

# CTS Video Conferencing Classroom User Guide

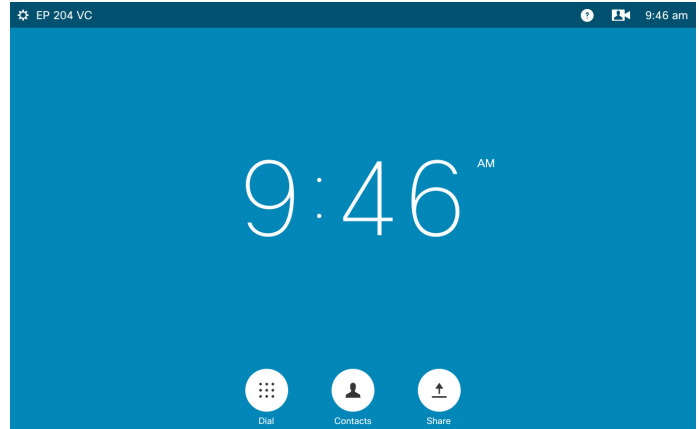
Video conferencing capability has been installed in Engineering and Physics rooms 202 and 204 and Niccolls room 208. The classroom systems are built around a Cisco SX80 video codec and the operation of the system should be similar to other classrooms and conference rooms using the same codec and touch panel.

Contact CTS with any issues in EP 202, EP 204 or NIC 208.  
(208) 885-0570  
avhelp@uidaho.edu

# Main Page Controls

Press anywhere on the touch panel to wake the system from standby. Once the equipment wakes up from standby, you will see Main Page. From the main page, you can begin your video conference, or use the in-room AV equipment.

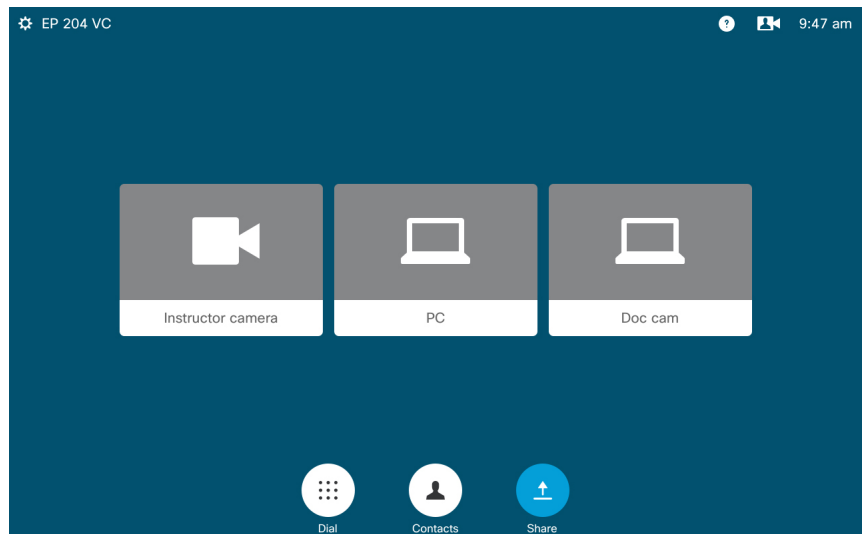
When the equipment comes out of standby, all three displays in the room will turn on automatically. If this does not occur, please contact CTS immediately.



## To use room AV without a video call

Press the share button to use the displays in the room.

