

Tech Support Ms. Ying Wu <u>ywud@gmu.edu</u> 703-993-7070 Last Update: 02/23/2009

Attention: The ELMO (document camera) works as a hub for all the equipments in the classroom. It should be turned on even if you don't use it.

Throughout this guide the **Large** Sharp LCD screen will be referred to as **LCD 1** and the **Smaller** Sharp LCD will be referred to as **LCD 2**.

Classroom Videoconference Setup:

- 1. Turn on the instructor's computer.
- Turn on both Sharp LCD.
 Find the remote labeled TV. Press the red button under TV to turn on LCD 1 and LCD2.



Select "Input 7" on LCD 1, and select "Input 6" on LCD 2.
 Press Input button on TV remote until the desired input is highlighted. Wait for a second for the PC screen to show up.









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4. Using the TV remote mute LCD 1.



5. Find the remote labeled "LEFT MON" and turn on the Toshiba Screen on the instructors stand by pressing the POWER button.



6. Press the "Game" button for input. Nothing will appear on the screen until you are in a videoconference.





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Place a Videoconference Call:

7. Press the green "Call" button on the Tandberg Remote.



8. Enter the number provided by the remote site using the asterisk button as the period (dot) if needed.



- 9. Press the "Call" button again to place the call.
- 10. Repeat steps 7-9 above to add other sites. Please note that you can have at most **Four** sites connected including yourself.
- 11. Press the "Layout" button until you reach the desired display on LCD 2.





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Camera Control:

At any time during the conference you can press the "**Selfview**" button on the Tandberg remote to view the camera image you are sending to the remote sites.



Selecting Camera:

1. Press the "Menu button" on the Tandberg Remote.



2. Use the arrows on the remote to select "Camera control" and press "OK".





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3. Under Camera Control, select "Display Presets" and press "OK".



a. Preset 1 is the Instructor Camera.



b. Preset 2 is the Student Camera.



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- 4. Select the desired camera and press "ok".
- 5. Press the "Cancel" button to back out of the menus.



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Moving the Camera:

- 1. Select the desired camera (follow steps above).
- 2. Move the **Instructor Camera** by using the remote labeled "Rear Cam".
- 3. Move the **Student Camera** by using the Tandberg remote and following these steps.
 - a. Select Camera control and Press "OK"





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b. Select Camera Control again and press "OK".



c. When you see four orange arrows on the screen, you can use the Tandberg remote to move camera.







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d. Use the arrow and zoom buttons on the remote to get your desired view.



e. Press "OK" and "Cancel" out of the menu.

Switch Video Sources to PC.

12. Press the PC icon under the Tandberg Video Sources on Tandberg remote.



Or Choose Presentation from Menu, then select PC under Presentation.







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Switch Video Sources to ELMO (Doc Camera)

13. When PC is selected as the Main Video Source, select the output image on ELMO to Camera image.





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Switch Video Sources to VCR/DVD

14. Press the DVD icon under the Tandberg Video Sources



Or choose VCR from Presentation menu.

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Presentation					
Main Video					
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Switch Video Sources to Instructor's Camera

15. Press the AUX icon under the Tandberg Video Sources



Or choose AUX from Presentation menu.

