

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 is 1 remote and a touch panel. These should be in the teleconference room.

	
<p>Projector Control Remote</p>	<p>Touch Panel</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.

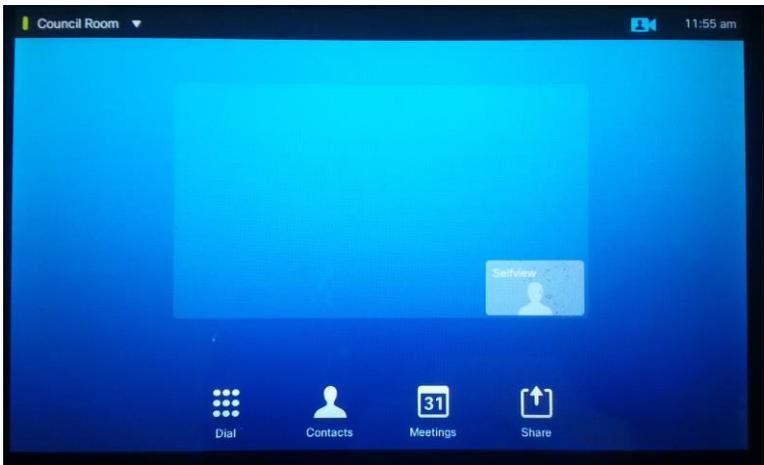
	
<p>Projector lights when “Off”</p>	<p>Projector lights when “On”</p>

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**

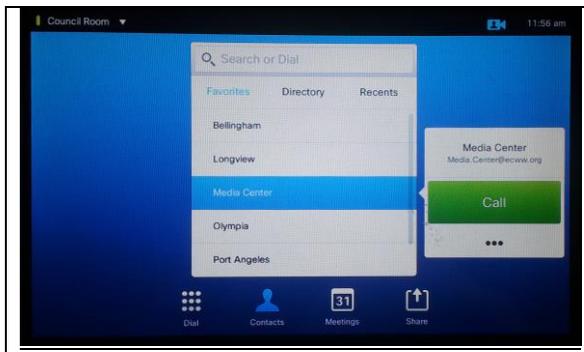
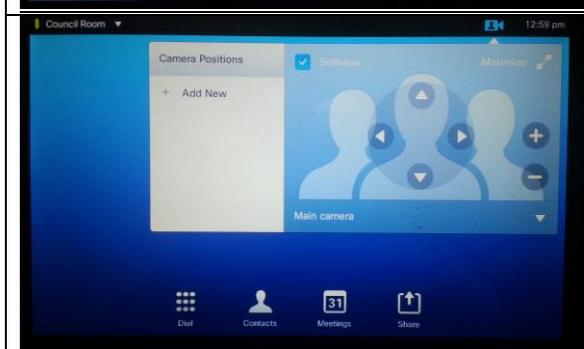


The Touch Panel is a touch-based graphical interface to the video conference controls. The panel is always connected though it may be in a hibernation mode. Tapping the display will wake it up.

	<p>Control Features, starting in the upper left they are:</p> <ol style="list-style-type: none"> 1) General dropdown menu 2) Camera Control 3) Time <p>Bottom screen buttons of importance</p> <ol style="list-style-type: none"> 4) Contacts 5) Share <p>Mic and volume controls are on right side of display</p>
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Using the Cisco Codec system (Touch Panel):

	<p>Panel 1 Tapping on the Contact graphic will show this page. All endpoints are in the Favorites section, not the Directory. Tapping on the end point will bring up a connection box. Tap the Call bar to connect. To close the call, see panel 2 below. Under no circumstances should you ever select the edit or remove from favorites buttons.</p>
	<p>Panel 2 This panel allows you to connect a presentation, add or remove participants and end the call. You can add a maximum of 3 participants (4 in total). Press the red End button to close the call. If multiple endpoints are called, all must be closed. One “end” does not close all.</p>
	<p>Panel 3 Tapping on the “Council Room” will display this menu. Pressing “Standby” will put the system into sleep mode. Note this option is disabled until all of the calls have ended and/or the presentations disconnected. Pressing Standby is the last thing to do before turning off the projector. Do not touch settings button.</p>
	<p>Panel 4 Tapping on the Camera Control graphic brings up the camera control window. Here you can control the camera position, pan, zoom and switch between cameras. Tapping on the panel outside of this window will close the window.</p>

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) Tap on the Share button. (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, Navigate to the image in Panel 3 and press end. If you have been projecting a laptop image, press the Stop Presentation button to disconnect before disconnecting the VGA cable. Press the Power Button on the upper left of the Touch Panel to put into standby mode. Then on the Projector Control remote, press the “Standby” button twice. This will turn everything off.

When finished, carefully coil up the VGA cable, mic cable and touch panel cable and place them on or next to the cabinet where you found them.

In case of panic – 206-719-3843

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