

AUDIO | VIDEO USER GUIDE

# ROCK SPRING 3D12 CONFERENCE ROOM SYSTEM



# A | V SYSTEM CAPABILITIES

Conference Room 3D12 is equipped to provide:

- Audio Teleconferencing
- Local Presentation – two laptop interfaces located at the front and rear of the conference table
- Web Collaboration – using the Polycom CX5000 Unified Conferencing Station
- Video Conferencing – point-to-point and multi-site

# 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>

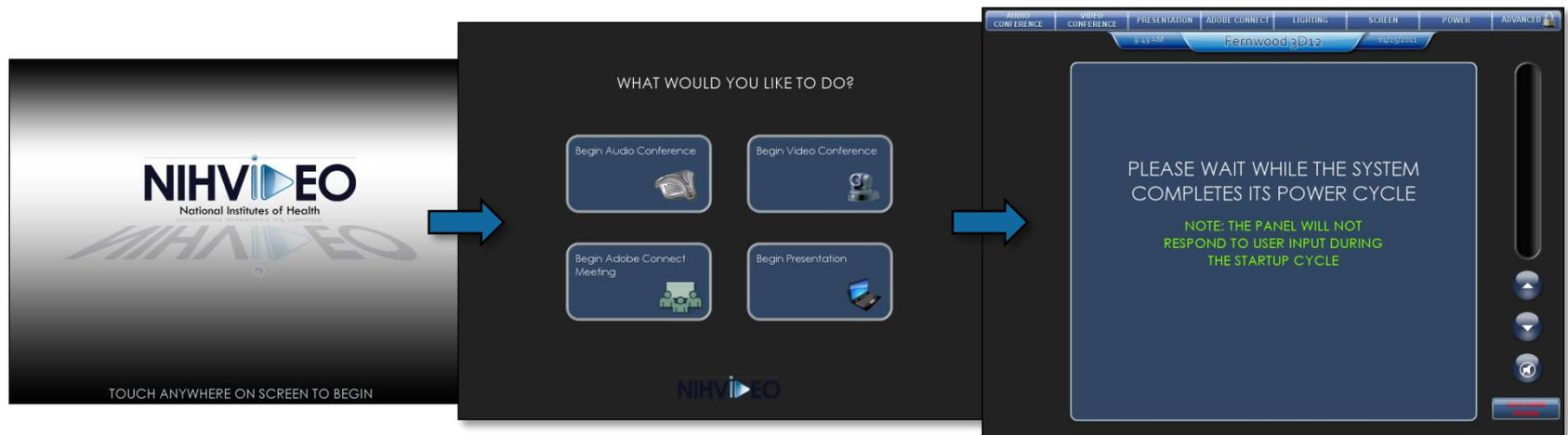
# END-USER CONSIDERATIONS

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

1. Touch anywhere on the control panel to wake it from standby mode.
2. Select “Begin Audio Conference,” “Begin Video Conference” or “Begin Presentation” from the quick start screen. *“Begin Adobe Connect” is not active function in the system. Please use the Presentation function for Web Conferencing*
  - NOTE: The panel will not respond to user input during the start-up cycle



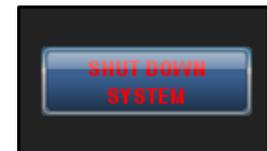
# TOUCH PANEL CONSTANTS

**Navigation** – A navigation bar appears on the top of every page, allowing users to switch between activities with the push of a single button.



**Master Volume** – A volume control appears on the right side of every page, allowing users to control the room volume without having to toggle between multiple screens.

