

Making Videoconference Calls

Point-to-Point Call with Another DOE Videoconference Site

Directory /Address Book

The simplest way to make a point-to-point call to another DOE VC site is to go to the **Directory (Address Book)** on the **ViewStation** on your main menu page. *DOE videoconference sites that have their units turned on will show up in the **Global Directory**. You may need to make prior arrangements with the site you wish to contact to have their videoconference unit turned on and connected to the network. If the site does not appear in the on-screen Directory, their unit may be turned off or disconnected from the network.*

1. Move the cursor to the alphabetical index tabs to the right to scroll through the list more quickly.
2. At the page listing your site, use the left arrow key to enter the list and the down/up arrow to move the cursor to the site name.
- 3.



Once the cursor box is on the site name, press the green **Call** button at the top of your remote control to connect the VC call.

4. The light on the unit will change from green to orange when the unit is in a call.
5. When you are done, press the same green button at the top of your remote control to **Hang Up**.
6. If you hit it by mistake, you can down-arrow to the “Stay in Call” option.

Recent Calls

Your VC unit logs calls to & from the unit. (On the **ViewStation** the six most recent calls are logged in the **Speed Dial** option found on the main menu page.) This log can serve as a shortcut directory to sites that you have recently called..

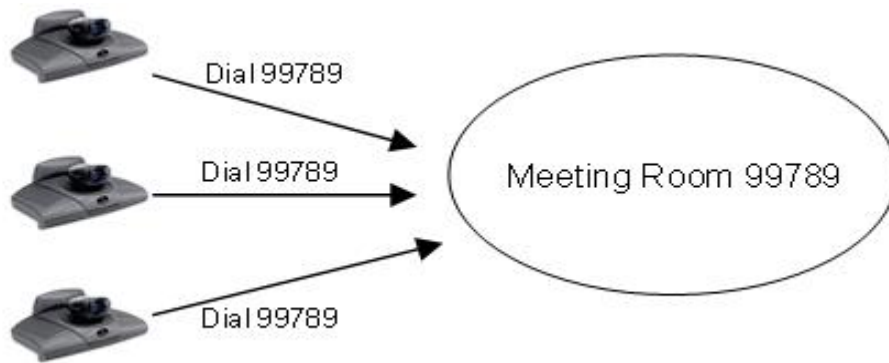
1. In the **Recent Call/Speed Dial** log, select the site you want to call. Press the green **Call** button to connect the VC call.

Multi-site Operator Assisted (Dial Out) Videoconference

In a system dial-out videoconference, sites wait to be connected. A system reservation is made designating the sites involved with the start and ending times. The software will connect all the units. Be sure to make prior arrangements with your tech. coordinator to have your videoconference unit turned on and connected to the network at least 15 minutes prior to the designated start time.

Meeting Room Videoconferences

A “**Meeting Room**” is a virtual meeting space in the video conference system where multiple sites can conference with each other. Each Meeting Room is assigned a dial-in number. Sites wanting to participate connect to the **Meeting Room** using the assigned dial-in number and begin conferencing with each other.



If you are organizing the conference, inform your participants of the date and time of the conference. Pass out your Meeting Room number to all participants prior to the conference. Everyone dials in to the Meeting Room on the designated date and time using the same number. You may want to set a date and time for a test run for your participants prior to your actual meeting date.

Dialing in to a Multi-Site Video Conference “Meeting Room”

The virtual meeting room is one means to engage in a video conference with multiple sites. A six-digit **meeting room number** may be made available to your collaboration cadre or relayed to you as a means of connecting to a training held over the VC system. The advantage of video conferencing via virtual meeting room is that the end-user has control over entering and exiting and is not dependent on operator assistance.

1. Place your cursor in the input call box as indicted. *“Please enter a number and press Call.”*

(On the **ViewStation** select **Video Call** to get to the input call box.)



2. Use the number keys on your unit's remote control to enter the meeting room number.
3. Press the green **Call** button at the top of your remote control to connect the VC call.
4. The light on the unit will change from green to orange when the unit is in a call.
5. If you are the first one to call in, you will not see much on your screen. The other sites will appear on your screen as they begin to call into the meeting room, usually in a multiple site configuration. Some meeting rooms may be set to a single-screen lecture mode if multi-media use is planned.
6. When you are done, press the **Hang Up** button at the top of your remote control.
(On some units it may be the same button as the **Call** button.)

If you accidentally hit the **Hang Up**, your unit may have a **Stay in Call** option on-screen.

You may request a meeting room to be set up from your Teleschool Video Conference technician.

*Screen Layout Alternatives:

- **Video Switching (Default)** – Full Screen display of the site currently speaking. Switching between sites is voice-activated- when a participant starts to speak, that site is viewed on all screens. During multi-media presentations you will want to maximize the size of the screen.
- **Continuous Presence** – Multiple sites onscreen throughout the conference. Usually one larger screen displays the current speaker. Sites move in and out of the queue of smaller screens as they take a turn to speak.
- **Lecture Mode** – All participant sites view the lecturer/presenter in full screen while the lecturer views all conference sites in either Continuous Presence or Video Switching.
(Check with your VC technician for your system's capabilities.)

(Source: MGC Manager User's Guide Vol. Version 6.0, Polycom, Inc., c2004, pp.4-19, 10-1.)

Connecting to a Non-DOE Site

Organizations outside of the DOE may use either an IP connected video conference system or an ISDN connection. ISDN connections utilize band-width via the phone system and thus, at the minimum, incur long-distance phone charges. When arranging a video conference with a non-DOE site you will need to inquire as to what type of connection they use.

Non-DOE ISDN Site

Contact your Teleschool Branch Video Conference technician vc@teleschool.k12.hi.us for assistance. You will need to supply the following information from the non-DOE site:

- Contact person's name, phone and e-mail
- Non-DOE site's ISDN video conference phone number

Non-DOE Site Using IP Connection

Preparing for the Video Conference

You will need the following information from the non-DOE site:

1. IP address
2. Contact person's name, phone and e-mail.
3. Check to see if there are firewall issues for the site with whom you are connecting.
If yes, contact the Teleschool Branch video conference technician for assistance.
4. Establish a test date and time at least one week prior to the conference.

Making the Point-to-Point Call with the Non-DOE IP Site

You can call out to an IP Video Conference site outside of the DOE WAN (such as a museum in a different state or a school in Japan) without incurring charges.

1. Place your cursor in the input call box as indicated,



“Please enter a number and press Call.”

- (On the ViewStation select **Video Call** to get to the input call box.)
2. Use the number keys on your unit's remote control to enter the IP address.