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Western Hemispheric Trade Center 224 is a fully equipped video conferencing room.

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The video conferencing equipment in Western Hemisphere Trade Center (WHTC) 224 is managed by a software based program that resided on a Crestron touch screen.

To access these controls, you must:
- Firmly touch the Crestron Touch Panel
- The control system is composed of 7 screens that allow a user to control the different equipment found in the room.
  - Home Control Screen
  - Computer Control Screen
  - Laptop Control Screen
  - Document Camera Control Screen
  - DVD Player Control Screen
  - VCR Player/Recorder Control Screen
  - Video Conference Control Screen
The **HOME** button will give users access to the room’s equipment power buttons:

*Note: Please press firmly when using the Crestron Touch Panel.*

1. **Control** used turn on and off the video conferencing equipment.
   *Note: If you do not turn this control on, you will obtain *no audio* from equipment.*

2. **REAR DISPLAY** control used to turn the rear plasma TV on or off.

3. **PROJECTOR** control used to turn the projector on or off.

4. **FRONT DISPLAY** control used to turn the front plasma TV on or off.

5. **PRESENTATION AUDIO** control used to adjust the audio locally.
   *Note: Does not adjust audio in remote sites.*
   *Presentation Control accessible in all the touch panel screens.*

6. **VIDEO MUTE** control used to mute or unmute audio from a video conference.

7. **PROJECTION SCREEN** control used to move the projection screen up or down.
The **Computer** button will allow users to display the computer image on the:

*Note: Please press firmly when using the Crestron Touch Panel.*

- Press the “**SYMPODIUM**” button to display the “**COMPUTER**” image on the Symposium.
- Press the “**PROJECTOR**” button to display the “**COMPUTER**” image on the projector.
- Press the “**FRONT DISPLAY**” button to display the “**COMPUTER**” image on the TV mounted at the front of the room.
- Press the “**REAR DISPLAY**” button to display the “**COMPUTER**” image on the TV mounted at the back of the room.
- Press the “**SPEAKERS**” button to hear audio from the computer.
- Press the “**VIDEO CONFERENCE**” button to share the computer image with remote sites.
The **LAPTOP** button will allow users to display the laptop image on the:

*Note: Please press firmly when using the Crestron Touch Panel.*

- Press the **SYMPODIUM** button to display the “LAPTOP” image on the Sympodium.
- Press the **PROJECTOR** button to display the “LAPTOP” image on the projector.
- Press the **FRONT DISPLAY** button to display the “LAPTOP” image on the TV mounted at the front of the room.
- Press the **REAR DISPLAY** button to display the “LAPTOP” image on the TV mounted at the back of the room.
- Press the **SPEAKERS** button to hear audio from the laptop.
- Press the **VIDEO CONFERENCE** button to share the computer image with remote sites.
The **DOCUMENT CAMERA** button will allow users to display the computer image on the:

*Note: Please press firmly when using the Crestron Touch Panel.*

**Press the “**SYMPODIUM**” button to display the “**DOCUMENT CAMERA**” image on the Sympodium.**

**Press the “**PROJECTOR**” button to display the “**DOCUMENT CAMERA**” image on the projector.**

**Press the “**FRONT DISPLAY**” button to display the “**DOCUMENT CAMERA**” image on the TV mounted at the front of the room.**

**Press the “**REAR DISPLAY**” button to display the “**DOCUMENT CAMERA**” image on the TV mounted at the back of the room.**

**Press the “**SPEAKERS**” button to hear audio from the document camera.**

**Press the “**VIDEO CONFERENCE**” button to share the computer image with remote sites.**
The DVD button will allow users to display the DVD Players video on the:
For display option, see page .

*Note: Please press firmly when using the Crestron Touch Panel.*

Press the red **POWER** button to turn the DVD player on.

Press the “**DVD Menu**” button to display the DVD’s main menu.

To **navigate** the DVD Menu, press the **ARROWS**.
To select a DVD menu option, press the **•**.

Press the **Rewind** or **Fast Forward** buttons to back track or advance a video.

To stop a DVD, press the **STOP** button.

To play a DVD, press the **PLAY** button.

To pause a DVD, press the **PAUSE** button.

Press the **SKIP BACK** or **SKIP FORWARD** buttons to skip DVD chapters.
The **VCR** button will allow users to display the VCR players video on the:
For display option, see page .

*Note: Please press firmly when using the Crestron Touch Panel.*

Press the red **POWER** button to turn the VCR on.

