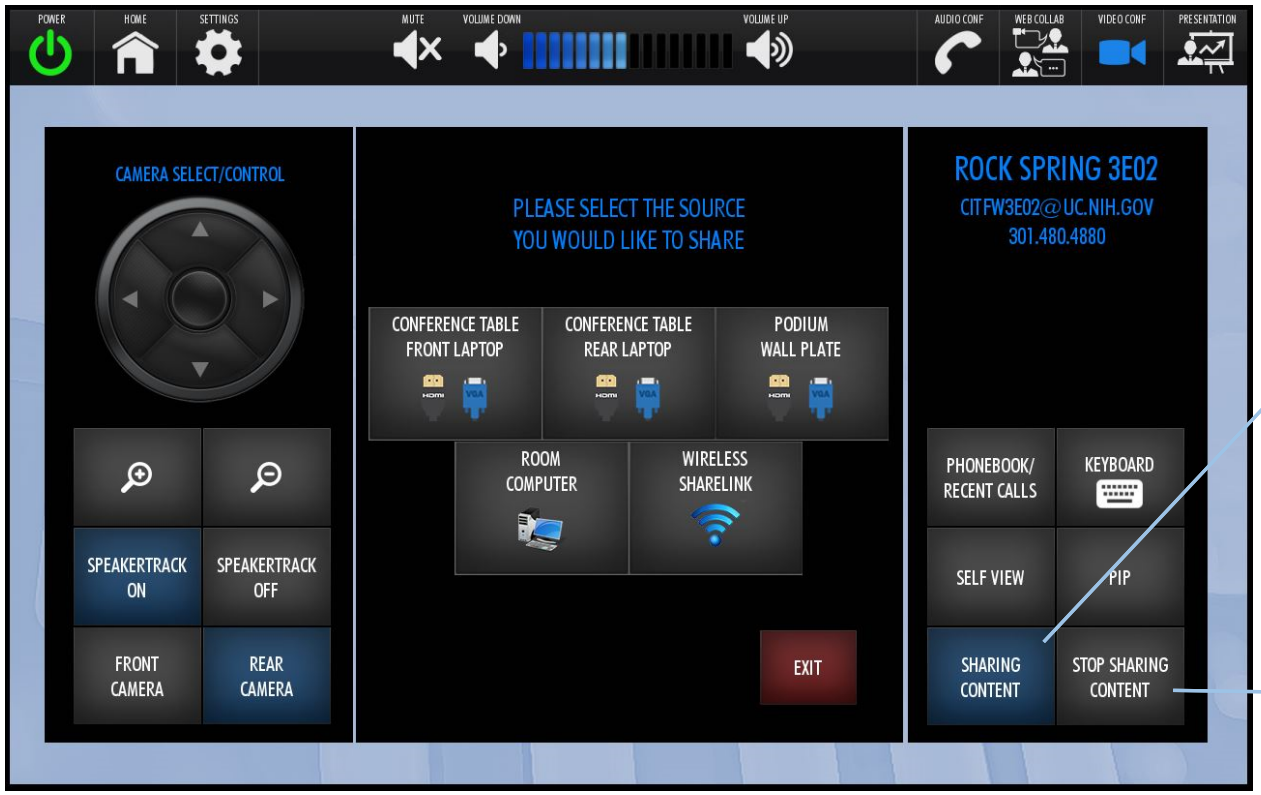
- Press END to disconnect the call

Incoming call volume can be adjusted independent of the system volume.

Pressing PRIVACY MUTE will mute the microphones in the room. Please note, microphones can be individually muted by pressing the button on the microphone.

VIDEO CONFERENCING | VTC

To chose which source to share during a video conference call, select SHARE CONTENT and then select which source to share.



Pressing SHARE CONTENT prompt the user to select from the five available sources. Once a source has been selected, the content will be visible to the far end participants

Pressing the STOP SHARING CONTENT button will turn off the content share and return the camera view to the far end participants.

VIDEO CONFERENCING | VTC

By default, the rear cameras are active and in SpeakerTrack (auto-tracking) mode when initiating a video call. This feature can be turned on and off as desired.

