

## What is Real-time Collaboration?

Real-time Collaboration (RTC) gives you the ability to work with a co-worker down the hall, at another NREL facility, or even NREL DC. Today's communication tools, along with faster networks, gives you the ability to use a camera, headset and software and never leave your office.

Real-time Collaboration is [more than just video conferencing](#), as employees can not only see and hear each other, they can share a single application, like Word or PowerPoint and even transfer files. Video and sound are combined with application sharing to give two or more users a virtual meeting place on the network.



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Video Conferencing with TeamStation.  
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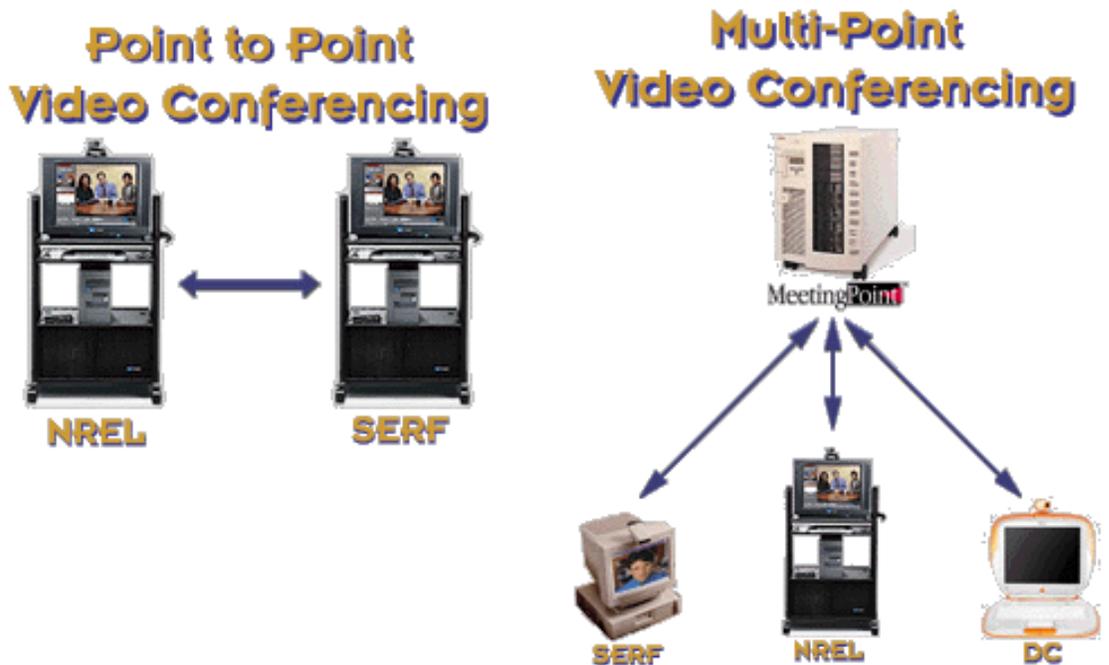
## MORE than just Video Conferencing...

Real-time Collaboration is here at NREL, with phased expansion of RTC capabilities planned for labwide, and eventually nationwide access. NREL is currently deploying the Intel TeamStation System as its standard video conferencing unit in locations around the lab and at other NREL facilities, including NREL DC.

The [Intel TeamStation System](#) differs from traditional room conferencing systems in that, in addition to video conferencing, it has all the capabilities of your desktop PC -- browse the Internet, give PC-based presentations, link to the corporate network, and access files from a desktop PC. Even take a [Snapshot Video](#) of during a conference and save it to file!

In addition to reducing travel, the Intel TeamStation System improves productivity by turning meetings that previously consisted of status updates and action-required assignments into productive working sessions. Conference attendees collaborate and actively work with files and data "real-time" for maximum productivity.

The Intel TeamStation System is also productive off the call, meaning that even if employees are not doing a video conference, they can still use the PC features of the system, as well as its multimedia capabilities. With the systems installed, the challenge now is to get employees to think differently about how to conduct meetings and how to use the new systems as a productivity tool.



## About Intel® TeamStation™ System

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The Intel TeamStation System is a conference room workstation that combines videoconferencing, Internet access, corporate network access and PC applications in one convenient system. Based on the Intel Pentium® III processor, the Intel TeamStation is a turnkey, high-performance system that brings increased productivity to conference rooms.

**Collaborate in the Conference Room:** Take action and get results by using simple pull-down menus to work collaboratively on documents during the videoconferencing session. You can also share applications, transfer files and use the white-board as well as clipboard. These enhanced capabilities are provided by Microsoft NetMeeting which is seamlessly integrated into the Intel TeamStation System, providing [point-to-point](#) and [multi-point](#) data collaboration.

**Effortless Document Management:** The Intel TeamStation System enables conferees to share documents during a videoconference or electronic presentation. Collaborators can [preload files](#) from their network U:\ drive to the TeamStation system for sharing during a group videoconference. [Applications can also be shared](#), allowing any conferee the ability to directly edit the documents

**World-Class Audio/Videoconferencing:** With wideband audio and clean, crisp video quality, the Intel TeamStation System offers the highest quality multimedia environment for your group videoconferences. Sophisticated peripheral equipment, including an omni-directional microphone, 10X amplified built-in speakers, and an on-screen near-and far-end camera control enables every participant to be easily seen and heard during the call.

### Off-the-Call

**Networked Connectivity:** Even when not videoconferencing, the Intel TeamStation Systems workstation and large display are critical productivity tools. Give presentations, collaborate on documents or review financials in the conference room. During a meeting you can also access corporate applications, information and files stored on the corporate intranet or the public Internet.

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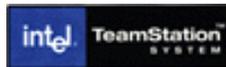
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## Quick Start Video Conference

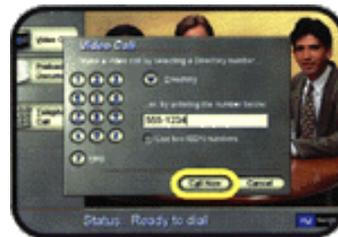
**Power on** the TeamStation and set up the keyboard.

**Log on\*** to the Intel TeamStation System by entering a user name and password.

\*If Ready to Dial view is displayed, you do not have to log on.



**1** Click the Video Call button.



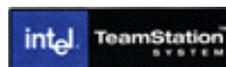
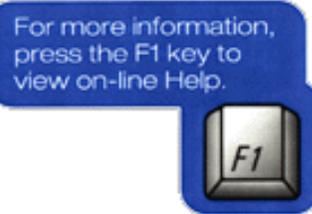
**2** Enter the number and click the Call Now button.



**3** The Audio/Video Conference connects.



**4** Click the Hang Up button to end the conference.



## Quick Start Video/Data Conference

**Power on** the TeamStation and set up the keyboard.

**Log on\*** to the Intel TeamStation System by entering a user name and password.

\*If Ready to Dial view is displayed, you do not have to log on.



**At Your Desktop:**

**Collect your documents.**

Copy all your documents to your network U:\ drive. Be sure to copy documents from CD-ROM or floppy disks to the network as well.



**In the Conference Room:**

**Click the Preload Documents button.**

*Note:* Make sure the applications you used to create your documents are [installed on the TeamStation System](#).

3a



**Add Documents.**  
Click the **Browse** button to find your documents on your U:\ network drive.

3b



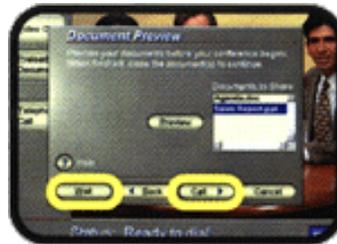
**Document Server.**  
Click the **Next** button again as Document Server is not currently supported.

4



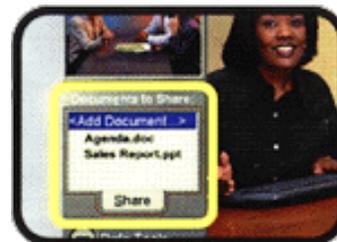
**Click the Preview button.**  
You can preview your documents to ensure they will display correctly on the TeamStation System.

5



**Click the Call button to immediately make a call.**  
**Click the Wait button to receive a call.**

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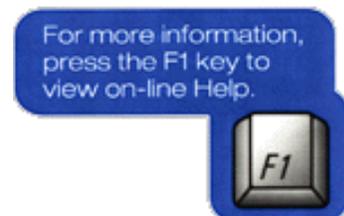


**Once you are in a conference, your documents are listed in the Documents to Share window.**  
*Note: Double-click the Add Document entry to add documents to a conference session.*

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**Click the Share button.**  
Select a document and click the Share button to launch and share the document with the far-end participant.



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## Set Up and Log On

**Set Up:** Simply turn on the power strip located on the Intel TeamStation System cart to have the PC, monitor, and camera all powered up.

**Infra-red Keyboard:** Be sure to place the infra-red keyboard within direct line of the infra-red sensor attached to the cart. The trackball is located on the right side of the keyboard, with the click-select buttons on the top left of the keyboard. Click the top button for a left-click and the bottom button for right-click.

**Log On:** When the TeamStation boots up, you will be prompted for your user name and password. If it is the first time you have logged on to this system, it will take a few moments for your account to be created. Once you have logged on, wait for the [Ready to Dial](#) screen of the Intel TeamStation System.

