



# **Videoconferencing Systems**

## Video Made Easy

### **vPoint HD**

Version 7.0

### **Getting Started Guide**

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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:

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

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# 1 WELCOME TO vPOINT HD

Emblaze-VCON's vPoint HD application provides high-quality videoconferencing to your PC 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 protection key)
- Starting the vPoint HD application
- Starting, answering, and ending videoconferences



## 1 Welcome to vPoint HD

### 1.1 Package Contents

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

Item	Standard	Professional	Executive
vPoint HD installation CD	✓	✓	✓
Headset	---	✓	---
USB Camera + installation CD	---	✓	---
Pan/Tilt/Zoom (PTZ) camera	---	---	✓
S-Video cable (4-pin Mini-DIN-to-Mini-DIN)	---	---	✓
Camera control cable (Universal)	---	---	✓
Tabletop microphone	---	---	✓
USB 2.0 video adapter	---	---	✓
USB software protection key	✓	✓	✓
Getting Started Guide	✓	✓	✓

## 1.2 Minimum System Requirements

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

- Pentium III (or equivalent) 1 GHz



H.264 requires a HyperThread-based CPU or 1.2 GHz Centrino CPU or AMD PCs equal or faster than Athlon XP 2600 and Athlon 64 2800.

- Microsoft Windows XP/2000 operating system
- 64 MB RAM (on Windows 2000)  
128 MB RAM (on Windows XP)
- 25 MB free space on hard drive
- VGA card with support for Direct Draw and 2 MB VGA memory
- 2 USB ports:
  - USB camera installed on one port
  - Second port reserved for the USB software protection key



### *vPoint HD Executive*

For optimum performance, an H.264-capable PC with USB 2.0 support is required.

## 2 CONNECTING VIDEOCONFERENCING EQUIPMENT

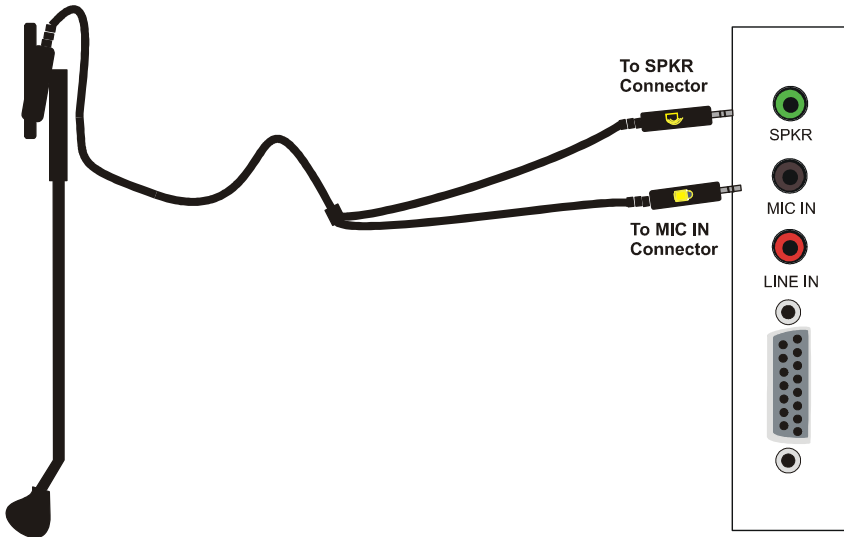
Using vPoint HD requires the connection of an audio device, a camera, and USB software protection key to your personal or laptop computer.

### 2.1 Connecting the Headset

For echo cancellation and audio performance reasons, we recommend that you use a soundcard for audio input and output.

➤ **To connect the headset**

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



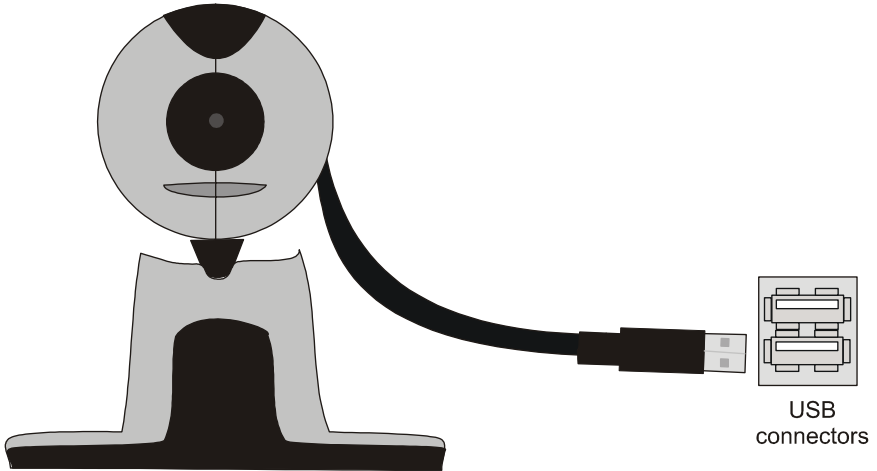


### 2.2 Connecting a USB Camera

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.



