



“An investment in America’s future.”

USER’S MANUAL
FOR
MODULAR VIDEO CONFERENCING SYSTEM

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PREPARED FOR:

MCI WORLDCOM



BY:

YORK TELECOM

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PREFACE

DUE TO THE DEPTH OF HIERARCHY OF THE TOUCH PANEL SYSTEM, THIS MANUAL HAS BEEN DESIGNED AS A REFERENCE GUIDE.

SO AS NOT TO CONFUSE THE READER, THE CONTENTS HAVE BEEN LAID OUT TO ADDRESS FIRST *FULL PAGE SCREENS AND THEIR ASSOCIATED BUTTONS*, AND THEN *SUB-MENU WINDOWS AND THEIR ASSOCIATED BUTTONS*.

THE ORDER OF THESE PAGES AND WINDOWS ARE *MOST PROBABLY* WHAT THE USER *MIGHT ENCOUNTER* DURING A NORMAL SESSION.

User's Manual For Modular Video Conferencing System

1.0 **PURPOSE** The Purpose of this procedure is to familiarize National Aeronautics and Space Administration (NASA) personnel with the use of the Touch Panel Control System.

2.0 **SCOPE** The Scope of this document covers the use of various control buttons and screens associated with the Touch Panel Control System for NASA.

3.0 **OVERVIEW** In the last 40 years, mankind's quest for knowledge and self discovery has reached beyond the boundaries of the Earth to the distant stars that fill our night's skies. In the forefront of this amazing journey, NASA has been charged with dedicating its resources to expanding mankind's presence in this new and seemingly limitless frontier. NASA's mission seeks to serve and inspire Americans as well as the rest of our world in space exploration, while bringing tremendous benefits to the quality of each individual life.

Part of NASA's mission is to advance and communicate scientific knowledge and understanding of the Earth, the solar system, the universe, and the technology employed for use in the space environment and various programs. Because of this essential need, multimedia services (including voice, data, imagery, and video) and technology must not only be kept current, but meet any future demands placed on it.

The Touch Screen System now being employed by NASA is a state-of-the-art wired touch panel scheme, which employs a combination of programmable button functions with the dynamics of multimedia devices. The system also utilizes customized color screen menus, providing a user-friendly interface that is fully expandable.

Also, a hand-held remote can be used for call setup. However, its use is recommended for call setup and call hang-up only*¹.

*¹ **NOTE:** *If the NEAR button on the hand-held remote is pushed twice, the video sources may be changed. Always ensure that the first video source (video camera) is selected as the default source.*

4.0 **START UP & FULL PAGE SCREENS** All broadcast device functionality is centralized and directly controlled by the Touch Panel, including some power appliance. The starting point for using the Touch Panel Control System begins from the power-down state*².

*² **NOTE:** *Normally, the power will remain on at all times. However, it must be taken into consideration that a cold-startup might be necessary if the system has suffered a loss of power.*

To start, turn on the main power button on the equipment rack. The equipment will then begin to energize. Allow all equipment to warm-up for at least 15 minutes. This will stabilize the rack devices for optimum use. At this time the *System Power Screen* will have appeared and remained on the Touch Panel. (See Figure 1.) The system is now ready for use.

4.1 **System Power Screen** The *System Power Screen* consists of three buttons: *ON* button, *OFF* button, and *Cancel* button. These three buttons allow the user to either power-up the system or shut it down. The shut down sequence, however, *can only be initiated from the Main Menu page*.

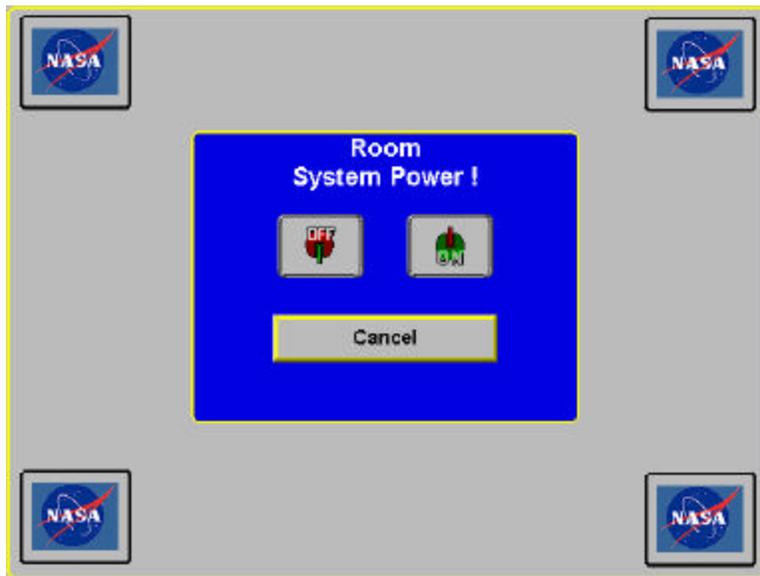


Figure 1.



4.1.1 **ON button** When the user presses the *ON* button, the system will immediately power-up and the *Main Menu* page will be displayed.



4.1.2 **Cancel button** After the user has finished with all system utilization, they may choose to end the session by pressing the *ShutDown* button located on the *Main Menu* page. This action will in-turn display the *System Power Screen* once again. At this point, should the user then decide that further system application is still necessary, they may press the *Cancel* button. The *System Power Screen* will then disappear and the *Main Menu* page will once more be displayed.



4.1.3 **OFF button** Selecting the *OFF* button will begin the system power-down sequence. Immediately after the *OFF* button has been pressed, the *Shutdown in process* screen (Figure 2) will appear for a few seconds. Afterwards, the Touch Panel display will return to the *System Power Screen*. (See Figure 1.)



Figure 2.

4.2 **Main Menu page** The *Main Menu* page is considered the system default page. From this screen, the user can access any other screen, device or control settings. Refer to Figure 3. This screen also allows near-end sources to be previewed along with codec outputs.

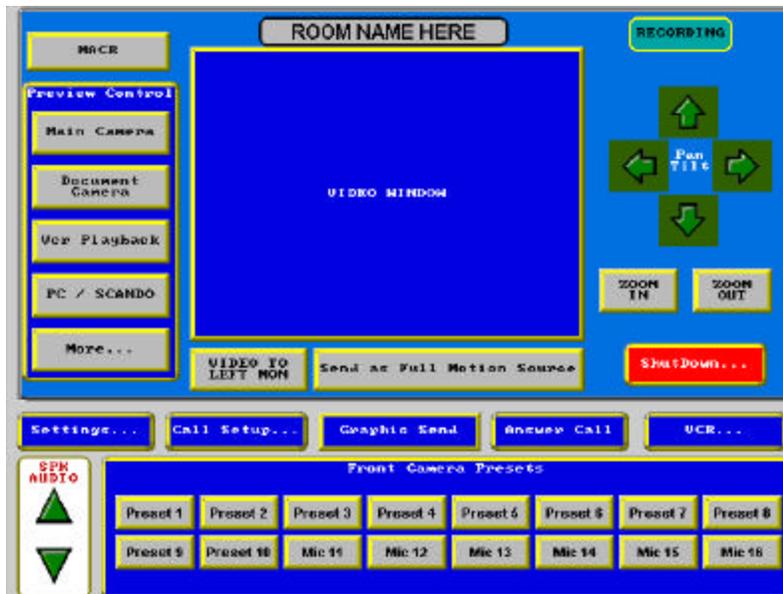
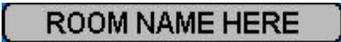


Figure 3.



4.2.1 **ROOM NAME HERE – text field** The *ROOM NAME HERE* text field supplies the user with the name of the video conferencing room they are currently standing in. It is the room identifier.



VCR recording mode *OFF*.



VCR recording mode *ON*.

4.2.2 **RECORDING indicator** The *RECORDING* indicator will be illuminated when the *VCR* is in record mode. ***It is an indicator only and not a button.*** Pushing it will cause no system action.



4.2.3 **Arrow Up button** The *Arrow Up* button tilts the *Main Camera* upward. *This control button is always active.*



4.2.4 **Arrow Left button** The *Arrow Left* button pans the *Main Camera* left. *This control button is always active.*



4.2.5 **Arrow Right button** The *Arrow Right* button pans the *Main Camera* right. *This control button is always active.*



4.2.6 **Arrow Down button** The *Arrow Down* button tilts the *Main Camera* downward. *This control button is always active.*



4.2.7 **ZOOM IN button** The *ZOOM IN* button varies the apparent distance of the object being viewed by the *Main Camera* closer. *This control button is always active.*



4.2.8 **ZOOM OUT button** The *ZOOM OUT* button varies the apparent distance of the object being viewed by the *Main Camera* farther away. *This control button is always active.*



4.2.9 **ShutDown button** The *ShutDown* button initiates the system shut down process. When pressed, the *System Power Screen* will be immediately displayed. Refer to steps 4.1.2 (*Cancel* button) and 4.1.3 (*OFF* button) for further information.



MACR

4.2.10 **MACR button** This button toggles the *MACR* mode on or off. When the *MACR* mode is active, the camera will track the last person to push a *Push-to-talk* microphone. The preset button on the *Main Menu* associated with the *Push-to-talk* microphone will also go to an “ON” status. When the last *Push-to-talk* microphone button is released, the camera will wait three (3) seconds and then zoom all the way out. Also while in this state, attempting to press any of the preset buttons on the *Main Menu* will result in no system action.



