

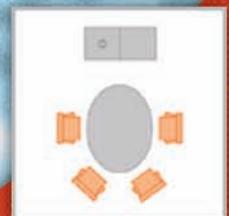


University of  
Connecticut

School of Engineering

# VIDEO CONFERENCING SYSTEM

**INSTRUCTION MANUAL**



# University of Connecticut Video Conferencing

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## *Information*

*System:* Tandberg 6000 MXP

*Run:* Over IP (H.323)

*IP Address:* 137.99.8.150

*Firewalls:* None

*Location:* ITE, room 360  
(860) 486-1793

## *Remote Site Information required to book a video conference:*

- System type (brand and model number);
- System IP address;
- Is the System behind firewall? Yes/No
- If yes, Gate Keepers IP address and system alias IP; and
- Technical Support contact information.

## *Contacts:*

**Technical contact:** Lili He  
(860) 486-4058  
lili@enr.uconn.edu

**To book equipment:** Noreen Wall  
(860) 486-5394  
noreen@enr.uconn.edu

# Tandberg 6000

## Instruction Manual for VRVS Included

### General

The Tandberg 6000 apparatus is a videoconferencing system that allows you to not only hear but also see colleagues at remote locations for planned meetings. The Tandberg system includes two large screens, a processor, and a remote control. The following instructions pertain to the handheld remote control unit.

### 1. To Place and Disconnect Video Calls

**TIP:** Use the “**X Cancel**” key to backspace.

To make point-to-point calls:

- Press the “**Directory**”  (see 7. Modifying the Directory).
- Using the *directional arrow keys*, highlight the name of the person or location you wish to connect with.
- Press “**Connect.**”

OR

- Press “**Connect.**”
- Enter the number (IP address, such as 137.998.8\*) using the **keypad**.
- Press “**Connect**” again.

To make a multi-site call during a point-to-point call (See item 8 for layouts):

- Press the “**Directory.**” 
- Using the *directional arrow keys*, highlight the name of the person or location you wish to connect with.
- Press “**Connect.**”

OR

- Press “**Connect.**”
- Enter the number (IP address, such as 137.998.8\*) using the **keypad**.
- Press “**Connect**” again.

To disconnect one participant:

- Press the “**Disconnect**” button. 
- Using the *directional arrow keys*, highlight the desired site to disconnect.
- Press the “**OK/Menu**” button.

To disconnect all participants:

- Press “**Disconnect**” twice. 

To end a call:

- The prompt will ask whether you want to “Disconnect” or “Cancel.”
- Press “**Disconnect**” twice to end the call. 



## 2. To Receive Inbound Calls

For incoming calls, the system is normally set to auto-answer and **Mic On + Off**. With these settings, the system will automatically accept the call by default.

- Note that “Mic-Off” means your microphone will be inactive at the start. This standard setting protects your privacy until you wish to be heard by others.

If the system is set to “**Manual Answer**,” you will be prompted to “Accept” or “Deny” the call. Use the *directional arrow keys* to select your option and press “**OK**.”

## 3. To Adjust the Camera

The camera is located atop the two video screens. It can be manipulated to enhance the visual display.

- To alter the camera angle, use the *directional arrow keys* to adjust the view.
- To zoom in and out on subjects viewed by the camera, press the “**Zoom +/-**” button.



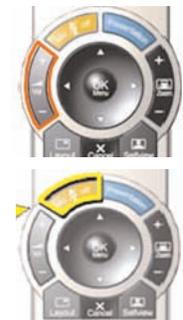
## 4. To Adjust the Audio

To **adjust the volume** levels:

- Press the “**Vol +/-**” key as appropriate.

To turn the **microphone on** or **off** during a call:

- During a call, press the “**Mic Off**” to turn the microphone off or on.
- During a point-to-point call, the far side will get a message of “Microphone OFF at other side” whenever you mute the microphone.



## 5. To Show Presentations Stored on your Laptop

- Connect your laptop to the Tandberg system using the special cable stored in the unit’s processor (beneath the video screens). On the front of the unit is a black Lucite door. Open the door and locate the PC Presenter slot in the lower portion of the processor. The slot has instructions, “Connect VGA cable from PC to connector on this panel. VGA-cable available in the drawer.”
- Link the other end of the cable to your laptop and press the **Fn** and **F8** keys simultaneously on your laptop keyboard.

### Automatic Mode

- Press the “**Presentation**” button to launch an in-call view of your last selected source (the video from this source will be displayed to the remote locations).
- Press the “**Presentation**” button on the screen to end a presentation.
- On your laptop keyboard, press the **Fn** and **F8** keys simultaneously to exit.



*Item 5 continued on next page.*

Item 5 continued.

