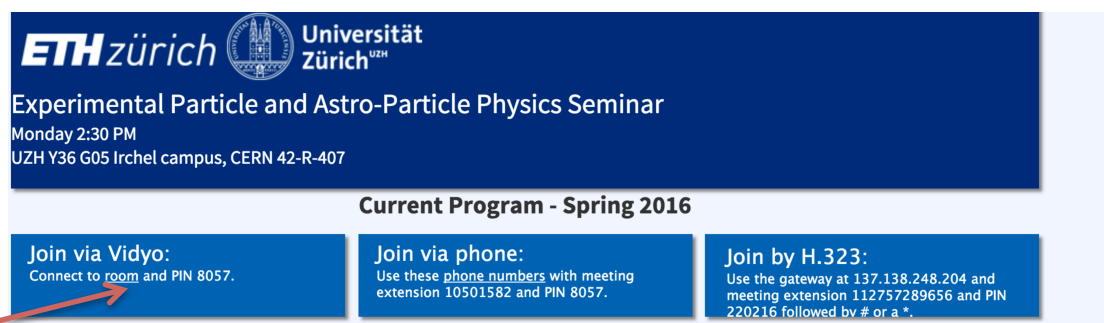


Instruction to connect the seminar room for the “Experimental Particle and Astroparticle seminars”

The system works as follows. You invite the seminar room to the Vidyo room, such that they see the camera and hear us via the microphones. You connect your laptop to Vidyo and to one of the projector of the room and share the slides on Vidyo, such that CERN sees the slides and that there is no delay when you change slide in the room. You use the other projector to see people from CERN.

1) Use your computer to connect to Vidyo using the link on web page

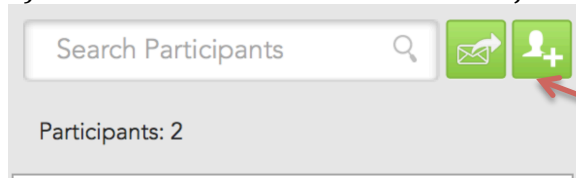


The screenshot shows the top part of a seminar page. At the top left, it features the logos for 'ETH zürich' and 'Universität zürich'. Below the logos, the text reads: 'Experimental Particle and Astro-Particle Physics Seminar', 'Monday 2:30 PM', and 'UZH Y36 G05 Irchel campus, CERN 42-R-407'. Underneath this is a section titled 'Current Program - Spring 2016'. Below the program title are three blue buttons: 'Join via Vidyo: Connect to room and PIN 8057.', 'Join via phone: Use these phone numbers with meeting extension 10501582 and PIN 8057.', and 'Join by H.323: Use the gateway at 137.138.248.204 and meeting extension 112757289656 and PIN 220216 followed by # or a *'. A red arrow points from the word 'link' on the left to the 'Join via Vidyo' button.

link

2) Invite the seminar room to the Vidyo:

a) Click on the button “invite other to join the conference”



The screenshot shows a section of the Vidyo interface. It includes a search bar labeled 'Search Participants' with a magnifying glass icon. To the right of the search bar are two green buttons: one with an envelope icon and another with a person icon and a plus sign. Below the search bar, it says 'Participants: 2'. A red arrow points from the text 'Invite other to join the conference' on the right to the person icon button.

Invite other to join the conference

b) add the following address
“y16g05codec1@idvc.uzh.ch” .

Now you should have the room connected and see the camera of the room on Vidyo. This also allows the speaker mic to work, so you can test the audio of this microphone. N.B.: The big microphone is not yet connected, see below.

c) It might ask you for this the Vidyo moderator password, which is “2210” (it is actually the day of Nico’s birthday)

Small microphone



Big microphone



c) If the microphone does not work you probably need to switch it on from the control panel



Microphone on/off

3) Transmit the slides in the seminar room and on Vidyo:

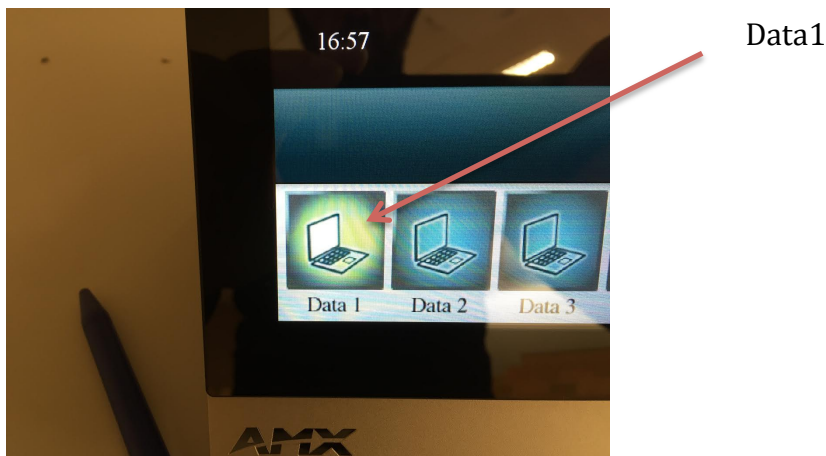
a) Switch on the control system



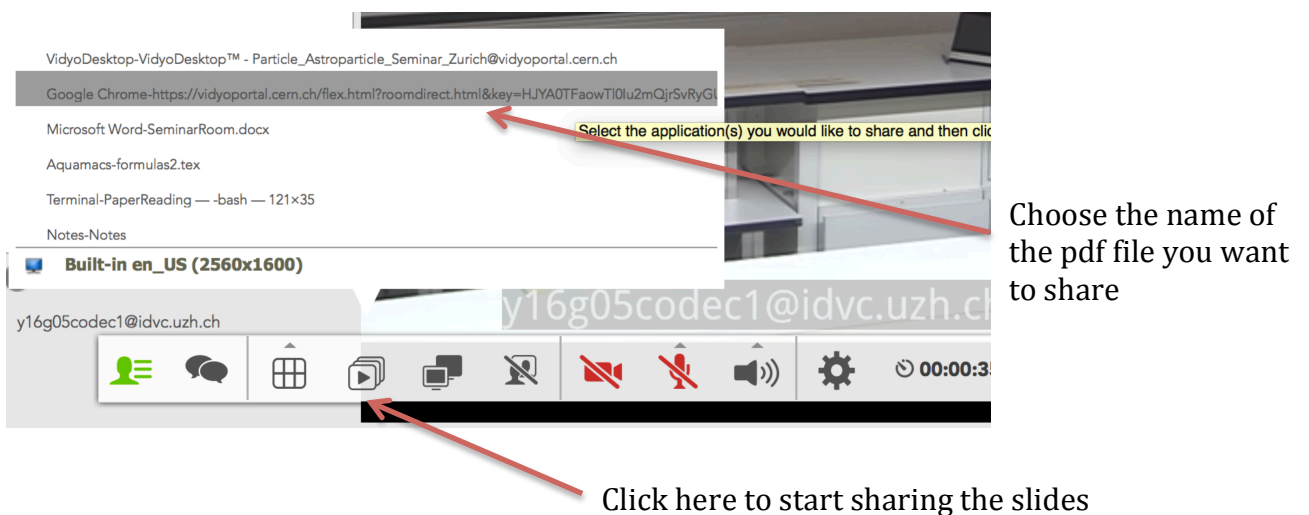
a) Connect the laptop to one of the Vidyo input DataN, where N is a number 1,2,3,4,5. There are different type of cables HDMI, VGA, etc...



b) In the control panel of the room, choose the input DataN (the same where you connected your laptop). Now you should see your laptop screen in the projector, so you can just put the slides at full screen.

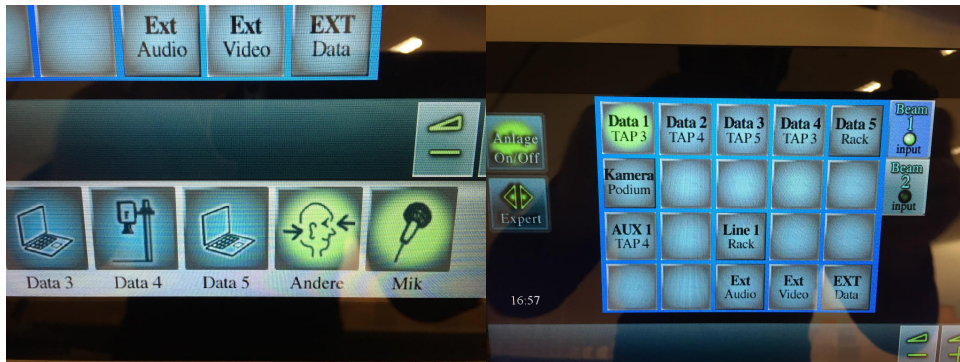


c) If you also share your slides on Vidyo at the same time you will also be broadcasting the slides to CERN. When you do that you stop the Vidyo of the camera, so the best is to share the slides during the presentation and stop sharing for the question session such that they see the speaker.