Main Camera

4.2.11 **Main Camera button – Preview Control block** By pressing the *Main Camera* button, the user will select the *Main Camera* as the preview source. The *Main Camera*'s button will illuminate while any other previously selected source will be turned off. The *Main Camera*'s video will then be sent to the *Polycom Touch Panel Video Window* and displayed.



Document
Camera

4.2.12 **Document Camera button – Preview Control block** By pressing the *Document Camera* button, the user will select the *Document Camera* as the preview source. The *Document Camera*'s button will illuminate while any other previously selected source will be turned off. The *Document Camera*'s video still image will then be sent to the *Polycom Touch Panel Video Window* and displayed.



Vcr Playback

4.2.13 **VCR Playback button – Preview Control block** By pressing the *VCR Playback* button, the user will select the *VCR Playback* as the preview source. The *VCR Playback*'s button will illuminate while any other previously selected source will be turned off. The *VCR Playback*'s video will then be sent to the *Polycom Touch Panel Video Window* and displayed.



PC / SCANDO

4.2.14 **PC / SCANDO button – Preview Control block** By pressing the *PC / SCANDO* *³ button, the user will select the *PC* as the preview source. The *PC / SCANDO*'s button will illuminate while any other previously selected source will be turned off. The *PC*'s video will then be sent to the *Polycom Touch Panel Video Window* and displayed.

*³ **NOTE:** *SCANDO* refers to the use of a scan converter being employed for displaying of any *PC* image or video. By use of the scan converter, the resolution is somewhat lower than image appearing on the *PC* monitor, itself.



4.2.15 **More button – Preview Control block** By pressing the *More* button, the *(More) Preview Source Select* window will appear. This will allow the user several more optional preview sources. Refer to Step 5.1, Figure 9.



4.2.16 **VIDEO TO LEFT MON button** This button will route the selected preview source to the *Left Monitor*.



4.2.17 **Send as Full Motion Source button** This button will route the last selected preview source to the codec for transmission.



4.2.18 **Settings button** Pressing the *Settings* button will open the *Preference Control* window. From this window, the user can change different system control settings and options. Refer to Step 5.2, Figure 10.



4.2.19 **Call Setup button** Pressing the *Call Setup* button will open the *VTC Dial* page. From this page, the user can place video teleconferencing calls as well as accessing several other functions. Refer to Step 4.3, Figure 5.



4.2.20 **Graphic Send button** Pressing the *Graphic Send* button sends a snapshot from video input 2 of the codec to the far-end.



4.2.21 **Answer Call button** Pressing the *Answer Call* button is a manual toggle for answering or hanging up calls. After answering a call, the button will immediately become highlighted while its text changes to: *Hangup Call*. The button will revert back to its off state after it has been pressed again to end the call.



4.2.22 **VCR button** Pressing the *VCR* button opens the *VCR Controls* window. Refer to Step 5.3, Figure 11.



4.2.23 **SPK AUDIO buttons** The SPK AUDIO arrow buttons raise (pointing up) or lower (pointing down) the volume to the room speakers.



When camera preset is activated, button will appear as being depressed.

4.2.24 **FRONT CAMERA PRESETS buttons** The *Preset* buttons 1-10 (Figure 4) will recall any associated preset camera position *so long as the system is not in the MACR mode*. The last pushed *Preset* button will appear as if depressed while its preset condition will be sent to the camera.

These buttons also double as microphone activation indicators. When a corresponding microphone has its "Push-to-Talk" button enabled, the border of the corresponding *Preset* button will turn *Red*. There is no limit to how many microphone indicators can be on at once.

Preset buttons 11-16 are strictly microphone indicators *only* and work exactly in the same manner. (Their borders turn *Red*.)

When the system is in *MACR* mode, attempting to press any of the preset buttons will result in no system action. See Step 4.2.10 –*MACR* button.



Figure 4.

4.3 **VTC Dial page** The *VTC Dial* page is used to place video teleconferencing calls, audio call add-on's, control codec menu options along with several other functions. Refer to Figure 5. As soon as this screen is accessed, *the Main Screen of the Polycom CodecVS-4000 will appear in the video window*.

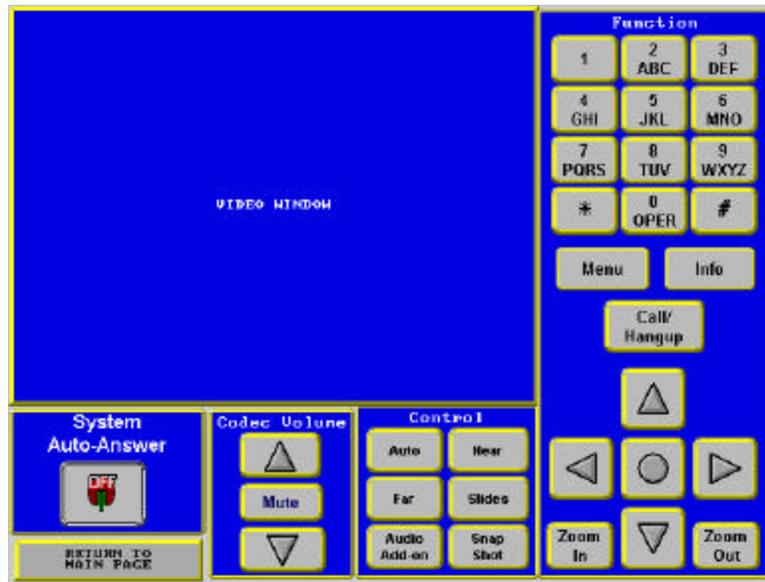
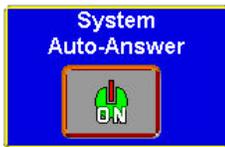


Figure 5.



OFF STATE



ON STATE

4.3.1 **System Auto-Answer button** This button controls the system's auto-answer functions. These functions are enabled when the button is pressed once. When the button is pressed a second time, the functions are disabled.

When the auto-answer function is enabled, all incoming calls are answered automatically by the codec. As soon as a connection is established, the AMX turns on the entire system (if the system is not already on). When the connection is broken for any reason, the warning window in Figure 6 will appear. The user will then have 5 minutes to either establish a new call or turn the auto-answer function off. If the user does neither within that period of time, the AMX will shut down the system.

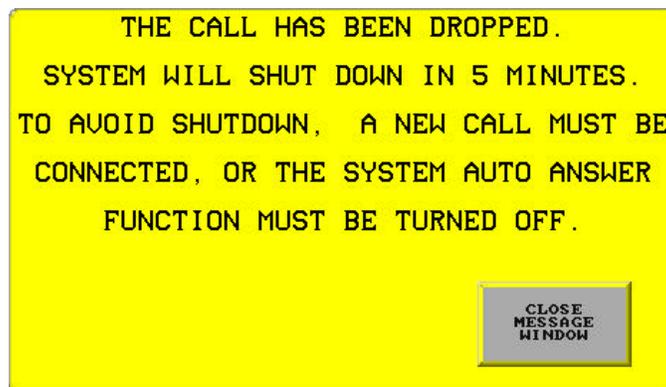


Figure 6.



RETURN TO
MAIN PAGE

4.3.2 **RETURN TO MAIN PAGE button** Pressing this button, the Touch Panel returns to the *Main Menu* page.



Mute

4.3.3 **Mute button – Codec Volume block** The *Mute* button is a toggle utilized for privacy by the near-end user during a video call. Pressing the *Mute* button will mute all outgoing audio to the far-end.



4.3.4 **Up Arrow button – Codec Volume block** This button raises the audio being generated from the codec independently of the PA system volume.



4.3.5 **Down Arrow button – Codec Volume block** This button lowers the audio being generated from the codec independently of the PA system volume.



Auto

4.3.6 **Auto button – Control block** This is a multi-functional button, which can be used under several different operations:

1. Pressing it once turns on camera auto tracking. (The auto tracking menu will appear, but auto tracking is currently disabled.)
2. Pressing it twice, the user will be able to access preset options and control.
3. Pressing it a third time will return the system to normal.



Far

4.3.7 **Far button – Control block** The *Far* button is only functional during a video call. The *Far* button allows the near-end user to gain control over the far-end camera. (This feature only functions if the remote site has enabled their far-end control feature located in the codec setup menu.)



Near

4.3.8 **Near button – Control block** The *Near* button a multi-functional button which can be used under several different operations:

1. Pressing it once will display the near-end camera object.
2. Pressing it a second time will allow the user to access input selection options.



Slides

4.3.9 **Slides button – Control Block** The *Slides* button is used in conjunction with a PC being used for a presentation. Since this process is beyond the scope of this manual, the reader should consult the Polycom VS-4000 User's Guide for further information. (See ***Viewing a Presentation*** and ***Presenting Slides*** in the Polycom VS-4000 User's Guide.)



4.3.10 **Audio Add-on – Control block** The *Audio Add-on* button allows the user to place an audio call add-on during on-going video call. After press the *Audio Add-on* button, the *Audio Conference Control* window will be displayed. Refer to Step 5.4, Figure 12.



