



Visual Concert PC User Guide

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- (2) This device must accept any interference received, including interferences that may cause undesired operation.

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Visual Concert PC User Guide

Overview

Visual Concert PC is a VGA adaptor that lets you simultaneously send a live PC screen as well as live local video to your Polycom ViewStation conferencing system. The live PC image is seen as a second live video source to the near and far site at an image resolution of 704 x 576 pixels. This is referred to as dual-streamed video.

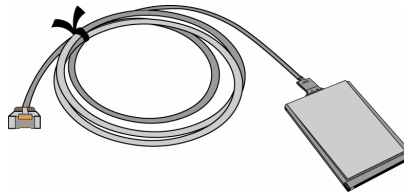
To use Visual Concert PC, your PC or laptop can be connected to the ViewStation via the Visual Concert PC card or your LAN.

Visual Concert PC works in a single or dual monitor configuration. It can be used out of a call or in a call (H.320 or H.323) with another live stream mode ViewStation with at least version 7.0 software. This allows you to make presentations to near and remote sites directly from your PC.

What's in the Box

Your Visual Concert PC box contains the following items:

- Visual Concert PC PCMCIA card, with attached cable



- Software update CD



- *Visual Concert PC User Guide* (this document)

System Requirements

The following hardware and software requirements are the minimum necessary to install and operate Visual Concert PC.

ViewStation

All ViewStations used with Visual Concert PC must have at least version 7.0 software in order to support dual streamed video. If they do not, they will default to Annex D, a high-resolution slides standard (704 x 576 pixels).

PC or Laptop

Hardware Requirements

- PCMCIA card slot
- 350 MHz processor, Pentium® II class compatible with MMX
- 64 MB RAM
- 4 MB video memory

Software Requirements

Visual Concert PC operates with the following Microsoft® Windows® operating systems:

- Windows 98
- Windows ME
- Windows 2000
- Windows 2000 Professional

Note Visual Concert PC does not run with Windows 95 or NT.

Installing Visual Concert PC

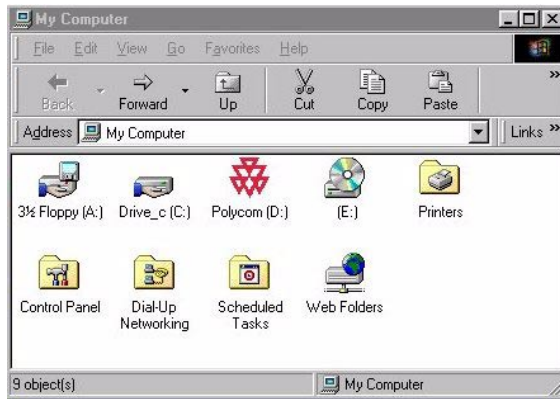
There are two ways to install Visual Concert PC:

- **Visual Concert PC card installation:** Simply insert the Visual Concert PC card into your PC or laptop's PCMCIA slot. The Visual Concert PC software should auto-load. If Visual Concert does not auto-load, open **My Computer** and double-click the **Polycom** drive to start the software.
- **Visual Concert PC LAN application installation:** Connect the ViewStation to the PC over the LAN and run the **VisualConcert.exe** application from the PC.

Visual Concert PC Card Installation

Installing Visual Concert PC using the PCMCIA card is easily accomplished by performing the following steps:

1. Install ViewStation version 7.0 software or higher.
For more information about upgrading your ViewStation operating system, see your *ViewStation User Guide* on the installation CD.
2. Insert the RJ-9 connector on the Visual Concert PC cable into an open port on the bottom of the microphone pod.
Please keep the Visual Concert PC card plugged into your microphone pod for true plug-and-play convenience.
3. Insert the Visual Concert PC card into your laptop's PCMCIA card slot.
4. At this point, one of two things will happen:
 - The Visual Concert PC software auto-loads, and you are up and running.
 - The Visual Concert PC software does not auto-load, in which case you can start it manually, as follows:
 1. Double-click **My Computer** on your PC desktop.
 2. Double-click the **Polycom** drive to start Visual Concert PC.