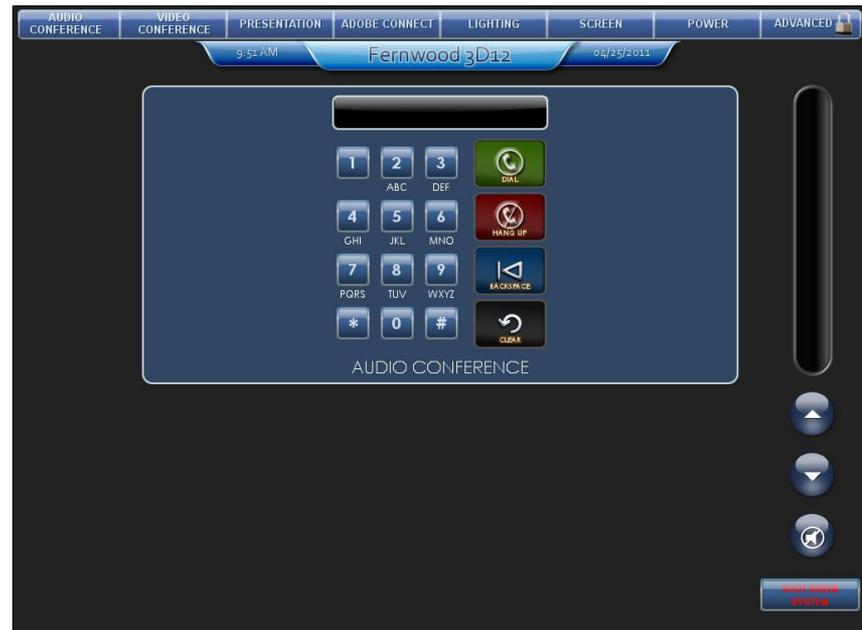
**System Shut Down** – A “Shut Down System” button appears beneath the volume control, on the bottom right corner of every page, allowing users power down the system without having to toggle between multiple screens.



# AUDIO CONFERENCING

After selecting “Begin Audio Conference” from the quick start page, customers may initiate a conference call.

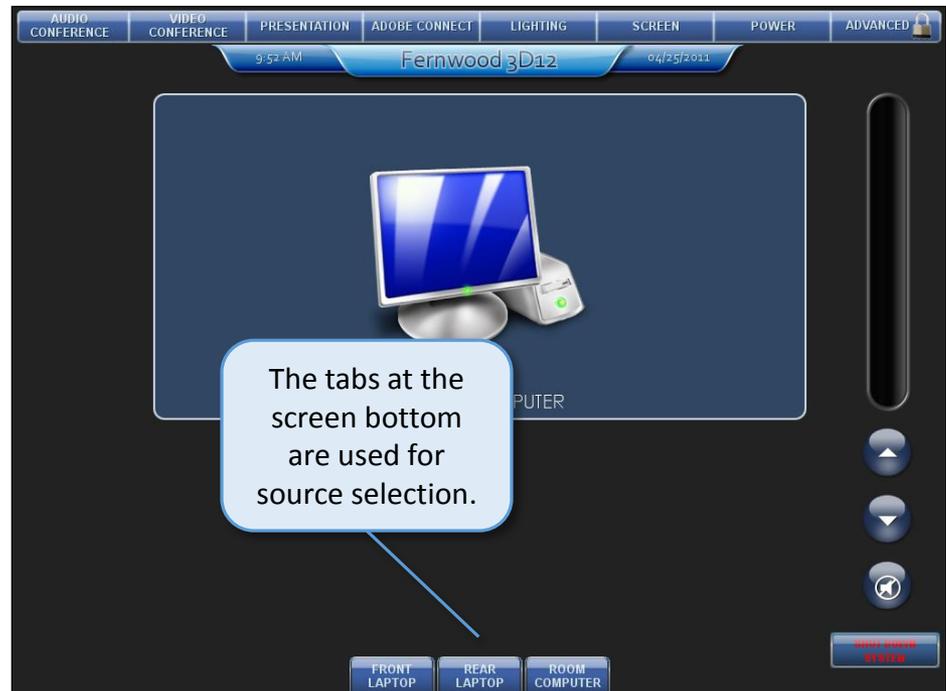
- For numbers inside NIH press “9” then enter the 10-digit number.
- For numbers outside NIH press “9”, then “1,” then enter the 10-digit number.
- Press “Dial” to connect/dial.
- To end a call, press “Hang Up” to disconnect.



