



Videoconferencing Systems

Video Made Easy

vPoint HD

Version 8.0

Getting Started Guide

DOC00053 Rev. 8.0 12.07

© 2006 Emblaze-VCON Ltd. All Rights Reserved.

This material is proprietary of Emblaze-VCON, Ltd. No part of this document can be reproduced or transmitted in any form or by any means - electronic or mechanical - for any purpose without written permission from Emblaze-VCON Ltd. Information in this document is subject to change without notice.

Limited Warranty

Emblaze-VCON Ltd. warrants that SOFTWARE will perform **according** to accompanying user documentation for a period of 90 (ninety) days from the date of receipt; replacement SOFTWARE will be warranted for 90 (ninety) days from the date of receipt. This Limited Warranty shall not apply to any product that in the opinion of Emblaze-VCON Ltd. has not been installed or upgraded according to accompanying documentation from Emblaze-VCON Ltd. or been subject to misuse, misapplication, negligence or accident while in the hands of the purchaser.

GRANT OF LICENSE Emblaze-VCON Ltd. grants the Purchaser a non-exclusive and non-transferable license to use the SOFTWARE product and to make one copy solely for backup or archival purposes, which may include user documentation provided via online or other electronic form. Additional copies may not be

made nor may anyone else be allowed to copy or otherwise reproduce any part of the licensed software without prior written consent of Emblaze-VCON Ltd.

COPYRIGHT All trademarks(s), logo(s), name(s), software, documentation and other supporting materials relating to the Product are trademarked, copyrighted or owned by Emblaze-VCON Ltd. as proprietary information protected by United States copyright laws and international and applicable national treaty provisions and laws. Software protection extends beyond its literal code to structure, sequence and organization; any unauthorized use or modification would constitute a misappropriation of Emblaze-VCON's proprietary rights and a violation of the License agreement.

LIABILITIES Emblaze-VCON's entire liability and the Purchaser's exclusive remedy shall be at Emblaze-VCON's option, either return of the price paid or repair/replacement of the Product not meeting Emblaze-VCON's declared Limited warranty. Emblaze-VCON or its suppliers shall not be liable in any event to anyone for any indirect, incidental, consequential, special or exemplary damages including without limitation damages for loss of business profits, business interruptions, business information or other pecuniary loss arising out of the use of or inability to use the said Product even if advised of the possibility of such damages. In any case, Emblaze-VCON's entire liability under any provision of this agreement shall be limited to the amount actually paid by the Purchase for the Product.

Emblaze-VCON Technical Support

This Getting Started Guide and the vPoint HD Online Help were designed to help you set up and work with vPoint HD easily and to enjoy its many features.

If a situation occurs that is not covered by the supplied documentation, contact your local Emblaze-VCON distributor, and request assistance from their Emblaze-VCON-trained technical support department. Please describe the problem, device, and PC operating system (if applicable), and any other relevant details.

Also, you may access the Technical Support section of the Emblaze-VCON website (<http://www.emblaze-vcon.com/support/index.shtml>) in order to check its knowledge base or initiate other customer support processes:

Page	Type of support
Support Notes	Troubleshoot or receive technical information about specific Emblaze-VCON products.
Downloads	Download a new software release or a free product evaluation.
Demo Numbers	Test your videoconferencing system.
License Key Requests	Request a permanent license key for your organization's MXM(s).

vPoint HD

1 Welcome to vPoint HD

Emblaze-VCON's vPoint HD application provides high-definition videoconferencing to your desktop or laptop computer.

This Getting Started Guide provides you with the required information for setting up and starting to work with vPoint HD.

Instructions covered in this Guide include:

- Connecting the equipment (headset, USB camera, USB software)
- Starting the vPoint HD application
- Starting, answering, and ending videoconferences



1.1 Package Contents

When you open the Emblaze-VCON vPoint HD package for the first time, check that the following items are included,

1. vPoint HD installation CD
2. Installation and documentation CD
3. License agreement document
4. USB protection key*

Optional accessories will be included according to your purchase order:

USB Kit: USB Camera + Headset, USB camera drivers CD.