**Remote Control:** The remote control unit located on the cart is used to remotely control [camera functions](#), [volume settings](#), [auto-tracking](#), etc.

**Shut Down:** When your video conferencing session is over, please remember to Shut-down the system by logging off and turning off the power strip. Note that the only options available are Shut-down and Restart; there is not an option to log on as a different user.

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## Standard Applications Installed on TeamStation Systems

**Microsoft Office 97:** Includes Word, Excel, Powerpoint, and Access.

**Microsoft Internet Explorer 5**

**Acrobat Reader 4.05**

**Aladdin Expander 5.0**

**Quick View Plus 4.5**

**WinPH 1.5**

*Note: For files which are not viewable by any of the above applications, it is recommended that a PDF file be created and Acrobat Reader utilized for file sharing during a conference. Keep in mind that PDF files are not editable from Acrobat Reader.*

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## Preload and Preview Shared Documents

**Overview:** This section steps you through preparing the list of documents that will be available during the conference. It helps you add documents from your network U:\ drive mapped to the system. It also lets you preview the documents. During the video conference, the list of preloaded documents is displayed for you in the Documents to Share window where they can be selected for sharing.

*Note: NREL's TeamStation units have most of the PC desktop [standard applications installed](#). When you share a document, the Intel TeamStation System starts an application that the system associates with the document's filename. For example, if your document name has a .DOC at the end of its filename, the system will start Word. If the correct application is not starting for you, contact Client Services at x4171 for assistance.*

**Adding Documents from Network Servers:** Add documents first from your **desktop** by copying files from your hard drive, other network drives, or any removable media, to your User Directory (the U:\ drive) of your Network Server. (Mac Users will [mount their User Volumes](#) to the desktop). Please keep in mind that User Directories have a 200Mb size limitation. Then, from the TeamStation system, click Preload Documents and use the Browse button to locate, select, and add files from your U:\ drive on the Network Server to the Documents to Share list.

*Note: If you require files originating on diskettes, CD's, Zip, Jaz, etc., please copy them first from your desktop computer to your network server. Do not use removable media directly from the TeamStation computer.*

**Removing Documents:** To remove documents from the Documents to Share list, select them and click the Remove button.

*Note: Files originating on your network drive are only removed from the list; they are not deleted from the network drive.*

**Preview:** After the documents list is preloaded, you can preview the documents by clicking the Next button. A Preview Documents page will appear. Select the document in the Documents to Share list. Click the Preview button to open the document and its associated application.

*Note: Using Preview lets you make sure that the documents listed are the ones you want and that they will be displayed correctly during a conference.*

If you get a file association error, the application you need to display the document is not available on the TeamStation or has not been correctly associated for the type of file you have. Contact Client Services x4171 for assistance.

**Editing:** The document can be edited at this time.

**Closing the Application:** After you have the document the way you would like it to appear when it is shared in the conference, close the application. You can now preview other documents in the list.

**Calling or Waiting:** After previewing documents, you can either make a video call or have the system wait to receive a call. To make a call, click the Call button; to wait for an incoming call, click the Wait button. Documents you have prepared with the Preload

Wizard will be available in the Documents to Share list after you answer the call.

To leave Wait For a Call View, click Cancel and the system will return to the Ready To Dial View.

*Note: Canceling the Wait For A Call View does not delete the documents in your Documents to Share list. If you want to change the documents in the list after canceling, click the Preload Documents button and make changes as needed.*

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## How do I mount my User volume?

1. The **User** volumes hold shared folders for every user at NREL. You should find your User volume on your home server.
2. Go to the **Chooser** and choose **AppleShare** (in the upper left of the Chooser window).
3. Find your home file server:
  - **Denver West:** NT-FILESVR-1A IP (in the BACKBONE2 segment)
  - **NWTC:** NT-FILESVR-2A IP (in NWTC segment)
  - **SERF:** NT-FILESVR-3A IP (in SERF EAST segment)
  - **FTLB:** NT-FILESVR-3B IP (in FTLB/SOUTH segment)
  - **BLDG 27:** NT-FILESVR-4A IP (in 27/1 segment)
  - **DC Office:** NT-FILESVR-5A IP (in NREL-DCO segment)
4. Click on the correct server in the server list. Be certain to click on the server that ends in **IP** so you will use TCP/IP to access the server. You can also click on the **Server IP Address...** button and enter the host name (i.e., 'nt-filesvr-1a.nrel.gov').
5. Click on the **OK** button and enter your username and password.
6. Highlight the **User** volume and click **OK**. *(Only check the box next to that volume if you want it to mount every time you startup your Mac. This slows startup times, wastes network bandwidth and slows down the network. It is better to make an alias of the volume and double-click on it to quickly mount the volume).*
7. The User volume will appear on your desktop. You should find your User Folder inside. If you don't, please make sure you are accessing the correct server for your location. Contact the Help Desk (x4171) if necessary.

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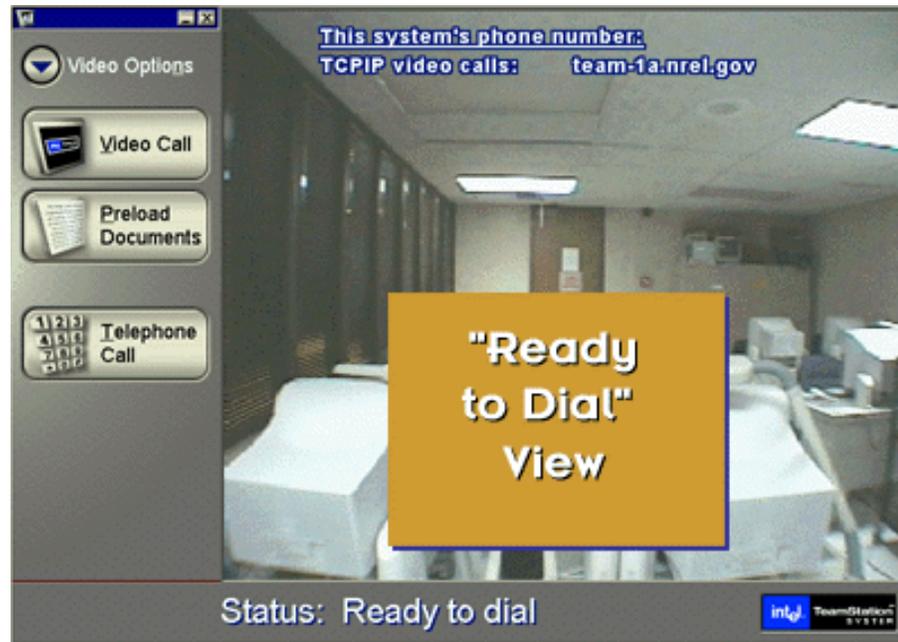
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## Establishing a Call

**Ready to Dial View:** This is the first screen displayed after logging on to a TeamStation System. The TeamStation System is ready to receive a call whenever you are in the Ready to Dial View (the system's number is listed at the top of the screen). Otherwise, click the Video Call button to initiate a point-to-point or multi-point video conference from this station.



**Point to Point:** A [point to point](#) call is simply a video or video/data conference established between two stations.

**Multi-point:** A [multi-point](#) call is similar to a conference call on a telephone in which a video or video/data conference is established between multiple stations. Multi-point calls may be initiated from a TeamStation unit by selecting "0@NREL" from the directory.

*Note: Telephone calls directly from TeamStation systems are not supported.*

**Video Call View:** When a video connection is established the Video Call View screen is displayed with the following elements:

- The video image from the far-end system appears in the main area of the screen.
- The local video image is displayed in the smaller window.
- You can hear the audio from the far-end system.
- On-screen volume, mute, and camera buttons are visible at the bottom of the screen.

**Using the Volume (Vol), Mute, and Camera Controls:** These controls at the bottom of the Video Call View can also be accessed from the [Video Options menu](#). They allow you to control the volume, mute the audio or audio+video during the conference, and control the motorized camera.

To mute the system, click the Mute button. When your mouse pointer passes over

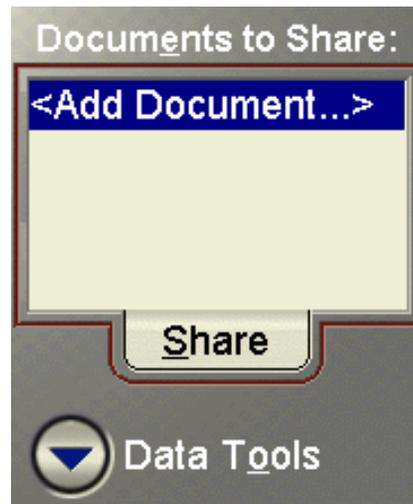
the Mute button, one of these muting icons is displayed.



When the system is muted, the X in the Mute button turns red and remains pressed in. Also the on-screen muting icon appears with a red mark through it. Click the Mute button again to unmute the system.

**Full-Screen Video View:** If you would like to increase the size of the far-end video image to full-screen, select [Full Screen](#) from the Video Options menu. Or press the Ctrl and F keys at the same time.

**Sharing Documents:** Depending on the type of system you call, your conference can also include data conferencing (some video conferencing systems are not able to share data). One way to know if the far-end system is capable of data conferencing is if the Data Tools button is available.



**Controlling Documents in the List:** Only documents in this list can be shared. It is helpful to [Preload and Preview](#) documents you wish to share prior to initiating or receiving a call. However, during a conference, you can still add or remove documents by double-clicking <Add Document> in the Documents to Share window. Locate your document on the network server or the Document Server to have it added to the Documents to Share list.

