

**IMPORTANT:** The mobile carts must ALWAYS be moved to/from the storage area to/from the studio with two people to handle each cart. The carts are top heavy and if they should tip over someone could be injured or the equipment could be damaged.

#### Room Setup

- ❖ Cover windows with drapes
- ❖ Cover the mirrored wall with drapes (as needed)
- ❖ Move pianos & various chairs, etc. to corner as noted on diagram
- ❖ Set up approximately 10 chairs for observers along the mirrored wall [as needed]
- ❖ Bring the cordless telephone from the DP office to the studio

#### Equipment Setup

- ❖ Move monitor carts and workstation into 5B and position according to diagram
- ❖ Place Canon camera and three stand microphones in place according to diagram
- ❖ Cable connections
  - ISDN
    - Three ISDN cables from Cart 1 to the wall jacks in the NE corner; match numbers on cables to numbers on jacks.
  - Electrical
    - Power cords from Cart 1 and Control Workstation to NE corner outlet
    - Power cord from Cart 2 to power strip on Cart 1
    - Power cord from Cart 3 OR Cart 4 to south wall outlet
    - Power cord from Cart 3 OR Cart 4 to power strip on the adjacent cart
    - Power cord from Canon camera to power strip on Cart 3
    - “DUH” NOTE: Turn all power switches to “On”
  - Video
    - Video cables A, B and D from Cart 1 to their respective monitors on the Control Workstation [See detail diagrams]
    - Video cable G from the Control Workstation to the monitor on Cart 2
    - Video cable E from the Control Workstation to the monitor on Cart 3
    - Video cable F from the Control Workstation to the monitor on Cart 4
    - Video cable from the Canon camera to its monitor on the Control Workstation [See detail diagrams]
    - Video cable from the handheld mobile camera to its monitor on the Control Workstation [See detail diagrams]
  - Audio [See detail diagrams]
    - Audio cable from Cart 1 to the back of the audio mixer on the Control Workstation [Thin, light grey cable]
    - Audio cables from the Control Workstation to each of the three stand microphones [Thicker, flexible black cables]

#### Videoconferencing Codec System Setup

- ❖ Turn the power "On" on all four large monitors; ensure that a video image is seen on all four. If not, likely one of the video cables isn't connected.
- ❖ Check to see that three amber lights are showing on the IMUX [the box the three ISDN lines connect to]. If not, double check that the jacks are solidly connected on each end — at the wall and at the IMUX.
- ❖ Turn the power "On" on the back of the Polycom codec [on top of the 35" monitor on Cart 1]. Watch as the system does a self-test on the ISDN lines ... three arrowhead icons will blink in the center of the screen until they all turn green, meaning they are ready.
- ❖ Check to see that a video image is showing in all five of the small monitors on the Control Workstation; If not, double check the video cable connections and the connections on the back side of the video switcher unit on the Workstation. Also, if the Canon camera and/or handheld camera are not "On," no image will be shown.
- ❖ Check to see that the Polycom remote control is working, e.g. that the battery has power.

#### Audio System Setup

- ❖ Move the antennas to a vertical position on the wireless amp on the Control Workstation
- ❖ Test the wireless microphone; when the switch is in "On" or "Standby" there should NOT be a red light showing. If there is, the battery is dead and should be replaced. Leave the switch in the "Standby" position until a connection is made with the other video site.
- ❖ The audio from the other site is played back through the portable stereo system on the bottom shelf of Cart 1. The system is permanently connected. To turn the system on, do this:
  - Power on
  - Select the AUX setting
- ❖ Set Audio Levels
  - Prior to connecting to far site
    - Set audio volume on Polycom to mid-range
    - Using the remote control, set the volume of the stereo system at about 30 or so (40 is max); you can then control the volume with the Polycom remote, too.
    - Set the wireless amplifier and audio mixer control to levels shown on the detailed diagrams
  - After connecting to far site
    - Adjust audio level on monitors using the Polycom remote control
    - Adjust placement of mics to minimize echo at far site

#### Camera Presets [See "Switcher" instructions]

- ❖ Set presets for Polycom and Canon cameras
- ❖ Mark floor for the preset closeups

#### Setting up the VCR

- ❖ Connect the audio cable from Cart 1 to the "Audio In" on the VCR. There should be a masking tape label saying "audio to VCR" on the correct cable. Just connect the red and white connectors. (Yellow is video.)
- ❖ Connect the 50 ft. red cable from the control workstation to the "Video In" on the VCR
- ❖ Turn the VCR on and insert a blank tape
- ❖ Using the remote control, select the Speed (button is near the bottom, just right of center) — the speed you want is "SP" for standard play
- ❖ Using the remote control, select the input source (button is in the top right, just above the round play-rew-stop-ff button) — the source you want is Line or "L"
- ❖ Then, REMEMBER to hit the REC button when the session starts or just before! It's a 2-hour tape.

#### Establishing a Connection

- ❖ Put on the wireless mic, keeping it in "Standby" mode. Using the Polycom remote control, navigate to the Address Book. Highlight the name of the remote site to connect to and press the "Select" button on the remote to initiate dialing. Six "ball" icons will appear on the screen, turning yellow, then orange and finally green when all six channels (2 channels per ISDN line) are connected. Within a few seconds the remote site video will appear and you will be able to talk to the other site. Remember to turn the wireless mic "On." Talk at normal speaking volume and have the other site technician talk also to set audio levels.