Turning off SpeakerTrack allows users to select front or rear camera and manually control pan, tilt and zoom functions.

Turning on SpeakerTrack overrides manual camera control and selects the rear camera.

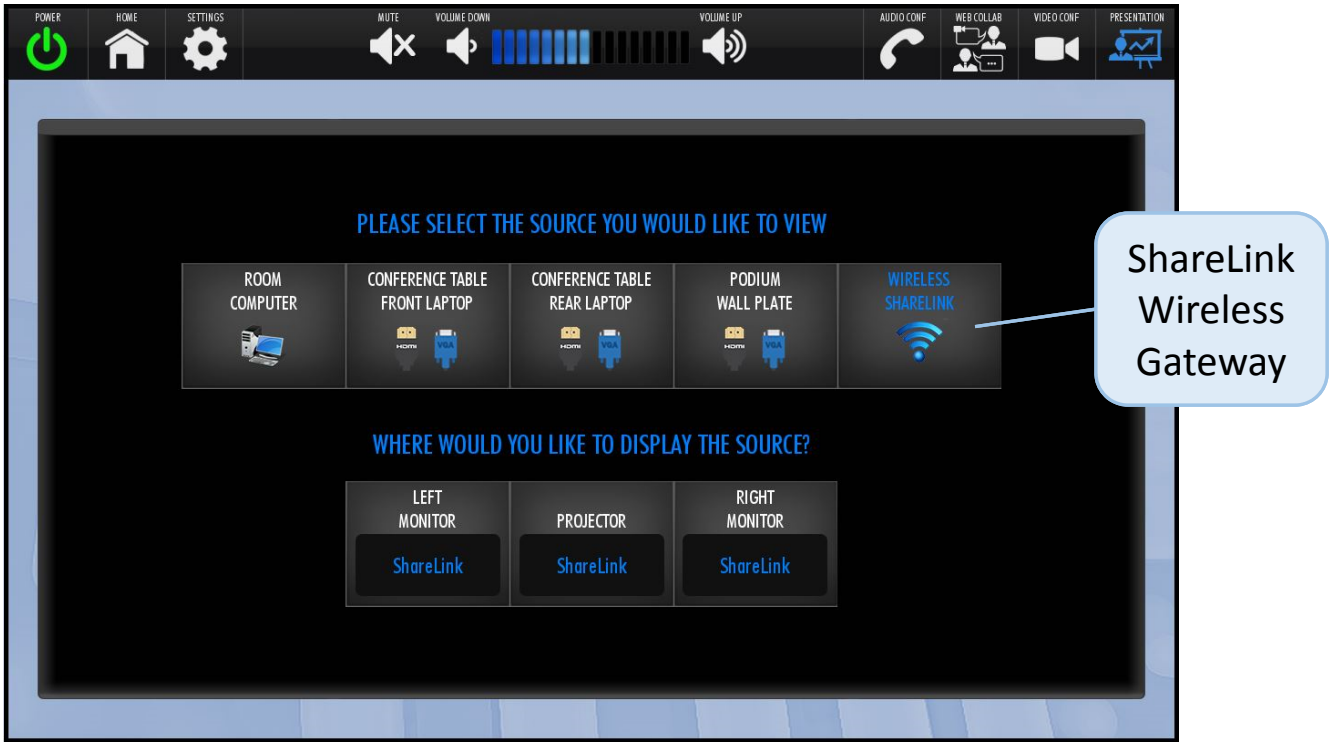
LOCAL PRESENTATION

After selecting PRESENTATION from the start page, users may choose one of sources to send to the projector.

Note: The projection screen will lower and the projector will power on when selecting PRESENTATION.

LOCAL PRESENTATION | SHARELINK

ShareLink Wireless Collaboration Gateway enables users to present content from a laptop, smartphone, or tablet to the displays in the conference room.