**Starting Document Sharing:** Double-click a document in the list or select the document by clicking its filename and then click the Share button. When document sharing begins, the TeamStation System switches to [Document View](#).

**Collaboration:** When the near-end system shares a document, ~~viewers at the~~ far-end system can also view it. To allow them to edit the document, you must enable [Collaboration](#).

**Using the Data Tools:** Click the Data Tools button for a list of the tools available. They include [Chat](#), [File Transfer](#), and [Whiteboard](#) tools, and also Document Server which is currently not supported.

*Note: Any open Intel TeamStation System dialog automatically closes when a call is received.*

**Ending the Call:** To end a call, click the Hang Up button.

**Who to Call for Support:** Client Services at x4171.

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## Document Sharing and Collaboration

Document Sharing enables the far-end conferees to view a document. Collaboration gives the far-end conferees the ability to directly edit documents being shared in a conference.

*Note: Sharing is only available if a data channel is available in a video conference. Look for the Data Tools menu on the left side of the Intel TeamStation System window. It is only displayed when a data channel is available.*

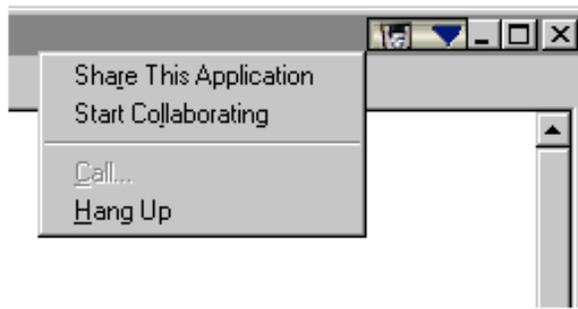
**Available Desktop Applications:** NREL's TeamStation units have [standard applications installed](#) on the TeamStation computer. When you share a document, the Intel TeamStation System starts an application that the system associates with the document's filename. For example, if your document name has a .DOC at the end of its filename, the system will start Word. If the correct application is not starting for you, contact Client Services at x4171 for assistance.

**Document View:** Shared documents are displayed in the large area of the screen and the far-end video image automatically moves to the smaller display area at the upper left. (No near-end video image is available in this view.)



**Viewing Video:** To return to the large video image, click the Show Video button.

**Sharing Menu:** When the near-end system shares a document, viewers at the far-end system can also view it. To allow them to edit the document, you must enable Collaboration. Select the icon for the Sharing Menu (  ) at the top of the document window. The Sharing Menu lets you control the sharing and collaboration of any running application.



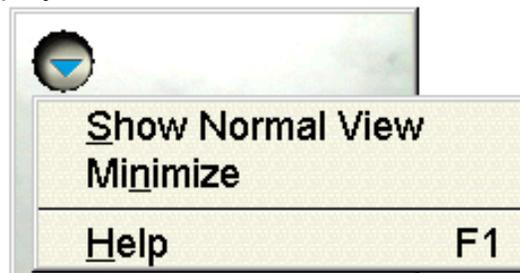
**Share This Application:** To start sharing an application that was NOT launched using the document sharing capability of the Intel TeamStation System, start the application by selecting it in the Windows Start menu. If you are in a conference, click the Sharing Menu icon in the application's caption bar. In the resulting menu, choose Share This Application.

**Start Collaborating:** When sharing, conference participants at the far-end system can view the document currently being shared, but they cannot edit it. To let them edit the document, you must enable Collaboration by choosing Start Collaborating from the Sharing Menu. To end Collaboration, choose Stop Collaborating from the Sharing menu.

*Note: Collaboration affects all shared applications.*

**Gaining Control of the Cursor during Collaboration:** If you initiated the application sharing, you can gain control of the cursor by clicking once in the window of the shared application. If you did not initiate the application sharing, you can gain control of the cursor by double-clicking in the window of the shared application.

**Sharing Applications that Use the Whole Screen:** Some applications, such as Microsoft PowerPoint, have the capacity to use the whole screen. While the application is using the full screen, the far-end video is displayed as a small floating video window. To move the floating video window, hold your left mouse button as you point to the window and move the mouse. Use the menu button above the floating video window to control the window display



**Stopping Sharing:** To stop sharing an application, simply close the shared application, or click the application and Choose Stop Sharing in the Sharing Menu () at the top right corner of the document window.

**Using the Data Tools:** Click the [Data Tools](#) button for a list of the tools available. They include [Chat](#), [File Transfer](#), and [Whiteboard](#) tools, and also Document Server which is currently not supported.

**Ending the Call:** To end the call, select the Hang Up button.

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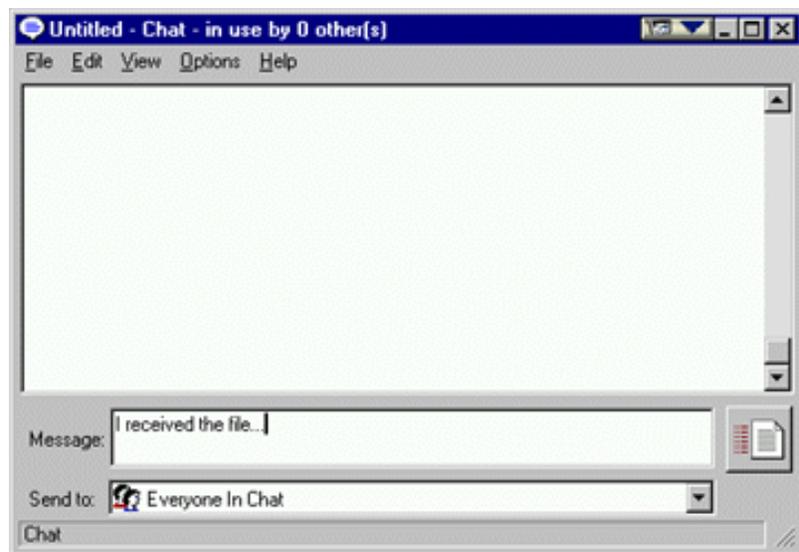
## Data Tools

Click the Data Tools button for a list of the tools available. They include [Chat](#), [File Transfer](#), and [Whiteboard](#) tools, and also Document Server which is currently not supported. After a data application is running, use the application's Help to learn more about how to use the tool. These functions utilize Microsoft's NetMeeting application

*Note: If you select Chat or Whiteboard, the tool also starts on the far-end system.*

### Chat

After NetMeeting's Chat application is running, use the application's Help to learn more about how to use this tool.

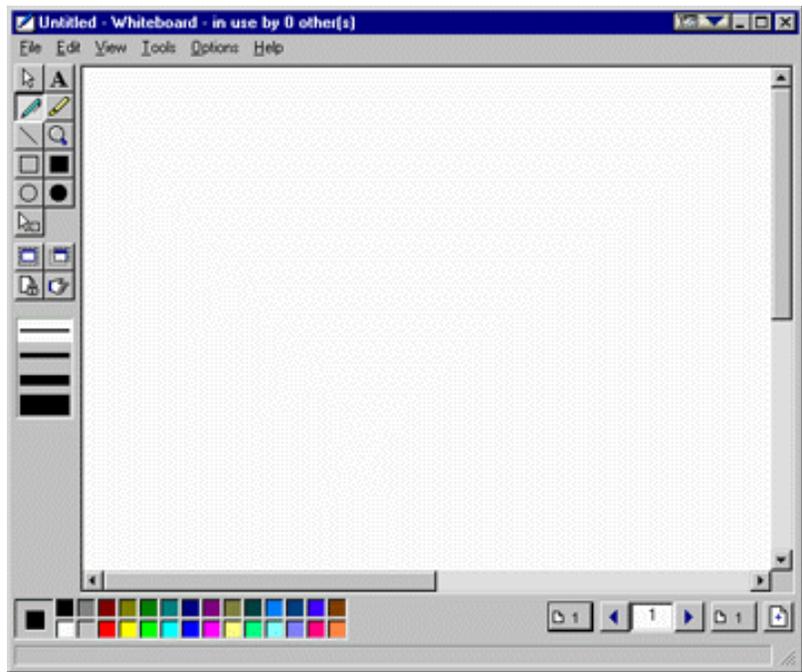


### File Transfer

When the File Transfer tool is selected, you will be prompted to locate the files you wish to transfer. There is also the option to view the list of files that have been received. After the File Transfer application is running, use the application's Help to learn more about how to use this tool.

### Whiteboard

After NetMeeting's Whiteboard application is running, use the application's Help to learn more about how to use this tool.



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## Video Options Menu

**Full-Screen Video View:** If you would like to increase the size of the far-end video image to full-screen, select Full Screen from the Video Options menu. Or press the Ctrl and F keys at the same time.

*Note: The Full Screen option is only available during a conference.*

In this view, the video image is enlarged to fill the entire screen and the Picture-In-Picture video window is displayed on top. The Video Options button is also available.

**Hiding Picture-In-Picture Video Window:** If you would like to hide the Picture-In-Picture video window so that only the large full-screen video image is displayed, select Video Options > Picture-In-Picture. Note that hiding the Picture-In-Picture video window is only possible in Full Screen View.

**Viewing Documents:** If you've used the Document View earlier in the conference, you can switch to Document View by clicking the Show Documents button. (This button is only available if you have used Document View earlier in the conference.)