PTZ Kit: Pan/Tilt/Zoom (PTZ) Sony camera, Camera remote control, S-Video cable (4-pin Mini DIN to Mini DIN), USB 2.0 video grabber, tabletop microphone

ISDN Kit: ISDN adapter, ISDN networking cables.

1.2 Minimum System Requirements

To run vPoint HD, your computer requires the following minimum configuration:

Pentium 4, 2.4 GHz processor (or equivalent).

H.264 requires a HyperThread-based CPU or 1.2 GHz Centrino CPU or AMD PCs equal or faster

Microsoft Windows 2000/XP/Vista operating system

256 MB RAM

VGA card with support for Direct Draw and 2 MB VGA memory

1 USB port for the USB camera, 1 for USB license key*.

For the PTZ kit, USB 2.0 support is required.

* Depending on licensing method.

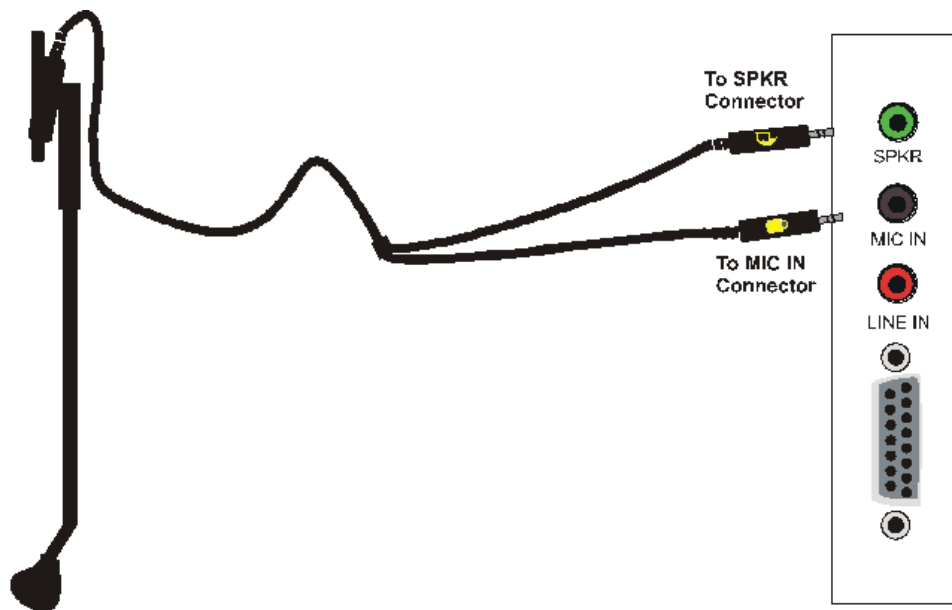
Connecting Videoconferencing Equipment

Using vPoint HD requires the connection of an audio device, a camera, and USB software protection key (depending on license type) to your personal or laptop computer.

Connecting the Headset

For echo cancellation and audio performance reasons, we recommend that you use a headset which connects to your sound card for audio input and output.

Connect the headset to the microphone-in and speaker connectors on your computer's sound card.

