Video Conference Room
Western Hemispheric Trade Center 226
Office of Information Technology
Table of Contents

Devices 1
Touch Panel 2
Home 3
Computer 4
Laptop 5
Document Camera 6
DVD 7
VCR 8
Video Conference 9
  • Camera Control 9
  • Main Control & Dialing Keypad 10
  • Tandberg Sources 11
  • Projector Sources 11
  • Front Display Sources 11
  • Record VCR Sources 11
Tandberg Remote 13
  • Microphone On/Off Button 14
  • Presentation Button 14
  • Volume Button 15
  • Zoom Button 15
  • OK/Menu Button 16
  • Layout Button 16
  • Self View Button 17
  • Cancel Button 17
  • Moving the Camera 18
  • Connecting & Disconnecting from a Video Conference 18
Video Conference Support 19
Video Conferencing Guidelines 20
Western Hemispheric Trade Center 224 is a fully equipped video conferencing room.

- Crestron
- Preview Monitor
- Computer
- Document Camera
- DVD Player
- VCR / Recorder
- Two cameras
- Projector
- Projector Screen
- 2 Plasma Screens
- Microphones
- Tandberg Control
The video conferencing equipment in Western Hemisphere Trade Center (WHTC) 226 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 at 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 “**PREVIEW MONITOR**” button to display the “**COMPUTER**” image on the computer monitor.

- 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 **PREVIEW MONITOR** button to display the **LAPTOP** image on the computer monitor.
- 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 "PREVIEW MONITOR" button to display the "DOCUMENT CAMERA" image on the computer monitor.
- 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 **DVD Menu**.

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.
CAMERA CONTROL

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.

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**Preview Monitor Sources**

Select any of these buttons and the sources image will be displayed on Computer Monitor.
**Tandberg Sources**

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

**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.
TANDBERG REMOTE
MICROPHONE OFF BUTTON

PRESENTATION BUTTON
Volume Buttons

Zoom Buttons
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.