**Returning to Video Call View:** To return to Video Call View, select Video Options > Full Screen, or press Ctrl-F.

**Switch Video Positions:** Automatically displays the video of the near-end system in the main video window. The secondary video window displays the video of the far-end system.

**Tone Pad:** Displays a key pad that generates touch-tone sounds. The Tone Pad option is only enabled during a video call (and it is not available in full-screen view or when a document is being shared). Use the Tone Pad when you need tones to select conference options from the far-end system, or enter an extension when calling a gateway.

**System Information:** Displays information about your Intel TeamStation System and about the connection types that are enabled. Look here also for information about your system administrator in case of questions about the operation of your system.

**Main Camera:** Selects the video input from the main camera.

**Secondary Camera or VCR:** Selects the secondary video input, (if connected) which can be a second camera, a VCR, or other kinds of video devices. Contact your system administrator for information on the video inputs connected to your Intel TeamStation System.

**Video Image Settings:** Displays on-screen video image controls. Use these controls to adjust the Brightness, Contrast, and Saturation of the near-end video image.

**Camera Controls:** Displays on-screen controls for the motorized camera. Use the on-screen controls to move the camera up and down, left and right, and to zoom in and out. (When you select a non-motorized video device, the Camera Controls option is not enabled.)

**Snapshot Video:** The TeamStation System can take a snapshot of the near or far-end video window and places it in the Windows Paint application so that you can view it, share it, or save it to a file.

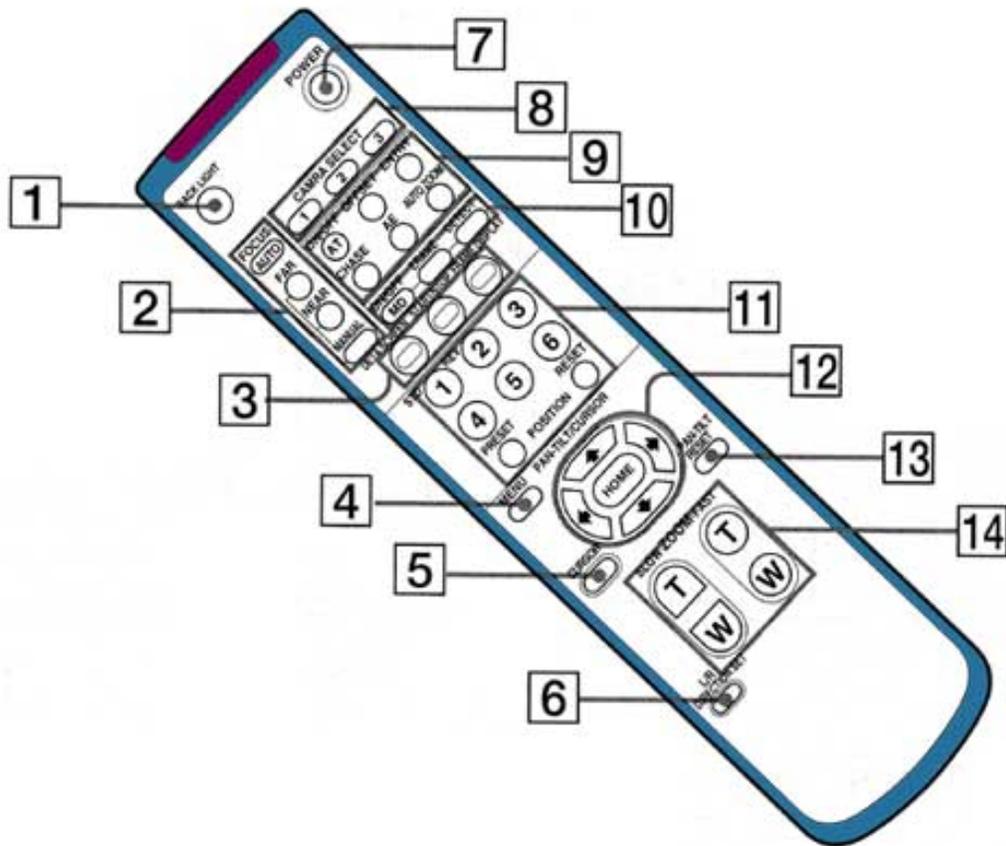
1. To open the Snapshot window, select Snapshot Video from the Video Options menu (or type Ctrl + S).
2. Click the Snapshot button to take a snapshot of the currently selected video image and to place it in the Microsoft Paint program. To save the snapshot, in Paint select File > Save. Enter a name for the bitmap file and choose where to store it.
3. If you are in a conference, the Paint application is not automatically shared. To share your snapshot, select the Sharing Menu icon () at the top of the Paint window. From the resulting menu, select Share This Application.

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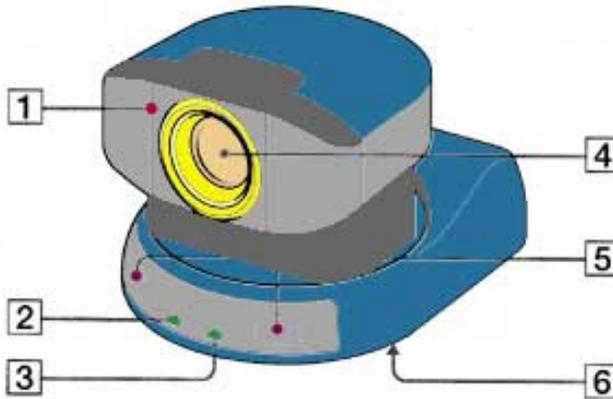
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<p><b>1. BACK LIGHT</b> button</p>	<p><b>8. CAMERA SELECT</b> buttons (for use when more than one camera is used at a location)</p>
<p><b>2. FOCUS</b> buttons:  <b>AUTO</b> button  <b>MANUAL</b> button  <b>FAR</b> button  <b>NEAR</b> button</p>	<p><b>9. AT (Auto Tracking)</b> mode buttons  <a href="#">AT ON/OFF</a> button  <a href="#">OFF SET</a> button  <a href="#">ENTRY</a> button  <a href="#">CHASE</a> button  <a href="#">AE</a> (automatic exposure) button  <a href="#">AUTO ZOOM</a> button</p>

<b>3. DATA SCREEN</b> button <b>START/STOP</b> button <b>FRAME DISPLAY</b> button	<b>10. MD (Motion Detector)</b> mode buttons <b>MD ON/OF</b> button <b>FRAME</b> button <b>DETECT</b> button
<b>4. MENU</b> button	<b>11. POSITION</b> buttons Numeric buttons Button 1 also works as the <b>STD</b> button Button 2 also works as the <b>REV</b> button
<b>5. CURSOR</b> button	<b>12. PAN-TILT/CURSOR</b> button <b>Arrow</b> buttons <b>HOME</b> button
<b>6. L/R DIRECTION SET</b> button	<b>13. PAN-TILT RESET</b> button
<b>7. POWER</b> switch	<b>14. ZOOM</b> buttons <b>SLOW T</b> (telephoto) button <b>SLOW W</b> (wide-angle) button <b>FAST T</b> (telephoto) button <b>FAST W</b> (wide-angle) button



<b>1. CAUTION</b> lamp	<b>4. LENS</b>
<b>2. POWER</b> lamp	<b>5. INFRA-RED RECEPTORS</b> for Remote Control
<b>3. RECEIVE</b> lamp	

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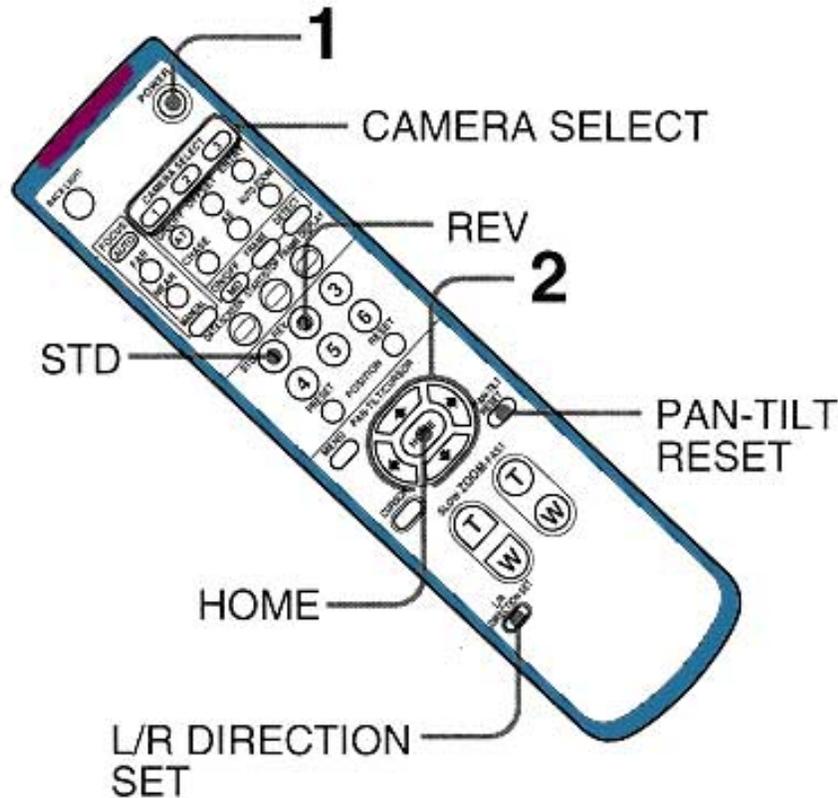
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## Pan/Tilt Operation



**Basic Operations:** The camera should have been powered on when you turned on the TeamStation system. If not, press the **POWER** button on the remote, and the camera will turn on and perform the pan/tilt reset action automatically.