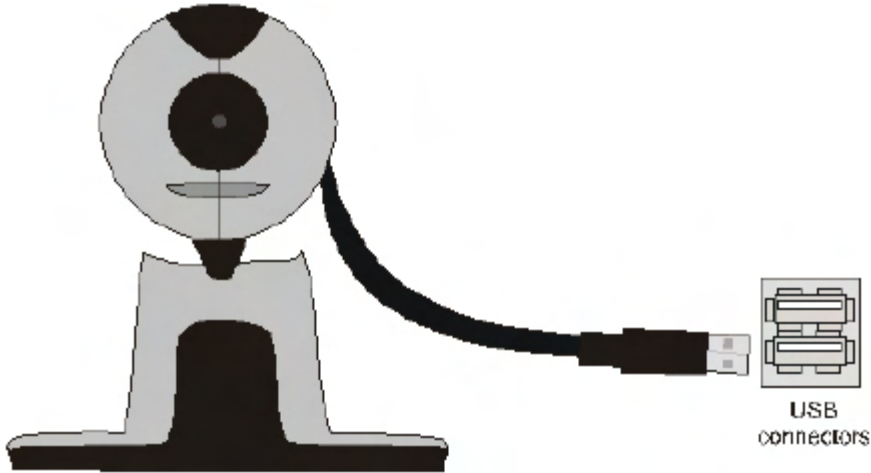


Connecting a USB Camera

For a list of USB camera models which, according to testing in Emblaze-VCON's labs, have yielded the highest quality video results, see the vPoint HD data sheet or the Emblaze-VCON website (<http://www.emblaze-vcon.com>).

To set up a USB camera

1. Connect the camera to a free USB port on the rear of your computer.
2. Install the camera's software from the CD supplied with it.



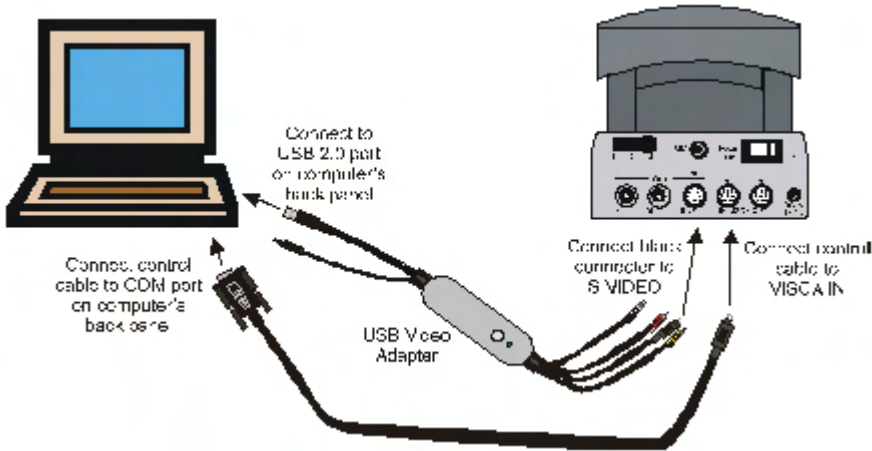
Connecting the PTZ Camera (PTZ kit only)

A controllable Pan/Tilt/Zoom (PTZ) camera is the standard supplied camera of the vPoint HD Executive model. The PTZ camera can be controlled from the vPoint HD application.

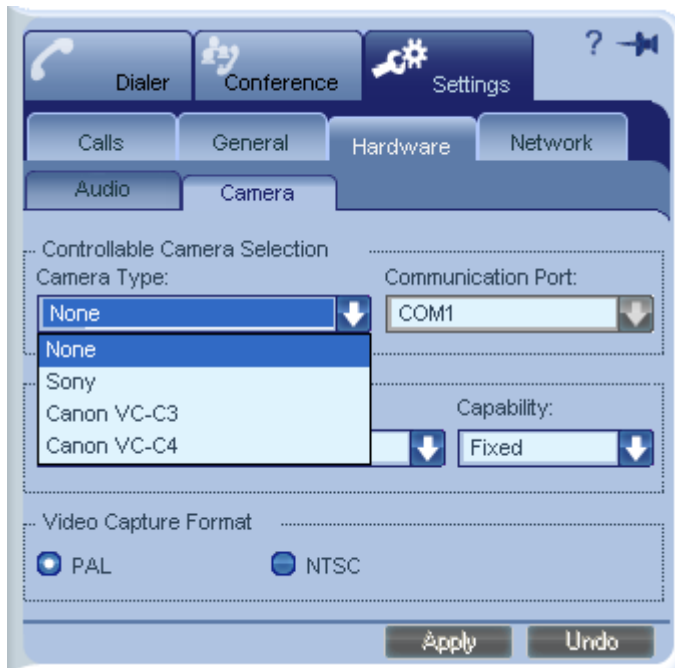
The supplied USB video adapter enables connection of the camera to a PC or laptop.