Note The first time you insert the Visual Concert PC card, older versions of the Windows operating system may display a dialog asking you to install a driver. Simply click **Next** in each dialog box and Windows automatically selects and installs the correct driver. You will only have to do this once.

Once Visual Concert PC is loaded, the introductory screen appears, followed by the Visual Concert PC Control Button Interface.



Control Button Interface

The Control Button Interface is all you need to run Visual Concert PC.

Caution If you reboot your PC or laptop with the Visual Concert PC card still in the PC card slot, the Visual Concert PC card will not be detected until you remove and reinsert the card.

Visual Concert PC LAN Application Installation

You can also install Visual Concert PC by connecting the PC to the ViewStation over the LAN and starting the **Visual Concert PC.exe** application from the PC or laptop. To do so, perform the following steps:

1. Copy the file **VisualConcertPC.exe** to your PC or laptop desktop. This file is on the Visual Concert PC CD included in your Visual Concert PC box.
2. Connect your PC to the ViewStation via your Local Area Network.

Notes If you experience IP connection problems, check that you can connect your PC to your ViewStation by opening a browser on your PC and entering the IP address of your ViewStation.

If no network is available, connect your PC directly to the ViewStation and configure the ViewStation to be a DHCP server, so that your PC can obtain an IP address from the ViewStation. Consult the *ViewStation User Guide* for instructions on how to set up your ViewStation as a DHCP server.

3. To launch the Visual Concert PC LAN application, double-click the file **Visual Concert PC.exe** on your desktop. An opening Visual Concert PC screen appears on your display, and then disappears after a few seconds. Another window appears.
4. Enter the IP address of your ViewStation.
5. Enter the ViewStation Meeting Password, if applicable.
6. Click **OK**. The Control Button Interface appears in the bottom right-hand corner of your PC screen.



Control Button Interface

Using Visual Concert PC

Once installed, Visual Concert PC is simple to operate. Basic operations such as sending and stopping presentations can be accomplished by either using the Control Button Interface or the ViewStation remote control.

Note You cannot change the screen resolution of the PC or laptop while the Visual Concert PC application is running. To change the resolution, first close the Visual Concert PC application, then change the PC screen resolution settings. Finally, restart the Visual Concert PC application.

Sending, Pausing, and Stopping Presentations

Using the Control Button Interface

The following instructions assume that you have already installed Visual Concert PC (see the preceding section *Installing Visual Concert PC*).

1. Load your presentation on your PC or laptop.
2. Initiate a call from your ViewStation to the remote site. For more information about placing calls, refer to the *ViewStation User Guide*.
3. To send your presentation to the ViewStation, click the **Show PC** button.

Show PC Button
(inactive)



The Play icon (the triangle shape) turns green, indicating that you are in Play mode.

Play Mode Indicator on Show PC Button



- To pause the presentation, click the **Show PC** button again. The Play icon reverts back to white, while the Pause icon (the two short vertical lines) turns green, indicating that you are in Pause mode.



Pause Mode Indicator on Show PC Button

- To resume the presentation, click the **Show PC** button. The Play icon turns green again, while the Pause icon goes back to white.
- To end the presentation, click the **Stop** button. The **Stop** icon will then change from white to red.



Stop Button

Note You can accomplish all necessary operations by right-clicking the Visual Concert PC Control Button Interface. For more information about the Control Button Interface, refer to the section *Control Button Interface Functionality*.

Using the ViewStation Remote Control

The following instructions assume that you have already installed Visual Concert PC (see the preceding section *Installing Visual Concert PC*).

- Load your presentation on your PC or laptop.
- Initiate a call from your ViewStation to the remote site. For more information about placing calls, refer to the *ViewStation User Guide*.
- To send your presentation to the ViewStation, press the **SLIDES** button on your ViewStation remote control. For more information about the remote control, refer to the section *Remote Control Functionality*.

