

# Video Conferencing Tutorial



Created for the RI-INBRE institutions  
for use with the mobile video  
conferencing cart

# Moving the Cart

- It is important to take great care (especially with the screens) when moving the cart to prevent damage to the equipment.
- Always use two hands when moving the cart, holding the cart by the handle and pole near the center of the cart.

# Moving the Cart

- Unlock the wheels at the bottom of the cart prior to moving.
- When going over doorway lips or onto carpet, support the cart with hands and push the cart using your foot at the bottom of the cart.

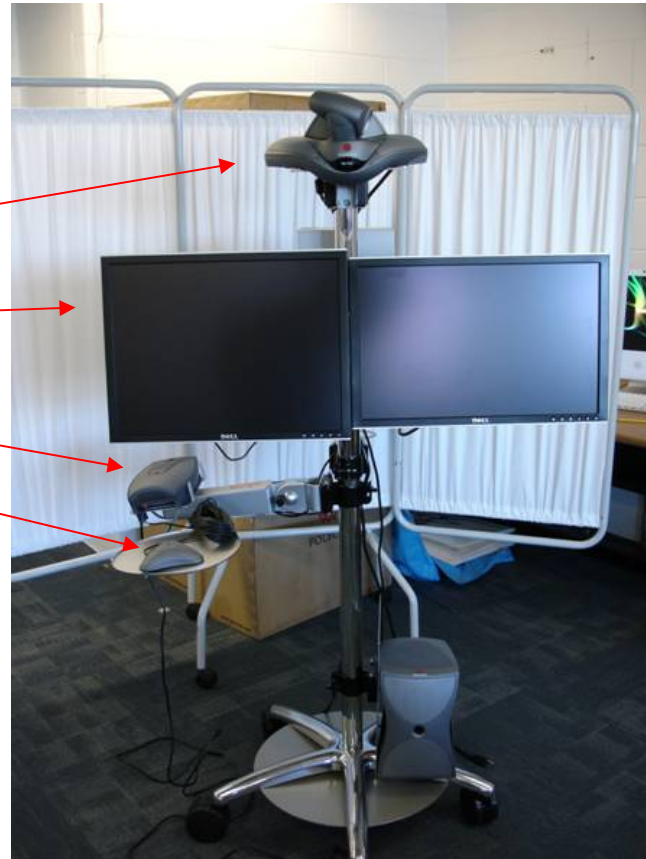
# Moving the Cart

- Never attempt to move the cart using the LCD screens or other pieces of equipment, as this may cause damage.
- Be sure the cart is unplugged from power and Ethernet prior to moving.

# Checklist

- The cart should be equipped with the following items:

- Camera
- LCD screens
- Visual Concert
- Microphone
- Remote control (not shown)
- Users manual (not shown)
- VGA cable (not shown)
- Ethernet cable (not shown)
- Cable Lock (not shown)



# Setting up for the Video Conference

- An important aspect of video conferencing is choosing a location.
- The cart should be placed in front of the audience or workstation
- Try to avoid bright lights or sunshine behind the audience, as this will washout the image
- The location should be in close proximity to electrical outlets and network ports

# Positioning the Microphone

- If there are multiple participants that will be speaking during the conference call, the microphone should be removed from the cart
- Remove the microphone from the cart and unwrap the cord
- Place the microphone in the center of the room or conference table
- Note: for small groups of located within 10 ft of the cart, the microphone can remain on the cart



# Setting up for the Video Conference

- After the location has been chosen, the cart must be plugged into power
- Also, the network cable must be plugged into a live network port or hub

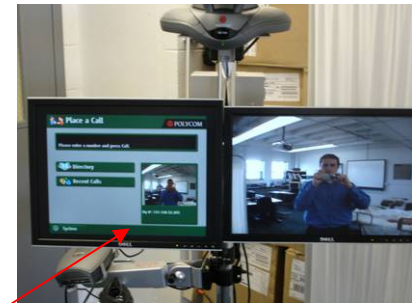
# Operating the Cart

- Turn on the main power by opening the electrical box and turn on the surge protector
- Turn on the power located at the back of the camera
- You should soon hear a noise and also see video on the LCD screens
  - If you do not see anything on the screens, hit the power button on the screens



# Operating the Cart

- After the intro animation and noise, you should see the Place A Call screen on the left LCD and video of your location on the right LCD
- Notice that the Place A Call screen has your IP address located at the bottom right hand corner of the screen
  - The IP address is needed by the other locations that you are conferencing with
  - If you do not have an IP address please contact your IT support



# Camera Adjustments

- The camera will need to be adjusted using your remote control to ensure that the entire audience is in frame
- Using your remote, pan, tilt, and zoom your camera to capture the audience
- For information about this, please refer to page 6 of the manual provided with the cart

# Placing a Call

- There are two ways to place a call:
  - Using the directory
  - Entering the IP address manually with the remote
- To place a call using the directory, select the directory button using your remote, and choose the location that you wish to connect with
- To enter an IP address manually, enter the IP address using the remote and then press the green call button
- More information can be obtained on page 3 of the manual

# Shutting Down the Cart

- Shut off the camera using the power button on the back of the camera
- Turn off the main power located inside the electrical box
- Unplug the power and network cable from the wall outlets

# Shutting Down the Cart

- Re-coil the microphone cord and place the microphone back on its stand
- Re-coil any cables used for the conference and return them with the cart
- Review the Checklist to ensure all equipment is accounted for and returned
- Return the cart to the person in charge
- Lock the wheels and lock the cart with the security cable lock
- Do not leave the cart unattended

# Conclusion

- We will be covering advanced operation of the video conferencing equipment at a later date
- Please refer to the manual for immediate assistance
- For further assistance, please contact Jeff Ulricksen at the RI-INBRE Office