



## Compact Studio Guide

## WVN Studio Guide

The compact studio is controlled using the PictureTel remote control. The remote control is used to power-up the studio and return to stand-by at the end of a session.

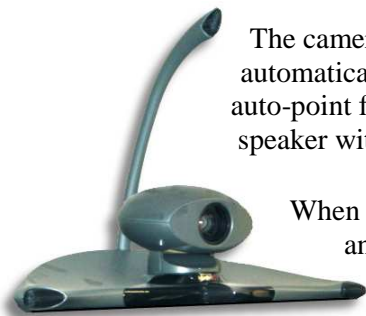
The remote control receiver is located within the camera, therefore the remote control should be directed towards the camera when operating.

### Powering up...

Press the **ON/STANDBY** button on the top of the remote control and press the circular blue/green **power** button on the front of the screen. The camera will become active and will swivel to face the audience. Once the monitor has warmed up, it will display a picture similar to that opposite.

### ...and shutting down

Press the **ON/STANDBY** button again and switch the monitor off by pressing the circular blue/green **power** button on the front of the screen. The camera will swivel to face away from the audience to maintain privacy.



The camera has an Auto-point facility, which automatically tracks the person who is speaking. The auto-point feature can take a few seconds to find the speaker within the room. The camera also has preset positions, which are simple to select.

When connected in a conference call the blue border and buttons around the screen will disappear and your correspondents will fill the screen. A picture-in-picture facility allows you to confirm that the image you are sending is correct.

A status bar appears at the bottom of the screen that provides messages relating to the operation of the studio. A series of symbols also indicates which features are active.

Symbol	Meaning
	Microphones muted
	Auto-point feature activated

The arrow pointing down in the symbols indicates that the symbol applies to your own site. The arrow pointing upwards indicates that the remote side of the conference has activated the feature.

When adjusting the volume the level indicator appears in the status bar:



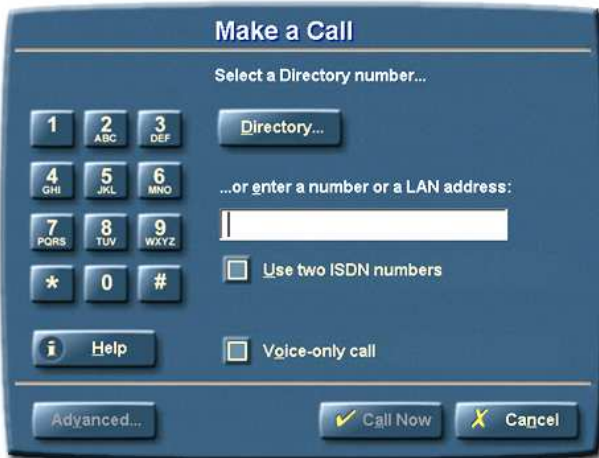
The compact studio features are controlled from the PictureTel remote control.

The image shows a black PictureTel remote control with various buttons and callout boxes. The callouts are as follows:

- CALL/ANSWER:** To connect a conference call, press the **CALL/ANSWER** button. Enter the number you want to call using the **number** buttons, then press **CALL/ANSWER** again to make the connection.
- ON/STANDBY:** To start the system, press the **ON/STANDBY** button. After the conference, press **ON/STANDBY** again to switch off.
- HANG UP:** To disconnect from a conference, press the **HANG UP** button.
- Number buttons (1-9, \*, #):** The **number** buttons are used to enter conference numbers or are prefixed with another button to perform special functions.
- PRESET:** To activate a camera preset, press the **PRESET** button followed by the appropriate preset number using the **number** buttons.
- Navigation (arrow keys):** Use the arrow keys to position the camera. Press **▲** or **▼** to move the camera up or down (tilt). Press **◀** or **▶** to move the camera left or right (pan). The left and right movement operates from the perspective of the camera.
- CONTENT:** To send a non-camera image press the **CONTENT** button followed by the **▲** and **▼** keys to select the correct image before pressing **✓** to select.
- PEOPLE:** To send a camera image press the **PEOPLE** button followed by the **▲** and **▼** keys to select the correct image before pressing **✓** to select.
- PIP:** Press the **PIP** button to activate or deactivate the picture-in-picture feature.
- ZOOM:** Use the **ZOOM** button to control the camera zoom feature. Press the top of the button to zoom in and the bottom to zoom out. Keep the button pressed to zoom quickly.
- VOLUME:** To control the volume in your studio, use the **VOLUME** button. Press the top of the button (large speaker) to increase the volume or the bottom of the button (small speaker) to decrease the volume.
- MUTE:** Press the **MUTE** button to disable your microphones. Press **MUTE** again to reactivate.
- AUTO:** To activate the camera Auto-point feature, press the **AUTO** button. To deactivate, press **AUTO** again.