## 2 Connecting Videoconferencing Equipment

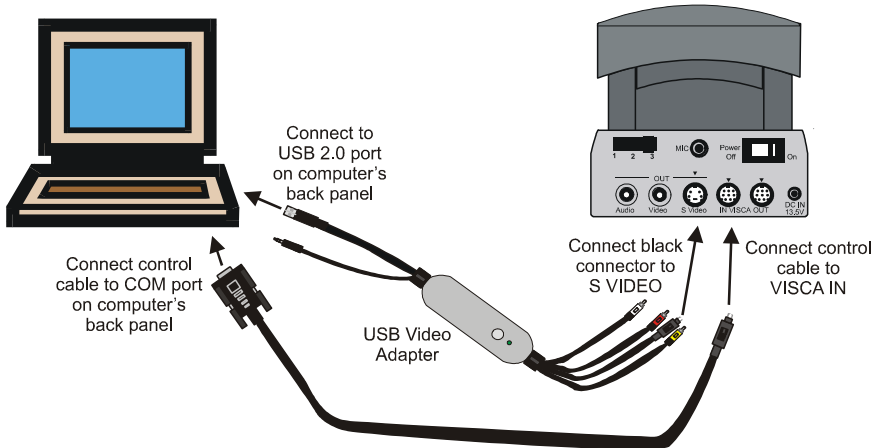
### 2.3 Connecting the PTZ Camera (vPoint HD Executive only)

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.

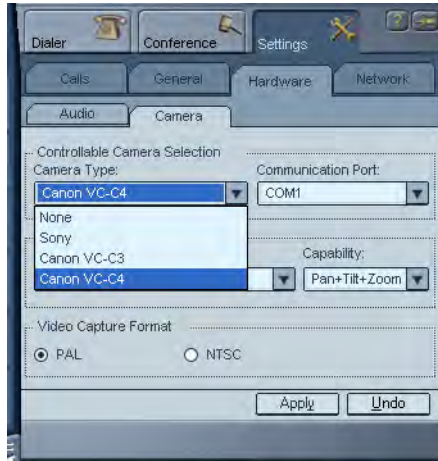
#### ► To connect the camera to the computer

- 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.

## 2 Connecting Videoconferencing Equipment



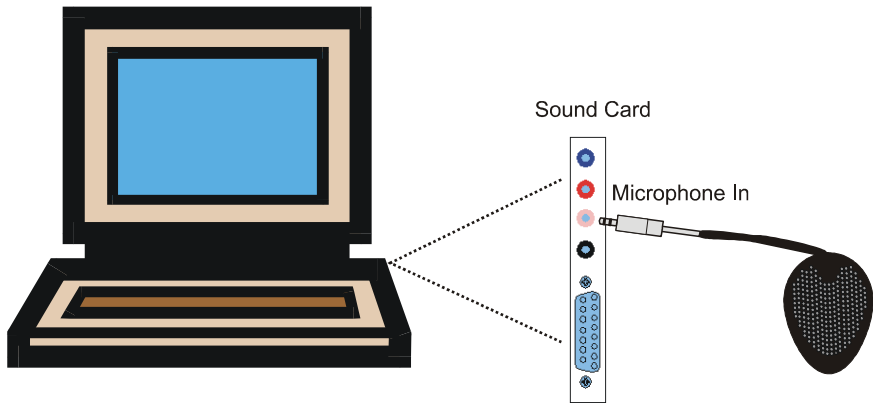
- 6** In the **Camera Type** list, choose the connected PTZ camera.
- 7** In the **Communication Port** list, choose the COM port to which the camera is connected.
- 8** In the **Capability** list, choose **Pan + Tilt + Zoom**.
- 9** In the **Video Capture Format** area, select the video format that 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**.

### 2.4 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.



### 2.5 Connecting the USB Software Protection Key

Operating vPoint HD requires that the supplied USB software protection key 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.



