



Studio Controller

WVN Studio Guide

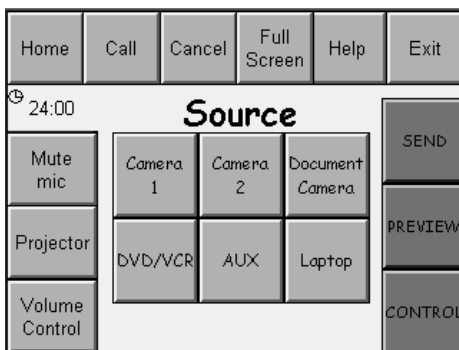
The Crestron studio controller is a touch sensitive screen that controls all of the equipment in the studio. It has a bi-lingual interface with controls available in the Welsh or English language. The controller is also used to power-up the studio and return the studio to stand-by at the end of a session. A beep is emitted to acknowledge when the screen has been touched.



Powering up

When you first enter the studio, the controller should be in stand-by mode, displaying either a blank screen or the start screen with the Welsh Video Network logo as shown on the left. The controller will enter stand-by mode if it is not used for a while. If the screen is blank, simply touch the screen firmly and the start screen will be displayed.

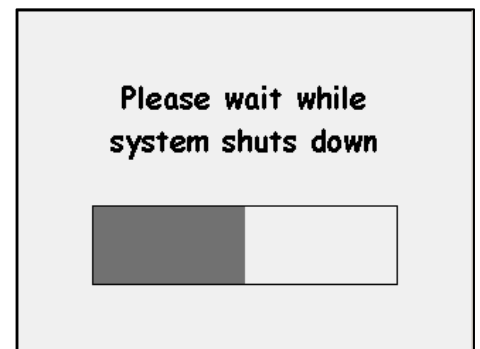
To start the power-up sequence, touch the start screen firmly. You will hear a beep confirming that you have pressed the screen and the display will change to allow you to select the control language (as illustrated on the right). For control in Welsh touch the Welsh flag or for control in English press the Union Jack flag. Once a language has been selected a sliding bar appears indicating the progress made in starting the equipment; you may notice that the projector will begin to warm up. You will need to switch on the three large screens at the front of the studio by pressing the blue/green buttons on the front. In large studios that have confidence monitors, these will also need to be switched on.



Once the system has completed the power-up sequence, you will be presented with the main control screen as shown on the left. The language can be changed easily at any time by pressing the Help button and on the help page pressing the Cymraeg/English button. Instructions for controlling the individual devices in the studio are available in other *WVN Studio Guides* in this series.

Shutting down

Before shutting down the studio, please ensure that you have disconnected any conference calls (see page 3 of this guide). To return the studio to the stand-by mode, press the **Exit** button in the top right hand corner of the controller screen. You will be asked to confirm your action by pressing **Yes**. As the studio performs the power-down sequence the display will show a sliding bar that counts down. The controller may have an idle timer set by an administrator which can be as short as two hours. If the Crestron controller is not pressed for this length of time it will begin to shut down and disconnect any calls in progress. To prevent this simply touch the screen on occasion to reset the timer.