While checking the picture on the screen, press a desired **ARROW** button.

To move the camera inch by inch, press the button for a moment.

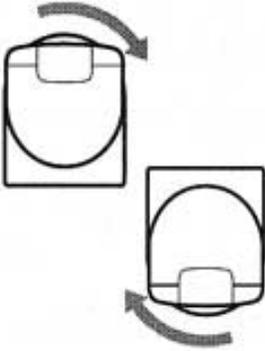
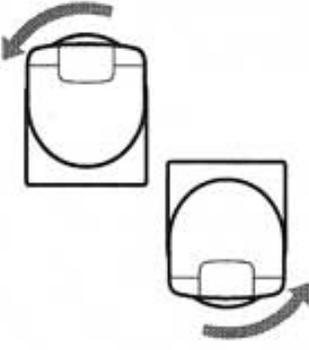
To move the camera in a wide range, press and hold down the button.

To move the camera diagonally, press two adjacent arrow buttons.

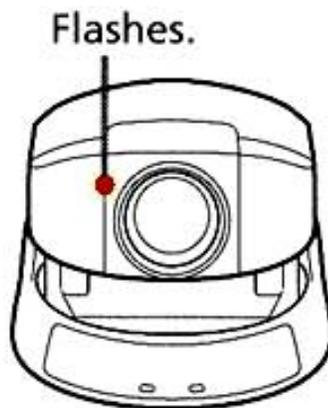
**To face the camera back to the front:** Press the **HOME** button.

**If you accidentally move the camera with your hand:** Press the **PAN-TILT RESET** button to reset the pan/tilt position. The deviation from the position that the camera memorizes will be corrected and the operation will be back in order.

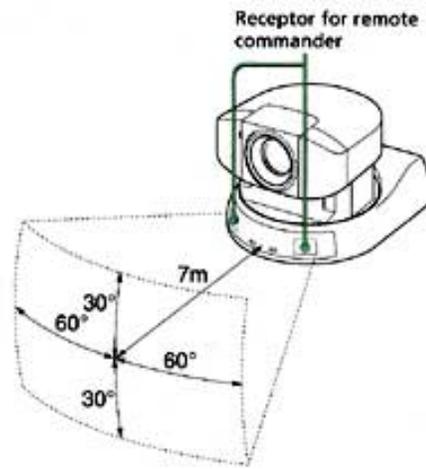
**To reverse the arrow buttons:** The camera is preset to move toward the right (**STD** setting) whenever the right arrow () button is pressed (from the camera's perspective). This means that if you are facing the camera, the right arrow button moves the camera to the left. You can reverse the arrow buttons so that the camera moves to your right when you press the right arrow button by using the **REV** setting.

Arrow button	Movement of the camera	Setting
		While holding down L/R DIRECTION SET  Press STD <b>1</b>
		While holding down L/R DIRECTION SET  Press REV <b>2</b>

**If the lamp at the side of the lens flashes red:** The micro computer inside the camera might not memorize the current pan/tilt position properly. Press the **PAN-TILT RESET** button to reset the pan/tilt position.



**Operating range of the remote:** Use the remote within the range described below, facing it toward the receptor at the front of the camera.



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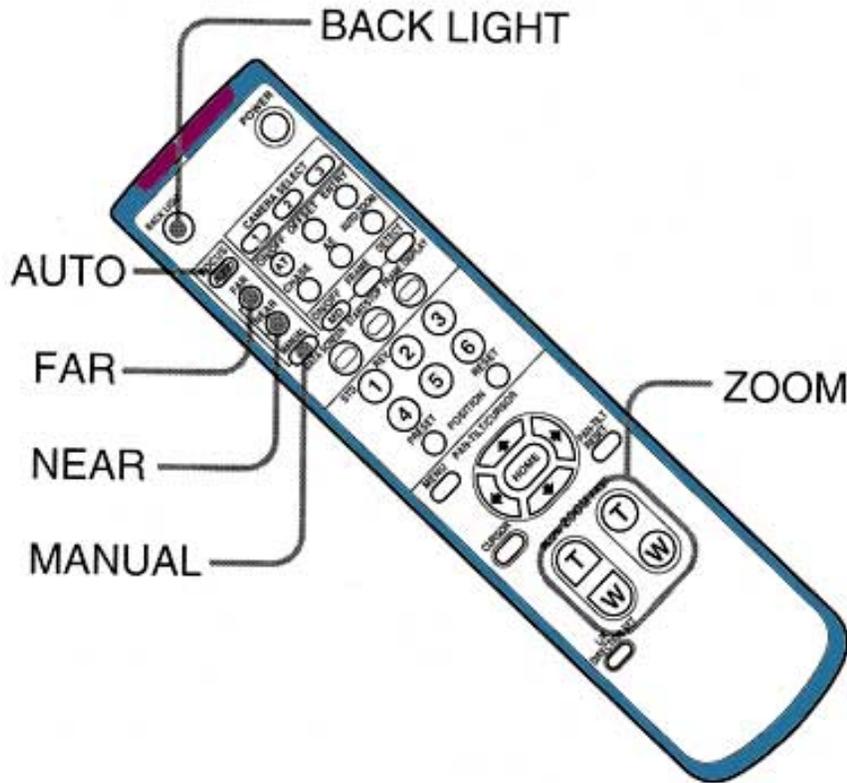
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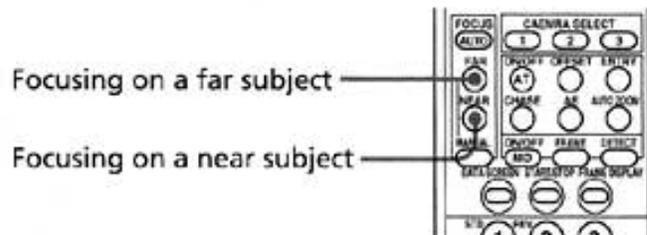
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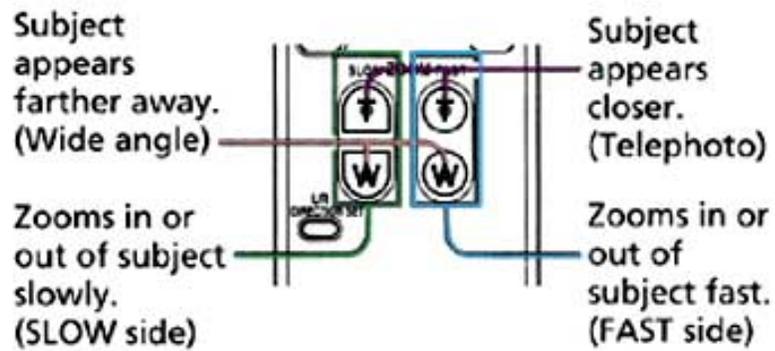
## Adjusting the Camera



**Focusing on a Subject:** Press the **AUTO** button to have the camera focus on the subject at the center of the screen automatically. To focus the camera on a subject manually, press the **MANUAL** button, then press either **FAR** (to focus on the "far" subject at the other location to which you have established a conference) or **NEAR** (subject at your location) buttons to have the camera focus on the subject.



**Zooming:** Press any of the four **ZOOM** buttons.



**Shooting with Back Lighting:** When you shoot a subject with a light source behind it, the subject becomes dark. In such a case, press the **BACK LIGHT** button. Press the button again to cancel the function.

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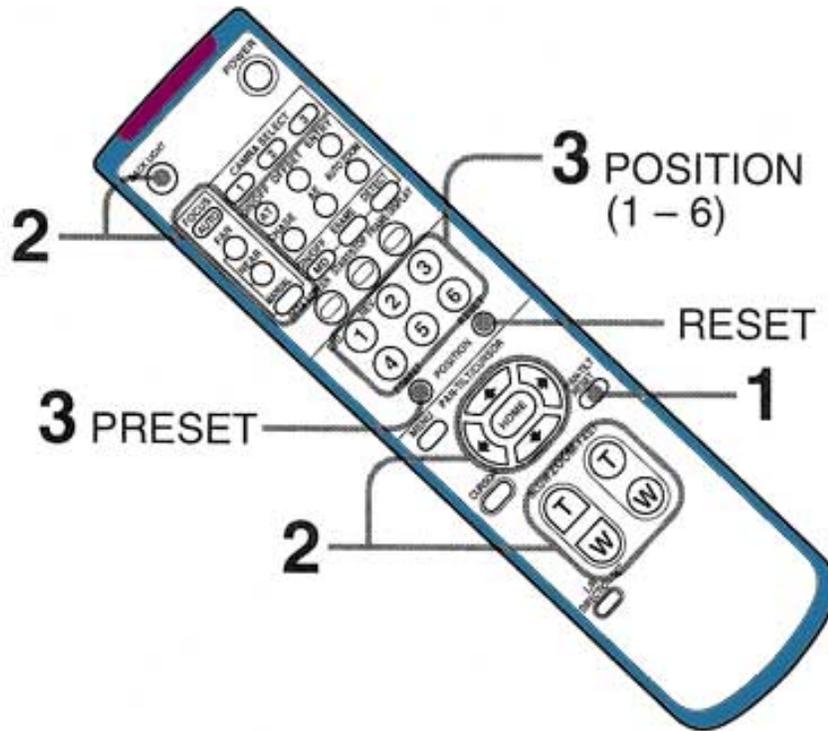
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## Presetting Feature

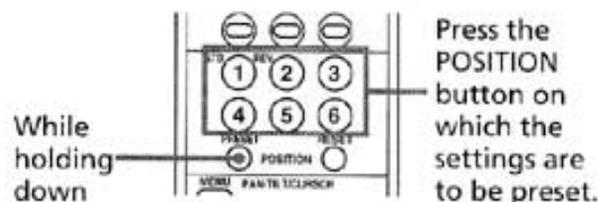


**Having the camera memorize the setting:** Up to six combinations of settings (camera position, zooming, focusing and backlighting) can be preset.