4.3.11 **Snap Shot button – Control block** By pressing this button, a snap shot is taken by the main camera and immediately sent to the far-end.

4.3.12 **Keypad – Function block** The *Keypad* buttons are used to enter a dialing string to initiate a video call. Refer to Figure 7. The *Left Arrow* button is used to eliminate any entered the wrong characters via the keypad. The numbers entered will appear on the monitor screen. The *Call/Hangup* button is used both to initiate and terminate the call.



Figure 7.



4.3.13 **Menu button – Function block** Pressing the *Menu* button will display different codec menu options. This is also multi-functional button, which can be used under several different operations.



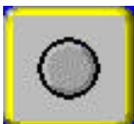
4.3.14 **Info button – Function block** Pressing the *Info* button will either display information about a highlighted codec menu option or error codes generated during system usage.



4.3.15 **Call/Hangup button – Function block** The *Call/Hangup* button is used both to initiate and terminate a video call.



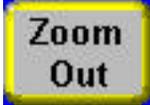
4.3.16 **Arrow buttons – Function block** The *Arrow* buttons are used to both to navigate codec menus and options or for adjustment of camera position for either near or far-end.



4.3.17 **Select/Enter button – Function block** The *Select/Enter* button is used to choose highlighted option or codec menu selection.



4.3.18 **Zoom In button** The *Zoom In* button varies the apparent distance of the object being viewed by the selected camera (near or far-end) closer.



4.3.19 **Zoom Out button** The *Zoom Out* button varies the apparent distance of the object being viewed by the selected camera (near or far-end) farther away.

4.4 **System Information page** The System Information page contains information about the system and point of contact while allowing access to system setup options. Refer to Figure 8.

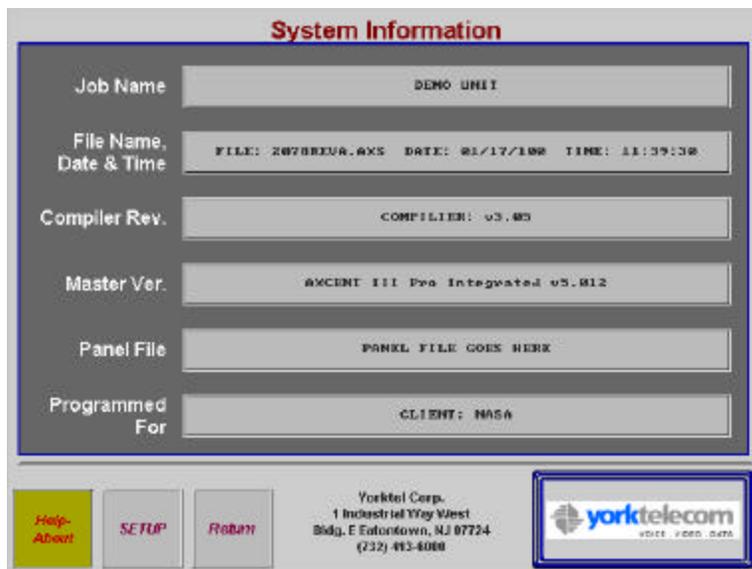


Figure 8.



4.4.1 **Help-About indicator** This is merely a navigational icon to let the user know where they are. *It is not a button.*



4.4.2 **SETUP button** The *Setup* button is for use by trained technicians only. By pressing this button, different setup options for the Touch Panel can be adjusted.



4.4.3 **Return button** Pressing this button, the Touch Panel returns to the *Main Menu* page.

5.0 **SUB-MENU WINDOWS** The sub-menus contain most of the system functionality. However, they can only be accessed from the main pages. In actuality, some sub-menus can only be accessed from other sub-menus. The order of these windows is most probably what the user will encounter during a normal session.

5.1 **Preview Source Select window** The *Preview Source Select* window (Figure 9) allows the user several added more preview options. Pressing the More button on the Main Menu page accesses this. (See Step 4.2.15.)

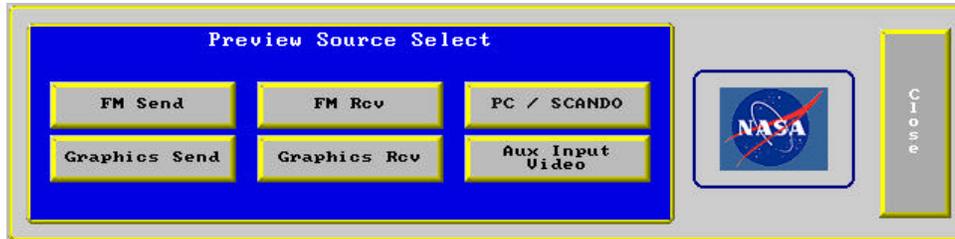


Figure 9.



5.1.1 **FM Send button** By pressing the *FM Send* button, the system sends any full-motion video that is being previewed to the far-end.



5.1.2 **Graphics Send button** The *Graphics Send* button can capture and sends any still image video that is being previewed to the far-end. This performed through the amount of times the button is pressed:

- ❑ One push on the button previews the image.
- ❑ Two pushes on the button will send the image to the far-end.



5.1.3 **FM Rcv button** By pressing the *FM Rcv* button, output 1 of the codec will be selected as the preview source. The *FM Rcv's* button will illuminate while any other previously selected source will be turned off. The output 1 video from the codec will then be sent to the *Touch Panel Video Window* and displayed.



5.1.4 **Graphics Rcv button** By pressing the *Graphics Rcv* button, output 2 of the codec would be selected as the preview source. The *Graphics Rcv's* button will illuminate while any other previously selected source will be turned off. The output 2 video from the codec will then be sent to the *Touch Panel Video Window* and displayed.



5.1.5 **PC / SCANDO button** By pressing the *PC / SCANDO* *¹ button, the user will select the *PC* as the preview source. The *PC / SCANDO*'s button will illuminate while any other previously selected source will be turned off. The *PC*'s video will then be sent to the *Touch Panel Video Window* and displayed.



5.1.6 **Aux Input Video button** By pressing the *Aux Input Video* button, the system's auxiliary input will be selected as the preview source. The *Aux Input Video*'s button will illuminate while any other previously selected source will be turned off. The video from the system's auxiliary input will then be sent to the *Touch Panel Video Window* and displayed.

5.2 **Preference Control window** The *Preference Control* window (Figure 10) is accessed by pressing the *Settings* button on the *Main Menu* page. (See Step 4.2.18.) From this window, the user can change different system control settings and options.

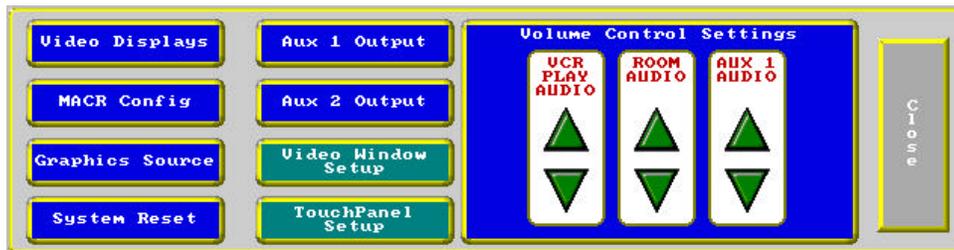


Figure 10.



5.2.1 **Video Displays button** Pressing this button will “pop-up” the *Video Display* window. From this window, the user may select any one of three system video display configurations. (See Step 5.5, Figure 13.)



5.2.2 **MACR Config button** Pressing this button will “pop-up” the *MACR Program Mode* window. From this window, the user may program camera positions to preset selections. (See Step 5.6, Figure 14.)



5.2.3 **Graphics Source button** Pressing this button will “pop-up” the *Graphic Source Select* window. From this window, the user may select one of three graphic sources and send the image from the selected source to the far-end. (See Step 5.7, Figure 15.)



5.2.4 **System Reset button** Pressing this button will “pop-up” the *System Reset* window. From this window, the user may reset the condition that exists when the system is first powered up. (See Step 5.8, Figure 16.)



5.2.5 **Aux 1 Output button** Pressing this button will “pop-up” the *Aux 1 Output Video* window. From this window, the user may select one of nine options as the *Aux 1 Output Video*. (See Step 5.9, Figure 17.)



5.2.6 **Aux 2 Output button** Pressing this button will “pop-up” the *Aux 2 Output Video* window. From this window, the user may select one of nine options as the *Aux 2 Output Video*. (See Step 5.10, Figure 18.)



5.2.7 **Video Window Setup Button** The *TP Video Setup* button is for use by trained technicians only. By pressing this button, different setup options for the Touch Panel video window can be adjusted.



5.2.8 **Touch Panel Setup Button** The *Touch Panel Setup* button is for use by trained technicians only. By pressing this button, different setup options for the Touch Panel can be adjusted.



5.2.9 **VCR PLAY AUDIO volume buttons** The *VCR PLAY AUDIO* volume buttons raise and lower the audio output from the *VCR*.



5.2.10 **ROOM AUDIO volume buttons** The *ROOM INPUT AUDIO* volume buttons raise and lower the room audio.