# LOCAL PRESENTATION

After selecting “Begin Presentation” from the quick start page, users may choose one of four sources to send to the projector.

- Front Laptop – located in the cable cubby at the front of the conference table.
- Rear Laptop – located in the cable cubby at the rear of the conference table.
- Connect – the room computer located in the credenza in the rear of the room.



The projection screen will lower and the projector will power on when selecting “Presentation.” The default source is Room Computer

# LOCAL PRESENTATION

## Presentation Audio

- The volume is controlled by touching the “Up Arrow,” “Down Arrow” or “Mute” on the screen right of the touch panel.

## Presentation PC Screen Resolution

- For best practice, set the desktop resolution to 1024 x 768. Be sure to use the appropriate function key on your laptop to send to projector.



# LOCAL PRESENTATION

Users may connect their laptop to the system using one of the three available locations. Cables for VGA and audio, network access and power outlets are provided within the cable cubbies.

VGA Cable



Audio Cable



Network Cable



# WEB COLLABORATION | WEBEX

*USING POLYCOM CX5000*

Web Collaboration meetings use the Polycom CX5000 Unified Conferencing Station, located on top of the conference table.

After selecting “Begin Presentation” from the quick start page:

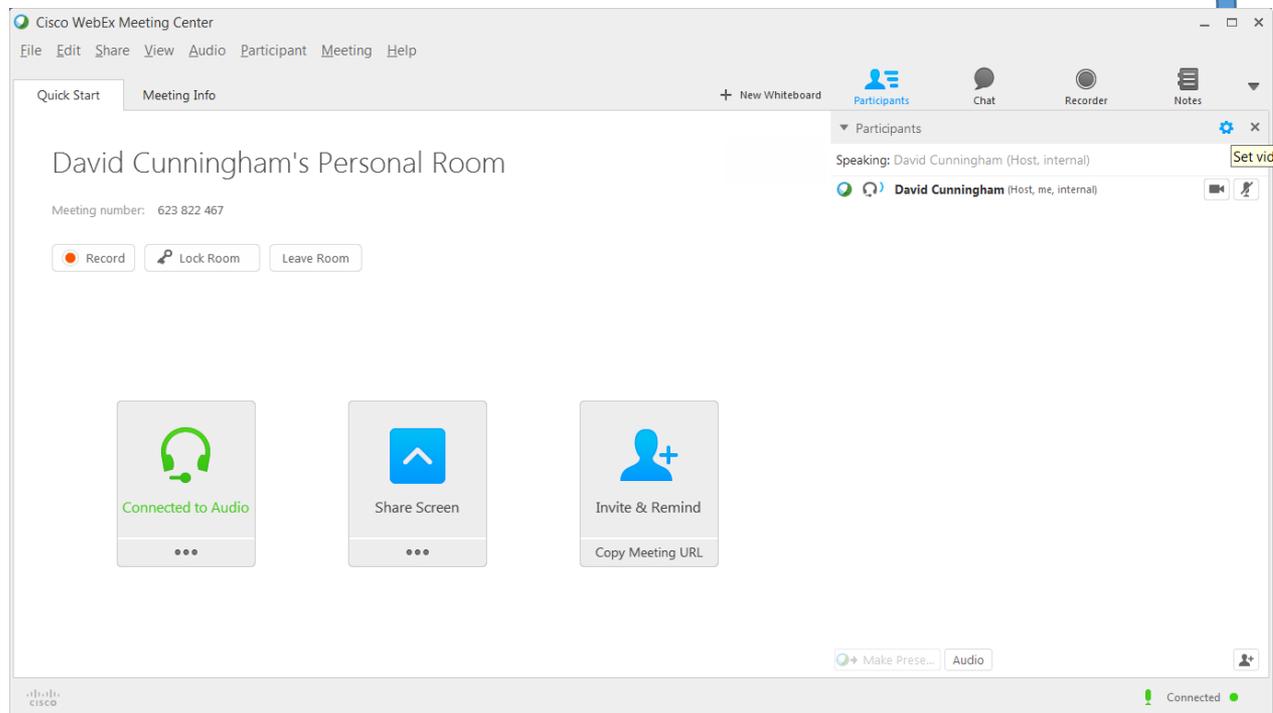
1. Connect your laptop to the REAR LAPTOP cable and plug the CX5000 USB cable to any available open USB input on your laptop.
2. Select REAR LAPTOP from the tabs at the bottom of the touch panel page
3. Log into your WebEx meeting