To connect the camera to the computer

1. Connect the video adapter's black S-Video connector (4-pin mini-DIN) to the S-Video port of the camera.
2. Connect the video adapter's USB connector to a USB 2.0 port on the rear panel of the computer.
3. Connect the camera's control cable between the VISCA IN port of the camera and a COM port on the rear panel of the computer.
4. Connect the camera to a power supply.



5. After starting vPoint HD, open the Drawer and click the **Settings** tab. Click the **Hardware** and **Camera** tabs.



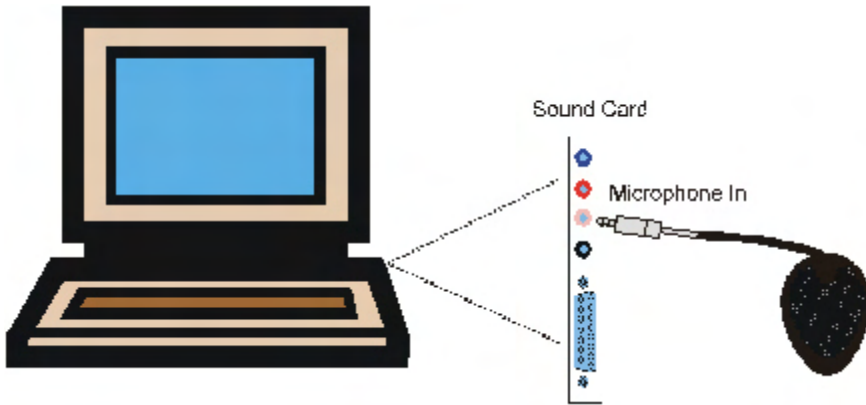
6. In the **Camera Type** list, choose the connected PTZ camera.
7. In the **Communication Port** list, choose the COM port to which the camera is connected.
8. In the **Capability** list, choose **Pan + Tilt + Zoom**.
9. In the **Video Capture Format** area, select the video format that is compatible with your camera and/or monitor.
 - — **PAL** is used in many countries in Western Europe, Asia, Africa, as well as Australia.
 - — **NTSC** is widely used throughout the Western Hemisphere, Japan and South Korea.
10. Click **Apply**.

Connecting a Tabletop Microphone (vPoint HD Executive only)

A tabletop microphone is the standard supplied audio source of the vPoint HD Executive model. The microphone picks up voices up to 8 feet (2.44 m) away from a meeting participant. The center of a conference table is the ideal location for the microphone.

To connect the tabletop microphone

- Connect the microphone's 3.5mm jack to the pink **Microphone In** connector on the sound card located on the rear panel of the computer.

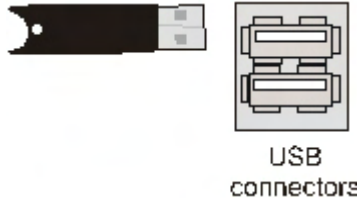


Connecting the USB Software Protection Key

Operating vPoint HD requires a license. If your license model is USB key based, the supplied USB software protection key must be connected to your computer.

To connect the USB software protection key

- Connect the USB software protection key to a free USB port on the rear of your computer.



3 Starting vPoint HD

vPoint HD's Start procedure varies, depending on whether or not your system will be in a videoconferencing network managed by Emblaze-VCON's Media Xchange Manager® (MXM), or if your computer has more than one IP address defined in its Network configuration.

If registered in an MXM, vPoint HD provides a number of functions and features that are not available if the system logs in to a non-Emblaze-VCON gatekeeper or operates in a stand-alone state. These features include, call forwarding, call transfer, call pickup, and inviting additional users to ad-hoc conferences. For more information about these functions, see the vPoint HD Online Help.

3.1 All vPoint HD Systems

To start vPoint HD

- 1 In the Windows Desktop, double-click the vPoint HD icon.
- 2 When starting vPoint HD for the first time, the Setup Wizard appears. Enter the following information:

User Information Enter your first name, last name, company name, and e-mail address. Items marked with an "r;*" are mandatory.

