

RECORDING A CONFERENCE

1. **Insert recordable media into the recorder.**
2. **Press the “Record Conference” button followed by the “DVD” or “VCR” icon** on the AMX keypad.
3. **Press Record.**
This will record the “live” video / Content from the near end of the conference, so that if the presenter performs this function he or she will be visible on the tape. It will record the audio from all sites, so that any conversation which takes place will be heard.
4. **Press “Stop” to finish the recording.**

PRESENTATION GUIDE

Camera Shots

- **Close ups** - use sparingly as it can be overwhelming,
- **Medium shot** - (waist up) good for conveying facial expressions and body language, particularly for a single person.
- **Long (wide) shot** - used to establish who is in the room or during group discussion.
- Use the pre-sets rather than moving the camera around the room.

Visuals

- Design in “TV” (4:3) or landscape format. E.g. as in PowerPoint.
- Keep text 24 point or above in size.
- Use upper and lower case for body text.
- Keep diagrams simple.
- Don't expect the details of websites to be viewable at the far end.

For further advice see the quick guides:

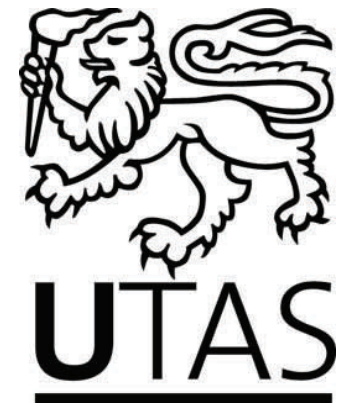
- “Good Visuals”
- “Presenter tips”
- “Good Camera shots”

at <http://www.utas.edu.au/itr/videoconf/>

IMPORTANT GENERAL INFORMATION

- **Make sure you know where to go!**
Arrange a visit to the room you are presenting from prior to your conference.
- **Get to know the basics**
while on your visit, have a test drive of the equipment you are expected to work with. If you'd like some basic training contact the support personnel
- **Scheduled Start and End times**
Videoconferences using ITR teaching rooms are scheduled according to the teaching timetable.
All morning conferences start on the hour, and finish 10 minutes before the hour. From 1pm conferences start 10 minutes after the hour and finish on the hour.
- **Access to rooms**
The doors to all ITR videoconference venues are scheduled to unlock for 25 minutes, starting 10 minutes before the start of a conference.

If you find the door locked, call support on 3111. There are phones located outside each videoconference venue.
- When you leave a videoconference room, make sure the door is shut behind you.
- **Technical support helpline: 3111**
This is for any technical or general videoconference related questions It is available during all scheduled conferences, working days and hours.
- **Close of Scheduled conferences:**
At the end of the conference, the call will disconnect automatically.



IT Resources Videoconferencing

A Brief “How To” for Videoconferencing

University of Tasmania
Videoconference Essentials

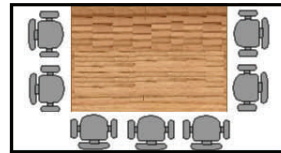
**For Video conference Help
Dial Extension: 3111**

<http://www.utas.edu.au/itr/videoconf>

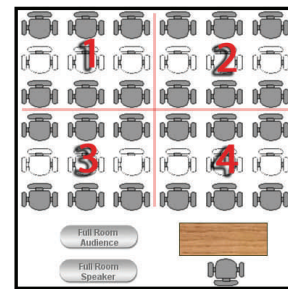
CONTROLLING VIDEO CAMERAS

1. Press “Control Cameras” button.
2. Press a camera icon to select a camera to control
Near Cameras—Front or Rear
Far Cameras— 1 or 2
3. Press a “Seat” button. This tells the system where you want the camera to point.

For manual camera control and custom presets see opposite.

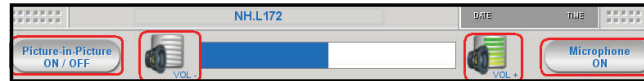


OR



GENERAL SETTINGS (at bottom of touch panel)

1. Turn the Mic ON when ready to talk.
2. Adjust the Volume.



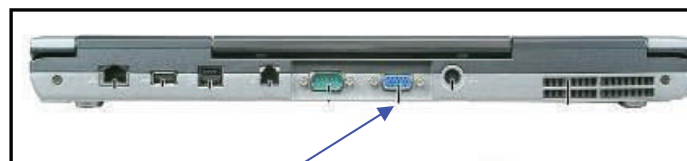
SENDING CONTENT

1. Set up the device.
PC, Laptop, Video /DVD, Doc camera
2. Press “Send Content” button.
3. Select the appropriate source icon.
House, External...
4. Select Stop “Sending Content” when appropriate.
5. You can switch to other cameras at any time by pressing “Control Camera” and choosing a camera to send.



Using a Notebook

1. Open the desk connectors
Press the front of the desk’s tilt-box.
2. Connect the Notebook to the Tilt-Box
external video/audio/Network outputs to the corresponding connectors on the desk’s Tilt-Box. (Cables supplied)
3. Press Function F8/F12 to send video out the notebooks external connector.
4. Press “Send Content” button then the “External” icon.



VGA connectors

Network connector



Manual Camera Control

1. Press “Control Cameras”.
2. Select a camera to control.
3. Press “Manual Camera Control”.
4. Use the 4-Way Arrow Keys for pan/tilt, up/down arrows for zoom
5. Set Custom Presets:
Position Camera, Press preset (1..3), Press Set
Use Presets:
Press preset number (1..3) then “Go”



Playing videos

1. Insert the Tape/DVD into the player.
 2. Press “Send content” button then the DVD/VCR icon on the keypad to send a “live” feed of the video.
 3. Use the controls to ensure your video is queued to the right place.
 4. Use the Keypad video controls to Play, Pause, Stop, FFwd, Rwd etc.
 5. Press 'Stop Sending Content' on the keypad when you have finished viewing the video.
- Pressing “Stop Sending Content” will not stop the tape of the DVD player

Using the Document Camera

1. Turn the document camera & lights on.
2. Place your document object on the base of the camera.
3. On the AMX keypad press “Send Content” button followed by the “Document Camera” icon to send a “live” feed of the Document camera.
4. Zoom the Document Camera
The document camera has zoom buttons. 'Tele' will move the camera image in; 'Wide' will move it out. Adjust to fill the screen.