5.2.11 **AUX 1(Input) AUDIO volume buttons** The *AUX 1 (Input) AUDIO* volume buttons raise and lower the selected *Aux 1* audio input source.

5.3 **VCR Controls window** From this window, the user may select any *VCR* function and record any of four select sources. Each *VCR Control* button is self explanatory. Refer to Figure 11. Pressing the *VCR* button on the *Main Menu* page accesses the *VCR Controls* window. (See Step 4.2.22.)

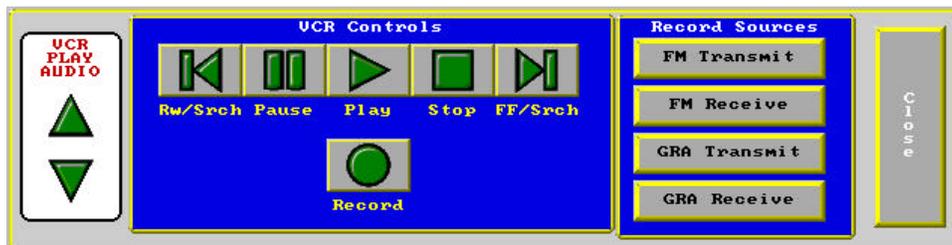


Figure 11.

5.4 **Audio Conference Control window** The *Audio Conference Control* window allows the user to either place an audio add-on call*⁴ during a video teleconference, or allows the user to make a stand alone audio call. Refer to Figure 12. Pressing the *Audio Add-on* button on the *VTC Dial page* accesses the *Audio Conference Control* window. (See Step 4.3.10.)

*⁴ **NOTE:** *Audio add-on calls can only be set up by using the Audio Conference Control Panel. The “on screen” telephone menu is currently disabled.*

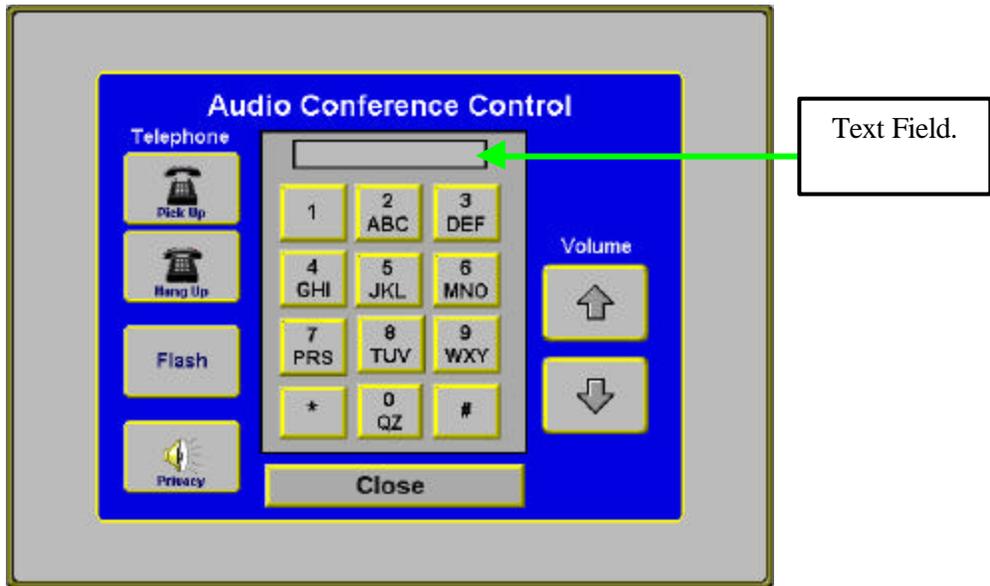


Figure 12.

5.4.1 **Keypad buttons** The *Keypad* buttons are used to enter a dialing string to initiate a video call. However, there is no way to eliminate wrong characters via the keypad other than hanging up and starting over again. The numbers entered will appear in the text field above the numbered buttons. The *Call/Hangup* button is used both to initiate and terminate the call.



5.4.2 **Pick Up button** The *Pick Up* button is used to initiate the call.



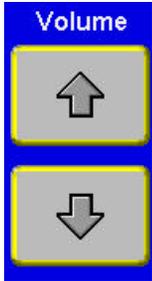
5.4.3 **Hang Up button** The *Hang Up* button is used to terminate the call.



5.4.4 **Flash button** The *Flash* button is used to transmit a momentary signal similar to depressing a hookswitch (up to 0.8 of a second). This signal can flag various services such as calling the attendant, conferencing, or transferring the call.



5.4.5 **Privacy button** The *Privacy* button is a toggle used to mute the outgoing audio signal.



5.4.6 **Volume buttons** The *Volume* buttons are used to adjust the phone volume by either raising or lowering it independently of the PA system volume.

5.5 **Display Configuration Menu window** From this window, the user may select any one of three system video display configurations. Each of these configurations is self-explanatory. Refer to Figure 13. Pressing the *Video Displays* button on the *Preference Control* window accesses the *Display Configuration Menu* window. (See Step 5.2.1.)



Figure 13.

5.6 **MACR Program Mode window** From this window, the user may program camera positions to preset selections by following the directions displayed on the window header. Refer to Figure 14. Pressing the *MACR Config* button on the *Preference Control* window accesses the *MACR Program Mode* window. (See Step 5.2.2.)



Figure 14.

Presets 1 to 10 are programmed through the codec. To accomplish programming, press the desired preset button you wish to use. Programming directions for the appropriate button will then be immediately displayed at the top of the window.

5.7 Graphic Source Select window From this window, the user may select one of three graphic sources and send the image from the selected source to the far-end. Refer to Figure 15. Pressing the *Graphics Source* button on the *Preference Control* window accesses the *Graphic Source Select* window. (See Step 5.2.3.)

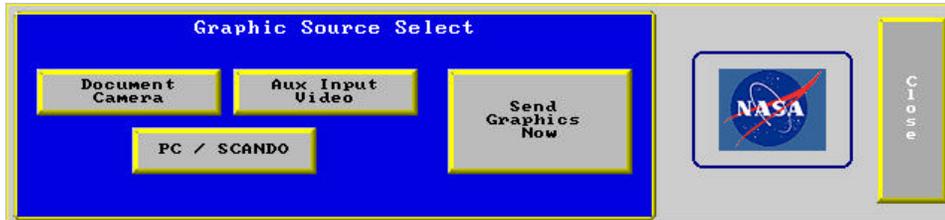


Figure 15.

5.8 System Reset window From this window, the user may reset the system to the condition that exists when the system is first powered up. This is accomplished by pressing the *System Reset* button and holding it for 5 seconds. The system will then reset. Refer to Figure 16. Pressing the *System Reset* button on the *Preference Control* window accesses the *System Reset* window. (See Step 5.2.4.)

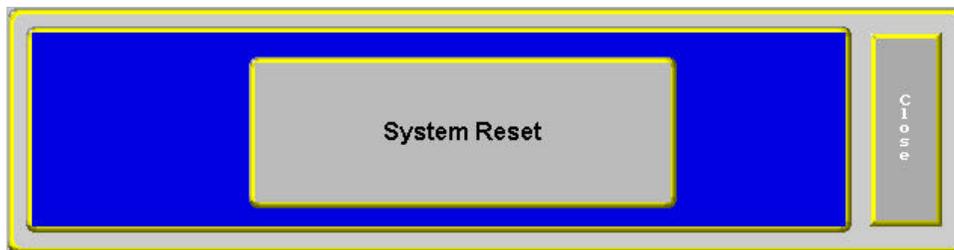


Figure 16.

5.9 Aux 1 Output Video window From this window, the user may select one of nine options as the Aux 1 Output. Refer to Figure 17. Pressing the *Aux 1 Output* button on the *Preference Control* window accesses the *Aux 1 Output Video* window. (See Step 5.2.5)

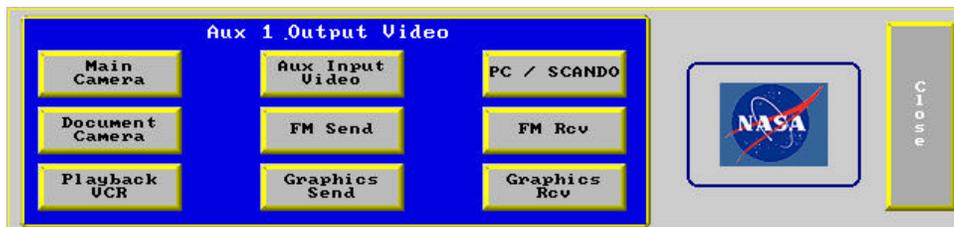


Figure 17.

5.10 **Aux 2 Output Video window** From this window, the user may select one of nine options as the Aux 2 Output. Refer to Figure 18. Pressing the *Aux 2 Output* button on the *Preference Control* window accesses the *Aux 2 Output Video* window. (See Step 5.2.6.)