Press the **Rewind** or **Fast Forward** buttons to back track or advance a video.

To stop a VHS tape, press the **STOP** button.

To play a VHS Tape, press the **PLAY** button.

To pause a VHS Tape, press the **PAUSE** button.
The cameras located in the front and back of the classroom can be controlled by the “Camera Control” section of the Video Conference Screen.

Press the **REAR CAM** button also known as the Instructor camera, to broadcast a video conference presenter or host.

Press the **FRONT CAM** button, to broadcast video conference participants.

Use the arrows to move the camera up, down or side to side. Zoom out by pressing the minus (-) button or Zoom in by pressing the plus (+) button.

The preset buttons allow you to program camera angles. This may be done by:
- Adjusting the camera to point at a location.
- Press a Preset button until it blinks yellow.
**Main Control & Dialing Keypad**

To navigate and select options from the Tandberg integrated menus, use the **ARROW** and the **button.

- Press the **MENU** button to access the Tandberg menu.
- Press the **DIRECTORY** button to access the video conferencing directory.
- Press the **MICROPHONE MUTE** button, to mute (yellow) or unmute the microphones.
- Press the **CONNECT** button to initiate a video conference call.
- Press the **DISCONNECT** button, to end a video conference call.
- Use the **DIALING KEYPAD** to key to make a conference call.
- Use the **key in place of a period.
- Use the ** as a backspace key.

**Symposium Sources**

Select any of these buttons and the sources image will be displayed on SYMPODIUM.
**TANDBERG SOURCES**

Select any of these buttons and the sources image will be broadcasted and shared with remote sites.

- **COMPUTER**
- **DVD**
- **LAPTOP**
- **VCR**
- **DOC. CAM.**

![Diagram showing connections between devices]

**PROJECTOR SOURCES**

Select one of these buttons and the image will be displayed from the PROJECTOR.

- **NEAR END** Press the NEAR END button to view what is being displayed locally.
- **FAR END** Press the FAR END button to view remote site images.

**FRONT DISPLAY SOURCES**

Select any of these buttons to change the image or source of the Front Display.

- **FRONT CAMERA** Press the FRONT CAMERA button to display the video from the front camera.
- **NEAR END** Press the NEAR END button to display video from equipment being shared locally.
- **FAR END** Press the FAR END button to display the video being broadcasted from remote sites.

**RECORD VCR SOURCES**

Select any of these buttons to change the image or source of the Front Display.

- **STOP** Press the STOP button to stop a recording.
- **RECORD** Press the RECORD button to start a recording.
- **PAUSE** Press the PAUSE button to pause a recording.
- **Rewind** or **Fast Forward** Press the Rewind or Fast Forward buttons to back track or advance a video.
Microphone Off Button

Presentation Button
**Ok/Menu Button**

**Layout Button**
SELFVIEW BUTTON

CANCEL BUTTON
MOVING THE CAMERA

CONNECTING & Disconnecting
A VIDEO CONFERENCE
NEED VIDEO CONFERENCING ASSISTANCE?

CALL:

Marianita Rosales
Instructional Technology Coordinator
956-326-2295

OIT Labs
956-326-2017

★ Bobby Gonzalez
Media Service Coordinator
956-326-2312

★ Arturo Montalvo
Media Service Specialist
956-326-2045

★ Chris Arredondo
Media Service Specialist
956-326-2043

★ Jose Ponce
Media Service Specialist
956-326-2027

TTVN Technical Support
979-862-2241

OR E-MAIL:
elearning@tamiu.edu
To ensure an error-free video conferencing experience, please arrive 30 minutes prior to the scheduled start time. This will allow you to test the equipment and make sure it is working to your satisfaction. An OIT employee will be available to assist with any questions you might have.

**Disconnections**

If your video conference class has been disconnected, please call **956.326.2295** or the OIT Lab Technicians at **956.326.2017**. We are committed to making your video conferencing experience as pleasant and trouble-free as possible.

**Issues**

If you experienced any video conferencing issues before or during your meeting, please e-mail elearning@tamiu.edu or call Marianita Rosales immediately. This will allow for equipment testing and troubleshooting of the possible issues before the next video conferencing meeting.

**Cancelling a Video Conference**

If the video conference class has been cancelled for a day, semester or has been rescheduled, please e-mail elearning@tamiu.edu or contact Marianita Rosales.

**Trainings**

TTVN trainings are available. Please make sure to schedule a training session by e-mailing elearning@tamiu.edu. Trainings consist of reviewing and testing video conferencing equipment in designated rooms.