1. Press the **PAN/TILT RESET** button to reset the pan/tilt position. Be sure to perform this step or else the correct position will not be memorized.

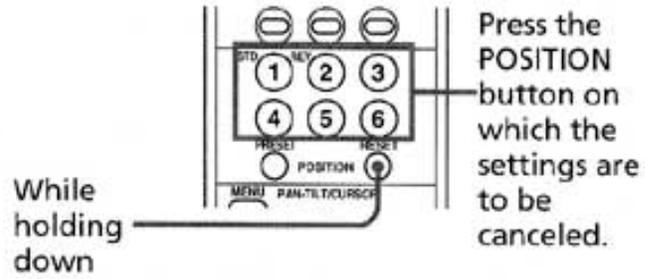
*Note: The memorized information is retained until the power of the camera is turned off. To retain the memory even after the power is turned off, set the BACKUP switch, at the rear of the camera head, to ON.*

2. Adjust the position, zooming, focusing, and back lighting of the camera.
3. While holding down the **PRESET** button, press either of the **POSITION** buttons **1-6**.



**Recalling the memorized setting:** Press any of the **POSITION** buttons **1-6** in which you have stored a preset configuration.

**Cancelling the preset memory:** While holding down the **RESET** button, press the **POSITION** button on which the settings are to be cancelled.



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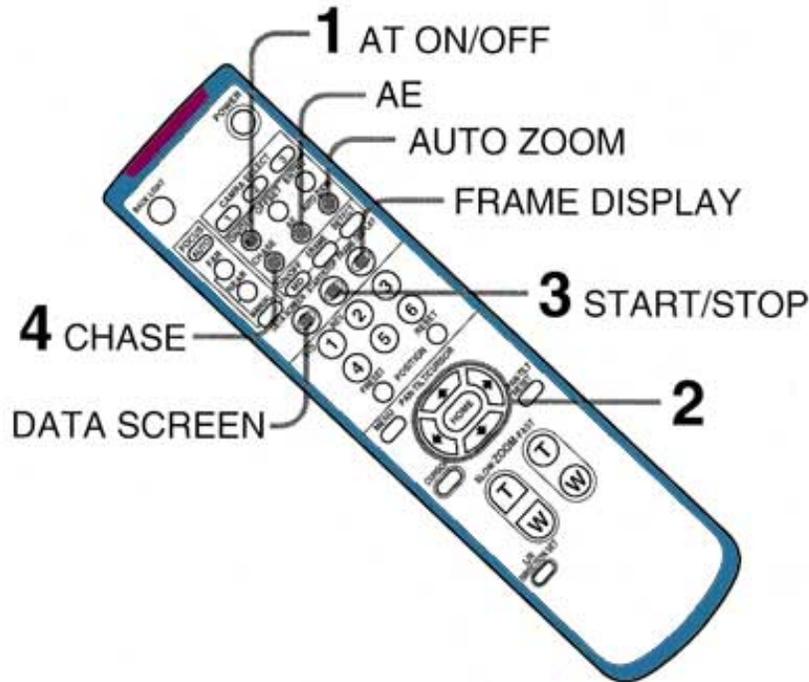


## Auto Tracking Function

[Basic Operations](#)

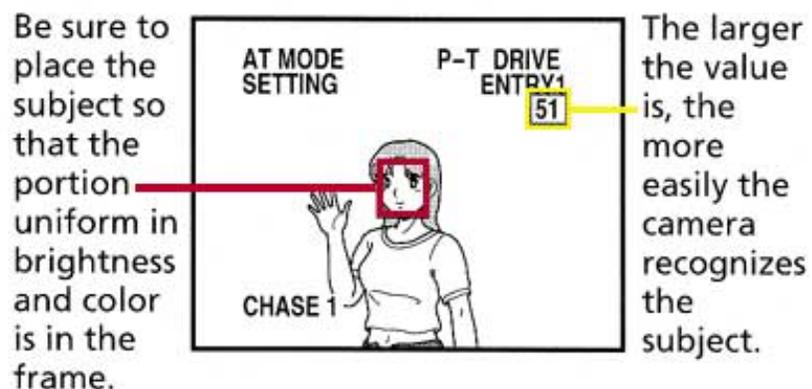
[Changing the Frame Position](#)

[If a Subject Cannot Be Recognized or Captured](#)



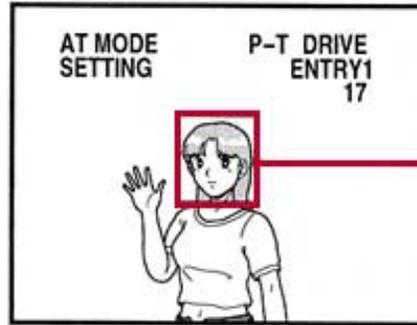
**Basic Operations:** The camera can recognize (also referred to as memorize) certain color and brightness so that it automatically tracks a subject having the memorized color and brightness. This function is called Auto Tracking.

1. Press the **AT ON/OFF** button to enter into the AT (auto track) mode setting. The frame and setting values appear on screen. Although the frame normally appears in the middle of the screen, you can [change its position](#) to a different location.



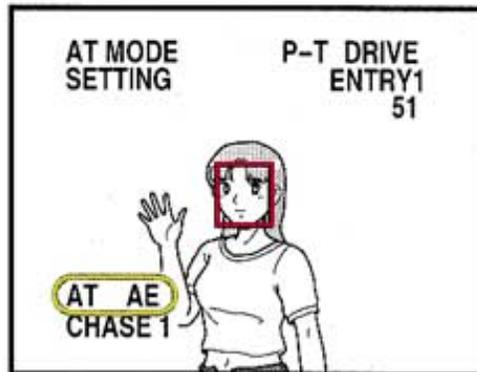
2. Press the **ARROW** button to perform the pan/tilt operation so that a subject is placed into the frame.

## Example of the case when a subject is hardly recognized



The camera might not recognize a subject if the portion different from the subject in brightness and color, such as the backdrop, is placed together in the frame.

To activate the **Auto Exposure** function to maintain the brightness of the subject recognized above, press the **AE** button. This function automatically controls the back lighting feature. To deactivate the function, press the button again. Be sure to do this before proceeding with Step 3.



To activate the **Auto Zoom** function to maintain the displayed size of the subject recognized above, press the **AUTO ZOOM** button. To deactivate the function, press the button again. Be sure to do this before proceeding with Step 3.

- Press the **START/STOP** button to activate the AT function. Try moving the subject to see if the frame tracks it automatically. When the frame tracks the subject, proceed with **Step 4**.



When the frame does not track the subject, repeat **Step 3** while adjusting the lighting and position of the subject so that the color and brightness of the subject is optimized. If the frame still does not track the subject, try [AT Troubleshooting](#) for more help.

- Press the **CHASE** button repeatedly to cycle through the 3 chase modes until the

desired mode is selected.

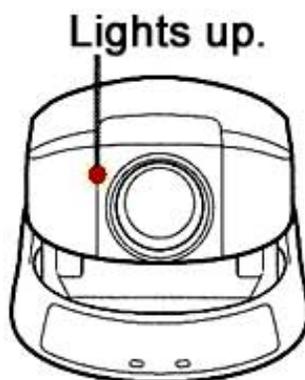
Mode	Tracking Method	Intended Use
CHASE 1	The pan/tilt action is not performed (camera does not move.) The frame tracks a subject only within the range of the screen.	Used to check if the subject is recognized.
CHASE 2	The frame tracks a subject while the pan/tilt action is performed. In this mode, the subject is always placed in the middle of the screen (or wherever the <a href="#">AT Frame Position</a> is set.)	Used to perform normal tracking operation.
CHASE 3	Uses the same tracking method as CHASE 1, except that if a subject almost goes out of the screen, then the camera performs the pan/tilt action so that the subject is placed back into the middle of the screen (or wherever the <a href="#">AT Frame Position</a> is set.)	Used when you wish to limit the camera movement while still tracking the subject if they move out of range.

**If the frame is repeatedly extended to the full screen:** This indicates the camera does not recognize the subject. Press the **START/STOP** button and go back to [Step 2](#). If the subject still cannot be recognized, see [AT Troubleshooting](#).

**To toggle the setting value and frame display on and off:** If the setting value and/or frame are displayed, they are part of the recorded picture. To turn off the **Setting** value, press the **DATA SCREEN** button. To turn off the **Frame**, press the **FRAME DISPLAY** button.