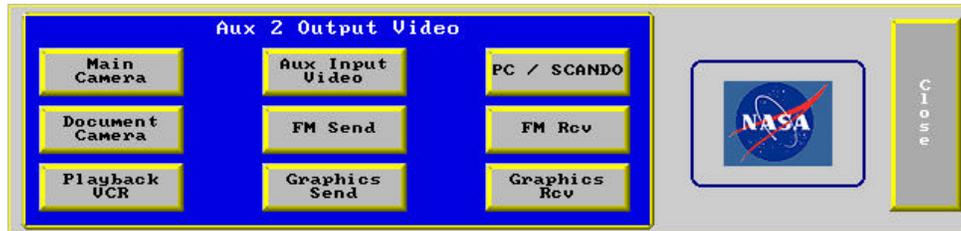


Figure 18.

APPENDIX A:
INTERFACE I/O PANEL (AUX PANEL)
-
CONNECTOR FUNCTIONS

NETWORK BLOCK

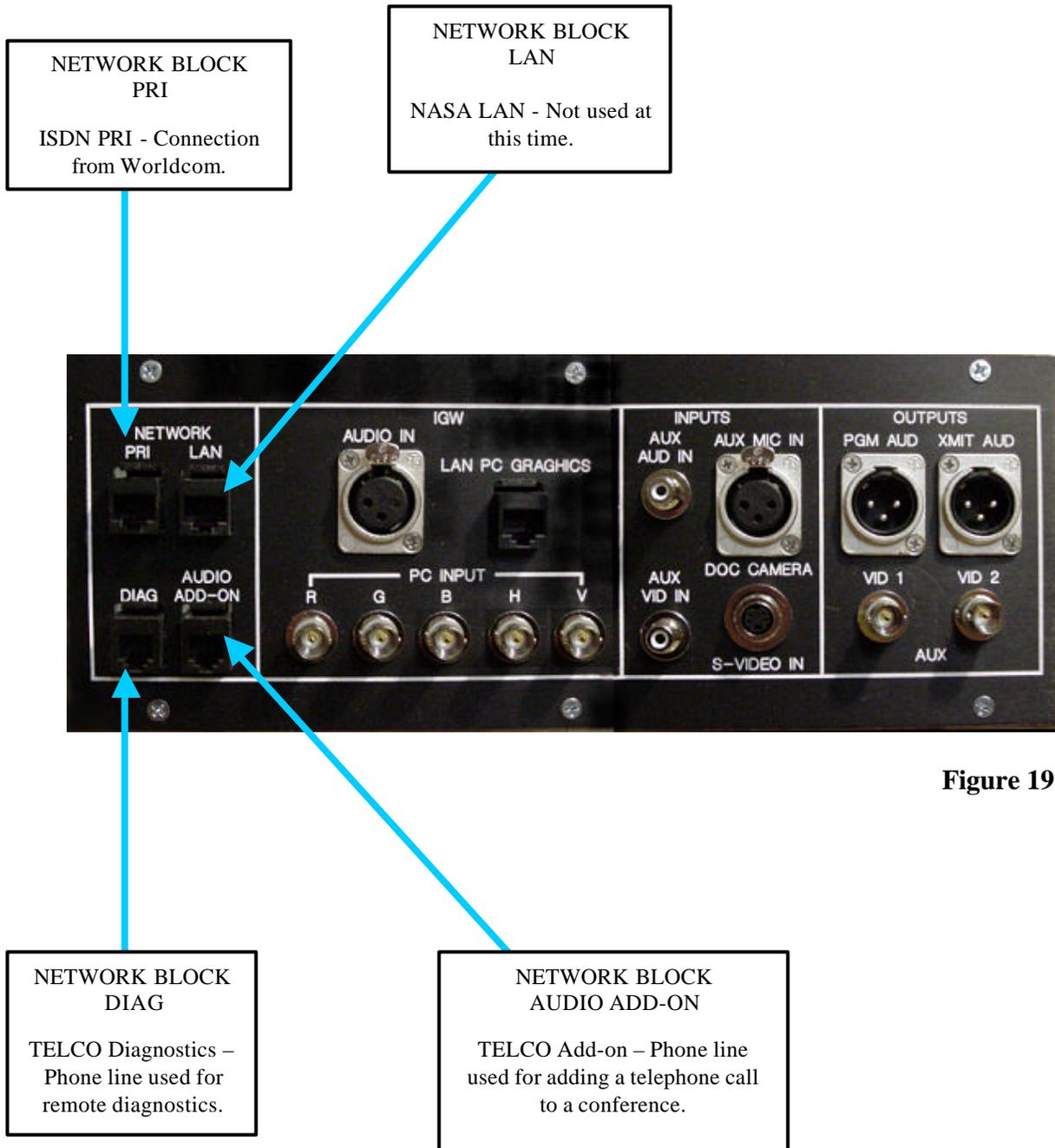


Figure 19.

IGW BLOCK

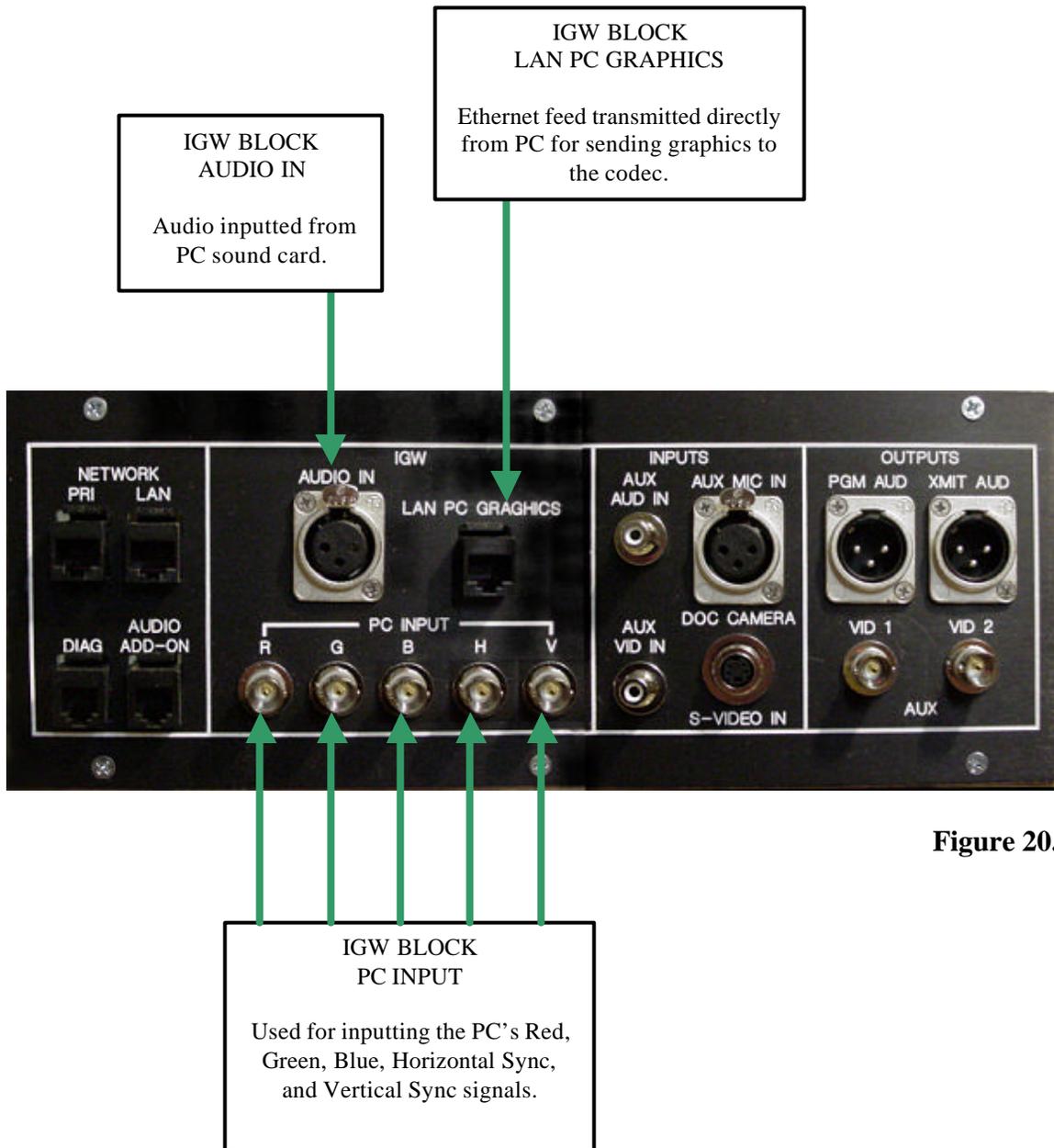


Figure 20.

