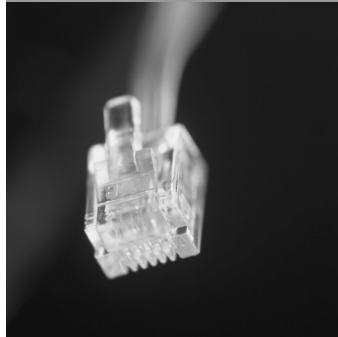


*Computer &
Technology
Workshops for
Faculty, Staff,
& Students*



Getting Started with Videoconferencing: HDX8000 Remote Control

Delivered by ITS Training Services for Penn State

ITS Training Services

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University Park, PA 16802

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<http://its.psu.edu/training/>

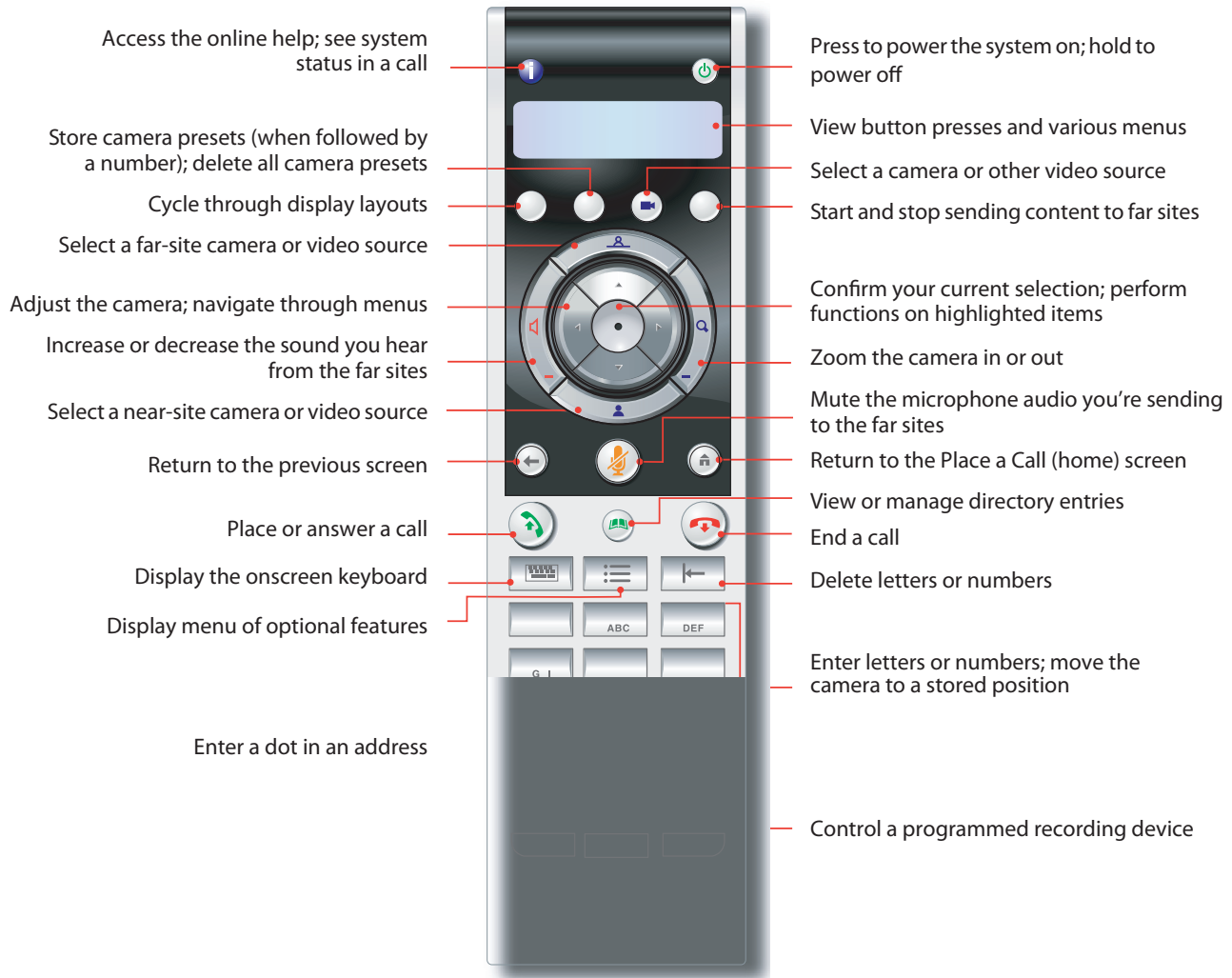
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Using the Remote Control




Placing a Video Call



Entering a Name or Number

1. Enter the ISDN number, IP address, or H.323 name. Include the dots in an 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. You can use the arrow buttons, the alphabet tabs, or the Search field.
3. Press  **Call** on the remote control.


Using the Contacts, Speed Dial, or Recent Calls List

1. In the Contacts, Speed Dial, or Recent Calls list, find the site you want to call.
2. Press  **Call** on the remote control.

Answering a Call





Press  **Call** or select **Yes** using the remote control.

Ending a Call



1. Press  **Hang Up** on the remote control.
2. If prompted, confirm that you want to hang up.

Placing a Multipoint Call


You can place multipoint calls in several ways.

- Place a call, then add more sites to that call by pressing  **Call** on the remote control, selecting **Add Call** and placing a call to the next site. Repeat until all sites are connected.
- Select Multipoint from the home screen if your system is configured to display that button. Enter the names of the sites you want to call by using the directory or by manually entering the numbers of the sites. Press  **Call**
- Press  **Directory** on the remote control, find a multiple site entry in the directory list, and press  **Call** on the remote control.
- Place a cascaded multipoint call by placing a multiple-site call from the directory or placing calls one at a time to several other sites then asking each site to call additional sites.

Selecting a Video Source

1. If you are in a call, press  **Near** or **Far** to select either near-site or far-site control.
2. Press  **Camera** on the remote control, then select the camera or video source you want to use.

Adjusting a Camera

1. Select a video source.
2. Press the arrow buttons on the remote control to move the camera up, down, left, or right.
3. Press  **Zoom** 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.

- Make sure you have the video number(s) of the site you want to call or that the site is listed in a directory.
- Connect and test your peripherals before any meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or "busy" patterns (such as small checks or narrow stripes). Light pastels and muted colors look the best on the screen.
- Adjust your camera and microphone so that the far site can see and hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it. Fill the screen as much as possible with people rather than with the table, chairs, walls, lights, or the floor.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Avoid tapping on the microphone or rustling papers near the microphone.
- In a multipoint call, mute your microphone when you are not speaking.

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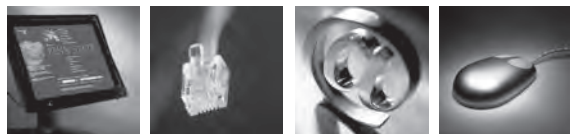
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