Load on Startup
(Minimized to Tray) Select to open and minimize vPoint HD during your computer's startup. The vPoint HD icon will appear in the icon tray at the bottom of the Windows Desktop. This option takes effect only after restarting your computer.

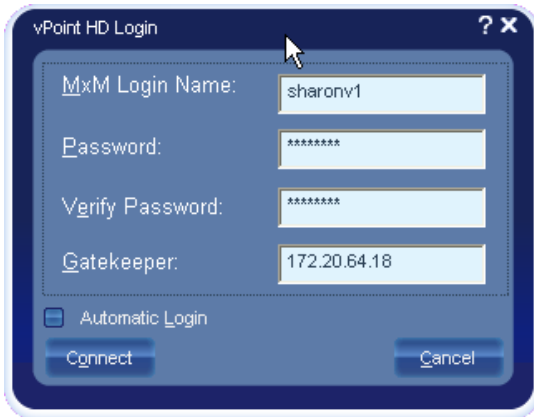
Tuning Settings Opens the Audio Tuning Wizard, which tests if your microphone is connected and reproducing the correct audio input level.

- 3 It is recommended that you use the tuning wizard the first time you run vPoint HD in order to configure your audio devices.
- 4 Click **OK** to implement the settings and to open the vPoint HD Main Viewer.

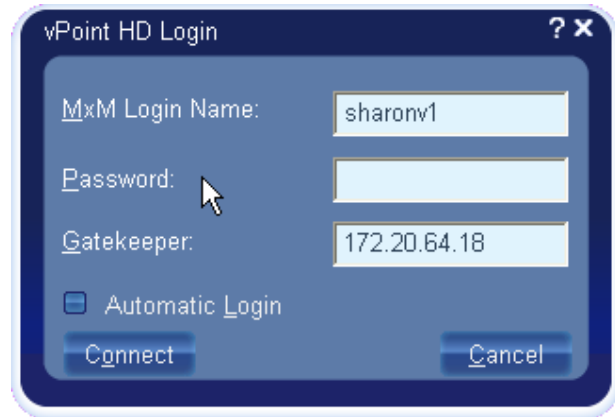
3.2 System Managed by MXM

To start vPoint HD

- 1 In the Windows Desktop, double-click the vPoint HD icon.



Logging in the First Time After Installation



Logging in at Other Times

- 2 In the vPoint HD Login dialog box, enter the following information:

MXM Login Name	Name of your computer as listed in the MXM.
Password	Password required to log in. The first time you register, you must type it a second time for verification in the Verify Password box.
Gatekeeper	IP address of the MXM. If you do not know it, ask your system administrator.
Automatic Login	Select to log in automatically to vPoint HD using the entered login name and password. This setting takes effect from the next login attempt.

- 3 Click **Connect** to complete the login process.

4 Videoconferencing Basics

Communicating with other parties in videoconferences is, likely, the activity you will do most in vPoint HD.

This chapter provides instructions for:

- Starting (dialing) a videoconference
- Answering an incoming videoconference
- Ending (hang up) a videoconference

4.1 Starting a Videoconference

You can start videoconferences by several different methods.

Manually

To start a videoconference manually

- 1 In the Manual Dialer, type the IP address, user number (E.164), or alias of the party you want to call.
-or-
Select the party from the Manual Dialer's Call Log.
- 2 Click **Dial**.



Personal Phone Book

To start a videoconference from the Personal Phone Book

- 1 In the **Dialer** menu, click **Personal**. The Drawer opens to the Personal Phone Book.
- 2 Double-click the name of the party you want to call.