INPUTS BLOCK

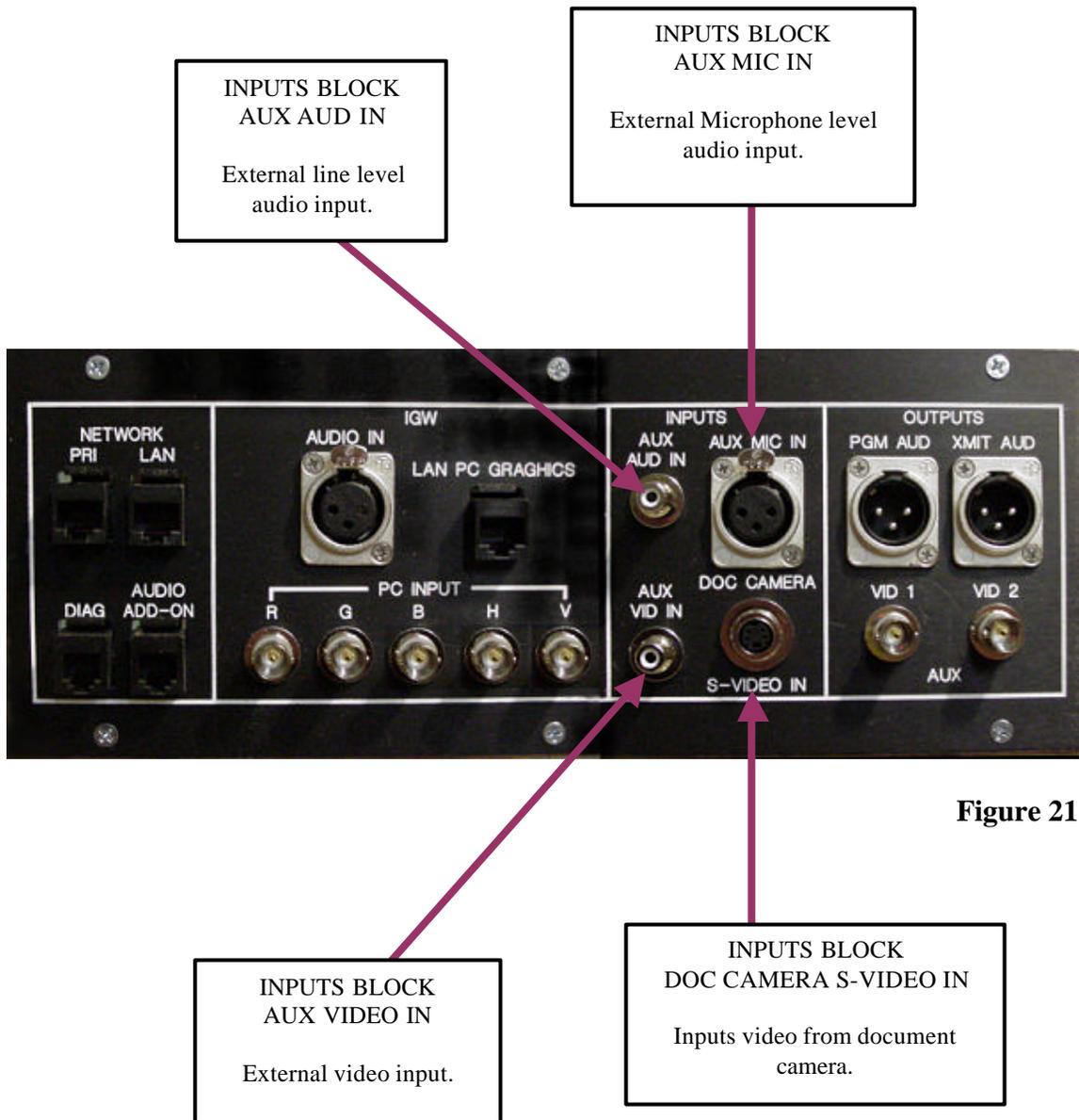


Figure 21.

OUTPUTS BLOCK

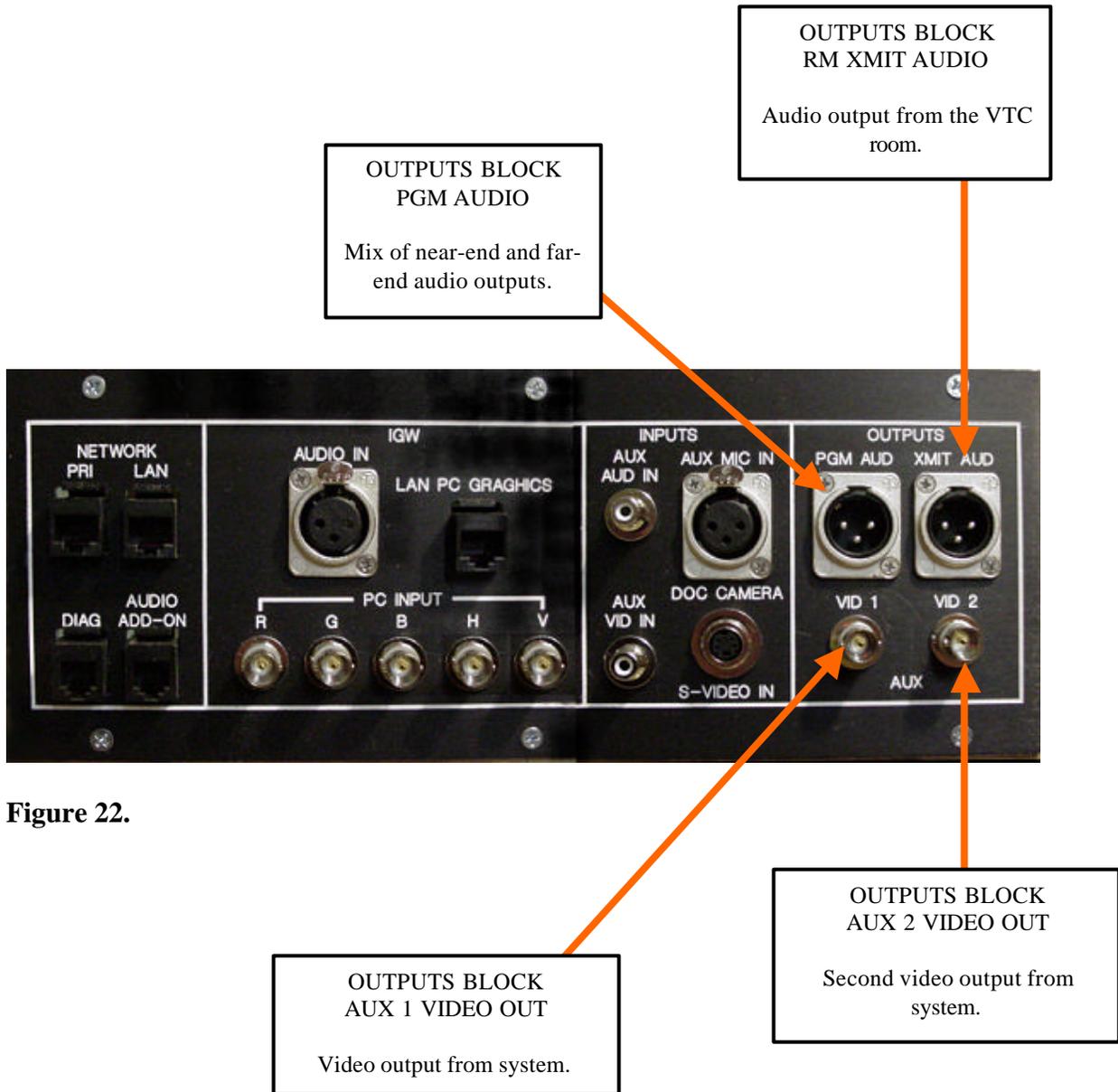
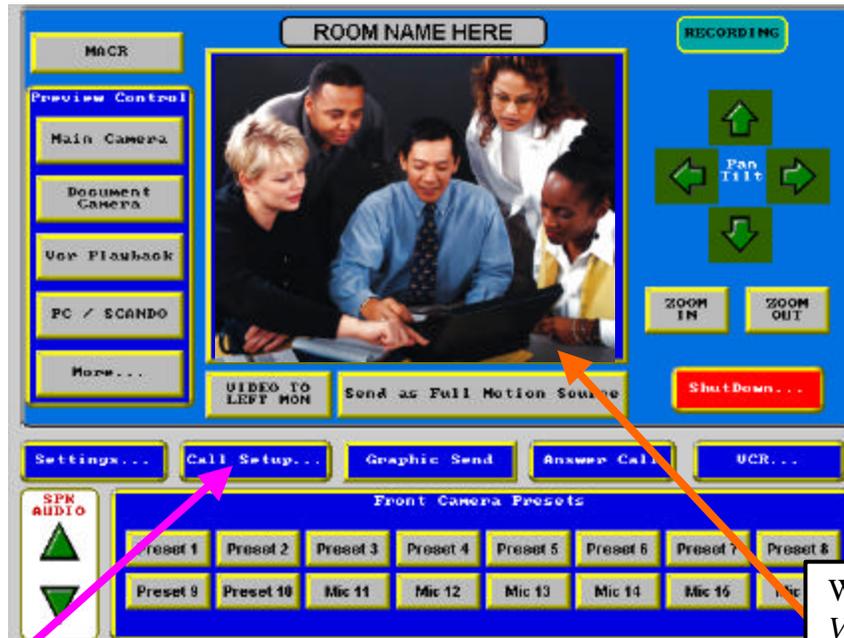


Figure 22.

APPENDIX B: CALL PROCEDURES

PLACING A VIDEO CALL



STEP 1:

On the *Main Menu Page*, press the *Call Setup* button. The *VTC Dial* page will then appear.