*Note: Once the setting value is turned off, it is not displayed until the next time you press the DATA SCREEN button. However, the setting value is displayed automatically when the unit enters into the AT setting mode for the first time after the power is turned back on.*

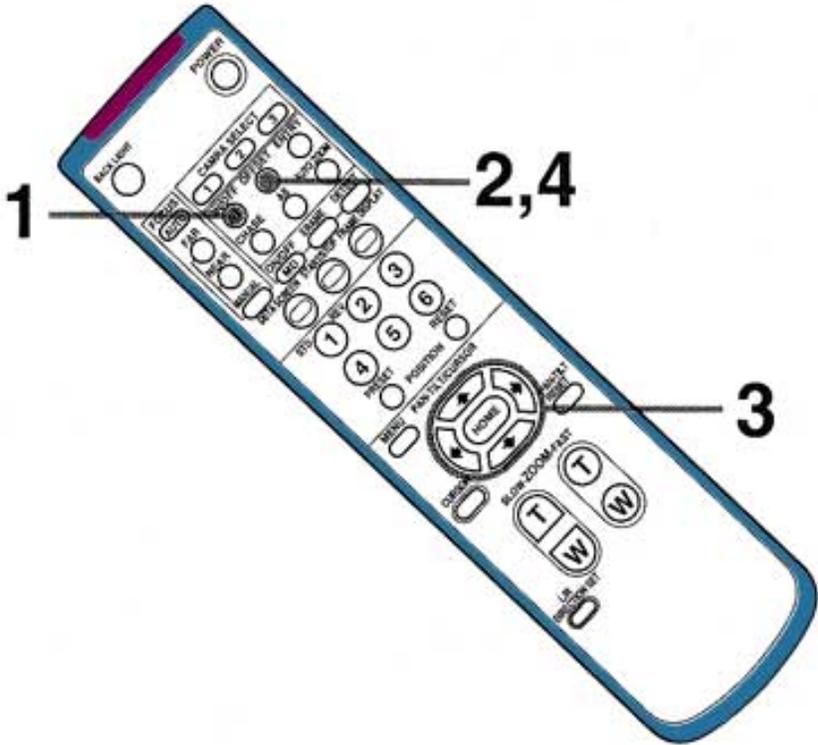
**If the light on the side of camera lens lights up:** This indicates the camera is not capturing the memorized subject correctly. Press the **Arrow** button to perform the pan/tilt operation so that the subject comes into the screen. Or have the subject recognized onto the camera again by performing [Step 2](#).



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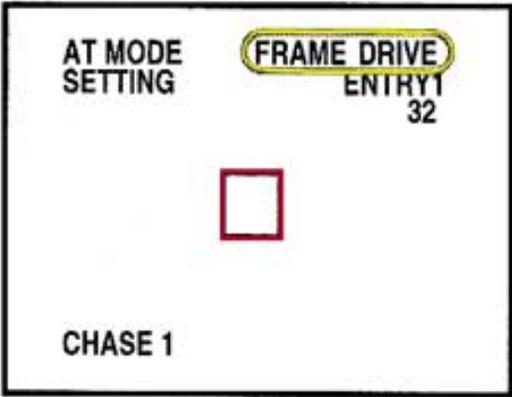


## Changing the Auto Track Frame Position

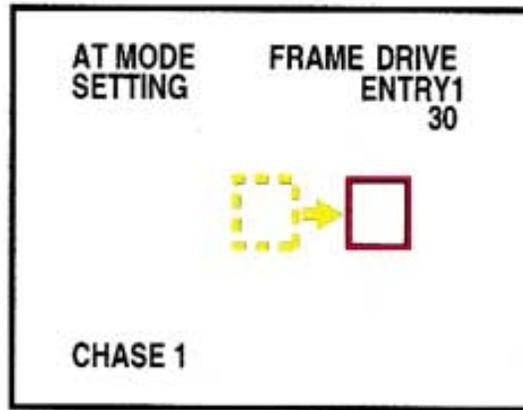


During Auto Tracking, the frame normally appears in the middle of the screen, which is the position on the screen where the camera will keep its subject. You can change this frame location so that the camera maintains the subjects position in another location on the screen.

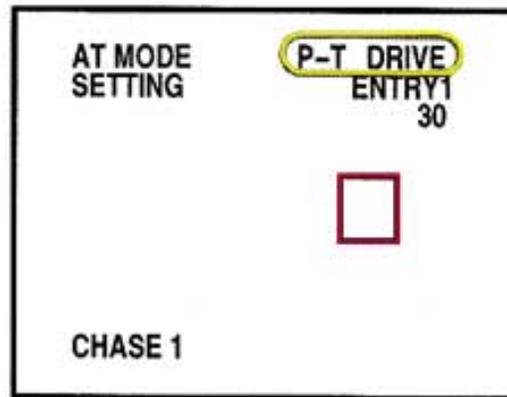
1. Press the **AT ON/OFF** button to enter into the AT setting mode. The frame and setting value appear. If the setting value does not appear, press the **DATA SCREEN** button to have the value displayed.
2. Press the **OFF SET** button to enter into the AT frame position setting mode.



3. Press the **Arrow** button to move the frame to the desired position.



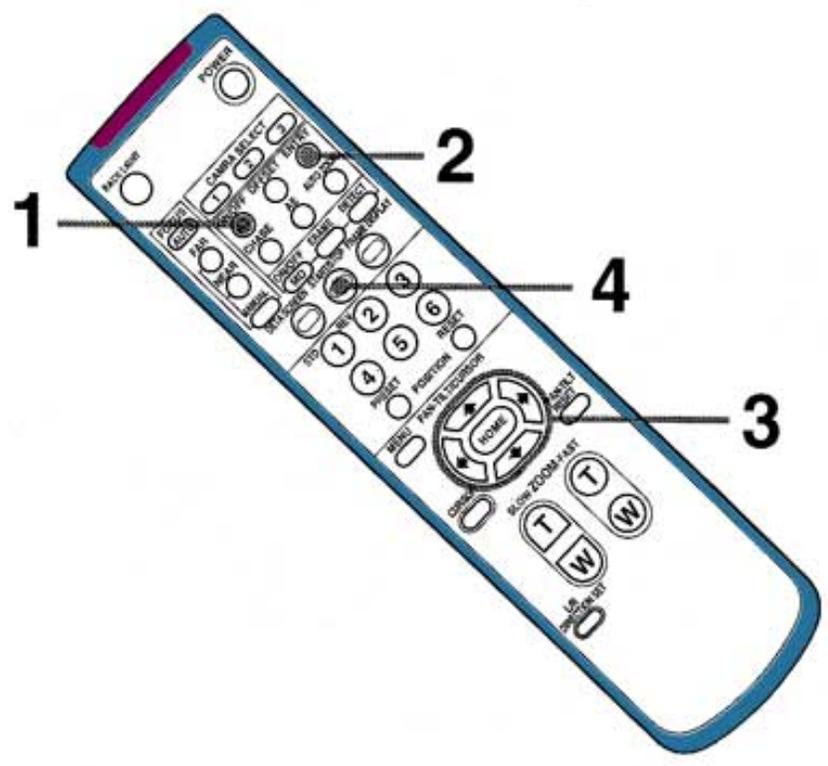
1. Press the **OFF SET** button to fix the frame position into its new location. After the setting is completed, go back to **Step 2 of Auto Tracking Basic Operations**.



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## Auto Track Troubleshooting

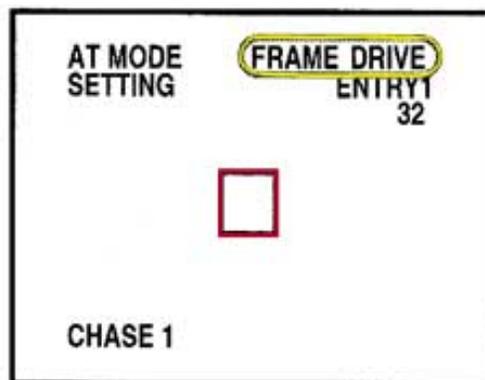


**If a subject cannot be recognized or captured:** Depending on the characteristic or condition of a subject, the camera might hardly recognize the subject. If the AT function still does not work after the [Basic Operation](#) procedures, select an **ENTRY** mode that is matched to conditions under which the camera is used. Normally, try using ENTRY1 before changing ENTRY modes to adapt to specific situations.

Problem	ENTRY mode to be selected	Where to position subject in the frame	Notes about this ENTRY mode
A subject cannot be recognized because its color is too thin.	ENTRY 2	Place the subject so that a relatively uniform portion of color brightness on the subject is within the frame.	
The camera repeats mistakenly recognizing a new object whose color is almost identical to that of a subject. (The frame moves from the subject to an object whose color is almost identical to that of the subject.)	ENTRY 2	Place the subject so that a relatively uniform portion of color brightness on the subject is within the frame.	The color and brightness the camera can recognize is limited in this mode, so try ENTRY 1 mode first.

The camera does not capture a subject correctly when the brightness of the subject changes as the position of the subject changes.	ENTRY 3	Place the subject so that it hangs over the frame slightly.	The frame flashes for about 5 seconds after the START/STOP button is pressed. Within that period, repeat changing the angle of the subject so that the camera recognizes the various brightnesses of the subject.
The camera repeats mistakenly recognizing the backdrop such as the wall or ceiling. (The frame moves from the subject to the backdrop.)	ENTRY 4	Place the subject so that the desired portion fills the frame with no background in the frame whatsoever.	The color and brightness the camera can recognize is limited in this mode, so try ENTRY 1 mode first.

