

Quick Start Guide:

Video Teleconference Cart

The Video Teleconference (VTC) Cart is very easy to use. The VTC Cart utilizes a touch screen control panel to access the system's functions. In addition, the system's functions may be accessed by the remote control. Below is a brief overview of the touch screen interface, remote control and the system's major functions.

*Please refer to the **User's Guide for the VTC Cart** for more detailed explanations.*

VTC Cart Control Panel

The following touch screens appear on the VTC Cart's control panel:

SESSION SET UP SCREEN

This screen initially appears on the control panel.

Touch the **Camera**, **Computer**, or **VCR** push button at any time to select the VTC Cart source that will be transmitted to the far end of the video conference, or touch the **Doc Cam-Evidence** push button at any time to transmit the Lectern evidence source to the far end.

Tabs

Session Set Up: Touch this tab to select the VTC Cart or Lectern evidence source that you wish to transmit to the far end of a video conference.

Codec Controls: Touch this tab at any time to access the Video Conference Set Up Screen.

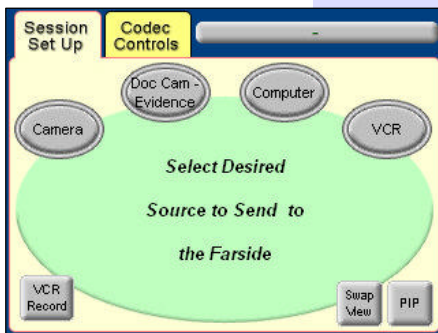
Push Buttons

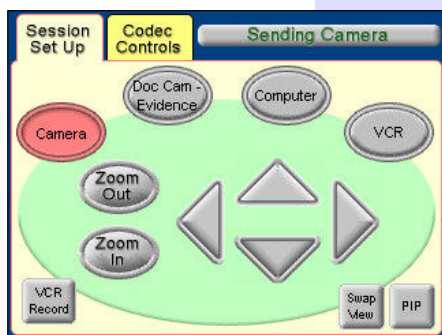
The following push buttons appear on each screen:

VCR Record: Touch this button to record the current session on the local VCR.

Swap View: Touch this push button to change the image currently being viewed on the monitor between outgoing and incoming video. If the picture-in-picture display is turned on, the picture-in-picture and main monitor images will change between the incoming and outgoing image.

PIP: Touch this push button to alternatively turn on the picture-in-picture image within the display, move images between different corners of the display, and turn off the image.





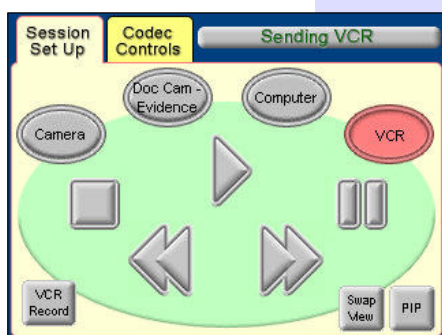
SENDING CAMERA SCREEN

This screen appears when you touch the **Camera** push button.

Push Buttons

◀, ▲, ▼, or ▶: Touch the up, down, left, or right push buttons to aim and tilt the camera.

Zoom Out/Zoom In: Touch the **Zoom Out** or **Zoom In** push buttons to zoom out or zoom in on a location, as desired.



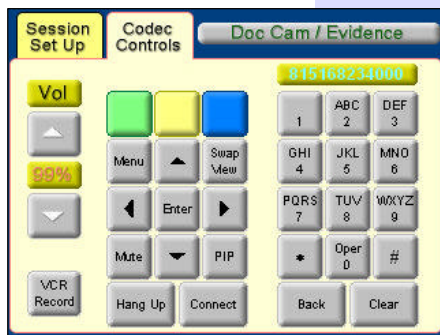
SENDING VCR SCREEN

This screen appears when you touch the **VCR** push button.

VCR Controls

Use the standard controls to operate the VCR player remotely:

Push Button	Function
▶	Play – Touch this button to play the tape.
■	Stop – Touch this button to stop the tape.
	Pause – Touch this button to pause the tape. To resume playback, touch the Play button. Touch this button in succession to advance or reverse the tape one frame at a time, depending on the direction of the tape when the button is touched.
◀◀	Rewind – Touch this button to rewind the tape.
▶▶	Fast Forward - Touch this button to fast forward the tape.



VIDEO CONFERENCE SET UP SCREEN

This screen appears when you touch the **Codec Controls** tab. Use the controls on this screen to set up and execute a video conference.

Push Buttons and Controls

Vol: Touch the ▲ button to increase the caller's volume and the ▼ button to decrease the volume. The indicator displays the volume level as a percentage of the full volume level.

VCR Record: Touch this button to record the current session on the local VCR.

Green, Yellow, or Blue: The functions of these push buttons vary, depending on the menu currently displayed.

Menu: Touch this push button to access the videoconferencing system's main menu.

Mute: This push button is red when mute is on and gray when off. When mute is on, the court will hear all audio from the remote site, but the remote site will not hear audio from the court.

Hang Up: Touch this push button to end a video conference.

◀, ▲, ▼, or ▶: Touch the up, down, left, or right push buttons to navigate through the menu options.

Enter: Touch this push button to make your selection within the menu.

Connect: Touch this push button to dial an ISDN number.

Swap View: Touch this push button to change the image currently being viewed on the monitor between the incoming and outgoing video. If the picture-in-picture display is turned on, the picture-in-picture and main monitor images will change between the incoming and outgoing image.

PIP: Touch this push button to alternatively turn on the picture-in-picture image within the display, move the image between different corners of the display, and turn off the image.

Back: Touch this push button to delete a misdialed number, one number at a time.

Clear: Touch this push button to delete the entire entered number.

To Set Up a Video Conference:

1. Touch the **Session Set Up** tab to select the VTC Cart or Lectern evidence source that you will use during the video conference.
2. Dial the number on the keypad as you would on a telephone. The phone number is displayed in the window above the keypad.
3. Touch **Connect**.

To End a Video Conference:

1. If necessary, touch the **Codec Controls** tab to view the Video Conference Set Up Screen.
2. To end the video conference, touch **Hang Up**. The push button turns red.

VTC Cart Remote Control

The system's most commonly used functions are accessible directly from the remote control.



Quick Keys: The three buttons on top of the remote control refer to the blocks at the bottom of the screen. The text inside the blocks will change depending on which menu is selected. The three Quick Keys have different colors.

Preset keys: Activate pre-stored camera positions.

Video source keys: Activate connected video sources.

Camera control and menu navigation keys: Frequently used keys allowing you to control your own camera and the far end camera, control your volume, select and move self-view, switch your microphone off and navigate in the menu system.

Dialing keys / Preset keys: Used to make a call. The twelve number keys, (0-9), #, * operate in the same way as on a modern push-button telephone. These buttons are also used when entering a name into a text field.