

## **Jubilee large Lecture Theatre IP address**

139.184.189.160

A high-quality, hardware-based videoconferencing system (Polycom Codec) is installed in the Jubilee Lecture Theatre. You may wish to use it to add value to your teaching and learning in a number of ways, e.g. by inviting contributions from remote speakers, by encouraging your students to interact and collaborate with colleagues at other Higher Education institutions, or maybe simply by sharing your own session with any distant audience equipped with a similar facility.

*NB For software-based videocalls (e.g. Skype) please use the PC instead.*

### **The system is simple to use but, particularly if you are a first-time user, you must establish in advance that:**

- The remote site's system is compatible (H323 standards-based such as Polycom/Tandberg). A test call is always advisable.
- You have agreed a start/finish time for the videoconference and who is initiating the call.
- You know the remote site's IP address to dial and/or have given them the IP address to dial for this theatre.

If you decide to use it regularly, we advise you to register with the Janet Videoconferencing Service (JVCS in Edinburgh). This enables you to book and manage your videoconferences online, with automated dialling/connection and phone support for all pre-booked conferences. You can also use the service to invite Windows desktop participants, or to bridge with multiple endpoints and/or ISDN (a legacy system) if required. See <http://www.jvcs.ja.net/cgi-bin/vcng/welcome.cgi>

## **Step-by-step instructions**

- Turn on the PC monitor and projector (and, if needed, log into the PC with your IT username and password)
- Touch the **Videoconf** icon on the top right-hand of the lectern control panel

*Continued on the next page*

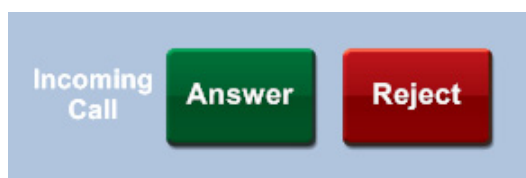
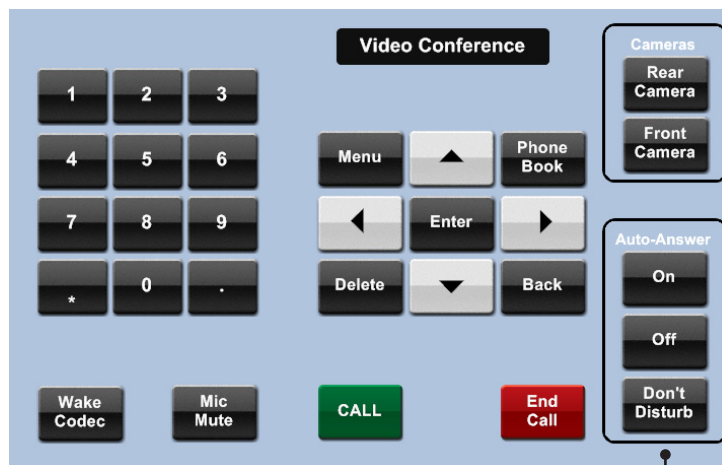
# How to use the Codec Videoconferencing System

Jubilee large Lecture  
Theatre IP address  
139.184.189.160

## Make an outgoing call

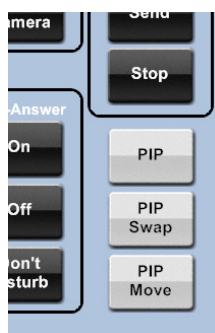
On the small control panel, use the arrows to highlight Place a call on the large screen, then press Enter. Use the number pad to enter the remote endpoint IP address (numbers are confirmed by audio as you enter them) then press **CALL**

If your call is successful, you will see and hear the remote participant(s) and the **CALL** button is highlighted blue.



## Receive an incoming call

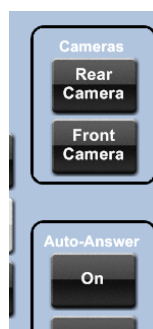
Make sure that Don't Disturb is not set (it will be highlighted in blue if it is). To receive a call from a remote endpoint, set Auto Answer to **On** or await the audio signal for an incoming call and press **Answer** or **Reject**



## See what others see

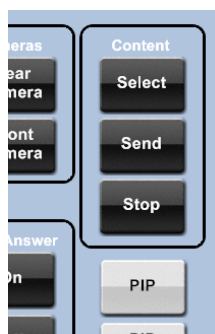
To monitor what is being seen at the remote endpoint, press **PIP** to display a 'Picture in Picture' box onscreen. You can also:

- PIP Move** Move the image to another corner
- PIP Swap** Toggle the main and small image



## Change the view

- Rear Camera** Transmits an image of the lectern area (not including the projector screen)
- Front Camera** Switches to an image of the audience



## Share other sources

You can also share content from the PC, Document Camera or a laptop:

- Select** Choose which source to share
- Send** Start transmitting the content
- Stop** Stop transmitting and go back to the camera



## Turn microphone on/off

Press the **Mic Mute** button to turn the microphone on or off (blue = muted)



## End the call

Press the **End Call** button to finish



## Privacy

Press **Don't Disturb** to ensure that subsequent teaching is not interrupted!