

Welcome to the Teleconferencing Centers for the Diocese of Olympia

The following are basic instructions on using the system. With this system it is possible to connect between two sites (point to point) or multiple sites simultaneously (bridge). If you wish to connect to multiple systems, submit a conference request at <http://www.ecww.org/request-reserve-conference-room> at least 24 hours in advance.

There are 2 Remotes. These should be in the teleconference room or in the church office.

		
<p>Projector Control Remote</p>		<p>Cisco Codec Control Remote</p>

To begin:

- 1) Lower screen, pulling down all the way.
- 2) Turn on projector: Point Projector Control Remote at projector on ceiling. Press “ON” button (Upper left). Note the projector light change.

		
<p>Projector lights when “Off”</p>		<p>Projector lights when “On”</p>

**Note: Once the projector is on, no other Projector Control Remote buttons need to be pressed. If, however, after powerup you are getting no video image, press the “HDMI” button on the Projector Control Remote. Never press the “Video” button.**

- 3) Bring Microphone onto table near you. It can be turned on from either the button on the mic pad or through the Cisco Codec Control Remote using the  button.

- 4) Press the  button to connect to the codec.

Using the Cisco, Codec system:

When making selections using the Cisco remote, the various menu buttons have images on them and are arranged in a circle around the arrow buttons. The selection to be chosen within a given menu will display on the screen and will be highlighted on its left side by a light brown bar. Please do not use top row of small buttons on remote. When using the remote, point at the camera, not the codec box.

To make call

- 1) Press the  on the Cisco Remote. Use the  arrow keys in the center to go to Contacts->Which Site->Call, select the site you wish to call and press the center button. This will connect you to your requested caller.
- 2) You can control the positioning of your camera with the  arrow keys
- 3) The speaker volume with the  button.
- 4) The pan/zoom with the  .
- 5) The images control is the  button.

To project laptop image on screen,

- 1) **FIRST boot up laptop.**
- 2) After laptop is booted, plug in VGA cable from Codec into the computer VGA port. If you need audio from the computer, plug the audio connector on the VGA cable into the speaker port on the computer.
- 3) On Cisco remote, press  . (If no signal, choose the external monitor setting on the laptop, usually the [Fn + F8] buttons. This will send a signal to the codec)

To end the teleconference call session, press the  button. If you have been

projecting a laptop image, disconnect with the  button before disconnecting the VGA cable. Then on the Projector Control remote, press the “Standby” button twice. This will turn everything off.