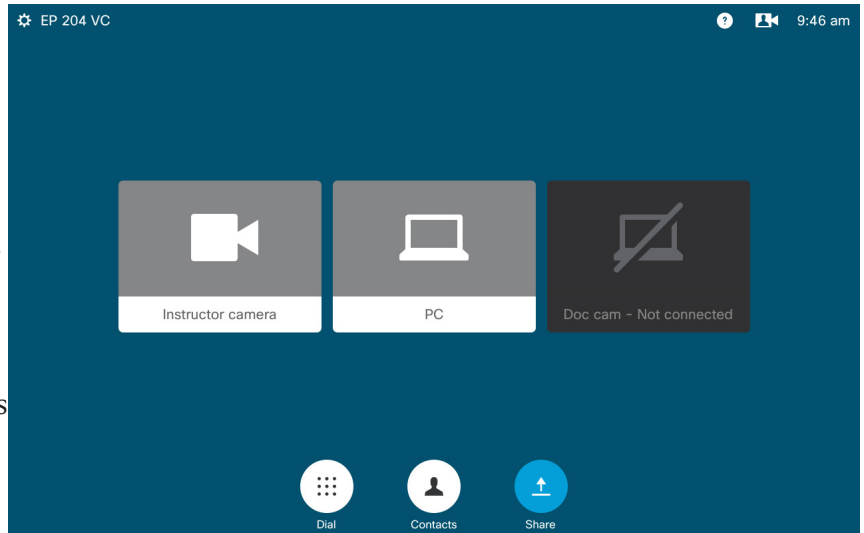
From this page, select the source you want to display on the monitors in the classroom



# To use room AV without a video call

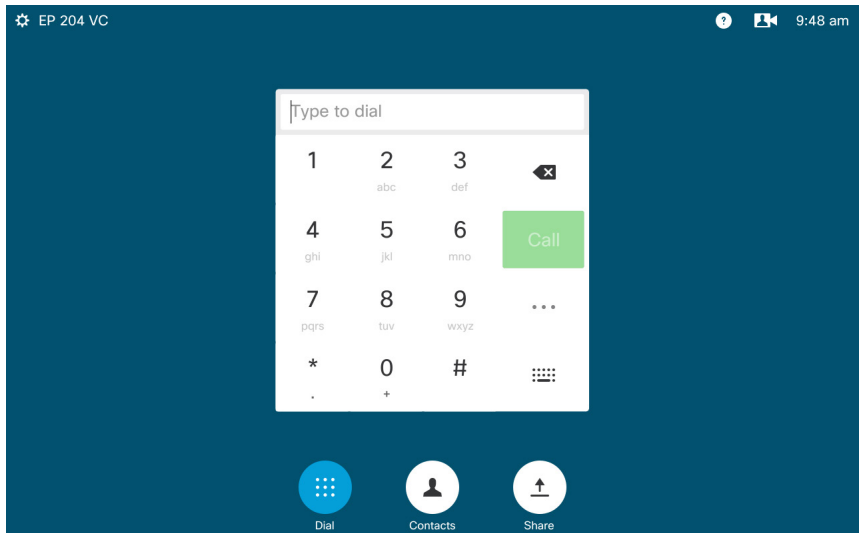
If the Doc cam button is dark grey with a line through it, please press the power button located on the document camera.

Select the source you wish to display on the monitors. For the classroom PC, or your own computer, tablet or smartphone connected via HDMI, press the PC button. When your device is plugged into the HDMI on the lectern top, you will not be able to see the classroom PC unless you disconnect your HDMI cable. Press the icon of the device you wish to display in the room. Press the blue Share button to show the device on screen. Volume is controlled by the speaker buttons located on the face of the touch panel.

