

Guidelines for using Multimedia Equipment

7 Sep 2001

Purpose

This documents purpose is to provide guidelines for the standard use of the multimedia equipment available for use in Campbell Hall rooms 501 and 544. This equipment includes the Canon Video Projector, the Canon Document Camera, the Viewstation, and the remote control, ceiling mounted, video camera in 544. It is not intended to provide a thorough description of the capabilities of any of the equipment (please see Kelley McDonald for the user manuals for any equipment if you require more detailed information). Typical users should not be required to perform more than the listed activities below to obtain good results with this equipment.

Canon Document Camera Overview

The Canon Document Cameras in Room 501 and 544 of Campbell Hall are designed to replace, when used in conjunction with the Canon Video Projectors, the need for overhead projectors. They also add the capability to project non-transparency documents (normal b/w printouts) and three dimensional objects as well. In conjunction with the Polycom Viewstations, they will also send the images over the ethernet/ISDN to other Polycom Viewstations (such as those at SSL, Seti Institute, and UCSC). This section presents some standard procedures for using the Canon Document Cameras.

Using Document Camera as an Overhead Projector

First, lower the projector screen in the room. Then, power on the Canon Video Projector by pressing the Power button on the remote control twice while pointing it at the projector. This should cause the fan motor in the projector to start and the projector light to become lit (if it doesn't, try pressing the Power button twice once more). The projector screen should be illuminated in blue with the word Canon in the middle of the field. A timer will be counting down above from 30 seconds. When it is down to 00, the upper left corner of the image will show the current mode of the projector in a gray rectangle (either Video or Computer). If it isn't Video, press the Video button on the remote control and the blue screen will go dark for a second and will reappear with the word Video in the upper left corner. The projector is now ready for use. Next, setup the Canon Document Camera by 1) removing the cover if present, 2) unfolding the forelights to either side, 3) pressing the catch at the base of the camera support to release the camera support bar and lifting the support bar up until it is fully extended, 4) rotate the camera until it is facing down at the document table with the side that has the switches on it facing the right. Power on the Document Camera by flipping the switch on the left side of the unit until the lights on the control panel come on. After about 30 seconds, several of the green lights on the control panel will turn off, the Capture and Resolution lights in particular. This signals that the Camera is ready for use. To cycle the lighting mode, press the Lights button on the control panel or the remote once for forelighting (plain paper mode), again for backlighting (transparency mode), and once more for no lighting. This cycle repeats as you continue to depress the Lights button. Place your document on the document table, the camera should automatically focus on the

document. To adjust the size of the image, use the Zoom buttons on the control panel or the remote (T for telephoto and W for Wideangle). When finished with your presentation, please power off the Video Projector by depressing the Power button on the remote control twice in rapid succession until the lamp turns off, then raise the projector screen and power off the document camera.

Using Document Camera with Viewstation for Remote Conferencing

Power on the Document Camera as above. Establish a remote conference via the Viewstation (see below). One can select as near input either the builtin video camera, the document camera, or a composite video source (perhaps a video cassette recorder).

Note: the Document Camera can be used for remote conferencing and as an overhead projector simultaneously.

Establishing a Remote Conference with the Viewstation

Power on the Viewstation by flipping the switch on the back of the unit with the video camera to "on" position. Then power on the TV monitor. In a few seconds, the startup screen should be displayed on the monitor. Then a menu of choices are available (Address Book, Video Call, Setup, and Video Phone). To initiate a Remote Conference, use the ViewStation remote to select either "Video Call" or "Address Book". The Address Book will have the last 6 connections made on-screen; you can choose the Address Book icon again to see the full address book. If you choose "Video Call", use the remote to enter the IP address or ISDN phone number you want to connect to. The right arrow on the remote will insert a period. Make sure that the call type is properly set (ISDN or IP). Speed should be no more than 384 kilobits for ISDN, and the IP speed should be 768 kilobits/second or greater (or whatever the remote site can tolerate). Others remote sites can initiate a conference and the Viewstation should automatically connect to such remote sites (similar to an answering machine). The IP address of the Viewstation in 544 is 128.32.92.229 and the IP address of the Viewstation in 501 is 128.32.92.113 and its ISDN number is 510-642-1950 (544's Viewstation does not have an ISDN line available for its use). A remote site wishing to connect to our viewstation needs to know this information to properly connect to either Viewstation.

Using Video Projector with a Computer or the Viewstation

A VGA cable is provided on the lecturn that you can connect to the VGA output of a computer. This can be either a laptop, workstation, etc, so long as it has VGA output as an option. To connect a laptop to the VGA cable, typically there is a set of ports in the back of the laptop (under a flipdown panel), of which one of these is for an external CRT. Connect the VGA cable provided to this port and reconfigure your laptop to use either both LCD and CRT or just CRT (this is often done through a function key on the keyboard or for Apple computers by powering off and powering it on while the VGA cable is attached). For other computers, you will need to attach the VGA cable to the VGA output port on the computer and attach the monitor cable from the computer to the port labeled "Display" on the VGA Amplifier box that the VGA cable is attached to under the lecturn. Now, lower the projector screen and power on the Video Projector with the remote control by pressing the Power button twice in rapid succession until the

fan comes on and the projector is lit. When the word Canon disappears from the projected image, press the Computer button on the remote control and your displayed image from your computer should appear on the projector screen. There are a multitude of functions built into the video projector, which only a few can be the scope of this document. A couple of interesting features are the D. ZOOM (digital zoom) and the Laser pointer that is part of the remote control. In order to use the Viewstation with the Video Projector, see Kelley McDonald for assistance.

Use of Remote Control, Ceiling Mounted, Video Camera in 544

In order to use the remote video camera, you need to make sure the S-Video cable for it is connected to the "Document Camera" S-Video port on the Viewstation (at least until we have a switch box that will allow us to switch from the document camera to the remote video camera with ease). The remote control for the video camera will zoom, rotate the camera, and focus the unit. This is designed to be used to provide video of the lecturer or notes on the white board during a video conference, while also maintaining the capability of live video of the local audience and the remote audience.

Connecting to the Internet

We have provided an extra ethernet port for use with a computer in 544 and 501. Please check with Kelley McDonald or Dan Plonsey before using these ports for the first time so we can verify that you have a properly configured computer.

Troubleshooting

Short of powering off and on the particular piece of equipment to try to correct any faults, please contact Kelley McDonald or Dan Plonsey for assistance in troubleshooting any problems you may have with the Multimedia Equipment discussed in this