Videoconferencing tutorial

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Tutorial overview

- Procedure for requesting support
- Overview of the equipment
- Doing presentations
- Doing video conferences
- Doing phone conferences
- Using EVO
Procedure for requesting support

• To schedule support for a video conference:

  Tick “I need assistance” when booking the room in indico

• For support during a conference: call the Helpdesk on 78888
Equipment overview

Presentations (room PC or laptop)

Video conference display

Camera

VGA cable for laptop

Rechargeable microphones
The remote controls

Video conference system
Main projector
Video conference projector
Ceiling camera
Using the microphones

Clip-on mic for presenter

Audience mics

Red or green light = mic has been properly seated in charging station
Doing local presentations

**Using the room PC**

- Tap the keyboard inside the rack to wake the PC
- Press the **Input** button if the desktop doesn’t show up on the flatscreen
- Power on the main projector with the remote control and press [VGA](#)

**Using a laptop**

- Power on the main projector with the remote control and press [VGA](#)
- Connect your laptop to the VGA cable on the table
- Enable external displays on your laptop (usually an F key)
How do video conferences work?

To do a point-to-point video conference, we need to know the **IP address** of the remote system (works like a phone number).
Preparing for a video conference

1. Pick up remote to wake the system
2. Turn on the projectors with the remote controls
3. Switch on microphone(s)
4. Press input to access the conferencing system

Point at camera

Switch between PC and video conference system
Making a video call

1. Press 
   to get the call menu

2. Enter IP address of the remote system, using the 
   key to enter the ‘dot’

3. Press 
   again to place the call
Sharing presentations

• Press **Presentation** to send the image shown on the main projector to the remote site
• Press **Presentation** again to go back to sending the camera
• To see what you’re currently sending, press **Selfview** (shows outgoing video)
• The **Layout** button moves the small window across the screen
Using the ceiling camera to film the screen

• Press the AUX button on the Tandberg remote control
• The image quality of the presentation is considerably lower than when using the Presentation button
Holding phone conferences

• The equipment in this room can be used for phone conferences

• To book phone conferences on the manually operated switchboard (77000): send an email to standard.telephone@cern.ch, with the date, title and name of chairman

• To book phone conferences on the automated server (76000): follow the instructions on http://cern.ch/audioconferencing
Connecting to a phone conference

1. Press 📚 (phone book)

2. Go to **My Contacts**

3. Select the entry **76000** or **77000**

4. Press 📞 to place the call

5. To enter an access code, press # a/A, enter the code, press # a/A again

6. Press OK to close the dial pad
Using EVO

• EVO is a PC-based videoconferencing client which runs on Windows, Macintosh and Linux
• EVO can accommodate very large meetings (>50 participants)
• You can connect to EVO either from a video conference room; from your PC or by phone
Starting EVO

• Click on the 🏛️ icon on the desktop of the room PC to launch EVO

• Once started, click on the name of the EVO meeting to join it

• You automatically start sending both audio and video

• Use the **Presentation** button to switch between sending the camera and a presentation
EVO at-a-glance

Communities

List of meetings

Video window

Chat
Thank you for your attention!

• Questions or comments?

• Our section web pages: http://cern.ch/it-multimedia

• Get in touch with us: videoconference-support@cern.ch, 78888