

V206 - Access Grid Documentation

Light switch is now active, push it firmly. Next to the light button is a switch to light the "Session in Progress" sign above the door. Remember to turn it off after the session.

V206 telephone - Intl + 61 2 49217135

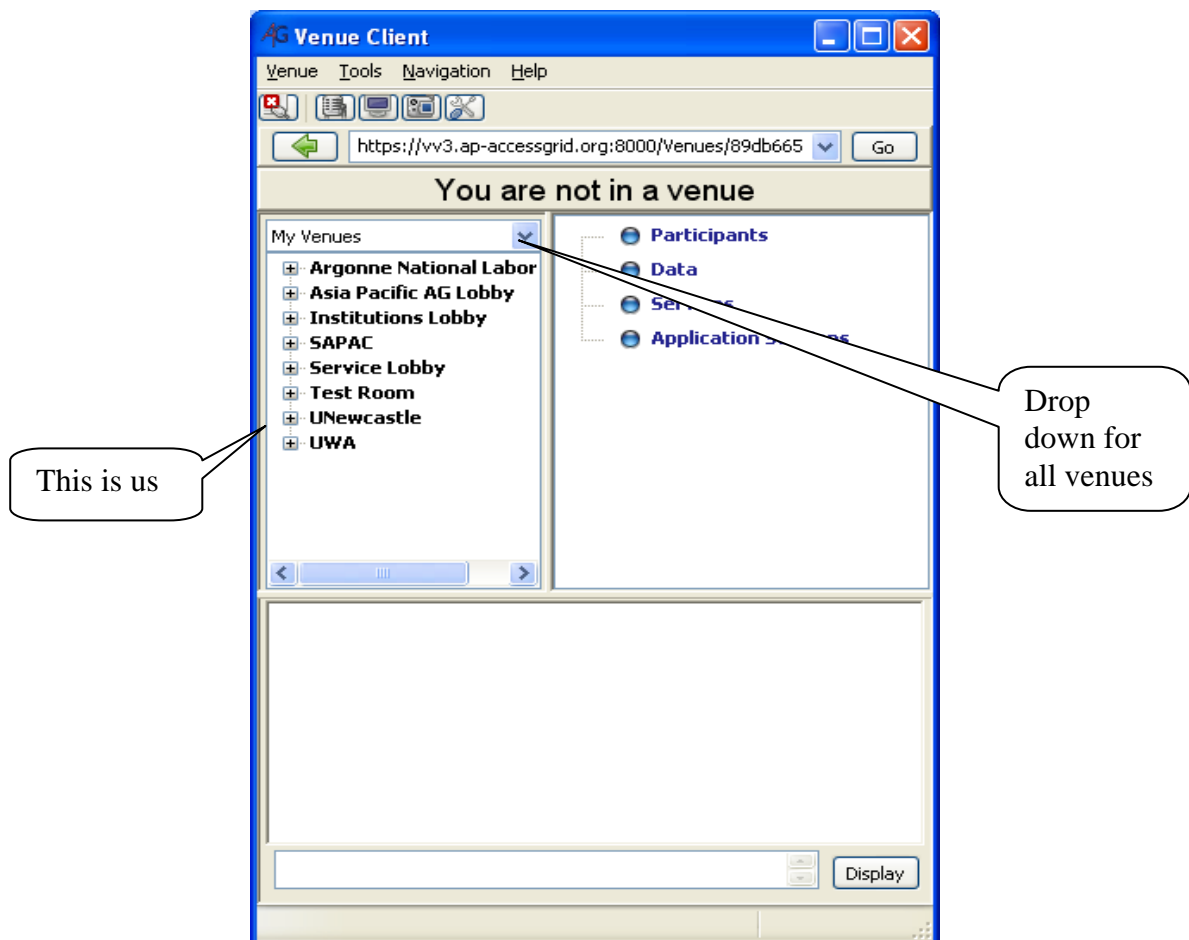
If computers are off, then turn them on. The server computer is in the rack in the corner. Open the front of the cabinet and locate the upper PC. It has a power switch on the front, inside the right hand door. The front of the computer has two doors about 20 cms square. The power switch is a rocker switch next to the "reset" button.



Rocker
power on
switch

Login codes are available in the venue (V206)

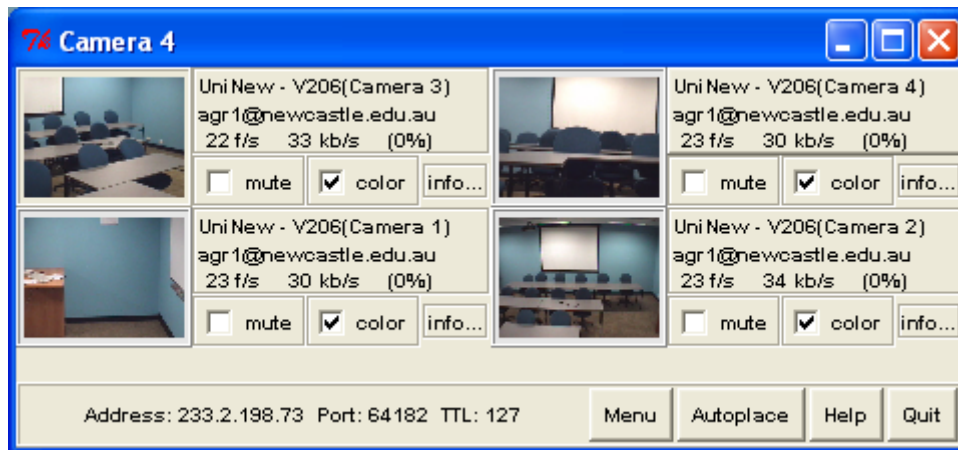
To start up the access grid software on the server PC, double-click the icon “Access Grid 3 Venue Client” on the desktop. This will start up and look as follows:



When it is running you can select from the venues on the left or use the drop-down list next to “My Venues” to select “All venues”. Double Click the venue you want. (eg UNewcastle).