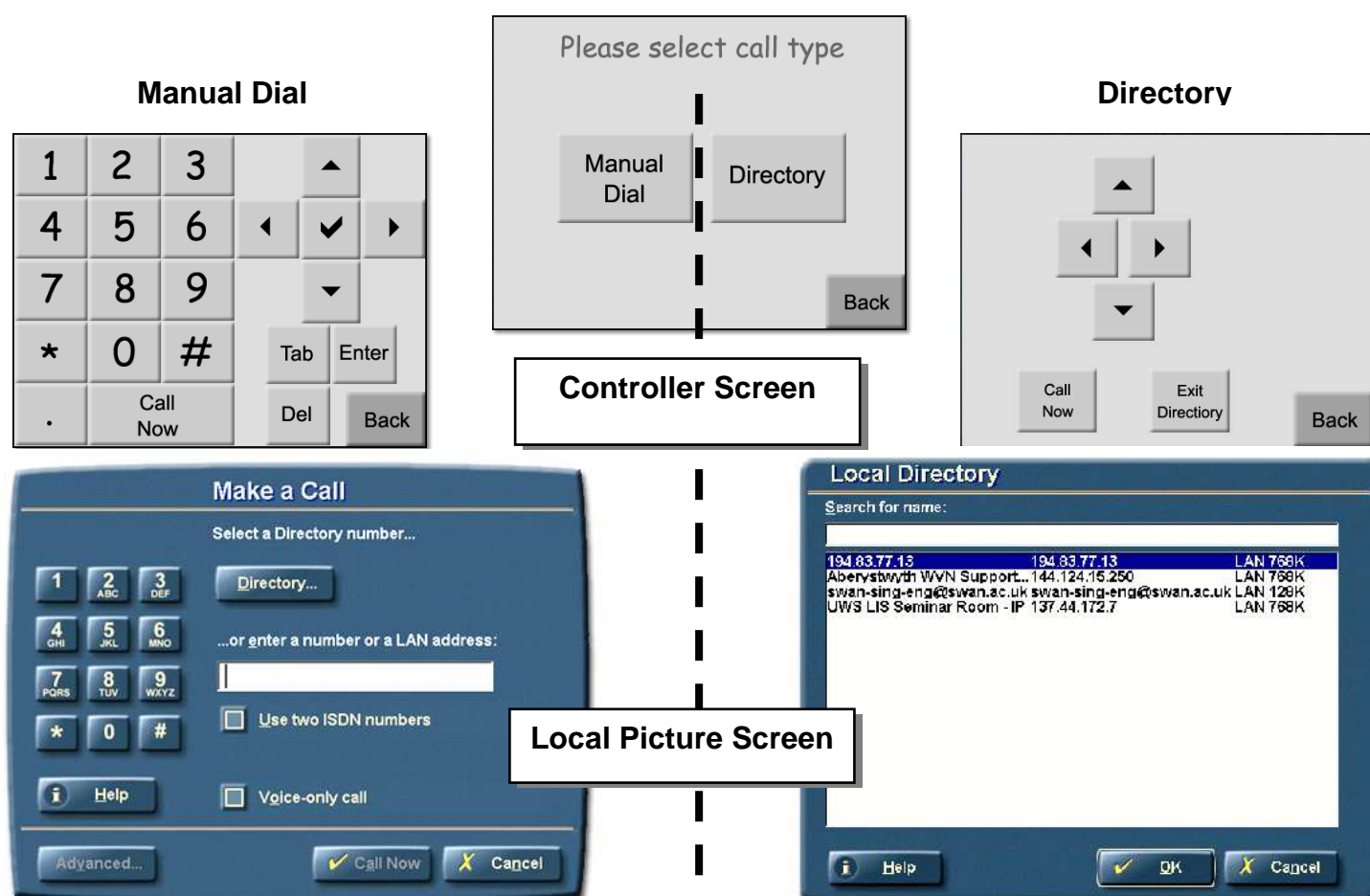


Before leaving the studio, please **switch off** any screens that were switched on during power-up.

Making a conference call

If your studio is taking part in a conference over the IP network, on entering the studio you should follow the **Powering up** instructions above and the JVCs Management Centre will make the connection for you. If you are taking part in an ISDN conference, the person who booked the conference should provide you with a number to dial. To initiate an ISDN conference call, press the **Call** button at the top of the main control screen. If your studio is taking part in a point-to-point videoconference over the ISDN network (ie a conference involving just two sites), there are two ways to connect with the other studio. You can enter the ISDN number of the other studio by pressing the **Manual Dial** button, or you may use the directory by pressing the **Directory** button. In multipoint ISDN conferences (involving three or more sites, each connecting via ISDN) all sites dial the Multipoint Control Unit (MCU).

When you have entered or selected the correct number, press the **Call Now** button on the studio controller screen.



Use the digits on the studio controller screen to enter the number that you wish to call. As you press each digit, a beep will confirm that you have pressed the key correctly and the number will show on the local picture screen.

If you make a mistake when entering the number, use the arrow buttons and the **Del** key to rectify the mistake. Some studios require a prefix, eg **9**, to access an outside line, please check this with your local contact.

The other keys on the controller screen allow you to use the **Advanced** tab to change connection options although normally this is not required.

The contents of the directory will be shown on the local picture screen, as illustrated above.

Use the up and down arrow buttons on the studio controller screen to highlight the name/number of the studio you wish to contact.

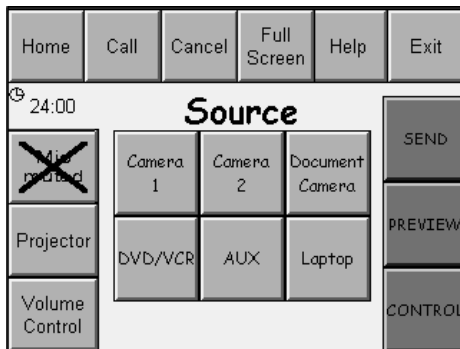
All new numbers dialled by your system are added to the local directory.

Disconnecting a conference call

Once a call has been connected successfully, the **Call** button on the studio controller screen will change to a **Hang up** button. To disconnect the call, press the **Hang up** button. You will be asked to confirm your intention by pressing **Yes**. The call will then be disconnected; the studio controller button will revert to being a **Call** button and the words: **Status: Ready to dial** will be shown on the local picture screen.

Muting the microphones

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



To mute your microphones, press the **Mute mic** button on left hand side of the studio controller screen.

The button on the studio controller will show **Mic muted** with a large cross to indicate that the microphones have been disabled.

