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USAID AV Systems Manual

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Each system is operated via an 8.4" touch panel. These panels are small computers and should be treated with care.



Touch the screen of the panel to wake it up.

The large conference rooms are equipped with wall docking stations, and the panels can be used in place or released and carried into the room. A fully charged panel will operate on battery power for three to four hours. The battery pack may take up to three hours to charge in a powered touch panel if the panel is in use during charging.

When panel is not in use please return it to the wall or table top docking station.



Press the  icon to undock the touch panel.

General User Interface Features:

At the top of every page, indicators provide current system connection status and power readings. Use these features to understand the following:

1. Left hand “Swirl”: Green is good. It means that the system self diagnostic has encountered no problems. A red or yellow swirl indicates a system failure of some kind, and that a help desk call is required.
2. WiFi connection: Green is good. It means that the wireless signal is present and functioning. If no wireless signal registers, the panel can still be used when in the docking cradle. To verify this, place the panel back on the dock and check the swirl, if it turns green, report the problem to the help desk and continue using the room.
3. Battery / Power: This is your gas tank, if it gets low, dock the panel to recharge!



To wake a dormant panel, simply touch the screen. If the system has been properly shut down and is currently not in use, a welcome screen will appear:



The menu bar at the top of the page is your primary tool for operating the room. There are two main functions that the panel serves:

1. Room Setup
2. Device Operation { in brackets }

The room setup feature allows users to send video to the displays and audio to the speakers, and is represented by the “Present” button on the left.

The video and audio conference buttons, as well as the DirectTV and Blu Ray buttons, allow for direct control of the respective room functions.

To begin using a room, press the “present” button.

The presentation page contains three panels:

1. The room sources
2. The room displays
3. A help message window



Sending a source to a display is as simple as pressing the source button and then selecting one or both displays. The display will power on automatically, and any associated audio will be routed to the speakers.

Sending one source to one display and a second source to the second display will result in viewing both sources. The audio, however, will not be from both sources. Only the most recently selected source will send audio to the room.

If, for instance, you wish to view a laptop presentation and watch DirectTV at the same time, select the DirectTV icon second and that is what you'll hear.

Available Sources:



DirectTV: just what you'd experience at home with your cable system. Select this icon to watch News, Weather, and other programming.



Rack PC: Each AV rack hosts a USAID computer connected to AIDNET. You may use this machine as a presentation platform, accessing network resources including Adobe Connect and saved presentations. A Keyboard and Mouse are stored in the rack.



Each conference table is outfitted with a standard analog laptop interface. One 12' VGA cable with audio is stored in the rack for use with your laptop. Please set your resolution to 1024x768 or 720p when using the system.



The conference table interface is also equipped with an HDMI digital input. This can be used with DVI-D, HDMI, and Display Port outputs from more recently developed laptops, MacBooks, and other digital devices. The input is HDCP compliant.



The last source is the Blu Ray player, which can be used to display DVD or Blu Ray disks, as well as audio disks and previously recorded media.

Selecting any of these icons and touching a display icon will start the system.

DirectTV: Device Controls

Once you have routed the DirectTV system to the desired display(s), press the DirectTV icon on the top menu bar. Control the tuner as you would a standard remote.

The station shortcuts will automatically tune the channel represented.



Blu Ray: Device Controls

Once you have routed the Blu Ray Player to the desired display(s), press the Blu Ray icon on the top menu bar. Control the player as you would a standard remote.

When recording, the permanently configured source is the video conference system. There is no other source to record. Activating the record function will initiate video and audio recording of any portion of a video session.



Video Conferencing: Navigation and Camera Control

Establishing a video conference is as easy as dialing a phone. The system automation will take care of most of the setup and configuration for you. To begin a video call, press the “Video Conf.” button in the top menu. The system will start both screens, initialize the video camera, and set up the audio system for conferencing. The following menu will appear:



The side buttons on the panel body will operate menu navigation and camera control. The Tandberg default is as follows:

1. Camera Control: when no menu is present, moving the arrow buttons will trigger camera adjustment. To exit from a menu in order to control the camera, press “cancel.”
2. Menu Navigation: When no menu is present, press the “OK” button on the panel screen or the center hard button on the panel’s left side. Use the arrows to navigate.

Video Conferencing: Making a Call

Placing a call is a matter of dialing the contact number you wish to connect to. When the Video Conference system comes online, simply begin dialing the appropriate number. Note that the “*” key takes the place of a dot when dialing an IP address. The number will look like 192*168*1 as you dial.

The USAID Directory is available on screen by pressing the “Phone Book” button. Use the arrow keys or hard buttons to navigate the directory and select the contact you wish to call.



Volume control is operated via the right side volume bar. Pressing Room Mute will stop all audio from the speakers, so that while the far side can still hear you, you will not be able to hear them.

Microphone control is operated via the lower right mics button. Pressing this button will toggle them on and off, providing privacy in the room when required.

Video Conferencing: Sharing Graphics

To make a computer presentation in the middle of a video call;

1. Select the desired presentation source from the menu on the left.
2. Press the “Activate Presentation” button.

If your source is properly connected and configured to output graphics, the far side participants will see and hear your presentation.

Video Conferencing: Ending a Call

To end a call, select the red “Disconnect” button above the keypad.

If you are also ending your use of the room, select the power button on the upper right hand side of the screen and confirm system shutdown.

Audio Conferencing: Making a Call

Placing a call on the AV system is nearly identical to using a desk phone. To begin, select the “Audio Conf.” button in the top menu.

Using the keypad, enter the number you wish to dial. Enter a 9 to make a call outside the building. Enter an extension to make a call within the building.

The number you dial will appear in the readout window. Check for accuracy and hit the “Dial” button.

The call will connect. If you have conference codes to enter, wait for the prompt and continue as you would with a desk phone.



NOTE: The phone interface does not support multiple incoming calls. To host a call with several participants use an audio bridge.

How to:

How do I shutdown the system?

To shutdown the system press “**System Off**” button from the menu.  Then select which rooms you like to shutdown or Press “**Shutdown All**” to turn off both rooms.

I cannot make my laptop to display on the screen/projector, what can I do?

1. Make sure that you enabled graphics output from your laptop. Use commands designated by your laptop manufacturer.
 - Dell = Fn+F8
 - IBM, Sony = Fn+F7
 - HP, Acer, Toshiba = Fn+F5For wide screen resolution it is recommended to use 1024x768 or 1280x720 screen resolution.
 2. Press the “Present” icon from the menu.
 3. Now press the appropriate laptop input (analog or digital) and select the desired display(s).
 4. To be able to listen to music or other audio content from your laptop please make sure you connect small audio wire (3.5mm) to the laptop headphones output.
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Contacting USAID Help Desk Support

USAID to enter appropriate numbers here....