It can take up to a minute to start all the Video Conference (VIC) and the Robust Audio Tool (RAT) services.

When loaded you should see multiple camera (VIC) windows like this:



Make sure that all required video feeds have the “mute” box unchecked.

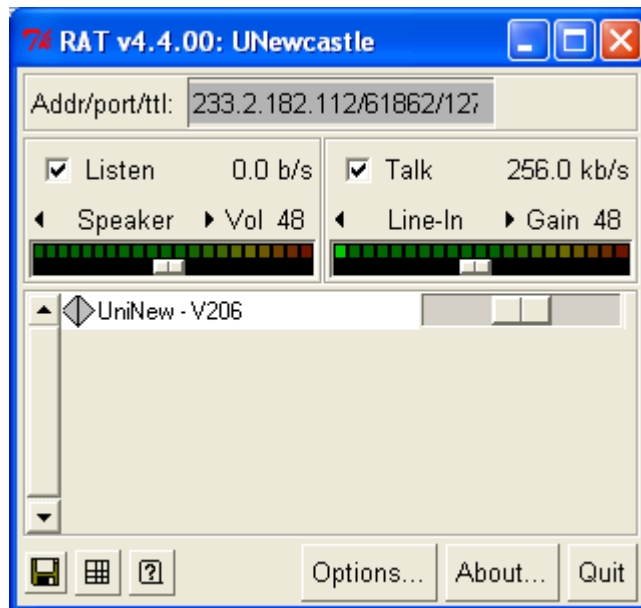
Click on Camera 1 and it will show a larger version of this camera shot. Click on the larger view and then you can press S, M or L for small, medium or large sized camera viewers.

This camera view can now be positioned anywhere on the server computer’s desktop by dragging it with the left button depressed. Remember that the server computer’s desktop is actually 4 screens wide as the right hand three being mapped to the projectors 2 to 4. To fully appreciate this, you should have (at least) projectors 2, 3 & 4 running. Projector 1 is normally on the presenter’s PC and projector 5 (the back wall) is a copy of projector 4. Use the AMX Control Panel (see below) to turn projectors on and attach them to the appropriate PC.

In normal operation you should have the remote users on the screen(s) immediately in front of the participants in the AG room. Therefore use projector 2 and then 3 and then 4 in that order. Select the size (S, M or L) of the camera input from remote sites to suit the audience. It may be nice to place the remote video feeds on the fourth screen (and thus on the back wall) so that the presenter has the feel that the remote participants are seated behind the “local” audience.

When viewing input from remote sites, you need to locate their feeds on the VICs and position them. There is no need to position the local camera feeds unless the audience wants to see themselves as others are seeing them.

When you have positioned the video feeds from the remote sites you should check the audio levels. This means locating the RAT window:



Using this window you can control the volume of sound that you are receiving using the slider on the left hand side under “Listen” and you can control the volume that you are transmitting using the slider on the right-hand side under “Talk”.

There is a lapel style radio microphone for presenters to use. This is located on the presenter’s desk near the entry door. Remember to turn the power off after the session to conserve battery life.

If you wish to be NOT heard at all at the remote sites you can uncheck the “Talk” box. If you wish to mute remote users, then click on their site in the RAT window using the wheel of the mouse. Note: the wheel acts as a button as well.

You may wish to adjust the camera settings (see below) to suit at this stage.

You should be ready to go.

When you have finished simply close down the venue client and turn off the projectors. The computer may be left on for the next user should there be one.

Start up the presenter’s PC

Login details will be available in the room.

Start any software that is appropriate for that session.
Optionally check the alignment of the SmartBoard(s).

The cordless keyboard has an “On/Off” switch underneath. Please make sure that this is turned off when you have finished. There is also a cordless mouse which should be returned to it’s charging cradle when not in use.

VNC to the presenter’s PC

From offsite it is possible to VNC to the presenter’s PC. To do this, use the address:

cv206-presenter.newcastle.edu.au or use the IP address 134.148.237.111

The password is available in the room.

Use of the AMX Panel.

It’s function is to control the AV equipment in the room (projectors, cameras, lighting and speaker volume).



To turn it on you should only have to touch the screen to wake it up. If this fails then you may need to press the button at the bottom of the screen. After a pause it will announce (speak) that it is functioning correctly.



Projectors

To turn the projectors on, press the “On/Off” button on the panel. The top 4 buttons in that column will start to flash and you should hear the projector’s fans start running. The projector’s light will be turned on after about 30 seconds and the “On/Off” and “Computer 1” buttons will be highlighted. To switch a projector to the presenter’s PC press the “Computer 2” button.