LOCAL PRESENTATION | SHARELINK

Connecting a Computer to the ShareLink

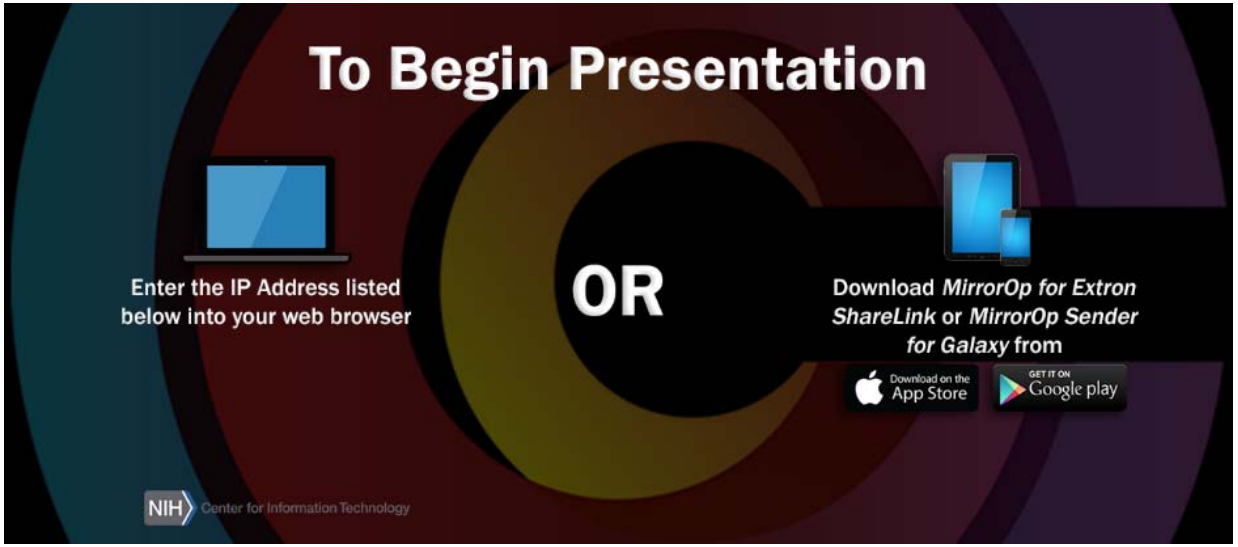
There are three ways to connect a computer to the ShareLink:

1. Wirelessly, through the ShareLink's internal wireless access point (WAP)
2. Wirelessly, through an external WAP
3. Wired through a network device

For detailed instructions and features visit
https://ucc.cit.nih.gov/UCC%20Clients/UCC%20Video/Conference%20Room%20User%20Guides/ShareLink%20User%20Guide.pdf