Notes If you have a PowerPoint presentation loaded on your ViewStation, a dialog appears to allow you to select

between the Visual Concert PC presentation and the PowerPoint presentation.



To send your PC screen to the ViewStation, select “Visual Concert” and press the **SELECT** button on the remote control. The presentation begins transmitting, and the **PC** icon appears in the top right corner of your near video monitor.



If you are in a PowerPoint presentation, you can move from one slide to another by using the arrow keys on the remote control.

4. To end the presentation from the ViewStation, press the **NEAR** button on your ViewStation remote control.

Resizing/Moving the Magnify Window

You can use the Visual Concert PC magnify function to see a high resolution PC screen (for example 1280 x 1024) on a normal composite TV monitor. Visual Concert PC allows you to zoom in on any area of your PC screen, so you can see a magnified view of that area. To resize the magnify window, use one of the two methods described below.

Using the Control Button Interface

1. Select the **Magnify** button on the Control Button Interface on your PC or laptop desktop. The **Magnify** icon turns orange, indicating that you are in Magnify mode.



Magnify Button (inactive)



Magnify Button (active)

2. The Magnify window (orange frame) appears on your desktop. Click the lower right corner of the orange Magnify frame to change the size of the Magnify window.
3. To move the Magnify window, click on any side of the orange frame and drag the window.
4. To end Magnify mode, click the **Magnify** button again. The **Magnify** icon goes back to white.

Using the ViewStation Remote Control

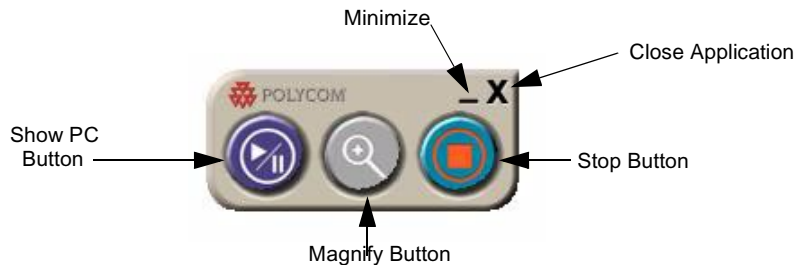
1. Use the **Zoom +/-** button to adjust the size of the Magnify window.
2. To move the Magnify window, use the up/down/left/right buttons on your remote control to move the orange Magnify window. For convenience, Visual Concert PC will show your desktop full screen when you start moving or changing the Magnify window.

Notes You can move the Magnify window left, right, up, or down when the desktop is shown full screen.

Control Button Interface Functionality

Control Button Interface Description

The Control Button Interface contains the following buttons:



Show PC Button

The **Show PC** button allows you to toggle between Play mode and Pause mode. When neither mode is selected, the Show PC button icons are white (inactive mode).

Play Mode

Click the **Show PC** button to begin sending live graphics to your ViewStation. The Play icon (the triangle shape) turns green, indicating that you are in Play mode.

Show PC Button (inactive mode)



Play Mode Indicator (green triangle)



Pause Mode

To pause the presentation, click the **Show PC** button, while in Play mode. The Play icon reverts back to white, while the Pause icon (the two short vertical lines) turns green, indicating that you are in Pause mode.



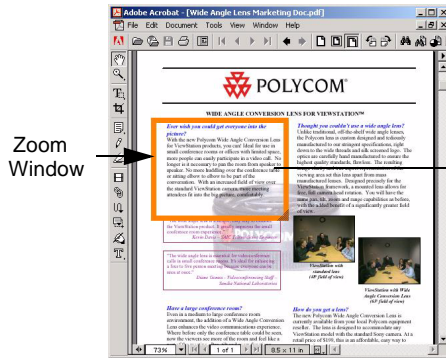
Pause Mode Indicator (green lines)

To resume the presentation, click the **Show PC** button. The Play icon turns green again, while the Pause icon goes back to white.

