Willard Studio Self-Service Videoconferencing

Academic Technology Services
University of Delaware
What is in the Room?

- Control Panel
- Visual Content Monitor
- Camera Remote Control
- 2 video cameras
- Instructor Microphone
- Ceiling Student Microphone
- Document Camera
How do I turn the system on/off?

- Power on for Projectors
- Press and Hold to turn off Projectors
- Visual Content Monitor On/Off
- Document Camera Power On/Off
- Press and Hold to turn off
How do I control the sound?

- Microphones are automatically turned on.
- Room Volume Level Control
- Mute sound to the far site
How do I set up my conference?

**Control Panel**
- Preset 1 for Video Conference to 550 Georgetown – Press to call and press again to hang up
- Instructor’s Camera
- Students’ Camera
- Send Visual Content to Far Site
- Desktop Computer
- Document Camera
- Laptop

**Polycom Remote Control**
- Arrow Keys for Camera Pan/Tilt
- Camera Zoom
- Mute the Studio Microphones
- Control Far End Camera
- Control Near End Camera
- Picture-in-Picture (PIP) to see the Near Camera during conference
What will I see during the videoconference?
This is the first screen that appears when you turn on the system. It then changes to the Home screen.
When you press the Preset 1 button on the Control Panel the IP address for 550 Georgetown will be entered and automatically called.
Press the CALL button on your remote to initiate the call once the correct number appears in the top section.

You can type in the IP address of another site using the Number and Dot keys on the remote.
The address you are calling will appear on the top line, the type of call (IP or ISDN) will appear on the second line and the speed will appear on the third line. These will disappear when the connection is made.

The site you are calling will appear above a running time.

This icon tells you that you have control of your cameras.

The camera you are sending to the other site will appear in this window.
This symbol will appear when you are muted.
If it says FAR above the symbol then the far side is muted.
If both NEAR and FAR appear around the symbol then both sites are muted.
To remove the Picture-in-Picture feature, push the PIP button on your remote. Push it again to bring it back.
To end a call, press HANG UP on the remote or press the PRESET button on the Control Panel if connected to 550 Georgetown.
Thank you for using the Willard Videoconferencing facility.