1. Press the **AT ON/OFF** button to enter into the AT setting mode. The frame and setting value appear. If the setting value does not appear, press the **DATA SCREEN** button to have the value displayed.
2. Press the **ENTRY** button repeatedly to cycle through the 4 entry modes until the desired mode is selected.



3. Have the camera memorize a subject by pressing the **Arrow** button to move the subject into the frame. The position to which you place the subject varies depending on the ENTRY mode you select (see table above.)
4. Press the **START/STOP** button to activate the AT function. Try moving the subject again to see if the frame now tracks it automatically.

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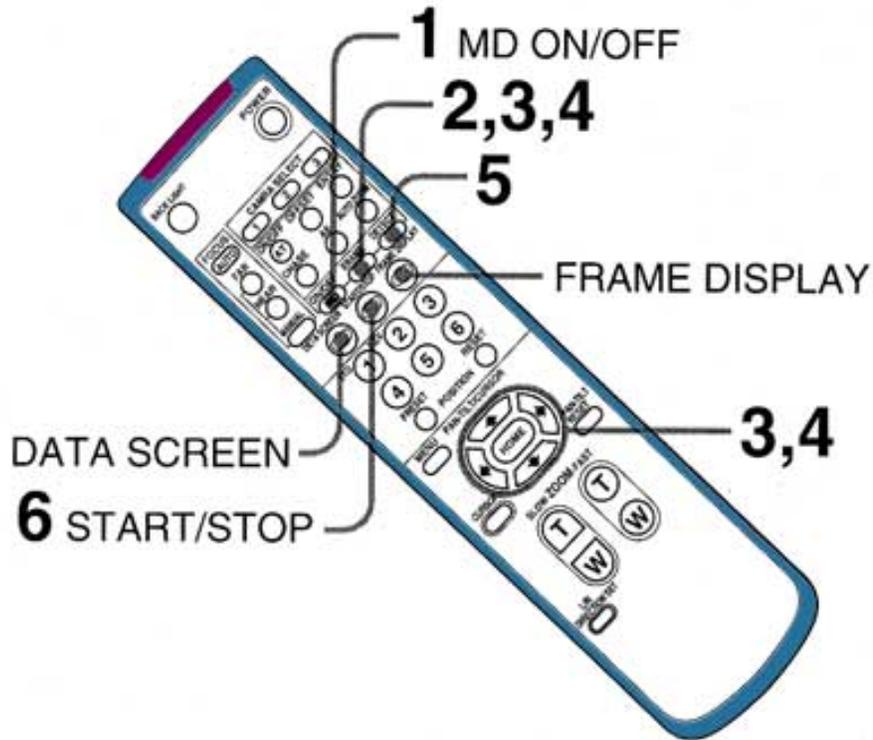
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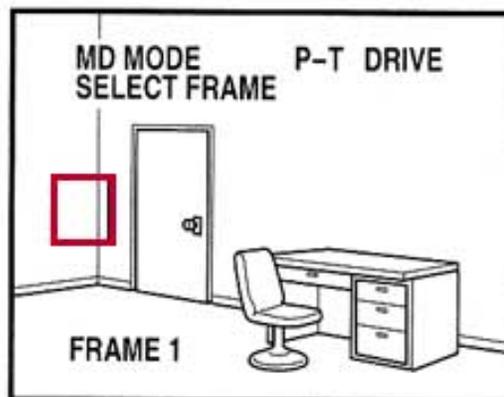


## Motion Detector Function

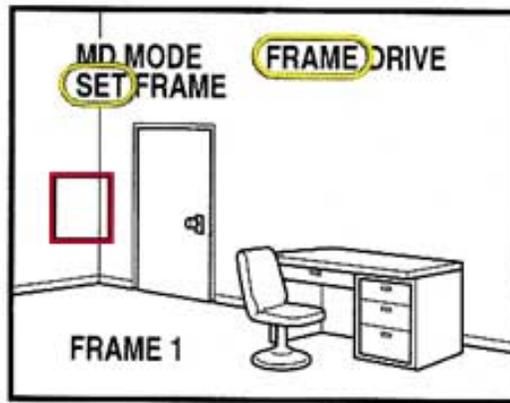


**Basic Operations:** If the position of the camera is fixed (no Auto Tracking is being used), the camera can be set to detect a change (motion) taking place in a picture. When the camera detects a change taking place in the picture, the frame appears, showing the portion in which the change takes place, and the light at the side of the camera lens turns red. Up to two frames may be memorized in any position and size that is desired.

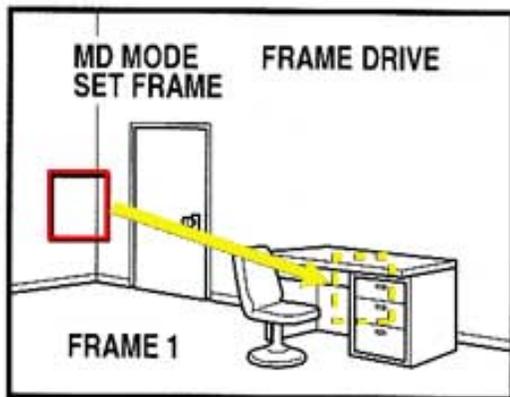
1. Press the **MD ON/OFF** button to enter into the MD setting mode. The frame a setting values appear.



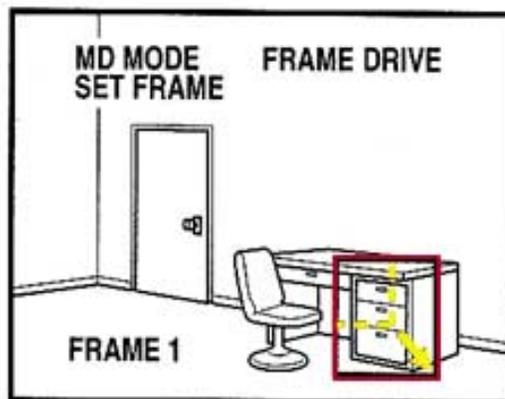
2. Press the **FRAME** button to enter into the detection frame setting mode.



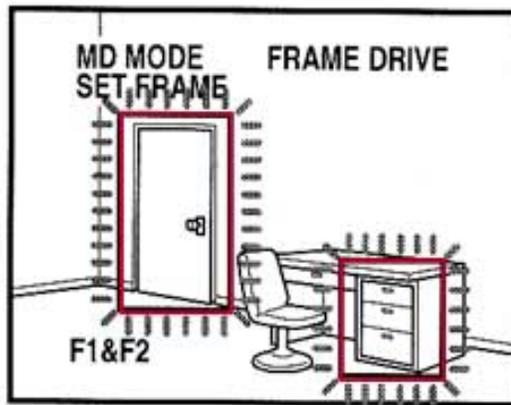
3. Decide the position and size of the first frame to be detected (FRAME 1).
  - Press the **Arrow** button to set the position of FRAME 1. Then press the **FRAME** button to accept this setting.



- Then, press the **Arrow** buttons to set the size of FRAME 1. Then press the **FRAME** button to accept this setting.



4. Repeat **Step 3** to set a position and size for **FRAME 2**, if desired.
5. Press the **DETECT** button repeatedly to cycle through the 3 frame detect modes (including an option to detect both frames simultaneously) until the desired mode is selected



6. Press the **START/STOP** button to activate the MD function.



**To toggle the setting value and frame display on and off:** If the setting value and/or frame are displayed, they are part of the recorded picture. To turn off the **Setting** value, press the **DATA SCREEN** button. To turn off the **Frame**, press the **FRAME DISPLAY** button.

*Note: Once the setting value is turned off, it is not displayed until the next time you press the DATA SCREEN button. However, the setting value is displayed automatically when the unit enters into the AT setting mode for the first time after the power is turned back on.*

**Cancelling the MD function:** Press the **START/STOP** button. To exit from the MD mode, press the **MD ON/OFF** button.

*Note: Once the frame is set, it remains memorized until the power is turned off. To retain the memory of the frame setting even if the power is turned off, set the **BACKUP** switch, at the rear of the camera head, to **ON**.*

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## If You Need Support:

**Try the TeamStation F1 Help key first.**

**Client Services at x4171.**

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## NREL Intel® TeamStation™ System Locations

Following is the list of TeamStation names available, as well as the building and room numbers where they are located. After scheduling use of the conference room, contact the individual listed for each TeamStation system to check out the keyboard and remote, and remember to return them to the contact person when you are finished.

TeamStation Name	Building/Room Number	Contact
team-16_316	16/316	Richard Parish
team-17_1b	17/1B	Nick Dean
team-17_3a	17/3A	Nick Dean
team-27_230	27/230	Pam Lee Bull
team-dc_718	NREL DC/718	Wanda Addison
team-nwtc_115	NWTC/115	Jim Mittl
team-serf_c206	SERF/C206	Paula Robinson

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## NREL Standards for Desktop Real-time Collaboration

The NREL standards for Desktop Real-time Collaboration are still being investigated. Standard desktop applications for Mac and PC are currently planned for roll-out during the 4th quarter of 2000.

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