# WEB COLLABORATION | WEBEX

## USING POLYCOM CX5000

### Selecting the Polycom CX5500 as the Microphone and Speaker for WebEx

1. Click on the gear icon above the Participants panel

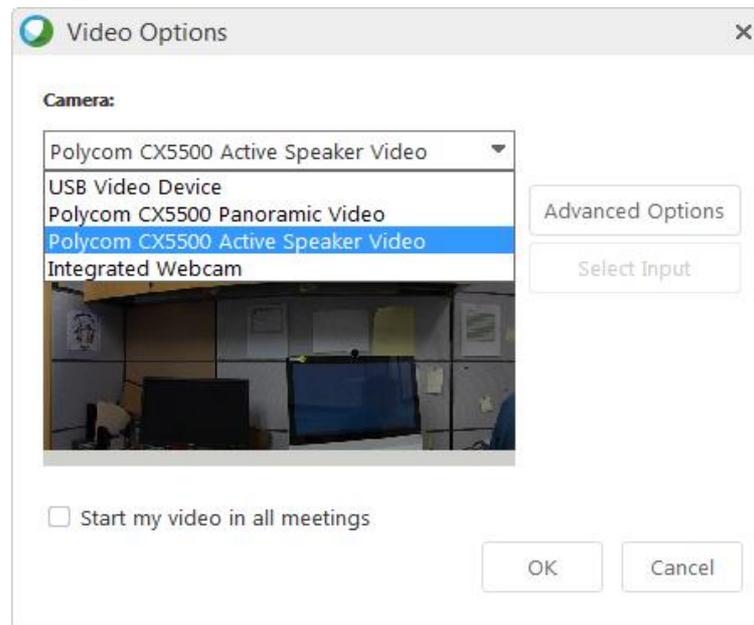


# WEB COLLABORATION | WEBEX

## USING ROOM COMPUTER

2. In the Video Options Window, select “*Polycom CX5500 Active Speaker Video*”.

**PLEASE NOTE:** WebEx can use the Active Speaker Function. **WebEx cannot use the Panoramic Video Function.** Panoramic Video can be selected, but it does not generate a panoramic view; instead it produces low quality video. This option is not recommended.



