

# **OTN Training Reference Material**

## **Tandberg Room Based Reference Guide**

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# Types of Videoconferences



## Educational Videoconferences

- » Open: posted on Learning Centre and Ncompass Calendar.
- » Closed: invited participants only.



## Administrative Videoconferences

- » Team meetings between different sites. For example committee meetings, all staff announcements or policy discussions.



## Clinical Videoconferences

- » Direct: health care provider and patient.
- » Indirect: healthcare providers discussing specific patients and making a plan of care.

# Styles of Videoconferences



## Point-to-point Videoconference

- Two sites only.
- Other site is always seen on monitor.
- Option to dial directly (must be scheduled).
- Often for clinical use (consultant dials patient).



## Multipoint Videoconferences

- Three or more sites.
- Uses a bridge program.
- Starts and ends automatically.
- Often used for educational/administrative use.

# Modes of Videoconferences



## Full screen mode

- Screen displays the person speaking or making the loudest noise.
- Default mode
- Must mute if your site is not the presenter
- Recommended for presentations



## Multi-Screen mode

- Visual set-up where all sites are visible on the screen at the same time
- “Brady Bunch” layout (3+1, 5+1, etc.)
- Mode is selected by the scheduling site

# Telemedicine Tools

## Ncompass Scheduling



Ncompass is an online scheduling tool that allows OTN Members to self-schedule and manage both clinical and non-clinical videoconference events. Ncompass users can book video systems, send emails to participants and maintain a searchable calendar of events. In addition, Ncompass allows Members to publish open events so that others can view public events from the Learning Centre. A vital part of organizing events on the Network, it is recommended that at least two members of your team be trained in Ncompass.

## OTN Telemedicine Directory



The OTN Telemedicine Directory provides Members with an easy way to access Telemedicine consultants and programs. It is also a place to promote, coordinate and manage services offered via Telemedicine. The consultant profile features the types of referrals a consultant accepts, specialized areas of practice and the geographic area served. The site profile features the programs available at a site, the site type and geographical area served. To create your own account and request a profile, email [telemedicineprofiles@otn.ca](mailto:telemedicineprofiles@otn.ca).

# Learning Tools

## OTN Learning Centre



The Learning Centre provides an online and easy-to-use single point of access to all OTN Member distance education offerings. The Learning Centre makes it easier to find education events (including searches by area of therapeutic care) as well as actively promote those relevant to your organizations. The Learning Centre can also be used to promote and build education programs. Please visit [www.learning.otn.ca](http://www.learning.otn.ca) for more details.

## OTN Webcasting Centre



Webcasting refers to the process where an educational videoconference session is broadcast over the OTN network and the web (Internet) at the same time. There are two kinds of webcasts:

- **Live Webcasts:** Participants can log on to their computer and view the live videoconference session at the same time that it is being broadcast over the OTN network.
- **Archived Webcasts:** This means that the videoconference has been “taped” and is available for viewing at any time.

# Equipment Components



## Camera

The camera is usually located at the top of the equipment and is what captures the video feed that is transmitted to other videoconference systems that are connected to the event. For both clinical carts and room-based systems, the camera can be controlled by using the arrows on the remote control.



## Codec

The codec is the main brain of the system controlling the camera, monitor and any other medical peripherals plugged into the system. If the codec is switched off, then no videoconferencing is possible. The codec derives its name from the functions that it serves. It both codes video signals that are sent to the other sites as well as de-codes video signals that it receives from the far sites.



## Monitor

The monitor is purely a display screen and works in conjunction with the codec. Consequently, it is important to emphasize that if the codec is turned on - then the monitor should be turned on as well. This ensures that if someone connects to an event early, you will be able to see them on the monitor. Please note that turning off the monitor does not turn the system off.





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- 1 **Plug the power cable** into the power outlet in the wall.
- 2 **Plug the network cable** into the network outlet in the wall. The network cable must be plugged into the OTN dedicated network outlet.
- 3 **Verify that the Power is turned On**  
The power bar supplies the whole system – you can turn off your system here at the end of your session.
- 4 **Verify that the monitor is on.**  
If you cannot see the camera view, you may have to switch the **video source** at the top of the remote control to the main camera input.
- 5 **Verify that the codec/camera is on**  
by checking the switch at the back of the tower.
- 6 **Pick up the remote control** which should be found in the basket.  
**Unmute** your videoconferencing sound by pressing the “Mic Off” button on the remote control.

**OTN SERVICE DESK 1-866-454-6861**

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### Placing a Call

1. Press the **Phone Book** key on the remote.



2. Find your desired contact using the arrow keys or searching on the first letter with the letter keys.

3. Press the **green call** button on the remote **twice**.

4. Wait for the call to connect.

### Ending a Call

Press the **Red End Call** button on the remote control again or OK button to confirm that you want to end the call. If you do not want to end the call, move to Cancel (x) and press the OK button to continue the call.



### Control Main Camera

#### Adjusting the camera:

To pan the camera left and right,

use



### Volume Control

Press the **Volume** key on the remote to adjust the volume level.



### Mute Control

To mute your microphone during a call, press **Mic off** button on the remote.



### Selfview

1. Press **Selfview** once to see a full screen picture of yourself (your outgoing video).

2. Press **Selfview** again to turn selfview off.

### Using a laptop for a presentation

Your system comes with a cable used to connect a laptop to the codec. This cable has two different ends, one end is a VGA connection and the other end is a DVI connection.

1. Connect the **VGA** end of the cable provided to the laptop.



2. Connect the **DVI** end of the cable provided to the back codec.



3. Press the **Presentation** button on the remote.



4. Make sure that your presentation is open, and use your laptop buttons to navigate through the slides.

5. When you are finished, press the **Presentation** button again to go back to live video.

### Presets

#### How to save a new Camera Preset:

1. Position the camera in the desired position.
2. Press a number button for 1 second to save the corresponding preset.

#### How to use Camera Presets:

1. When you are in a call, press a number button on the remote control. The camera will move to the corresponding position (or video source).
2. Presets are deactivated when you move the camera manually with the arrow keys.

# Hooking up a Laptop



1

**Connect the VGA cable** from the videoconference system to the laptop.



2

**Turn the power on the laptop.**



3

**Press the same keys** you would use when displaying your desktop through a projector, usually one of the following combinations: Fn+F4 (or) Fn+F7 (or) Fn+F8.

4

**To display the desktop:**  
Press the “**Presentation**” button.



5

**To return to the camera view:**  
Press the “**Presentation**” button again.

## BEST PRACTICE

Make sure to switch between the desktop and camera view for more interactive presentations.

## TROUBLESHOOTING

If the desktop still does not appear on the screen, you need to change the resolution of your computer. Select 1024 X 768 for the best results.













