

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:

New Booking

Room

Name **TH Theory Conference Room**

Interior 

Room key 74222/72233 ?

When

Dates 23 - 4 - 2009 — 23 - 4 - 2009

Hours 08:30 — 17:30

Type Single day ?

Booked for

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Reason

I will use video-conf. equipment (please check only what you need) ?

I will use video-conf. system

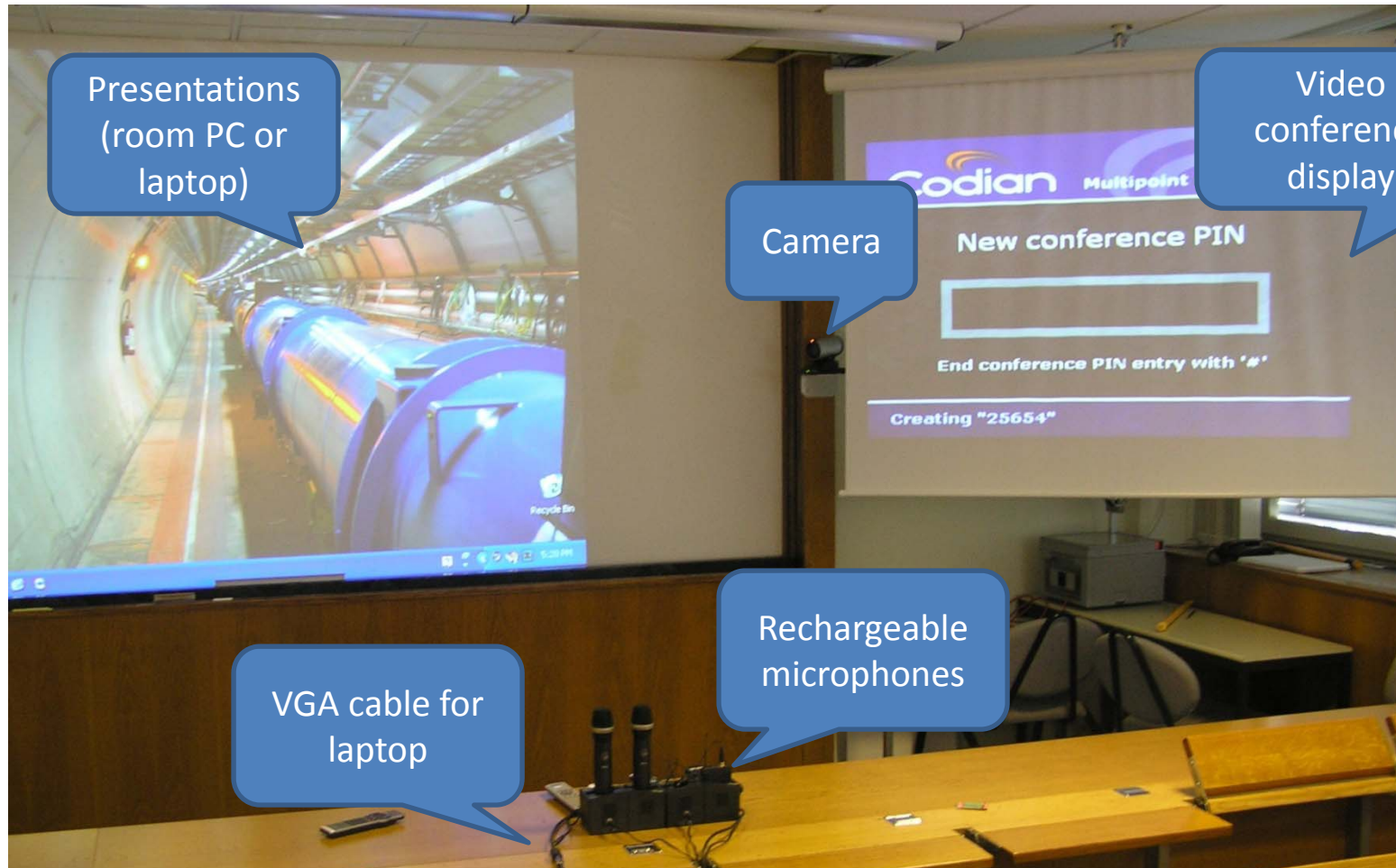
- ESnet collaboration
- H323 point2point
- Phone Conference
- HERMES collaboration
- EVO
- I don't know

I need assistance ?

Tick "I need assistance"
when booking the room
in indico

- For support during a conference: call the Helpdesk on **78888**

Equipment overview



The remote controls



Video conference system



Main projector



Video conference projector



Ceiling camera projector

Using the microphones

Clip-on mic for presenter

Audience mics

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

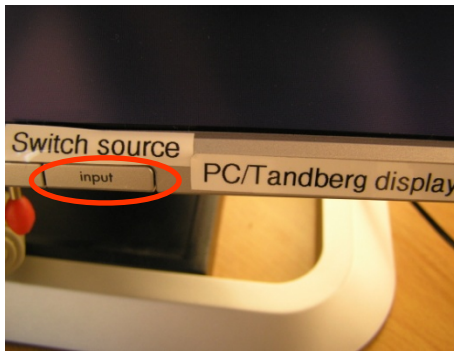


Doing local presentations

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**)