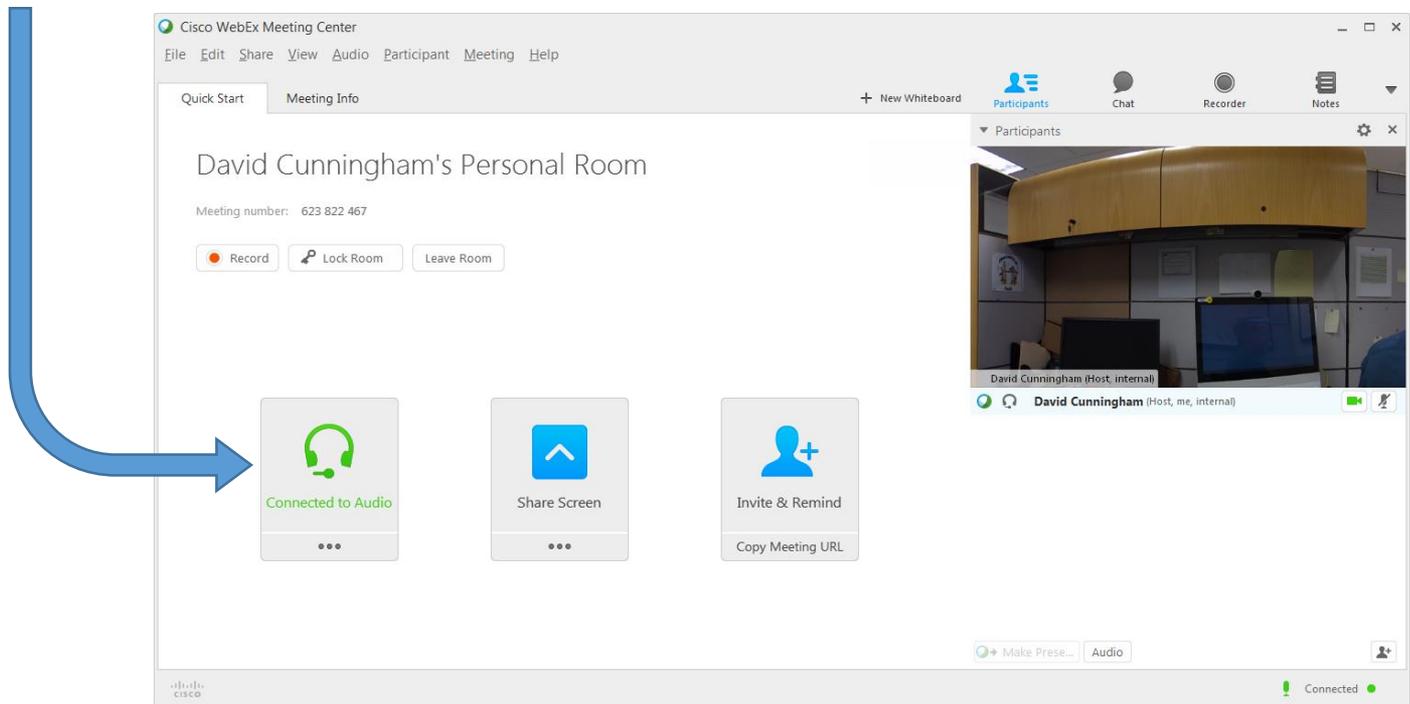
3. After selecting the proper camera, click OK. Your Polycom CX5500 is now set as your WebEx WebCam.

# WEB COLLABORATION | WEBEX

## USING ROOM COMPUTER

### Selecting the Polycom CX5500 as the Microphone and Speaker for WebEx

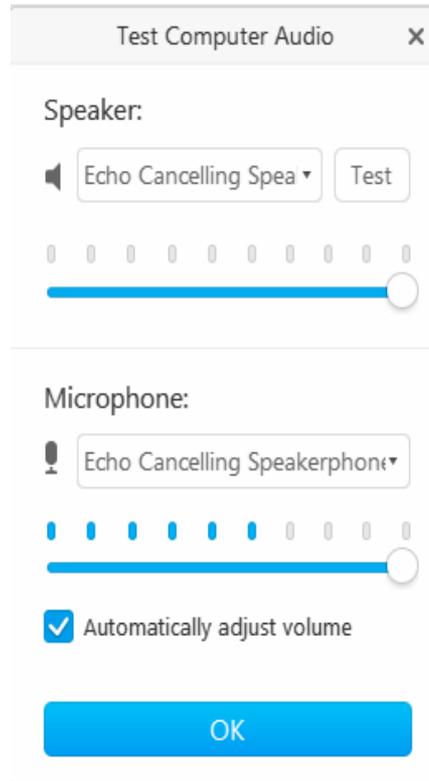
1. Click on the “Connect to Audio” button in WebEx



