Instructor / Leader Preparation for Videoconferencing

Videoconference Services

- Videoconference equipment varies:
  - Polycom HX 7000, EX90, PVX desktop software, CloudAXIS
- Locations are linked by videoconference bridges typically managed by Contact North | Contact Nord IT & Web Services.
- Contact North | Contact Nord videoconferences are scheduled using the Contact North | Contact Nord Online Booking Tool (OBT).

Video Compression

- Compressed digital signals transmit information to each location.
- Large data signals are pushed over low bandwidth.
- Fuzziness and blurriness would be due to available bandwidth at the sending site.

Videoconferencing Sessions

- Live video images and audio are transmitted between 2 or more locations during a videoconference.
- Allows all participants to interact as if they were in the same room.

Questions?

Any Questions?
Videoconference Environments

- Dedicated Room
  e.g. Polycom HDX 7000

- Desktop
  e.g. EX90

System Components

Polycom HDX 7000

- Remote Control
  Use remote control to:
  - call/hang up
  - adjust volume
  - adjust settings of cameras and display screens

System Components cont’d

- Microphone
  - 30 foot (9 meter) range - provides automatic gain control, noise suppression, and echo cancellation.
  - Muting via the remote or the microphone button. When the MUTE button is lit, you are muted.
  - Additional microphone(s) used for larger rooms. System supports a maximum of two microphone pods daisy-chained together.

  Note: When using 2 microphones, ensure the longer cable connects to the HDX 7000 and the shorter cable is connected to the second microphone.

System Components cont’d

- Monitor(s) and Speakers
  - Contact North | Contact Nord HDX 7000 locations have a dual monitor setup.
  - Sound is provided by the television monitor speakers.
  - 2 sound controls regulate the sound:
    - one on the video unit and another on the monitor itself.

Desktop Videoconferencing Options

- EX90 desktop units: dedicated video equipment for videoconference transmission.
- PVX licensed software: loaded on a PC; uses a webcam camera to transmit.
- CloudAXIS: Polycom client download access that only requires PC or Mac with webcam and microphone.

Questions?

Any Questions?
Types of Videoconferences

- **Point-to-point**
  Point-to-point conferences are direct or utilize a video bridge.

- **Multi-point**
  Video bridge is used for multi-point conferences.

Camera view in multi-point conferences is managed by sound prompts. MUTE microphones when not in use.

PowerPoint presentations can be delivered via videoconferencing by connecting a laptop, PC or Mac to the videoconference system. Prior notice is required should adaptors be required.

Always hang up (turn off) unit when a conference is finished.

Contact North | Contact Nord staff alerts video bridge operator when disconnecting from videos at unscheduled times.

Contact North Centre staff provide students at Contact North | Contact Nord Online Learning Centres with an overview of videoconference equipment use.

All laptops to be used for videoconference content must be pre-tested at least ½ hour in advance of use for compatibility with Contact North | Contact Nord’s videoconferencing system.

Instructor sets protocols for session(s).

Establish protocol at the beginning of the session (e.g. questions at the end; raise hand to speak; state name before speaking; etc.)

Questions?

Any Questions?
Clothing Guidelines

Clothing on-camera

- Avoid red, white, and black.
- Bright colours may appear blurry.
- Best choices are blues, purples, greens, gray, and soft pastels where contrast is desired.
- Solid colours; patterns should be avoided.

Planning & Preparation of Visual Materials

Check Readability

- Fonts: simple = best
- Sizes: larger = better
- Colours: light fonts on dark backgrounds

Location Preparations

Location

- Uncluttered
- Light coloured but not white
- Windows draped
- Keep light sources out of camera view
- Avoid wearing same colour as background

Camera Preparations

Camera

- Instructor centered
- Zoomed-in so image fits comfortably on screen.
- Close enough so facial expressions are seen.
- Use presets to eliminate the need to adjust views during a session.

Presentation Tips

Presentation Tips

- Look directly into camera.
- Address all locations equally.
- Use variety to alter pace of class.
- Pause for questions often.
- Speak in complete sentences - camera shifts in multi-point connections are triggered by sound.

Troubleshooting

If problems arise, instructors and participants should:
1. Inform Contact North | Contact Nord staff immediately.
2. If issues cannot be resolved locally call:
   Contact North | Contact Nord IT & Web Services' technical hotline at:
   1-888-850-4628 or 807-346-3113 (VoIP 8499)