Getting Started with Videoconferencing: Remote Control

Delivered by ITS Training Services for Penn State

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Using the Remote Control

Place or answer a call
Adjust the camera; navigate through menus
Return to the Home screen
Increase or decrease the sound you hear from the far site(s)
Mute the sound you’re sending to the far site(s)
Zoom the camera image in or out
Select a camera or other video source
Display the onscreen keyboard so you can enter text
Start and stop sending content to far sites; clear snapshots sent by the far site

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<thead>
<tr>
<th>Color</th>
<th>Function</th>
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<tbody>
<tr>
<td>Green</td>
<td>Call</td>
</tr>
<tr>
<td>Red</td>
<td>Navigation</td>
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<td>Blue</td>
<td>Camera</td>
</tr>
<tr>
<td>Orange</td>
<td>Audio</td>
</tr>
<tr>
<td>Purple</td>
<td>Graphics</td>
</tr>
<tr>
<td>Black</td>
<td>Text/Numbers</td>
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<tr>
<td>Yellow</td>
<td>Help</td>
</tr>
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End a call
Open the Directory so you can make a call or work with an entry
Confirm your current selection; perform functions on highlighted items
Return to the previous screen
Toggle between controlling the near-site and far-site cameras
Show, move, or hide the Picture-in-Picture (PIP)
Store camera positions (when followed by a number); delete all stored camera positions
Enter a dot in an IP address
Delete letters or numbers
Access the online help; access Technical Support if your organization uses the Global Management System™

Placing a Video Call

Entering a Name or Number
1. Enter the ISDN number, system name, or IP address.
   To enter text, press Keyboard on the remote control to access the onscreen keyboard.
2. Press Call on the remote control.

Using the Directory
1. Press Directory on the remote control.
2. Find the site you want to call:
   • Use the arrow buttons to scroll to the name you want to call.
   • Use the alphabet tabs to move through the Directory and scroll to the name you want to call.
   • Spell the first or last name using the number buttons on the remote.
   • Press Keyboard on the remote control to use the on-screen keyboard to spell the name.
   • Press Call on the remote control.

Using Contacts, Speed Dial, or Recent Calls Lists
1. Select Contacts or Speed Dial and press on the remote control.
2. Select the site you want to call.
3. Press Call on the remote control.

Answering a Call

1. Press Call on the remote control.

Ending a Call

1. Press Hang Up on the remote control.
2. Confirm that you want to hang up.
Selecting a Video Source

1. Press Near or Far on the remote control. If you see this, you can control a near-site camera or video source.
   If you see this, you can control a far-site camera or video source.

2. Press Camera on the remote control, then press the number button that corresponds to the camera or other video source you want to select.

Adjusting a Camera

1. Press Near or Far on the remote control.
2. Press the arrow buttons on the remote control to move the camera up, down, left, or right.
3. Press Zoom on the remote to zoom out or in.

Video Etiquette

Good video conferencing etiquette is really just common courtesy and respect for the people in your meeting. Read through these tips for successful conferencing.

- Introduce all conference participants when the meeting starts.
- Introduce yourself when you start speaking.
- Make sure that you can see and hear the far-site participants.
- Adjust your camera and microphone so that the far site can see and hear you.
- Place the microphone between the monitor and the people closest to the monitor.
- Avoid tapping on the microphone or rustling papers near the microphone.
- Mute the microphone before moving it so that the far site doesn’t hear you moving it.
- Speak in your normal voice without shouting.
- In a multipoint call, mute your microphone when you are not speaking.
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