# Using Video or Audio Conferencing at TAB 200C

## Getting Started

1. Locate the black Creston control panel on the table.
2. Touch the control panel if necessary to wake it up.
3. On the list of program sources on the left, select *Video Conf*.
4. After a brief warm up cycle, the television screen displays the *Call Screen* which will be used for connecting to a video conference.

## Connecting to a Video Conference (Direct Dialing or Dialing via the Bridge)

1. Touch the *Keypad Dialing* button at the bottom of the control panel.
2. Use the QWERTY keypad to dial the remote participant’s email address OR enter the conference ID for the bridge (e.g., `7771@tufts.edu`). You **must** clear any previous entry before typing your address.
3. Press *Dial Entry* on the control panel when finished entering the address.
   a. If your conference requires a PIN code, **first** touch the back button on the control panel to remove the video conference home screen.
   b. Then, enter the PIN code for your conference using the *Numeric DTMF* button at the bottom of the control panel.
4. You will then be connected to your conference. Remote participants who are currently connected will be displayed on the screen.
5. Touch *Hangup* on the control panel when your video conference is complete.

## Connecting to a Video Conference (Directory Search)

1. Press the *Phone Book* button on the handheld Cisco remote control (located on the media cabinet by default).
2. Using the provided search box, enter the name or location for the endpoint that you wish to call.
   a. Numbers and letters **must** be entered like a flip phone (e.g., press the number 2 key three times to result in the letter C …wait a few seconds before entering a letter or number on the same button.)
   b. Use the arrow keys on the handheld Cisco remote control to navigate through a list of names or locations.
3. Press the *green phone button* after selecting the correct name or location.

## Answering a Video Conference Call

To answer a participant calling into your conference, touch the *Yes* button on the black control panel. An audio prompt will also signal an incoming call.

## Helpful Information

1. A participant can connect to this video conference system by calling `tab200c@tufts.edu`. This video address is accessible internally and externally provided that the attendants are using the H.323 protocol.
2. If you intend to connect with more than two endpoints (the room counts as an endpoint), you must use a bridge. Please write to `it@tufts.edu` and work with a member of TTS to help facilitate this conference. It is helpful to have advanced notice in order to ensure all proper testing can be done before the actual date.

## Content Sharing

During a video conference, you may want to share content with the remote participants so that they can view a presentation just as if they were in the room.

1. On the Video Conference program source, touch the *Content Sharing* button at the bottom.
2. Select a source to share using the two choices provided (e.g., Laptop or Clickshare).
   **NOTE:** See the supporting documentation for instructions on setting up a Laptop or Clickshare connection.
3. Touch *Start Content* on the control panel when you’re ready to share the selected source with the remote participants. Local participants will see the selected content on the monitor.
4. When finished with the presentation, touch *Stop Content* for the remote participants to see the classroom again.
5. Touch *Main Controls* at the base of the control panel to return to the Video Conf homepage.
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**Camera Controls**

1. To control far end and near end cameras, touch the **Camera Controls** button at the bottom of the control panel.
2. Select which camera to adjust at the top of the screen.
   a. **Near Camera** = TAB 200C camera
   b. **Far Camera** = remote camera
   NOTE: You can always control the near end camera. However, the control of the far end camera is dependent on its make and model.
3. Use the arrows on the control panel to pan or tilt the camera as necessary.
4. You may also zoom in or out with the camera using the designated buttons.

**Audio Conference (Dialing In)**

TAB 200C also supports audio conference abilities during a video conference. If a participant can only join the conference using audio technology, provide the individual with the phone number (617-627-4199) for the room so that he or she may dial into your video conference.

1. Accept the phone call.
2. The participant will join the conference. He or she may interact by listening or speaking.

**Audio Conference (Dialing Out)**

To dial out to a person or an audio bridge,

1. Touch the **Audio Conf** button listed in the program sources on the black control panel.
2. Dial the number you are calling followed by any required access codes (remember to dial 9 for an outside call).

   NOTE: Audio Conference dialing works just like any other telephone call from your office. To adjust the volume of the remote participants, use the appropriate arrow keys on the control panel in the section labeled **Far End Volume**.

**Final Tips**

It is always better to plan in advance. If possible, try to work with one of the TTS support team members by writing to it@tufts.edu before attempting to video conference with another site for the first time.

To shut down the system, please press the power symbol at the top right corner of the control panel.

**Additional Information**

**Microphone Mute** – The microphones hanging from the ceiling will pick up any audio from TAB 200C. To mute these microphones, touch the **Privacy** button at the top right corner of the touch screen (depicted by a microphone icon). This will prevent any audio being heard by the remote sites.

**Number Keypad** – The number keypad on the handheld Cisco remote control uses technology similar to flip phones. For example, ABC can be found on the number 2. To input the letter A, press the number 2 once. To input the letter C, press the number 2 three times quickly. The other letters can be inputted similarly by their respective number on the keypad.

**Keypad Dialing** – You may enter letters and numbers using the Keypad Dialing screen on the black control panel. Any text entered using this method will not be displayed on the monitor.