# WEB COLLABORATION | WEBEX

## USING ROOM COMPUTER

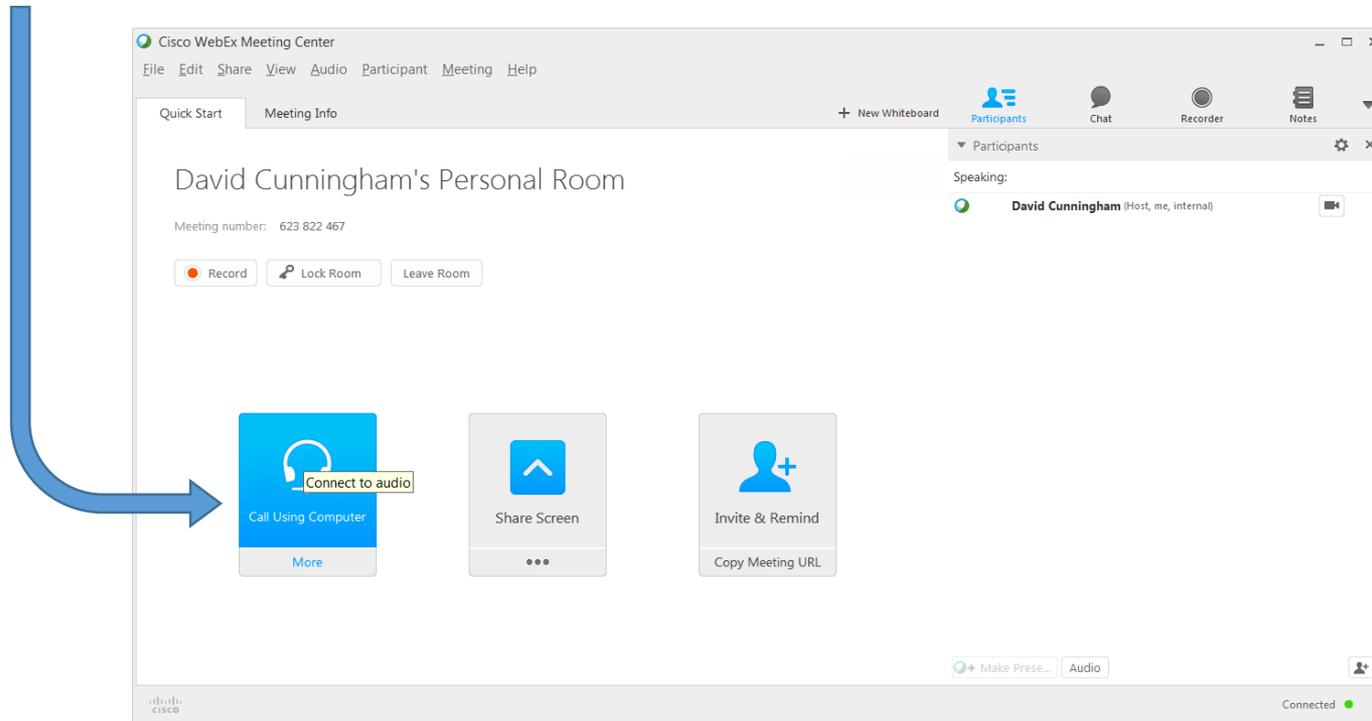
2. Make sure you select Call using computer and test your computer audio. Select the Polycom Echo Canceling Speakerphone for both the speaker and microphone. These options can be selected at the same time.
3. Click OK



# WEB COLLABORATION | WEBEX

## USING ROOM COMPUTER

4. Click on Call Using Computer. Your WebEx session will use the Polycom Speakerphone for its audio source and output.



# VIDEO CONFERENCING | VTC

After selecting “Begin Video Conference” from the quick start page, the user will be prompted to enter a password. ***Please contact Room Support in advance if assistance with meeting set-up is needed.*** Once entered, the projection screen will lower and the projector will power on.