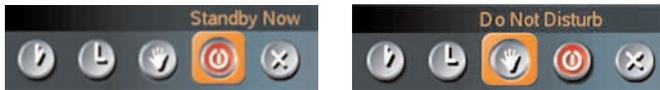
## Manual Mode

- Press and hold the “**Presentation**” button (a main video screen will appear listing video sources).
- Using the arrow keys, highlight the desired source and press “**OK**.”

## 6. To Use “Standby” and “Do Not Disturb”

These options can be used to show local-only presentations without interruption from the outside. Activate either the “**Standby Now**” or “**Do Not Disturb**” modes *when not in an active call*.

- Press the “**Disconnect**” key. 
- Use the “**Standby Now**” button to black out your monitors.
- Press the “**Do Not Disturb**” button when you wish to ensure your presentation is not disrupted by calls ringing in from the outside. “**Do Not Disturb**” places the system in a *busy* mode.
  - To disable “**Do Not Disturb**” and permit incoming calls, press any key on the remote.
  - To disable “**Do Not Disturb**,” permit incoming calls and end your multi-site call, press the “**Disconnect**” key. 



## 7. To Modify the Directory

- Press the “**Directory**” button. 
- Use the *directional arrow keys* to move the cursor to the left menu.
- Use the bottom arrow key or scroll down and select the third icon, labeled “**New**.”
- Press the “**OK**” button.
- Type in the information specific to that person or location.
- Use the *directional arrow keys* to position the cursor on the “**OK**” icon on-screen, and press the “**OK**” button.



## 8. Multi-Site Video Layouts (During a Call)



During multi-site calls, various options are available for viewing participants at off-site locations.

You may set the visual display during a call by selecting **MultiSite Services** and clicking on the sixth icon from the left (next to a wrench icon). Another set of options appears: select **“Layout.”**

The video options include:

- **“Auto Split”** – under this default setting, the system chooses the best screen layout given the number of sites, using the Intelligent Call Manager.
- **“4 Split”** – four participant sites are split into four equal quarters of the display screen area.
- **“5+1 Split”** – under this option, the participants speaking appear in a large cell, while the five non-speaking participants are pictured in small cells to the right of and beneath the main cell.
- **“Voice Switched”** – under this option, the location that is speaking is the only site viewed by all participants.



**‘4 split’**



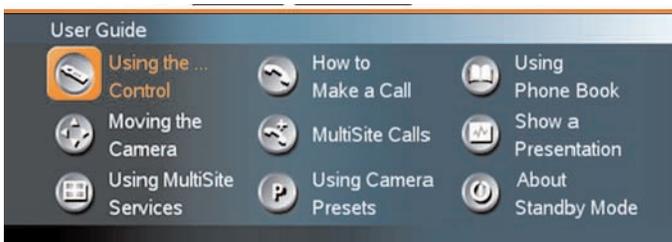
**‘5+1’ split**

## 9. To Get Help

At any time, you can always go from the main menu to TANDBERG’s **User Guide** and select from a variety of topics to get explanations and other “how-to” description.

To retrieve the User Guide:

- Press the **“OK/Menu”** button and select **“Control Panel.”**
- Select **“User Guide.”**



# VRVS User Guide

VRVS, or *Virtual Room Videoconferencing System*, is a web-oriented system for videoconferencing and collaborative work over IP networks. This instruction manual is intended as an introductory instruction for first-time and novice users.

## 1. To Register and Log In

In an Internet mode:

- Call up the website [www.vrvs.org](http://www.vrvs.org).
- Click on **Register**, located in the top banner. A profile page will appear.
- Complete the registration page, filling in your login, password and other fields.
- At *Community*, click on “SET.” A new screen will appear: press “Select.”
- For *Location – Time Zone*, select “North America” and “New York.”
- Click “Submit.”

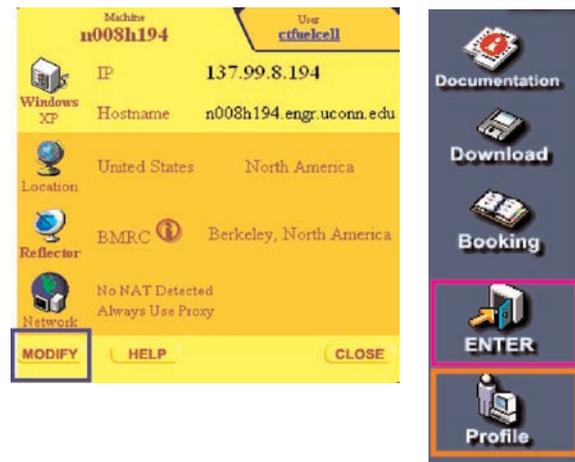


Note: once you have registered, you will receive your registration access number via e-mail. You must use this unique identifier each time you enter the site.