Cameras

To control the camera operation press the “Cameras” button on the bottom of the AMX panel. Note that there are only 3 cameras listed though we actually have 4. The cameras are situated as follows:

1. Is on the western wall next to the large screen and just near the left hand window.
2. Is on the south wall between (and above) the first and second SmartBoards
3. Is on the south wall half way up the wall to the right of the third SmartBoard.
4. Is the camera on the tripod which can be placed anywhere in the room that the cable will reach. However, it is recommended that it be placed at the front middle for small groups so that a more personal (and square on) video feed is available to remote participants.

To control cameras 1 to 3 you use the AMX touch panel. There are options for zooming in and out as well as panning the cameras up, down, left and right. There are also 6 presets. Usually preset 1 is the best general position for this camera. There may be other presets for different style of AG meetings.

Camera 4 has to be controlled by the hand-held remote (pictured below) usually stored on the desk next to the rack in the corner of the AG room. To use this make sure that you first press “Camera Select button 2” or else it will change one of the other cameras. Then you can use the Pan, Tilt, Wide and Tele buttons to set the video image to your liking.



Room Lighting

To control the lighting, press the “Lighting” button on the AMX panel.

There are three controls, one for each bank of lights in the room. These should be self-explanatory.

You can turn off all the lights by pressing the button next to the door.

Audio Volume

To control the volume of the sound in the room, press the “Volume” button on the AMX panel.

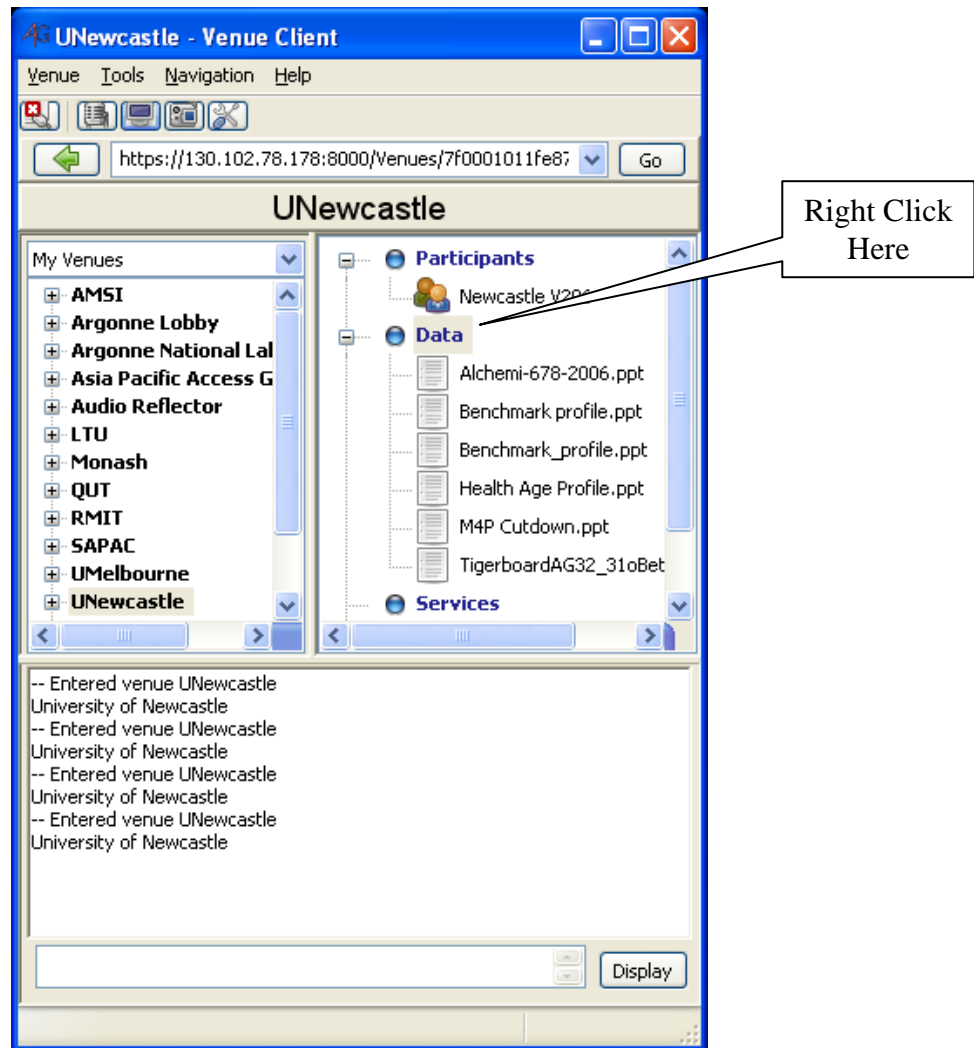
This should be self-explanatory and you can set the volume level to suit the audience in the room. Note that you can also change the volume using RAT as described above.

ShutDown

When finished with the room, press the “Shutdown” button and press the confirmation on the subsequent screen.

Adding Data to the Venue

To add data to the venue so that others may use them, simply right click on the “Data” heading on the right hand side of the Venue Client window



Then select the add data option and browse to the location of the data you wish to share.