The VTC page offers users the following functionality:

- Initiate & terminate a video call
- Control volume and privacy mute
- Camera control
- Picture-In-Picture feature
- Phonebook/Directory

Press the “SELECT” button to choose which camera to use.

The selected camera will be listed in the “Active Camera” window.



# VIDEO CONFERENCING | VTC

Users can select various sources to share with the far end by first pressing the "PRESENTATION" button, then selecting the appropriate source from the pop-up menu. The selection will appear in the "Active Source" window as confirmation

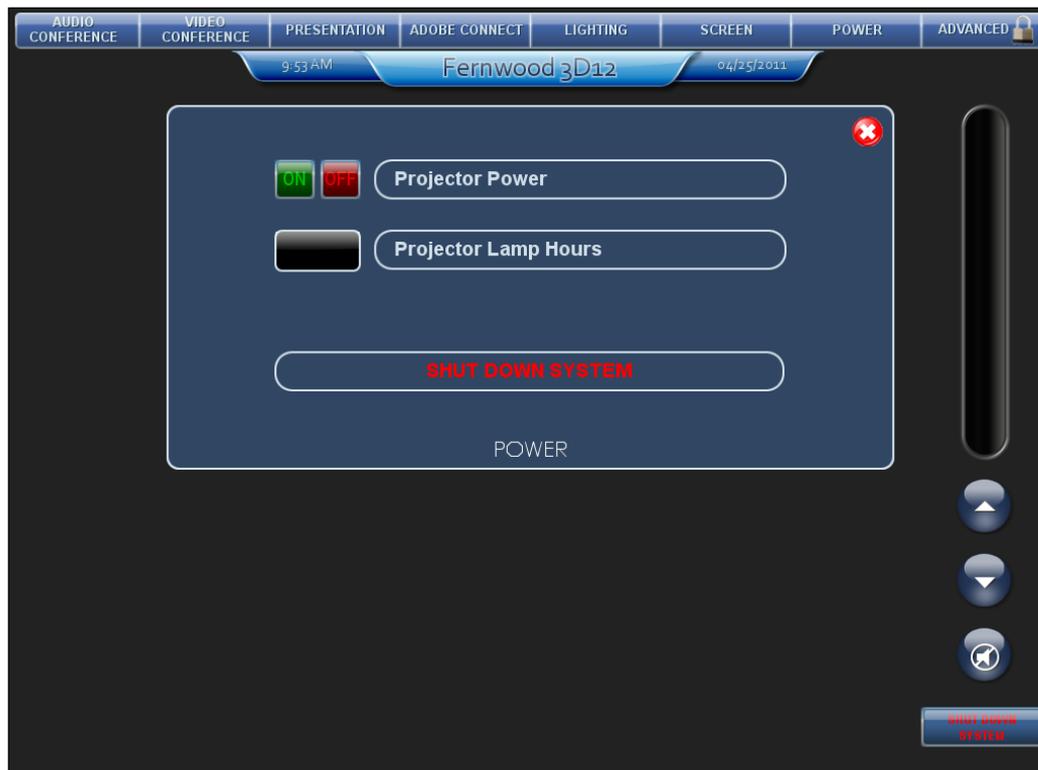


Provides control of the incoming call volume and offers users a "privacy mute"

Select to begin or end a video conference

# POWER OPTIONS

Selecting “Power” from navigation bar toggles a pop-up allowing a user to power on/off system devices, as well as providing power status of those devices.



# SYSTEM SHUT DOWN

Touching the “Shut Down System” button toggles a pop-up with a checklist of items that require user interaction.

Selecting the “Power Down System” button prompts the user to choose if they want to proceed with system shut down.

- Selecting “Yes” raises the projection screen and powers the system off.
- Selecting “No” returns the user to the previous page.