LOCAL PRESENTATION | SHARELINK

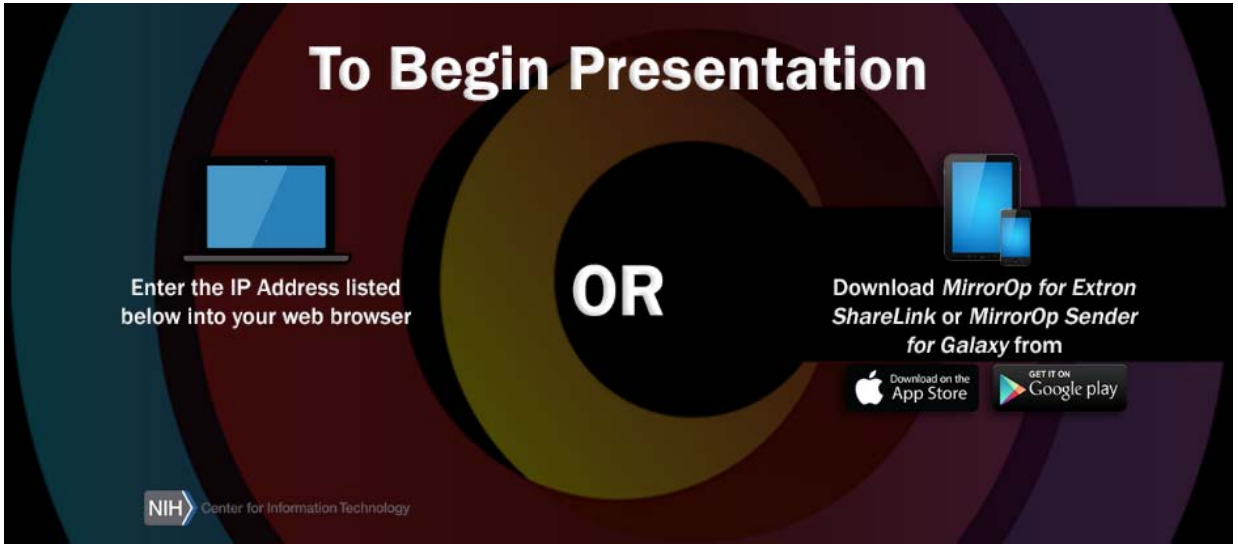
Connecting through an External WAP



1. Ensure that wireless network capability is enabled on your computer.
2. Open the wireless networks on your computer and connect to NIH-airnet or NIH-Guest-Network
3. Enter the IP address listed on the splash screen into a web browser on your computer

LOCAL PRESENTATION | SHARELINK

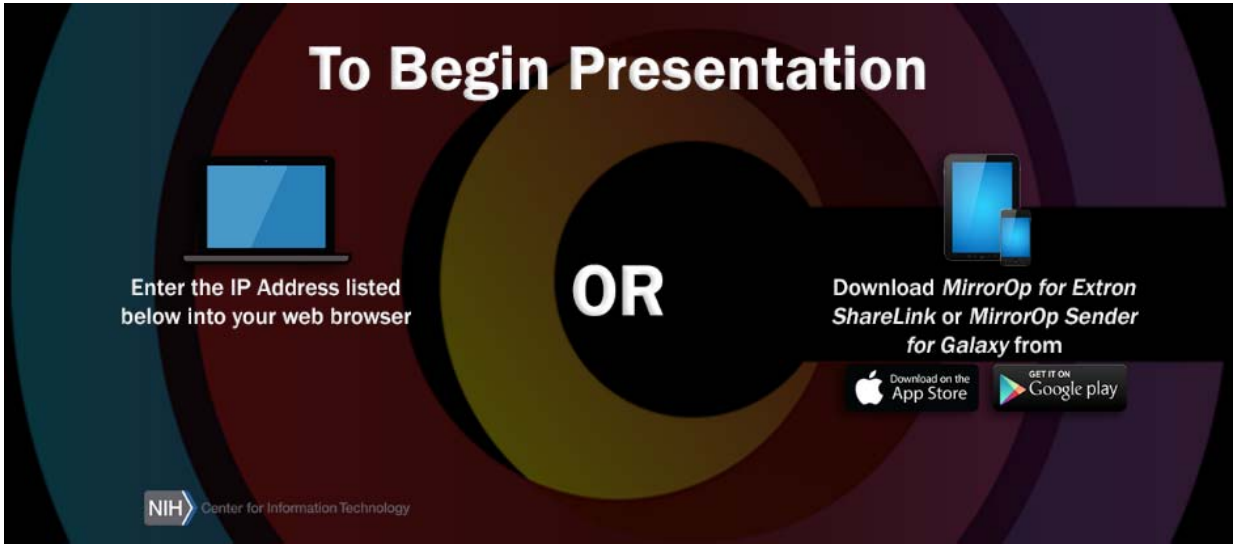
Connecting through ShareLink's internal WAP



1. Ensure that wireless network capability is enabled on your computer.
2. Open the wireless networks on your computer and connect to the ShareLink unit listed on the splash screen.
3. Enter the IP address listed on the splash screen into a web browser on your computer