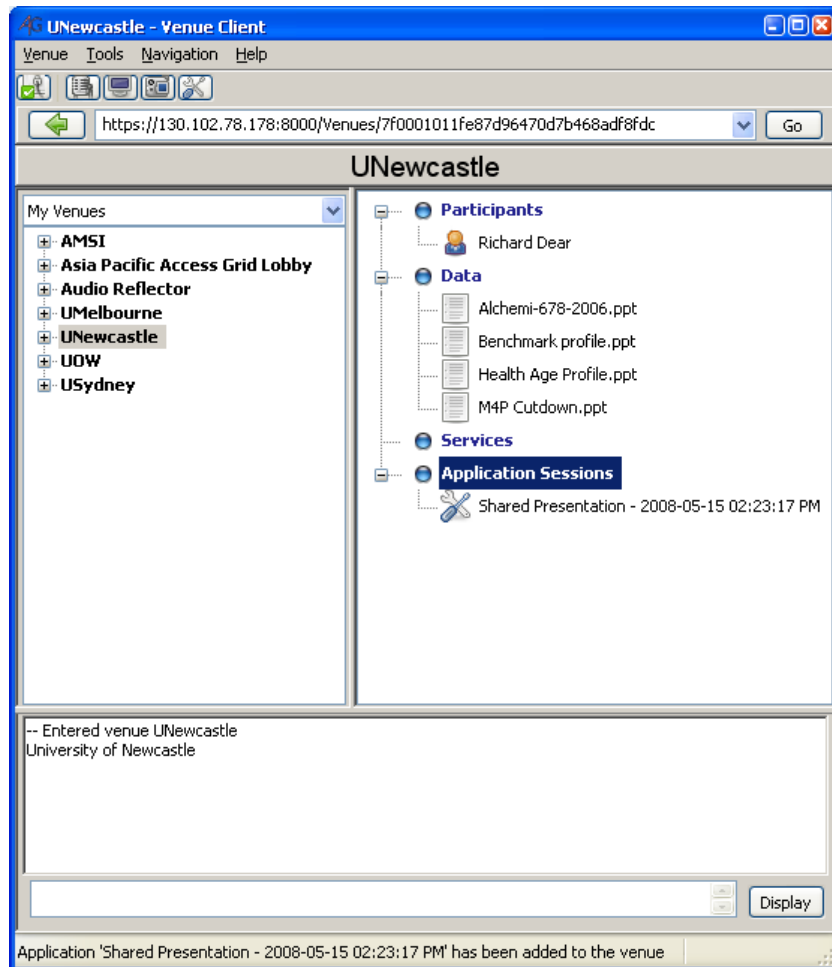
To delete the data after use, right click it and select Delete.

Other Shared Applications

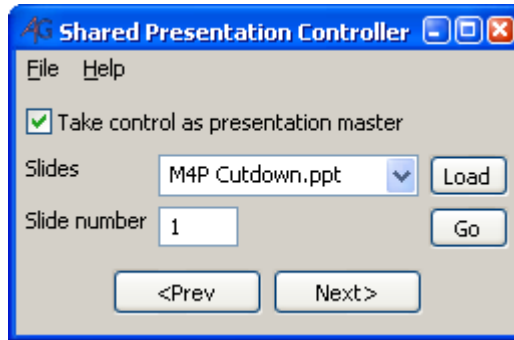
Shared Presentation

1. You must be in a venue to use this feature.

2. Right-click “Application Sessions” on the right hand side of the Venue Client window and left-click “Add Shared Presentation”. The screen should look like:



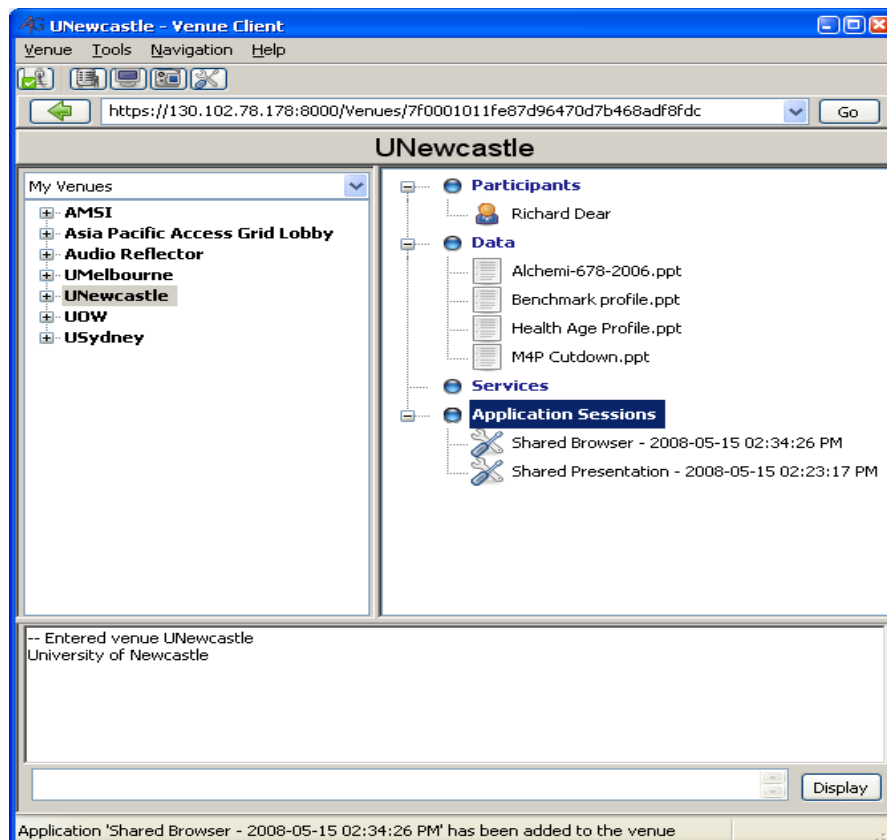
3. Right-click the, newly, created Shared presentation and select “Open”.
4. You should see a “Shared Presentation Controller” window as well as a PowerPoint window. Check the box “Take control as presentation master”
5. Click the drop down next to the “slides” control and select your presentation. Click the “Load” button. Note you can only use (load) presentations that have been added to this venue. See “Adding Data to the Venue” above.