USB  
connectors

## 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

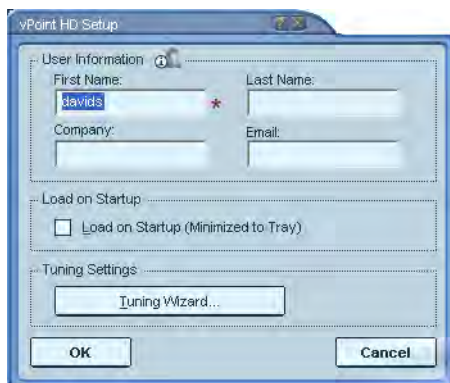
#### ► To start vPoint HD

- 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:

<b>User Information</b>	Enter your first name, last name, company name, and e-mail address. Items marked with an "*" are mandatory.
<b>Load on Startup (Minimized to Tray)</b>	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.
<b>Tuning Settings</b>	Opens the Audio Tuning Wizard, which tests if your microphone is connected and reproducing the correct audio input level.

### 3 Starting vPoint HD



- 3 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:

<b>MXM Login Name</b>	Name of your computer as listed in the MXM.
<b>Password</b>	Password required to log in. The first time you register, you must type it a second time for verification in the Verify Password box.
<b>Gatekeeper</b>	IP address of the MXM. If you do not know it, ask your system administrator.

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



If you want to work temporarily without MXM management and telephony exchange services, click **Work Offline**. To receive these features again, you have to log in again.

Working offline is available after running vPoint HD and logging into MXM once.

- 4 If you are running vPoint HD for the first time after installation (or logging into a different MXM), the vPoint HD Setup appears. In this dialog box, enter the information required to run vPoint HD from your specific location (see “[All vPoint HD Systems](#)” on page 13).

## 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

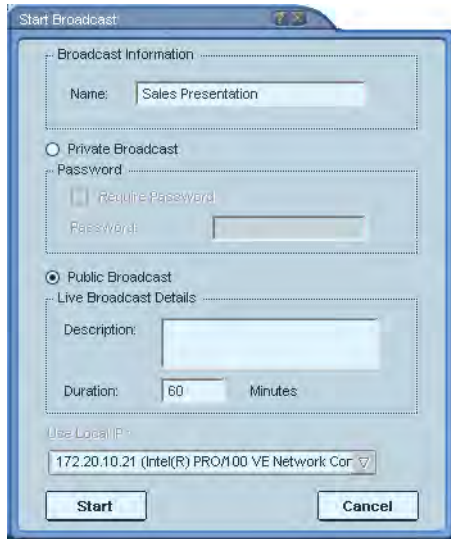
#### ► To start an Interactive Broadcast

- 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

- 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**.

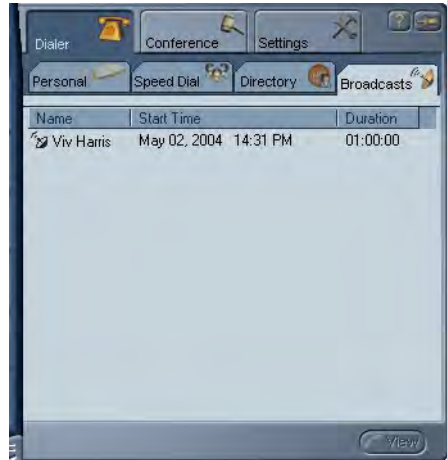
-or-

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

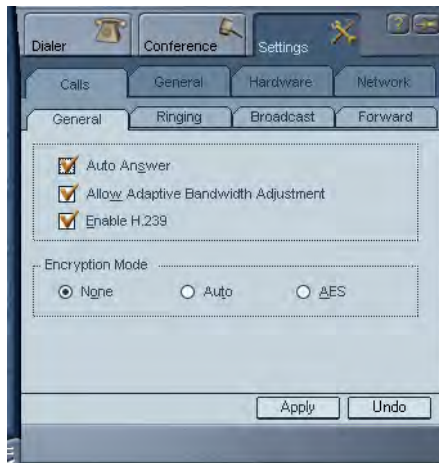
When vPoint HD is running but no call is active, you can receive an incoming videoconference call at any time. An incoming call emits a ringing sound - just like an ordinary telephone ring.

#### 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

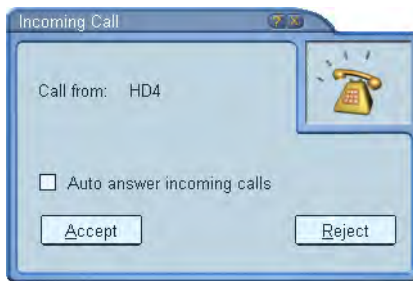
If **Auto Answer** is deselected, you decide whether to accept or reject every incoming videoconferencing call. When a call arrives, the system rings. The Incoming Call message states the identity of the caller and provides the choice of accepting or rejecting the call.

### ► 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.