LOCAL PRESENTATION | SHARELINK

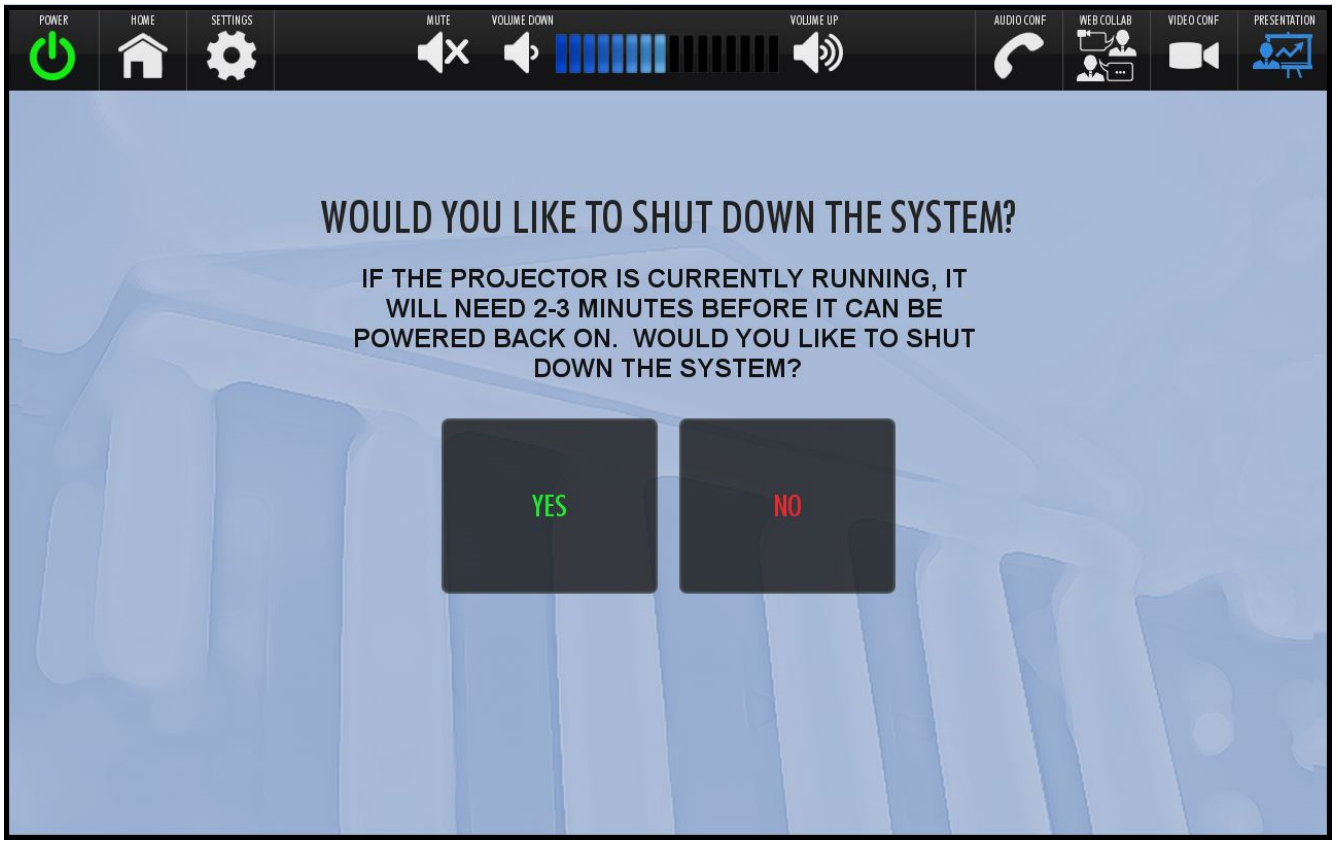
Connecting through ShareLink's internal WAP



1. Ensure that wireless network capability is enabled on your computer.
2. Open the wireless networks on your computer and connect to the ShareLink unit listed on the splash screen.
3. Enter the IP address listed on the splash screen into a web browser on your computer

ADVANCED FEATURES

Selecting SETTINGS from navigation bar toggles a pop-up allowing a user to adjust additional system features. This is intended for advanced users.

SYSTEM SHUT DOWN

Selecting POWER from navigation bar toggles a pop-up allowing a user to power on/off the system.