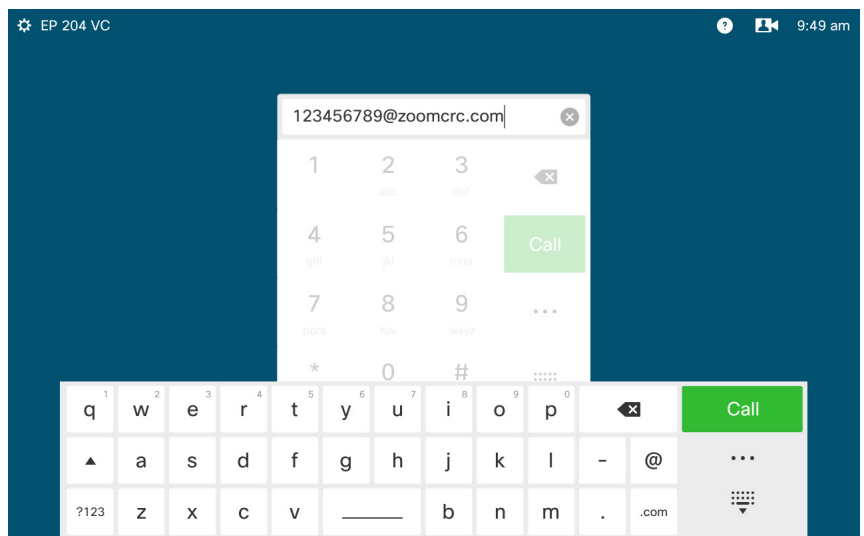


# To place a Zoom call

Press the Dial button on the home screen. Once the Dial button is pressed, you will see a numeric keyboard.

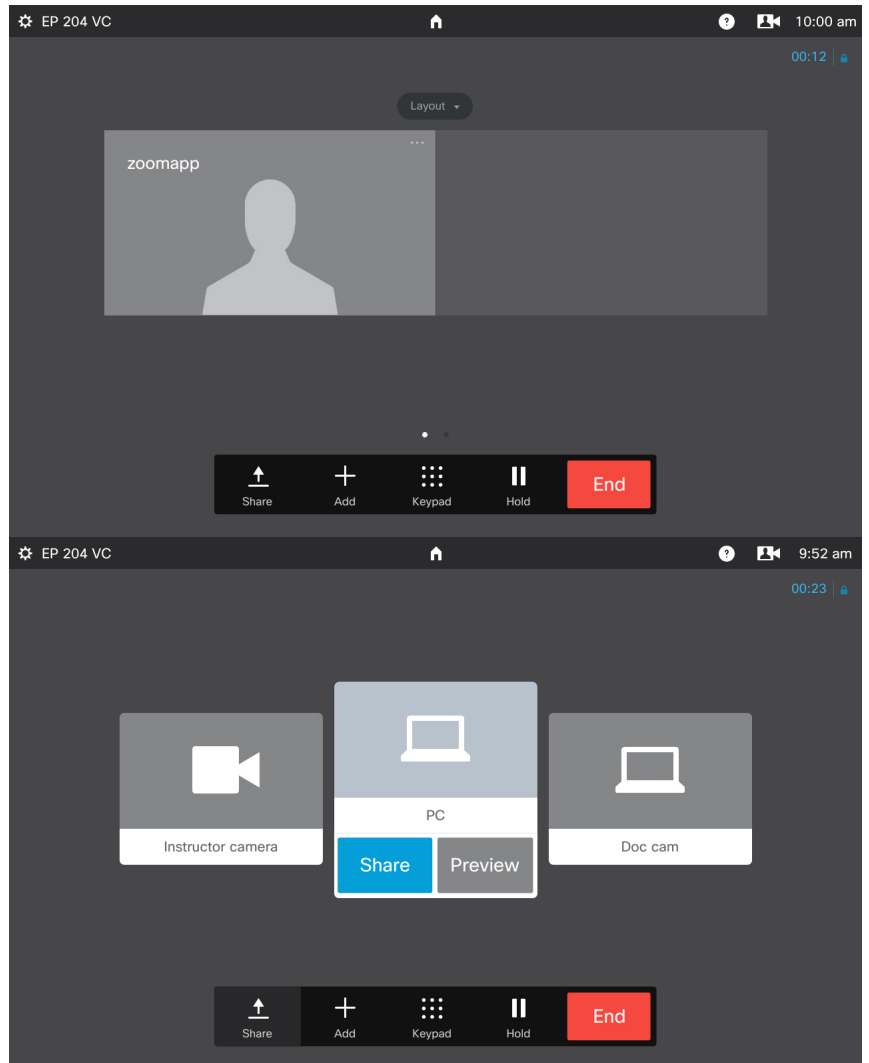


Press the Keyboard button to enter a Zoom address. The Keyboard button is to the right of the “#” key. Use the “SIP Address” from your Zoom meeting invitation. Example: 123456789@zoomcrc.com. Press the green Call button on the touch panel to connect to Zoom.