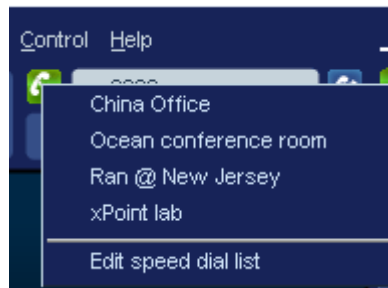


Speed Dial

To start a videoconference from the Speed Dial



- 1 In the Manual Dialer, click the Speed Dial button. The Drawer opens to the Speed Dial.
- 2 Double-click the name of the party you want to call.



Online Directory

To start a videoconference from the Online Directory

- 1 In the **Dialer** menu, click **Online Directory**. The Drawer opens to the Online Directory.
- 2 Double-click the name of the party you want to call.

Chairing an Interactive Broadcast

To start an Interactive Broadcast

- 1 Open the Drawer to **Calls>Broadcast** tab and check the Broadcast settings. If necessary, change them to meet your session's requirements.

- 2 In the **Dialer** menu, click **Start Broadcast**.

-or-

In the Shortcut tray, click the Broadcast button (depending on your Shortcut tray's customization).

The Session Information dialog box appears.

- 3 Set up the next Interactive Broadcast according to its specific requirements, and then click **Start**.

Even though you have not called anyone yet, the Interactive Broadcast is now in session. The Drawer opens to the Chair's Conference Control tab. If the session is available for third-party viewing, someone with a third-party video viewer can tune in already.

- 4 Call participants to join in the session. Contacts may also join an open Broadcast by calling the Chair.

Participating in an Interactive Broadcast

To enter an Interactive Broadcast

- q Answer an incoming call from the Chair of an Interactive Broadcast.

-or-

Call the IP address of the session after the Interactive Broadcast starts.

Watching a Broadcast

To view an Interactive Broadcast

- 1 In the **Dialer** menu, click **Live Broadcasts**.
-or-
In the Shortcut tray, click the Live button (depending on your Shortcut tray's customization).
- 2 Double-click the Broadcast entry.
-or-
Click the Broadcast name and then click **View**.



4.2 Answering a Videoconference

When vPoint HD is running but no call is active, you can receive an incoming videoconference call at any time. An incoming call emits a ringing sound - just like an ordinary telephone ring.

Automatically Accepting Incoming Calls

In the Call Settings, define if the system automatically accepts incoming calls without requesting your approval or accepts or rejects each call manually on a call-by-call basis.

To accept incoming calls automatically

- 1 Open the Drawer.
- 2 Click the **Settings** tab, the **Calls** tab and then the **General** tab.
- 3 Select **Auto Answer**.
- 4 Click **Apply**.



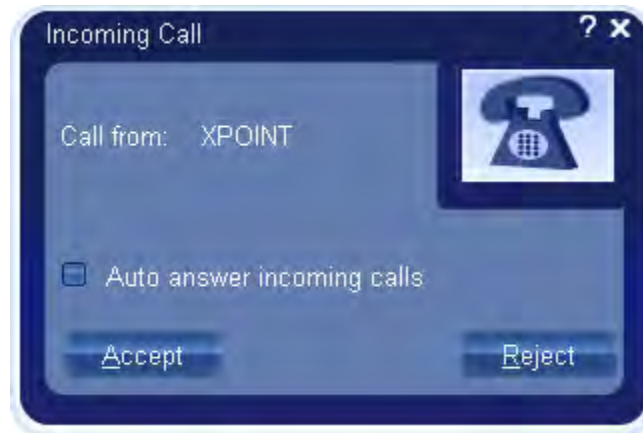
Accepting Calls Manually

If **Auto Answer** is deselected, you decide whether to accept or reject every incoming videoconferencing call. When a call arrives, the system rings. The Incoming Call message states the identity of the caller and provides the choice of accepting or rejecting the call.

To accept or reject an incoming call manually

In the Incoming Call message, click **Accept** to receive the call or **Reject** if you don't want to answer.

If you want to automatically accept all subsequent calls, click **Auto Answer Incoming Calls** before clicking **Accept** or **Reject**.



4.3 Ending a Videoconference

To end a videoconference

- 1 Near the bottom right corner of the application, click **Hang Up**.
- 2 Click **Yes** to confirm.