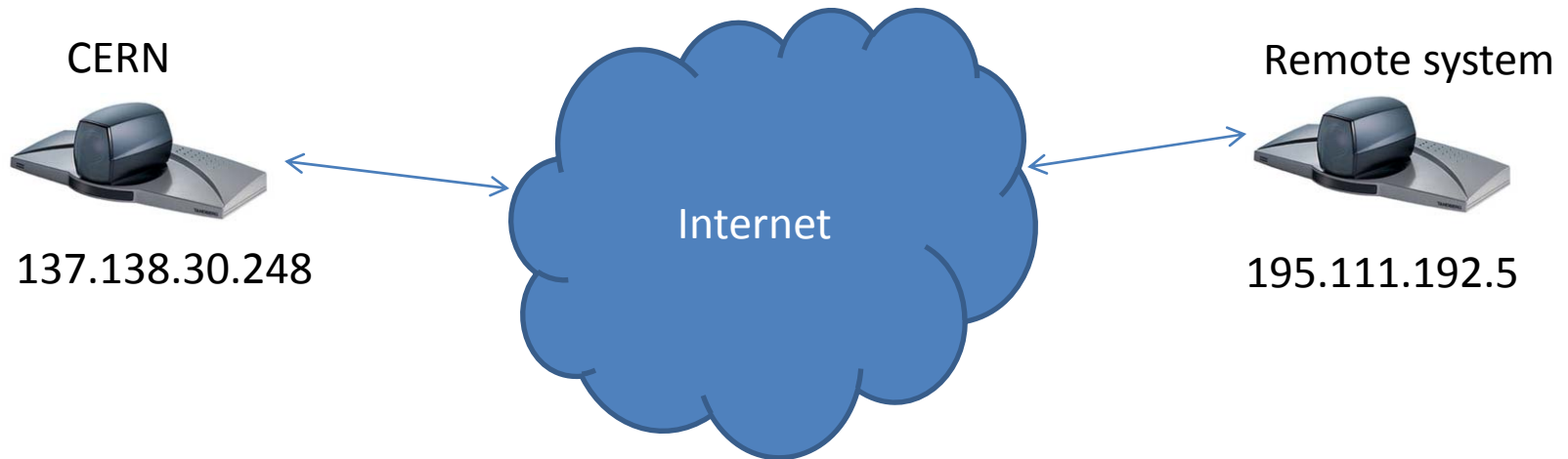


Connect your laptop to the VGA cable on the table



Enable external displays on your laptop (usually an F key)

How do video conferences work?



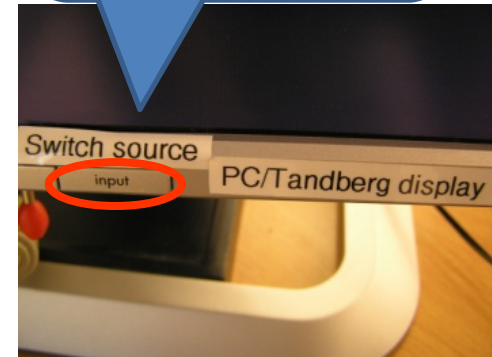
To do a point-to-point video conference, we need to know the **IP address** of the remote system (works like a phone number).

Preparing for a video conference

Point at camera



Switch between PC and video conference system



1. Pick up remote to wake the system

2. Turn on the projectors with the remote controls

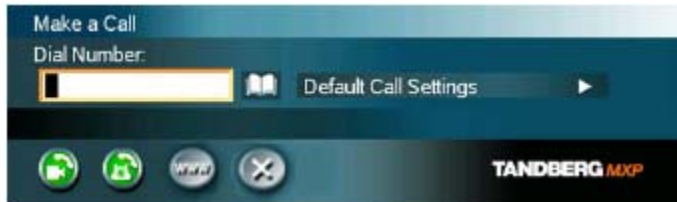
3. Switch on microphone(s)

4. Press **input** to access the conferencing system



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





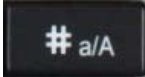
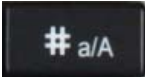
- Press the AUX button on the Tandberg remote control
- The image quality of the presentation is considerably lower than when using the Presentation button

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  ,
enter the code, press  again
6. Press **OK** to close the dial pad




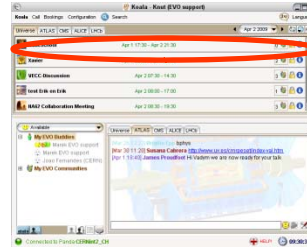


Using EVO

- 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

The screenshot displays the EVO web interface. At the top, there is a navigation bar with tabs for 'Universe', 'ATLAS', 'CMS', 'ALICE', and 'LHCb'. A search bar and a 'Language' dropdown are also visible. The main content area shows a list of meetings with columns for the meeting name, dates and times, and a count of participants. The meetings listed are:

Meeting Name	Dates and Times	Count
MaacSchool	Apr 1 17:30 - Apr 2 21:30	0
Xavier	Apr 1 22:00 - Apr 3 00:30	2
VECC-Discussion	Apr 2 07:30 - 14:30	3
test Erik en Erik	Apr 2 08:00 - 17:00	1
NA62 Collaboration Meeting	Apr 2 08:30 - 19:30	3

Below the meeting list, there is a 'My EVO Buddies' section with a list of contacts and a 'My EVO Communities' section. A chat window is open, showing a conversation with messages from Brigitte Epp, Susana Cabrera, and James Proudfoot. A video window in the bottom right corner shows a live video feed of two men in a meeting. The system tray at the bottom indicates 'Connected to Panda CERNint2_CH' and shows system icons for help, time, and network.

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