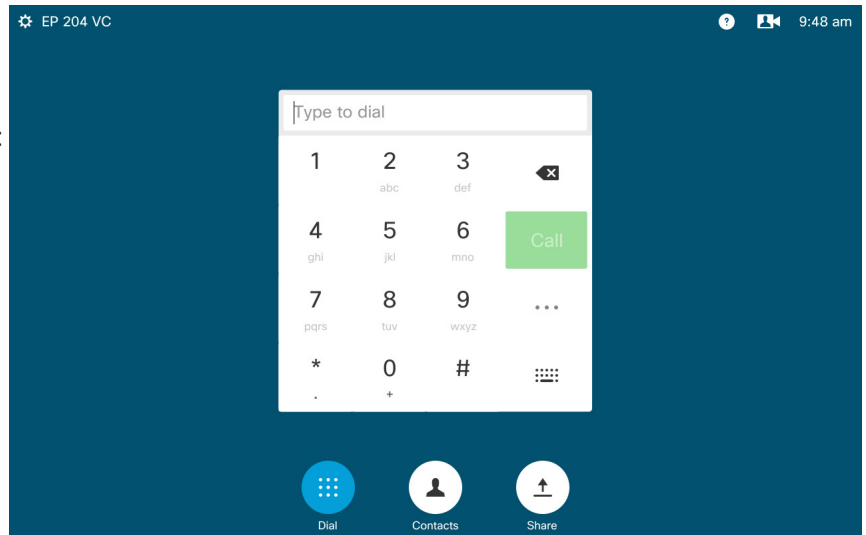
# To place a Zoom call

Once you are connected, you can use the Share button on the bottom of the touch panel to share your computer screen or document camera with the video participants as well as the participants in room.

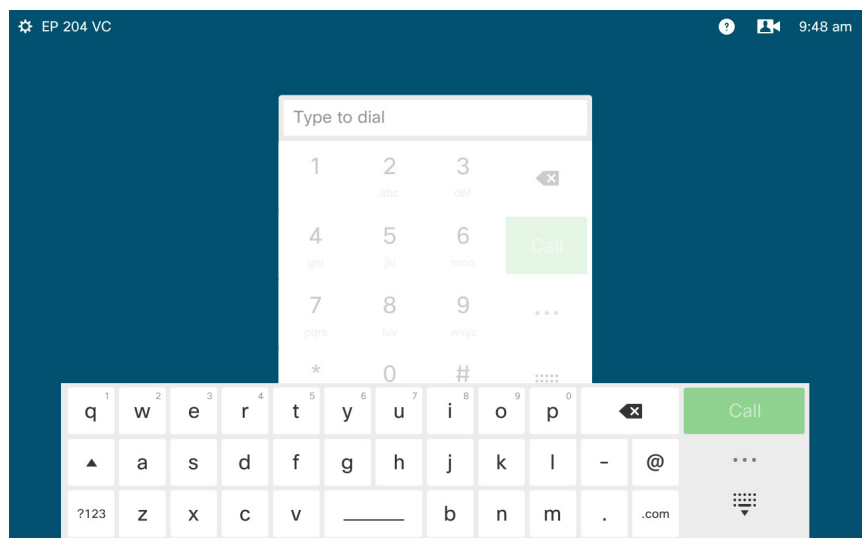


# To Place a Call without Zoom

Press the Dial button on the home screen. Enter the IP address of the codec you wish to call. The "." key is entered by holding the \* key. Example IP: 129.101.250.000