Main Menu Page

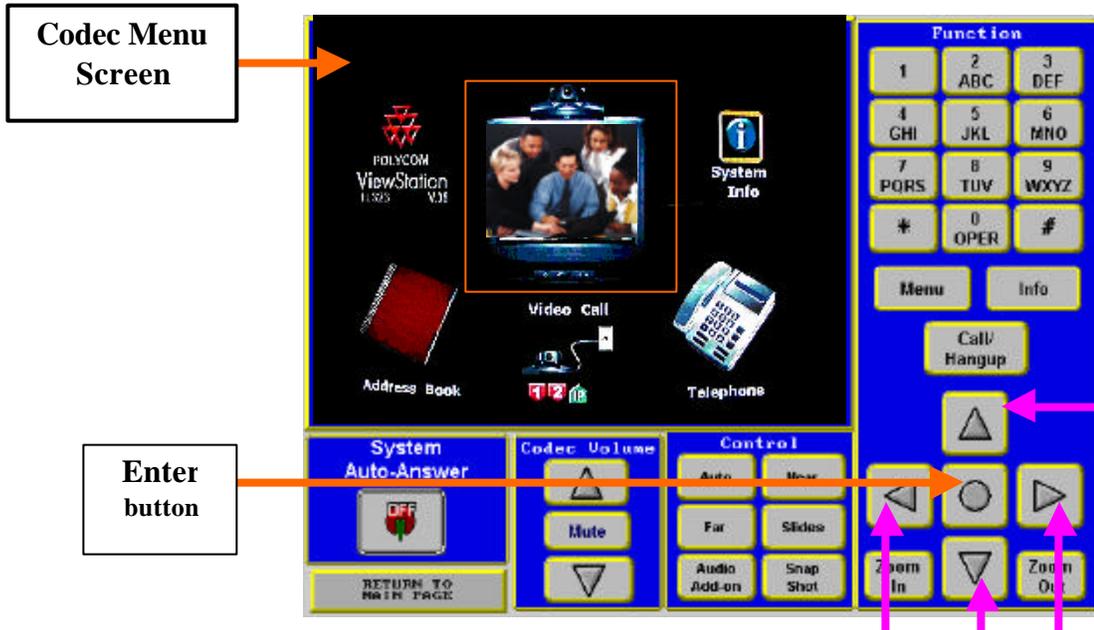
What will appear in the *Video Window* of both pages will be the output of the main camera (*default setting*).



VTC Dial Page

STEP 2:

Press the *Call/Hangup* button and the *codec menu* will appear in the *Video Window*.



VTC Dial Page

STEP 3:
Use the *Arrow* keys to select *Video Call* option and then press the *Enter* button. The codec *Video Phone* window will now appear.

Keyed-in numbers will appear in highlighted text field.



VTC Dial Page

STEP 4:
Use the *Keypad* to enter the string of desired numbers appearing in the *Video Window* of the *Touch Panel Screen*. (If you make a mistake, use the **Left Arrow** button in the *Function* block to undo the wrong number/s, and enter the proper ones with the keypad.)



VTC Dial Page

STEP 5:

Next use the *Arrow* keys to navigate and highlight the *Speed* option. With the *Keypad*, punch-in the correct speed of the connection. After this, press the *Enter* button. The call will then be dialed.

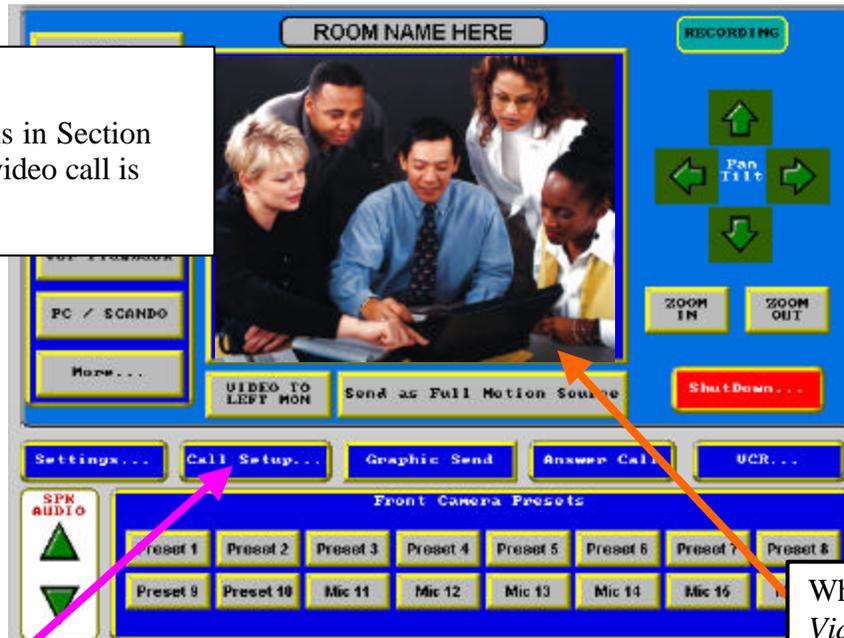
STEP 6:

To end the call, press the *Call/Hangup* button. The system will then ask you to confirm terminating the call. Press the *Enter* button and the call will then end.

PLACING AN AUDIO CALL ADD-ON

STEP 1:

Follow the instructions in Section 4.0 and ensure that a video call is currently in progress.



STEP 2:

From the *Main Menu Page*, press the *Call Setup* button. The *VTC Dial* page will then appear.

Main Menu Page

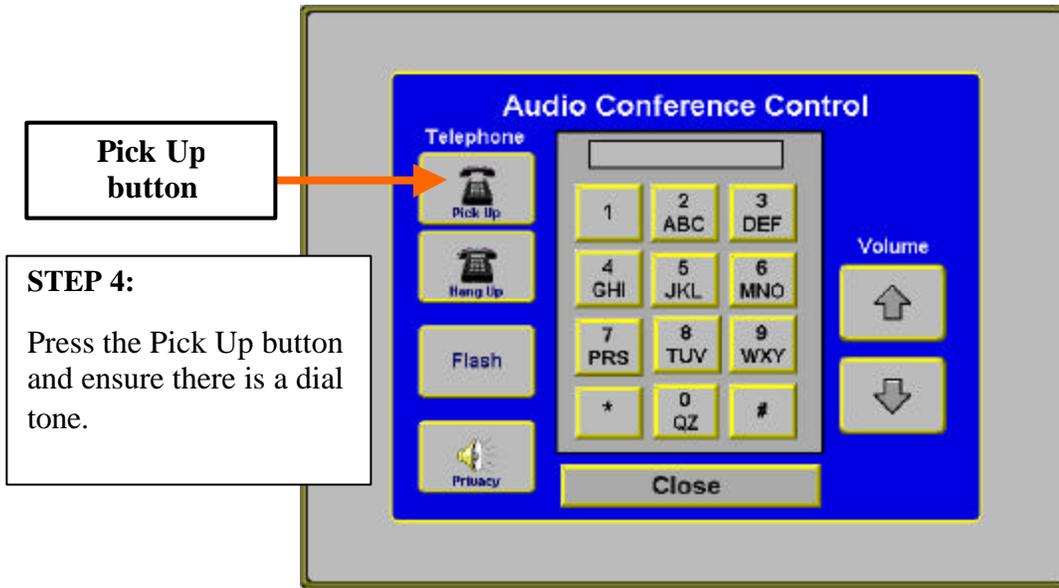
What will appear in the *Video Window* of both pages will be the output of the main camera (default setting).



VTC Dial Page

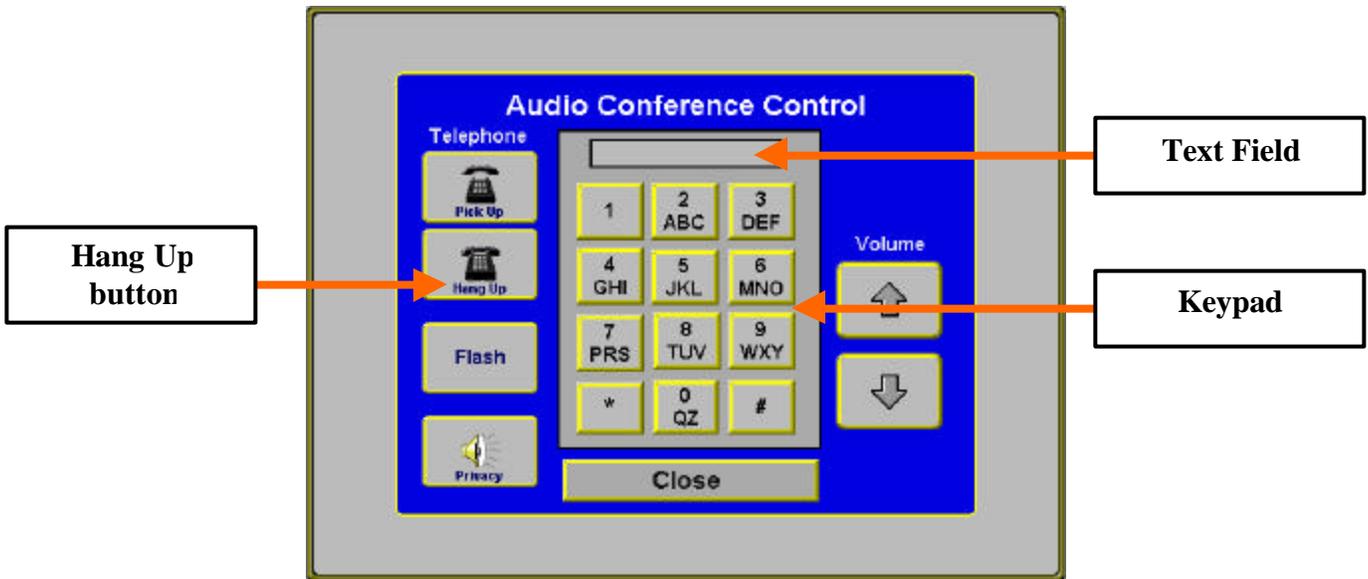
STEP 3:

Press the *Audio Add-on* button and the *Audio Control Conference Screen* will appear on the *Touch Panel Screen*.



