Our goal at Information Technology Services (ITS) is to provide the highest level of technical support and customer service to all San Jacinto College students and employees. We are constantly striving to provide a secure and efficient environment that meets the needs of the San Jac community.

CONTENTS
To “wake up” Monitor .................................................................................................................. 2
To toggle between the Touch Panel Controls and the monitor: ................................................ 2
Setting up a call: .......................................................................................................................... 3
Send To Far End (The Other Location): ..................................................................................... 3
Camera control: .......................................................................................................................... 3
VTC Volume: ................................................................................................................................ 4
  Privacy Mute: ............................................................................................................................... 4
  Speech Volume (On the Main ELO Touch Panel Controls): ...................................................... 4
  Program Volume (On the Main ELO Touch Panel Controls): .................................................... 4
To record a Video Conference: ..................................................................................................... 5
Move PIP Button: ......................................................................................................................... 5
Self View Button: ......................................................................................................................... 5
Sending and Receiving Snapshots ............................................................................................... 6
  Sending a Snapshot .................................................................................................................... 6
  Viewing a Snapshot ................................................................................................................... 6
  Receiving a Snapshot ................................................................................................................ 6
TO “WAKE UP” MONITOR

1. Rub finger across the screen. A light tap will not always “wake up” the monitor. If the monitor still won’t “wake up,” press the ON/OFF button located on the lower right side of the ELO touch panel monitor.

2. Tap in the passcode and then tap Enter.

TO TOGGLE BETWEEN THE TOUCH PANEL CONTROLS AND THE MONITOR:

1. First, select Source.

2. Then, touch the Preview Pane to get the full-screen computer monitor.

3. Touch the monitor screen again to return to the Main ELO Touch Panel Controls.
SETTING UP A CALL:

1. Press the Video Conf. button. This will bring up the Video Conference sub-page in the lower left of the screen.

2. Press the yellow Setup Call button. This will bring up a new page with detailed Video Conference controls.

3. If you are calling another ITV room or Theater on the San Jacinto network, push the Directory button. Use the arrow buttons on the Touch Panel to select the proper room, and then press the green Connect button.

   If you are calling an IP address, push the Keypad button. Enter the IP address using the “*” as the “.”. For example, 172.22.43.203 would be entered “172*22*43*203” and then push the green Connect button to begin the call.

SEND TO FAR END (THE OTHER LOCATION):

These buttons allow the user to select which Source will be sent to the Far End (the other location) when a conference is connected. The selected Source will appear on the Left preview and plasmas when in Originate Site. The selected Source will appear on the Right preview and plasmas when in Receive Site.

Originating/Receiving Site is selected on the Video Conf. sub-page in the lower left of the ELO Touch Panel Controls.

CAMERA CONTROL:

Once the video conference is connected, go to the Setup Call page and select Camera 1 as the source on the Send to Far End (the other location) menu. Camera 1 is located at the front of the room and Camera 2 is located on the back wall of the room. The arrow keys located at the center of the Setup Call page give the user control of the selected camera. The Zoom In and Zoom Out buttons allow the user to control the zoom of the selected camera. The Far End/Near End button allows the user to take control of the camera at the Far End (the other location) if the Far End Camera (the other location) is being sent to the Near End (local location). If the Far End/Near End button is pressed again, the user again has control of the local or Near End camera.
VTC Volume:
These buttons control the volume of the audio coming from the Video Conferencing device. The level indicator reflects the volume level which should be set between 70 and 80%.

Privacy Mute:
This button will mute all of the local microphones. This means that no audio will be sent to the Far End (the other location) when Privacy Mute is enabled.

*When on the detailed Video Conference controls page, select the Main Menu button in the bottom right corner to return to the Main ELO Touch Panel Controls.*

Speech Volume (On the Main ELO Touch Panel Controls):
These buttons control the volume level of the local/Near End microphones that is being sent to the Far End (the other location). The level indicator reflects the volume level which should be set between 70 and 80%.

Program Volume (On the Main ELO Touch Panel Controls):
These buttons control the volume level of the any audio that is being sent to the Plasma speakers by the Rack PC, Podium PC, and VCR sound. The level indicator reflects the volume level which should be set between 70 and 80%.
TO RECORD A VIDEO CONFERENCE:

1. Before recording, make sure that the Record VCR is on Input L1. This is selected by using the Input button on the VCR remote.

2. Insert VCR tape in the Record VCR in the cabinet.

3. Choose Record VCR from the Main ELO Touch Panel Controls. This will bring up a sub-page with the control buttons for the VCR.

4. Press the Record button.

5. Press the Video Conference button.

6. Press the Originate Site button.

MOVE PIP BUTTON:

1. Move PIP button inserts the source selected on the Send to Far End menu into the opposite preview pane.

2. Continuously pushing Move PIP rotates the inserted picture through each corner until the picture disappears. Pushing the Move PIP button 5 times will remove the inserted picture.

SELF VIEW BUTTON:

Allows the user to view the outgoing video

1. Select Self View button to view your outgoing video (the source selected on the Send to Far End menu).

2. To change the image being viewed on the monitor during a call press Self View until the desired image is shown (far end/selfview).

3. Press Move PIP to move your selfview as a Picture-in-Picture to different corners of the screen or to switch it off.
SENDING AND RECEIVING SNAPSHOTs

When a snapshot is sent, received, or requested, it will be stored in the graphics memory. When a new is sent or received, the old image will be erased. When disconnecting the call, the image will be erased.

Sending a Snapshot

1. To send snapshots press the SnapShot button.
2. To send a snapshot from another video source (e.g. the document camera), select the source and press SnapShot.

Viewing a Snapshot

The last sent or received snapshot will automatically be displayed on your screen. Press SelfView to return to normal view.

*If ITV Equipment is set to 'Presentation Mode: Preview', when pressing Snapshot you will be allowed to view your snapshot, e.g. from the document camera, before sending it as a snapshot by pressing Snapshot again. The far end will not see the snapshot while you are adjusting it.*

Receiving a Snapshot

A received snapshot will automatically be displayed on your screen. Press SelfView to return to normal view.