## Making a conference call

To initiate a conference call, press the **Call/Answer**  button on the top of the remote control.

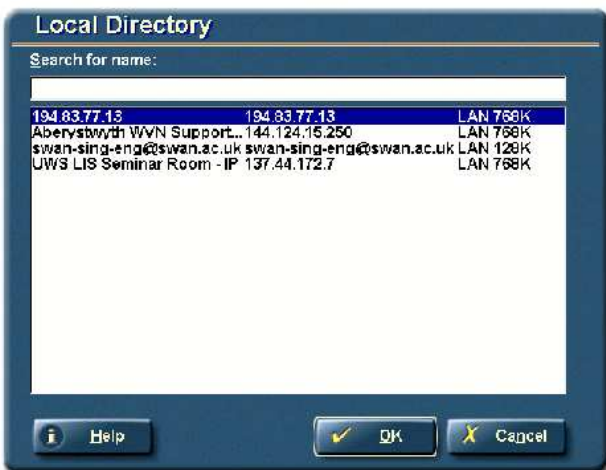


The **Make a Call** screen will appear as shown opposite. To enter a telephone number or network address to call, use the number digits on the remote control. As the digits are pressed the number is shown on the screen. Use the right arrow (▶) to enter a '.' if necessary.

If you make a mistake when entering the number, use the left arrow button (◀) to erase the numbers in order to rectify the mistake. Please note that some studios require a 9 (or similar) to access an outside line. Please check this with your local contact.

Use the arrow buttons and the ✓ to allow access to the **Advanced** tab in order to change connection options, although normally this is not required.

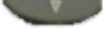
When you have entered the correct number, press the **Call/Answer** button.



The directory contains all WVN studios throughout the country and is maintained centrally by the WVN Support Centre. Use the arrow keys and the ✓ button to select the **Directory** option. The contents of the directory will be shown on the local screen.

Use the ▲ and ▼ keys followed by ✓ to select the number you want to call. When you have selected the correct number, press the **Call/Answer** button.

## Disconnecting a conference call

To release the call, press the **Hang Up**  button on the remote control. You will be asked to confirm your intention by pressing the ✓ button (see below). The call will now be disconnected. A **Disconnecting...** message will appear in the status bar during disconnection to be replaced by **Status: Ready to Dial** when the call has been released. If you do not want to disconnect the call, press the ✕ button.



## Muting the microphones (hold)

During a conference call it is possible to prevent the other sites in the conference from hearing what your site is saying. In effect this places the call on Hold by disabling your microphones. It is not possible to prevent your picture being sent.



To mute the microphones, press the **Mute** button on the studio controller.

The symbol on the right will appear on the right hand side of the status bar on the local picture monitor to indicate that the microphones have been disabled. If the symbol appears with the arrow pointing upwards, this indicates that the remote site of the conference has muted their microphones.



Your studio will automatically answer incoming conference calls and will automatically mute your microphones, so if you are the receiving end of a call, you will need to use the **Mute** button to un-mute your microphone before the other side of the conference can hear you.

## Adjusting the studio volume level

Each studio has control of its own room volume level. You can adjust the level of the volume in your own studio but not in any of the other studios participating in a conference.

To adjust the volume, press the **Volume** button on the studio remote controller.

Press the top of the button to increase the level of sound in your studio.

Press the bottom of the button to decrease the level of sound in your studio.

As the adjustments are made, the volume level indicator will appear in the status bar on the screen.



## Connecting a PC or laptop

You can connect a PC or laptop to the system and send the picture to the far end of the conference. Using the special VGA cable provided, connect the monitor output port on the PC/laptop to the port in the middle of the imageshare device (see picture). It is also possible to capture the sound from the PC/laptop so that it is played in both the local studio and the far end studio/s by using the special cable provided to connect the speaker connection on the PC/laptop soundcard to the audio port on the imageshare device.

To display the PC/laptop image use the **Content** button on the remote control, followed by the **▲** and **▼** keys in order to select **Laptop** then press **✓** to activate. Repeat the process by using the **People** button and selecting **Main Camera** to return to the normal view.



## Checking the outgoing picture

Use the **PIP** button on the remote control to activate the picture-in-picture feature that will display the outgoing picture in a small box. This is useful for positioning your camera or to make sure everyone is in the shot. Press the **PIP** button again to deactivate.