

Videoconferencing in Room 500

(Using the Tandberg, as opposed to holding an Access Grid session.)

You need keys to open CAS 500, the rack, and the equipment cabinet in 500. You also need an account on cism-ag-video.bu.edu (windows machine). Dave or Jeff can set one up.

1) Physical Setup

- Open the equipment cabinet, and pull out and set up the LCD monitor, the keyboard, and mouse. Log in to the computer. (If you do not see a Windows login screen, type <Ctrl><Ctrl>a<Return> to switch to the Windows machine. If someone else is logged in, log them out.)
- The remote controls for the camera, projector, and Tandberg are in the cabinet. To control the camera, Select camera '3' as the videoconference camera is the #3 camera. To control the projector (and only the main projector), stand in front of it and shield the other two projectors with your hand.
- Bring down the main screen, turn on the main projector, and select the 'S-Video' input.
- If you want to use the phone, plug it into the lower left jack. The number is 358-2020.
- In the equipment rack, choose 'VC' on the 500 video switch box. (You should now see the Tandberg on the main screen, although you may need to push a button on the remote to wake it up.)
- Set up some microphones. There are three wired mikes from each corner cabinet. You do not need more than one for every couple of people. These mikes only work for people seated at a table – use the wireless mike if someone is standing.

2) Audio Controller Setup

On the Windows machine, double-click the G-Ware icon to start the software. Choose 'Open' and open the site file containing 'VideoConference Only'. Then choose 'connect' from the menu, and choose from 'Document'. You should receive the message 'Connection to Site Successful.' (If not, get help.)

The G-ware software allows you to enable/disable the mikes or the speakers, adjust the volume of the mikes, and has a button in the upper right (a barred circle) which allows you to mute everything in case of trouble.

3) Making the Call

- Choose 'directory' with the remote, select the site, and hit 'connect'.
- To disconnect just hit the 'disconnect' button.

4) Tearing down

- Close G-ware and log off the Windows machine. Put away the mikes, keyboard, mouse, and LCD. Turn off the projector, and raise the screen. Put all three remotes in the cabinet.
- Select 'laptop' on the CAS 500 video switcher. **This is important.**
- Lock the cabinets. Turn off the lights. Lock and deadbolt the door.