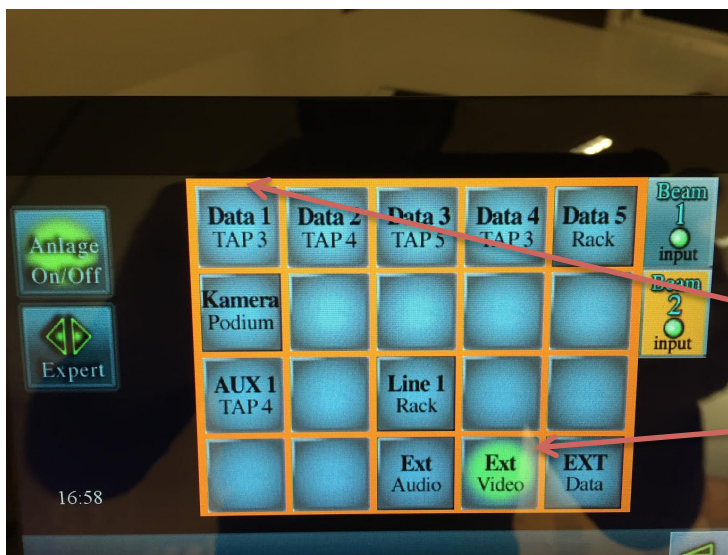


4) Seeing people at CERN:

a) In the control panel of the seminar room press “Andere”. A new panel with beam1 and beam2 will open.



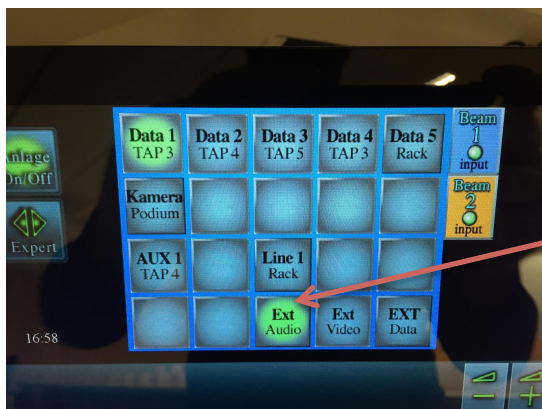
b) Go on Beam 2 (which switch on the second projector) and select “Ext Video”.
N.B. If you instead select DataN (in my example Data1) you will see the presentation in both projectors, this might be useful if the room is crowded.



Presentation in both screens

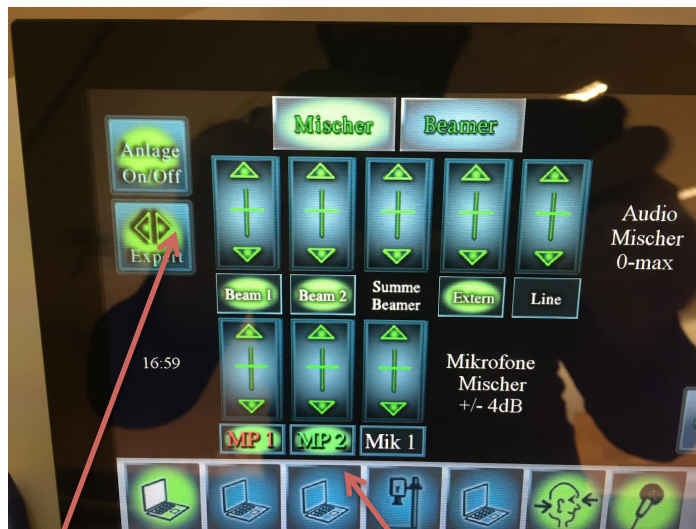
For external video (e.g. CERN) to see people on Vidyo

5) To hear people from CERN just go to “Andere” and in the Beam1 panel and select “Ext Audio”



External audio (to hear people on Vidyo)

6) To use the big microphone go to “Expert” and press “MP2” here you can also tune the volume of the microphones (the default seemed ok)



Expert mode

Switch on MP2 for the big microphone

7) To switch off the system just press “off” and then “Ja”

8) Tips from the first experience:

a) Switch off all other programs that can interfere with the seminar in the laptop you use to transmit the presentation (skype, chats, etc...)

b) Bring a wireless mouse to connect to the laptop such that the speaker can use it to change slide and to point

c) Use the big microphone every time there is a question, otherwise people on Vidyo cannot follow and lose interest

Fake Expert:

Nico Serra (Nicola.serra@cern.ch) cel: 079 515 08 26

Real expert:

Alex Duerr (alex.duerr@id.uzh.ch) Tel: 044 63 54038