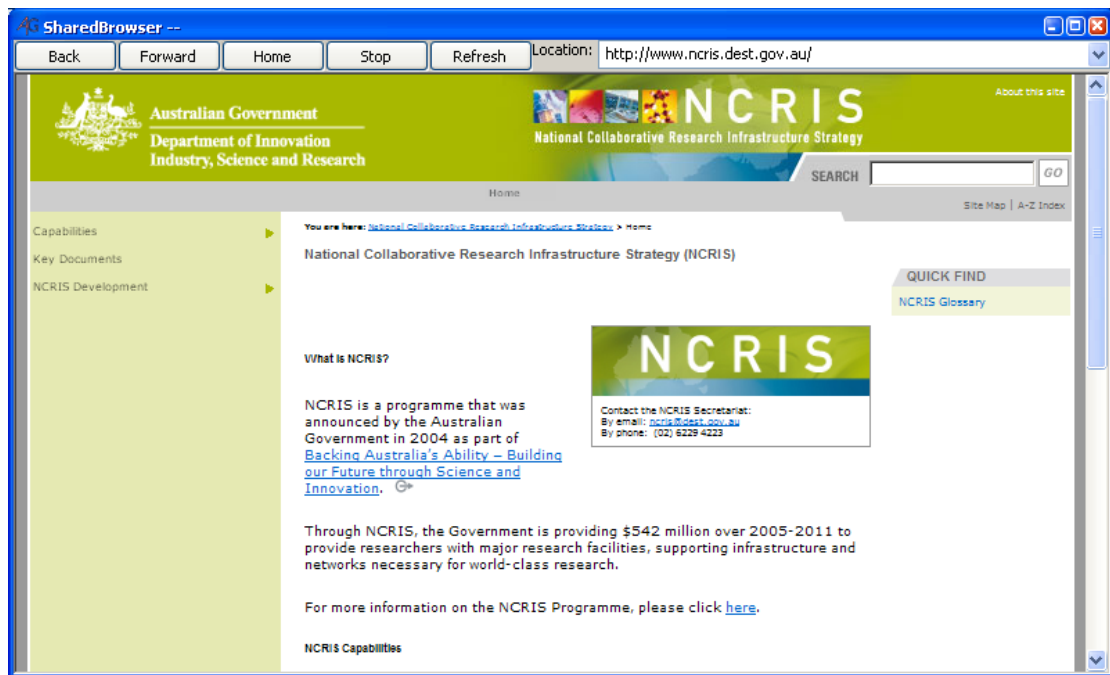
6. Invite other participants to join this shared presentation. They should just right-click it and select "Open".
7. You may now select a slide number and click "Go" or move forwards or backwards through the presentation.
8. End the presentation with File and Exit

Shared Browser

1. You must be in a venue to use this feature.
2. Right-click "Application Sessions" on the right hand side of the Venue Client window and left-click "Add Shared Browser". The screen should look like:



3. Right-click the, newly, created Shared Browser and select “Open”.
4. Invite others in the session to “Open” the browser the same way.
5. Type the URL into the box at the top right and press “Enter”



6. When finished, simply close the window.

TroubleShooting/Fine Tuning

General

Make sure that all the equipment in the cabinet is turned on and adjusted correctly. If you do not know how to adjust the settings it is probably best to ask for help before altering settings.

Desktop Microphone

This may be turned off. There are two small LEDs on the microphone near the top. These are very small and may be covered by the sock on the top of the microphone. Use the button towards the bottom to turn the microphone on/off.

Radio Microphone

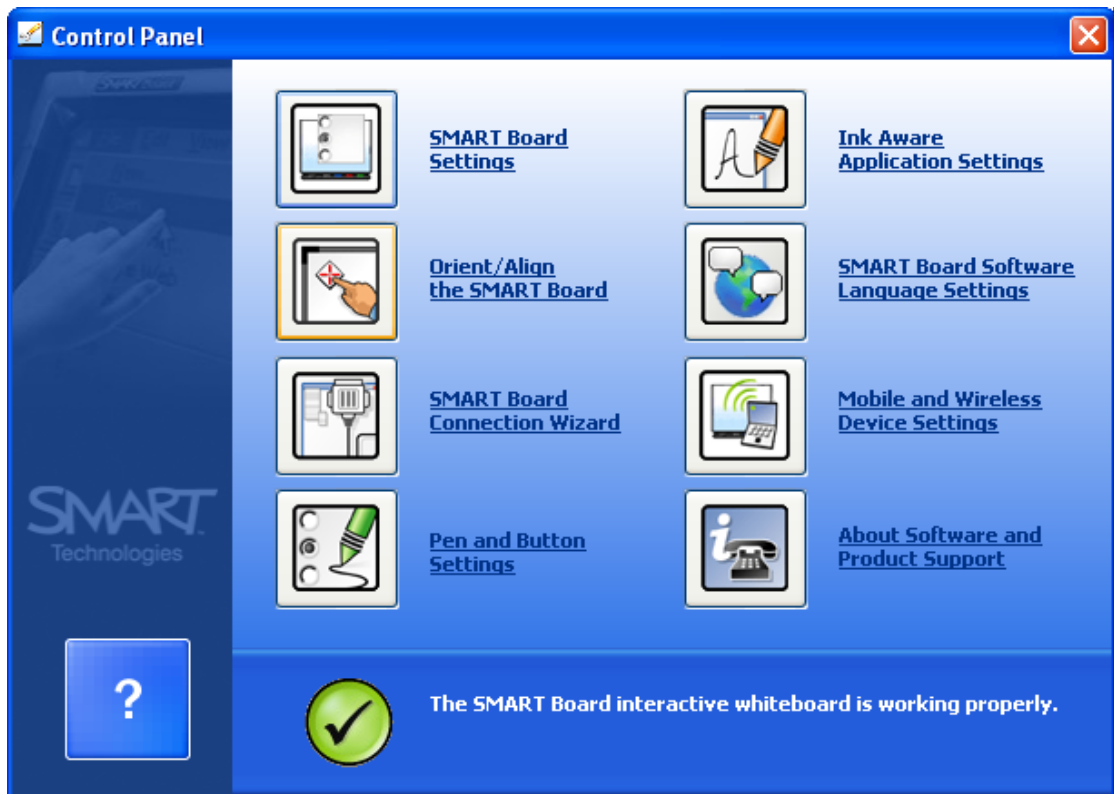
If the presenter at Newcastle is quiet, you can increase the volume from the Radio Microphone receiver in the rack. Open the back door and locate the receiver. It has "C8890 – True Diversity" on it". Adjust the volume using the up/down buttons. About 6 is the usual volume though you may need to experiment for quieter presenters.