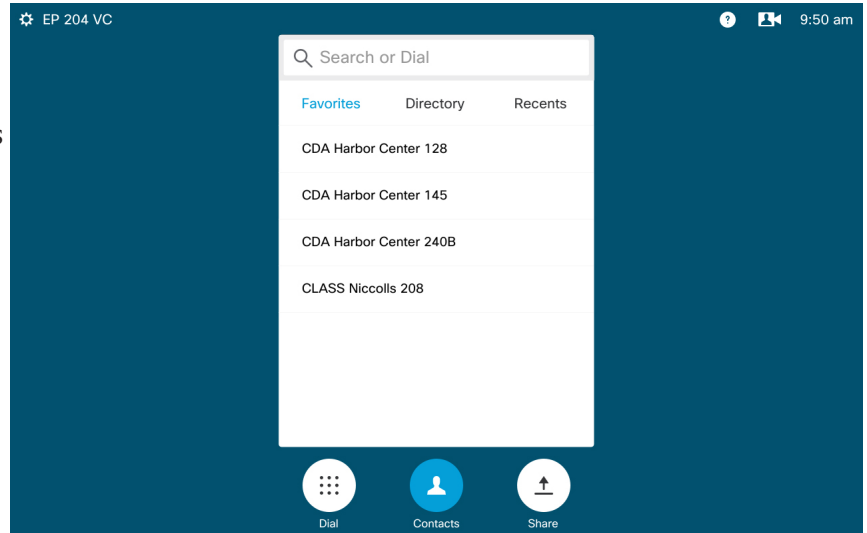
You can also type in the URL of the codec using the full keyboard. Example URL: CTS-ExampleCodec.video.uidaho.edu



# Placing a call from the “Favorites” Menu

Registrar scheduled classes have been entered into the favorites menu.

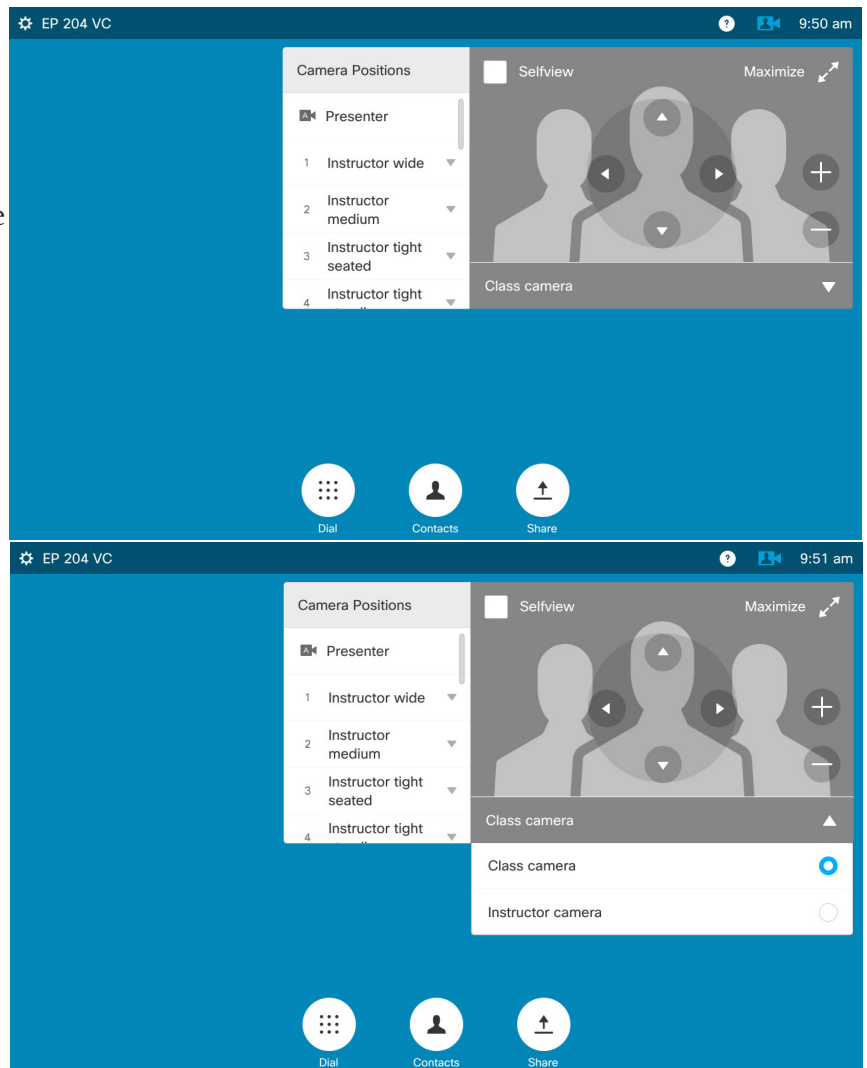
From the home screen, press the Contacts button on the bottom of the touch panel. Press the Favorites button on the menu. Select your class from the menu.