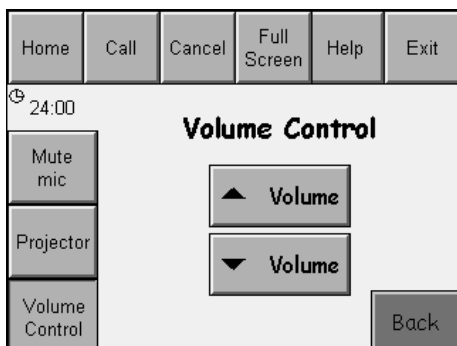
The symbol on the right will appear on the right hand side of the status bar on the local picture screen to indicate that the microphones have been disabled. If the symbol appears with the arrow pointing upwards, this indicates that the remote site of the conference has muted their microphones.



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

Adjusting the studio audio volume

The participants in each studio can control the audio output 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 Control** button on the studio controller (see illustration).

Press the **▲ Volume** button to increase the audio volume in your studio.

Press the **▼ Volume** button to decrease the audio volume in your studio.

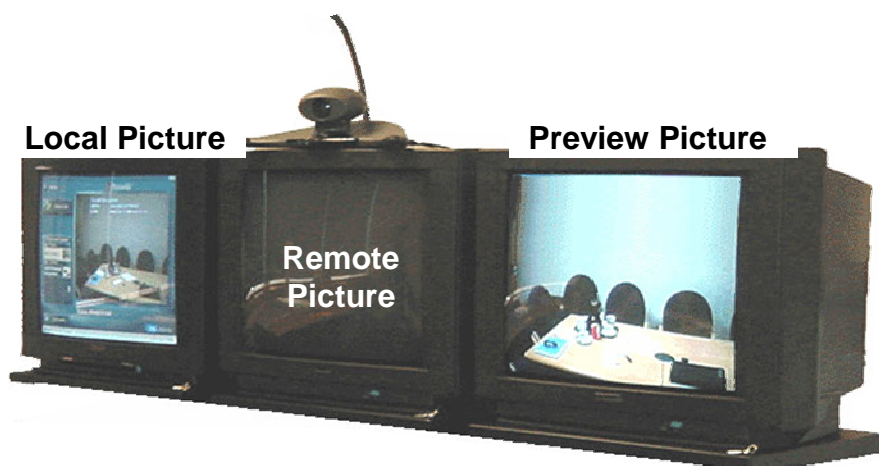
As the adjustments are made, the volume level indicator will appear in the status bar on the local picture screen (see below).



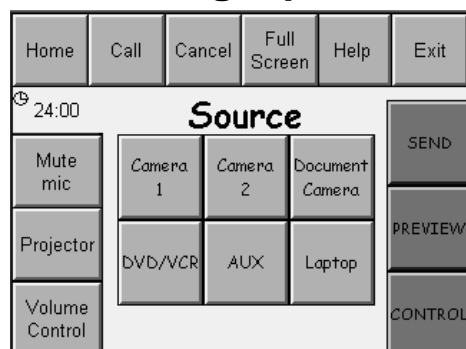
Screen Layout

The studio controller allows you to switch between the many video sources within your studio. A preview facility allows you to check that a picture looks as you expect it to before you actually feed it into the conference. In a standard studio installation, the left most screen, the **Local Picture**, always displays what you are actually sending into the conference. The picture on the local screen will appear on the remote screen at the other end of the conference.

The middle screen (or the screen with the camera on top) shows the picture from the far end of the conference, this is called the **Remote Picture**. The right-hand monitor is the **Preview Picture**, this can only be viewed in your local studio and is used to check that a picture is correct before sending, e.g. you can cue a video or position the cameras before you send the picture to the remote participants.



Previewing a picture



1. Select the picture (or device) you want to preview by pressing the name of the device in the **SOURCE** section of the screen. The controller will beep to acknowledge that you have selected a device successfully and that device button will appear selected. For example, in the illustration on the left, the **Document Camera** is the selected device.
2. Press the **Preview** button to preview the image of the document or object currently on the document camera on the preview monitor.



Sending the picture to the remote site

1. Select the picture (or device) you want to send to the remote site by pressing the name of the device in the **SOURCE** section of the screen. The controller will beep to acknowledge that you have selected a device successfully and that device button will appear selected.
2. Press the **Send** button to send the selected picture to the remote end of the conference. The picture will appear on the local monitor and will be displayed at the remote end of the conference on the remote picture screen.



Controlling the studio devices

Each device within the studio has different controls; instructions for controlling each piece of equipment are contained in other *WVN Studio Guides* in this series. To access the controls for a device:

1. Select the picture (or device) you want to control by pressing the name of the device in the **SOURCE** section of the screen. The controller will beep to acknowledge that you have selected a device successfully and that device button will appear selected.
2. Press the **Control** button to access the controls of the selected device. The controller screen will change to show the appropriate controls.
3. To return to the main control screen, press the **Back** or the **Home** button.