AMX Panel

If the AMX panel doesn't behave it may be necessary to unplug the power from the unit and reconnect it.

Smart Board Alignment

If the SmartBoards are not correctly aligned, we need to calibrate them. To do this we need to start the application "SMART Board Tools" on the desktop. Remember this is only done on the presenter's PC as the server PC does not have USB connections to the SmartBoards. This produces a vertical toolbar. Click the one with the spanner icon to start the control panel for the SmartBoards.



Click the “Orient/Align” Button and then calibrate the SmartBoard by touching/pressing the 9 points as they are highlighted. You can use a pen or your finger to achieve this.

Note: The calibration template will start up on one of the three screens. To move it to another press the space bar until it is on the SmartBoard that you wish to calibrate. Remember to set the projectors to Computer 2 so that you can see the alignment template.

Access Grid

If you lose sound you can restart RAT by clicking the microphone button on the Venue Client to turn it off and then clicking it again to restart RAT.

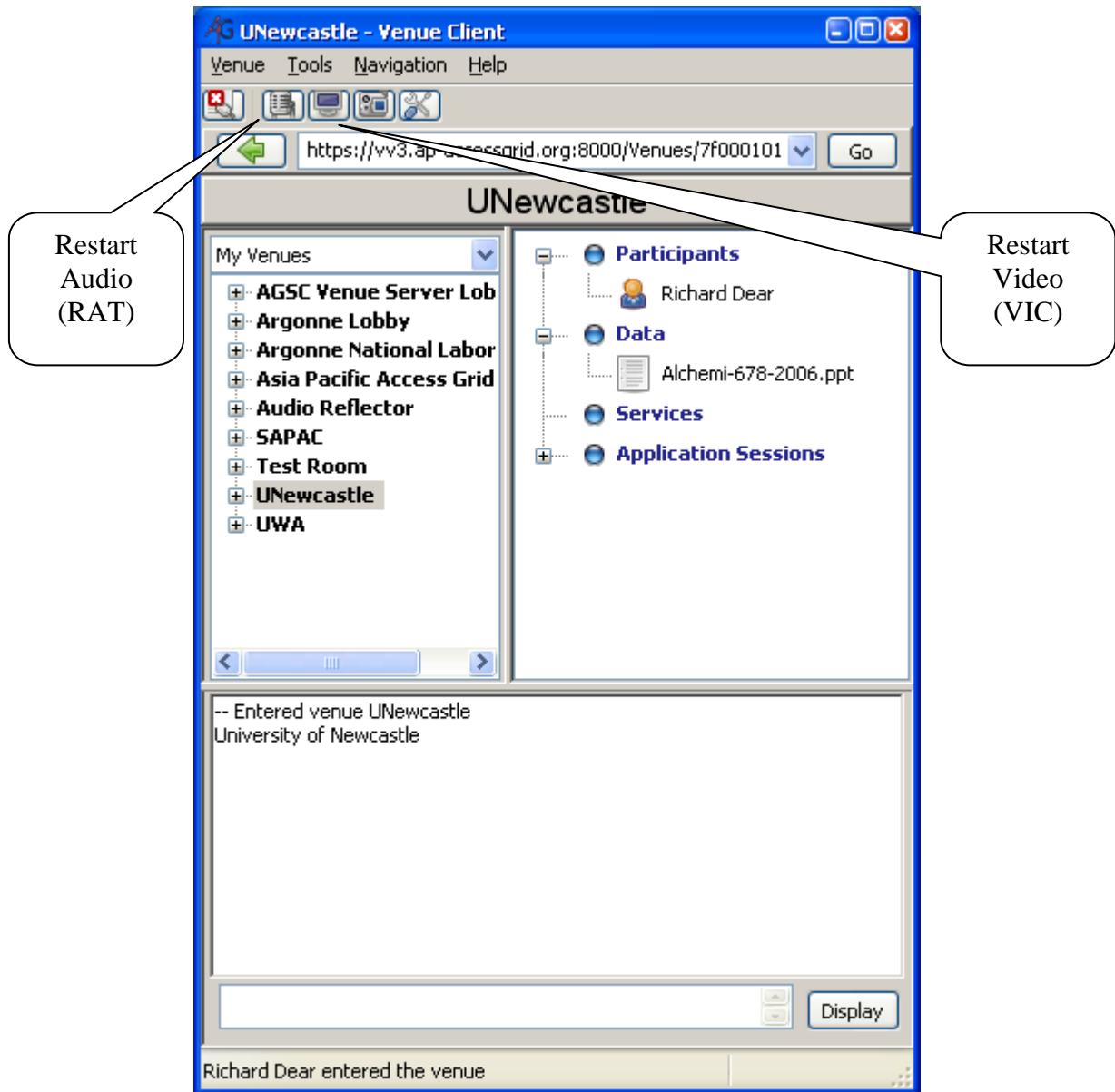


Figure 1

If you lose video from an external source then it is probably their fault.

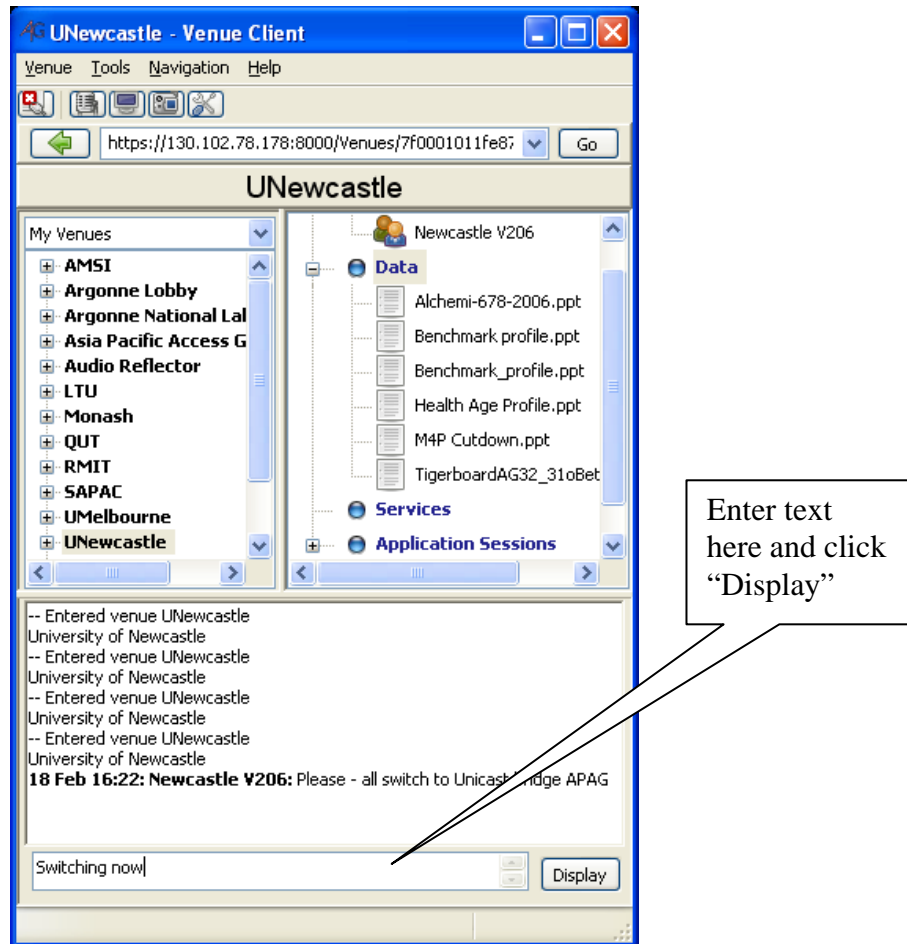
If you lose video transmission from our venue, you can restart VIC by the same procedure as RAT but clicking the video icon twice.

If in any doubt, re-enter the venue and if all else fails restart the Venue Client.

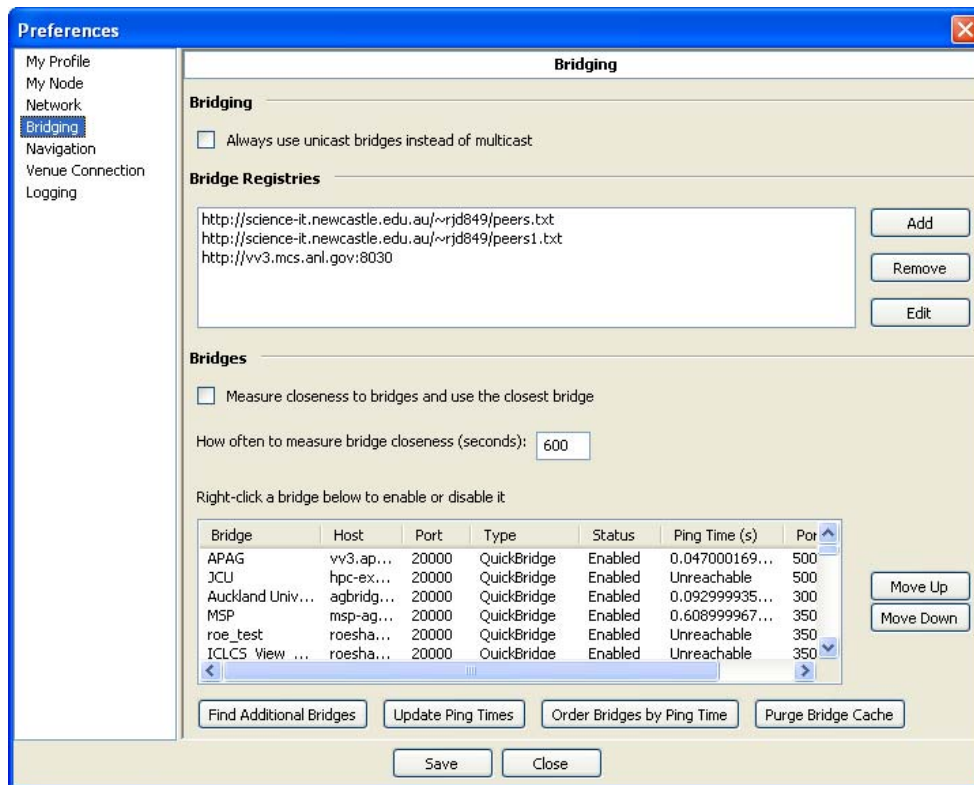
Restarting the server PC is the last resort.