# Controlling Your Cameras

To control your cameras, press the Camera button in the top right corner of the touch panel, next to the clock.

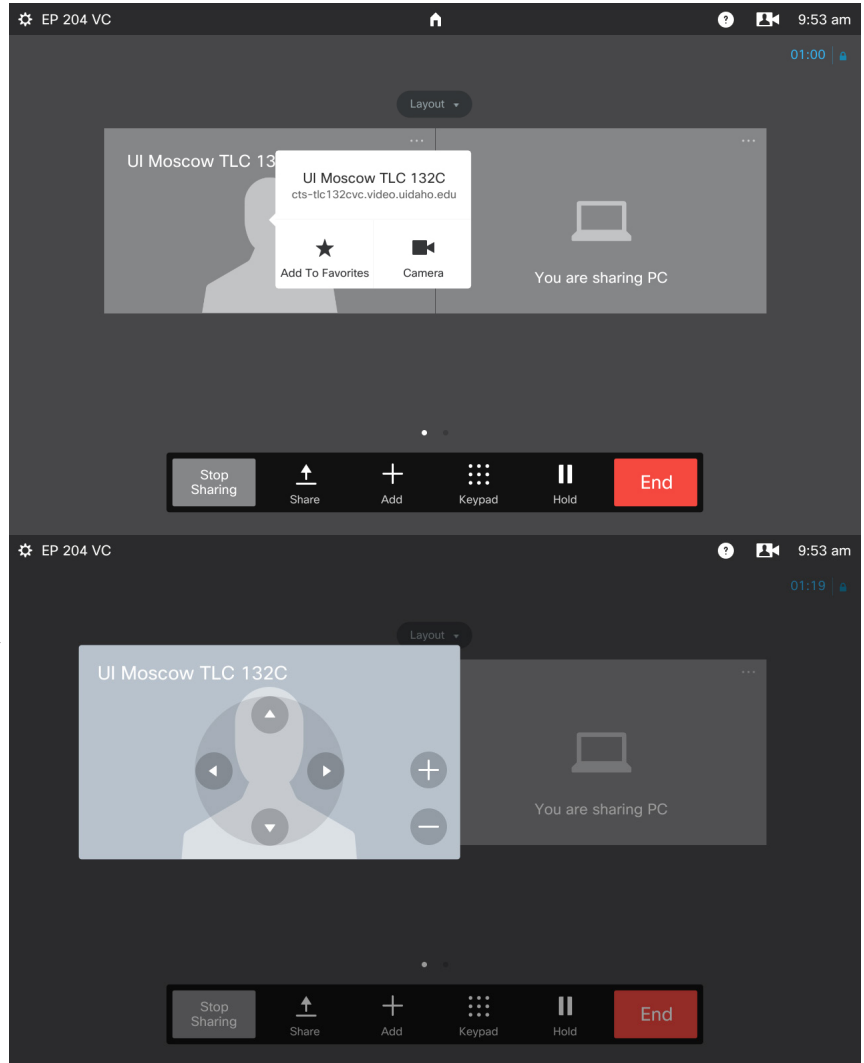
The Camera button is also use to select which of the two cameras you wish to use for your class. One faces the instructor podium, the other faces the students.



# Controlling the “Far End” Camera

On a direct call (not using Zoom and if allowed by the participant’s video codec) you can control the camera on the “far end”. The far end is the other participant. To control the far end camera, on the main page – press the grey box with the name of the name of the other room.

Press the camera button on the new pop up window. You can control the remote camera in the exact same way you control the in-room cameras.



# Contacting Classroom Support

Contact CTS with any issues in NIC 208, EP 202, or EP 204 at 208-885-0570 or email [avhelp@uidaho.edu](mailto:avhelp@uidaho.edu). For your convenience, our contact information is available on the touch panel. Press the ? button on the codec touch panel to display a pop up with our contact info.