STEP 4:
Press the Pick Up button and ensure there is a dial tone.

Audio Conference Control Panel



Audio Conference Control Panel

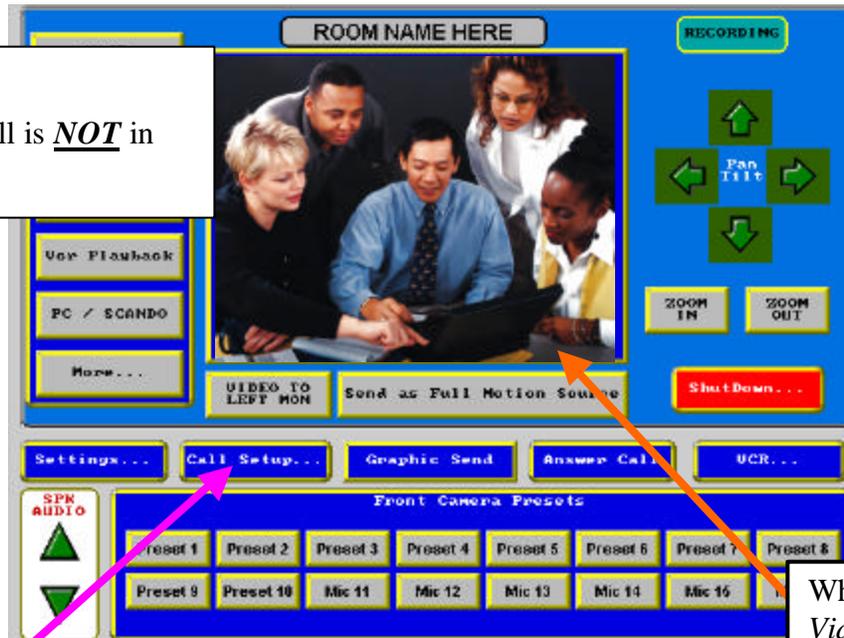
STEP 5:
Use the *Keypad* to enter the string of desired numbers appearing in the *text field* near the top of the window. If you make a mistake, press the *Hang Up* button and then start over again. (*There is no backspacing of wrong characters with this window.*) The audio call will then be made.

STEP 6:
To end the call, press the *Call/Hangup* button. The system will then terminate the call.

PLACING AN AUDIO CALL (NO ADD-ON)

STEP 1:

Ensure that a video call is **NOT** in progress.



STEP 2:

From the *Main Menu Page*, press the *Call Setup* button. The *VTC Dial* page will then appear.

Main Menu Page

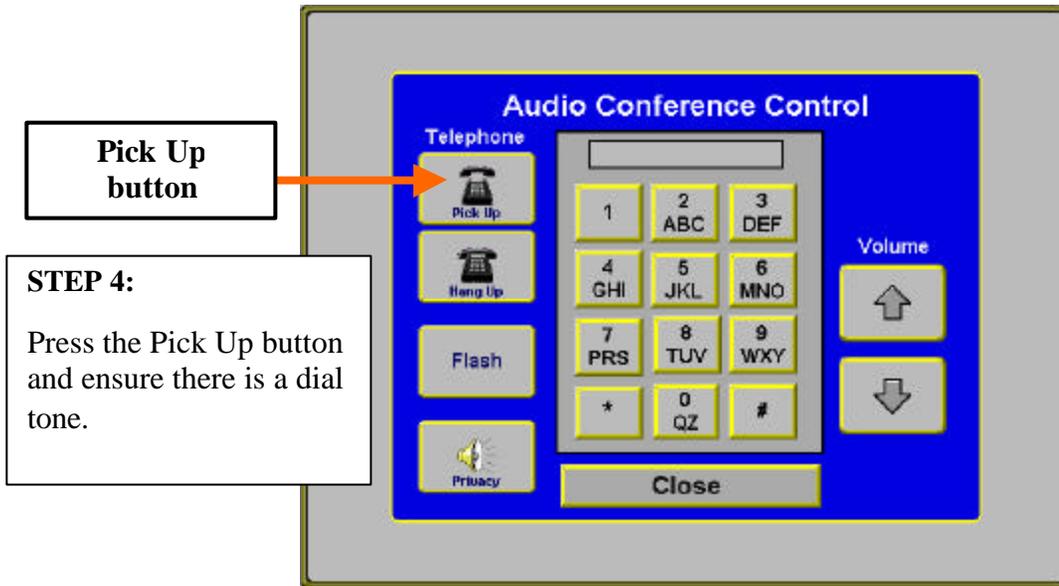
What will appear in the *Video Window* of both pages will be the output of the main camera (*default setting*).



STEP 3:

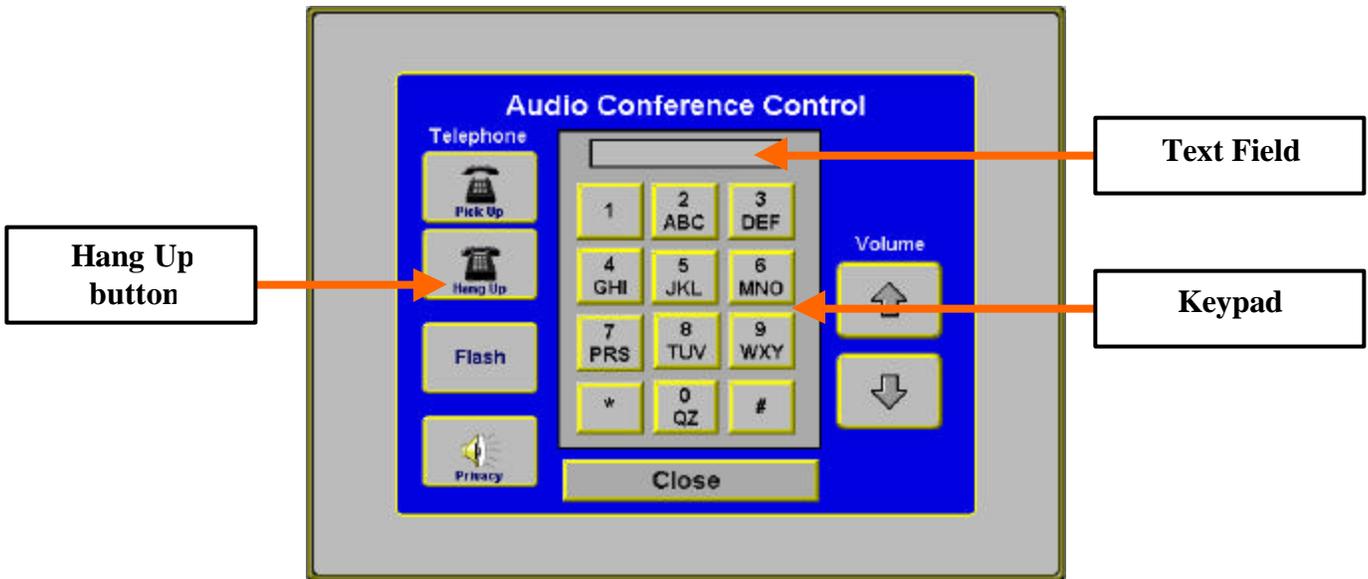
Press the *Audio Add-on* button and the *Audio Control Conference Screen* will appear on the *Touch Panel Screen*.

VTC Dial Page



STEP 4:
Press the Pick Up button and ensure there is a dial tone.

Audio Conference Control Panel



Audio Conference Control Panel

STEP 5:
Use the *Keypad* to enter the string of desired numbers appearing in the *text field* near the top of the window. If you make a mistake, press the *Hang Up* button and then start over again. (*There is no backspacing of wrong characters with this window.*) The audio call will then be made.

STEP 6:
To end the call, press the *Call/Hangup* button. The system will then terminate the call.

This page serves to acknowledge document revision level, customer authorization, and York Telecom authorization. Once signed by the appropriate representatives, it is to be torn out and kept on file by York Telecom for future reference.

DOCUMENT HISTORY				
Revision Level	Date	DCN #	Originator	Changes
Revision 1	01/19/01	N/A	J. YORK & R. RISCH	INITIAL RELEASE
Revision 2	01/26/01	DCN01012601	J. YORK & R. RISCH	CHANGE IN TEXT AND PHOTOS.
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Customer Representative/s
Authorizing Signatures:

DATE

DATE

DATE

York Telecom Representative/s
Authorizing Signatures:

DATE

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