Normally the AccessGrid will operate in “multicast”. This is located in the Tools drop down menu.

If the Venue Client takes a long time to enter a Venue or there is a general communication failure, it is probably a multicast issue. You can select “unicast” from the Tools menu. This will connect you to a unicast bridge which may fix the error. If not, then it is advisable that all participants use the same unicast bridge. Check with the remote operators using the chat window, at the bottom of the Venue Client, and switch to the suggested bridge. This can be found under the Tools drop down.



To check the status of the bridges, go to “Tools” and “Preferences” and click on the “bridging” tab. The table at the bottom of the screen should give a clearer picture of the bridges available and their response times.



Projectors and Screen Resolution

If the screen resolution is not correct (that is the image is not correct for the screen) it may be the projector. Try to switch the projector to another source (Video) and back so that it resynchs.

The projectors can be turned on/off using the hand-held remote if the AMX panel is not working.

Camera Adjustment

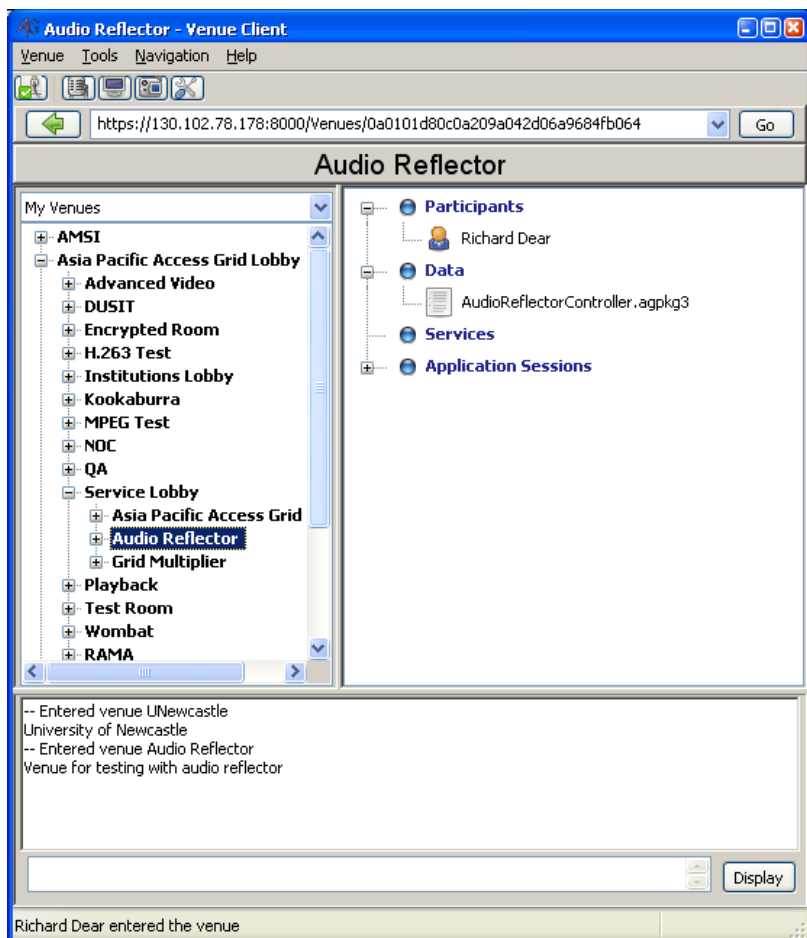
If the AMX panel is not working, the cameras can be adjusted with the hand-held remote. Make sure that you press "Camera 1" on the remote and point it at the relevant camera. Press "Camera 2" on the remote before adjusting the portable camera on the tripod.

Testing AG Room audio

This is done in the "Audio Reflector" venue. If there is no shortcut in "My Venues" then you can find it in:

Asia Pacific Grid Lobby - Service Lobby - Audio Reflector

1. Enter the "Audio Reflector" venue.



2. Make sure that there is no one else testing at the same time.
3. Make sure that the "Talk" checkbox is selected.



4. Speak and the results will be relayed back to the venue after a 3 second delay.

5. This is very useful for basic tuning of the room. Used in conjunction with echo cancellers etc. the audio can be debugged easily when you are by yourself.
6. When finished, exit the venue.