## 2. To Set Up a Reflector and Enter the Virtual Room

A reflector is a remote host that allows multiple users to connect to the virtual room using a special IP tunnel address.

- After logging in, click “**Profile**.” On this screen, you can set up or modify the reflector.
- Click on “Machine” in the upper right of your screen, then select **Modify**.
- A new screen will appear: select “North America” on the pull-down menu for the *World Region*. Then select “U.S.” from the *Country* menu.
- On the *Reflector* menu, select “BMRC, Berkeley, North America.”
- Select “Always Use NAT Proxy.”
- Click on Submit once you selected the reflector.
- Press “Close.”
- Click on “**Enter**” to proceed to the virtual room previously reserved (please refer to 7. **Book a Virtual Room**).



### 3. To Install MBone Tools and VRVS Proxy

#### 3a. First-time Users

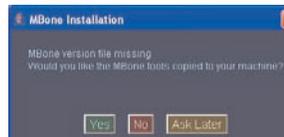
MBone is a virtual network used for group communication via multi-cast.

- Click on “Enter.” A screen appears showing Virtual Rooms reserved for meetings. Use the arrow keys to select your booked room.
- On the new screen, click on **Connect MBone Tools via Proxy**. An MBone Installation window will pop up with a prompt asking whether you wish to copy the MBone tools to your machine.
- Click “**Yes**.” A Proxy Installation window will pop up, asking whether you wish to copy the VRVS Proxy to your machine.
- Click “**Yes**.”

\*Do not exit the VRVS Proxy screen if it appears.

#### 3b. Returning Users

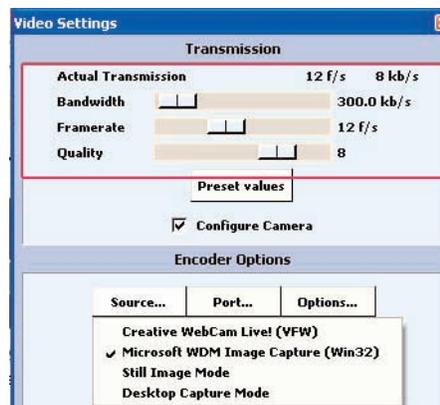
- Select **MBone Tools via Proxy**.
- To disconnect, press “Disconnect MBone.”



### 4. To Adjust Video Settings

The camera is installed on top of the video screens.

- Connect the web camera. A screen will pop up with various options.
- Check the **Display** and **Transmit** options.
- On the same screen, click on **Settings**. A Video Settings screen will appear.
- In the lower half of the screen, you will see “Encoder Options.” Click on **Microsoft WDM Image Capture (Win 32)**.
- In the upper portion of the Video Settings screen, you may adjust the **Bandwidth**, **Framerate** and **Quality**.
- Press “Save Settings.”



## 5. To Adjust Audio Settings

The menu screen “RAT: [meeting room name]” appears.

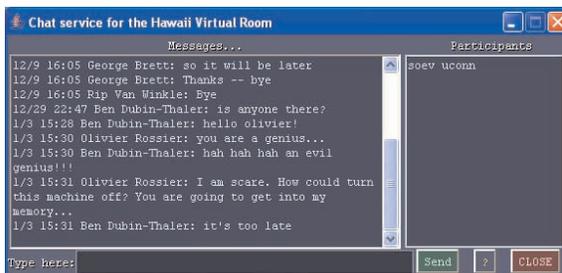
- To hear a conversation conducted at a remote site, select “**Listen.**”
- To transmit your conversation to a remote location, select “**Talk.**”
- Adjust the volume as you desire.

It is inadvisable to use the echo suppression under Settings: it may block voices from the near end.



## 6. To Chat in the Message Board

A small screen “Chat Service for the [room name]” appears. Messages may be typed directly into the “Type here” portion of the screen. To transmit them, press “Send.”



## 7. To Book a Virtual Room

Reserve the Virtual Room in advance of the meeting.

- From the VRVS menu, click on **Booking**.
- A new screen, “Booking Gate,” appears. Choose **Booking Wizard**.
- On the Booking Wizard screen, fill in the details of your meeting reservation (date, beginning and ending time, room, etc.).
- To ensure your reservation cannot be altered by anyone but you, enter your password on this screen.
- Press “**Proceed.**”



## 8. To Get Help

Users may retrieve help with VRVS functioning at any time.

- From the VRVS primary menu, click on **Documentation**.
- Choose the appropriate documentation from **Frequently Asked Questions**, **Connection Guide**, and **Applications User Guides**.