Note If you are using the Visual Concert PC card, it may take up to 4 seconds to see the PC screen on your monitor after pressing the **Show PC** button. It may take up to 8 seconds with the Visual Concert PC LAN application.

Magnify Button

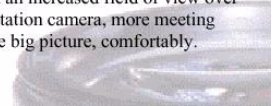
Click the magnifying glass to bring up a resizable, movable orange magnify frame that allows you to focus the live graphics display on a particular portion of your desktop.



On PC screen: Magnify an area of screen display (document)

Ever wish you could get everyone into the picture?

With the new Polycom Wide Angle Conversion Lens for ViewStation products, you can! Ideal for use in small conference rooms or offices with limited space, more people can easily participate in a video call. No longer is it necessary to pan the room from speaker to speaker. No more huddling over the conference table or sitting elbow to elbow to be part of the conversation. With an increased field of view over the standard ViewStation camera, more meeting attendees fit into the big picture, comfortably.



On ViewStation: The magnified area is displayed full screen.

When you are in active Magnify mode, the Magnify icon turns orange. For more information, refer to the section *Resizing/Moving the Magnify Window*.



Magnify Button (inactive)



Magnify Button (active)

Stop Button

Click the Stop button to stop sending. Note that when you are in Play or Pause mode, the Stop icon (square) is white.



Stop Button

Minimize/Maximize the Control Button Interface

To minimize the Control Button Interface, click the - button located in the upper-right corner of the interface. A small Control Button Interface icon will appear in the taskbar.

To maximize the Control Button Interface, move your cursor over the Control Button Interface icon in the taskbar.

Moving the Control Button Interface

You can move the Control Button Interface anywhere on the screen by left-clicking anywhere in the grey area of the Control Button Interface and dragging the mouse.

Closing Visual Concert PC

To close the Visual Concert PC application, click the X in the upper-right corner of the Control Button Interface.

Option Control Menu

Right-clicking the Visual Concert PC Control Button Interface background (not the buttons!) presents the **Option Control Menu**.



Pause

Same function as **Pause** on the **Show PC** button.

Magnify

Same function as the **Magnify** button.

Stop

Same function as the **Stop** button (stop sending). Returns display to near camera.

Hide Buttons	Same function as the Minimize button (-). Hides the Control Button Interface, and displays a Visual Concert PC icon in the Windows taskbar. Right-click the Visual Concert PC icon to display the Option Control Menu.
Help	Displays Visual Concert PC online help.
About Visual Concert PC	Displays Visual Concert PC information.
Exit	Same function as the Close button (X). Closes the Visual Concert PC application.

ViewStation Remote Control Functionality

Remote Control Description

To provide more flexible interactions with your Visual Concert PC presentation, the ViewStation's remote control buttons are tasked with specific functions in conjunction with Visual Concert PC.



Near Provides near camera source control. When in a Visual Concert PC presentation, press the **NEAR** button once to return to near camera display.

Left/Right/Up/Down Arrows

Provide control over slides during a Visual Concert PC presentation in conjunction with PowerPoint. Press the **Right Arrow** to advance, the **Left Arrow** to go back, the **Up Arrow** to go to the first slide, and the **Down Arrow** to go to the last slide.

If you are in Magnify mode, the arrows can also be used to move the Magnify window. Just remember to point the remote control at the ViewStation, not at your PC!

Zoom + / - Zooms in or out of an area of your PC or laptop screen.

Snapshot Allows you to preview and send a still (or snapshot) image of your PC.

Slides Starts sending the PC display to the ViewStation.

Select Selects the highlighted option. Also used to exit the Zoom function.

Moving Through a PowerPoint Presentation Using the Remote Control

You can move through a PowerPoint presentation with your ViewStation remote control when running your PowerPoint presentation full screen on your PC or laptop. The ViewStation sends the arrow commands to your PC.

Right Arrow Move to the next slide.

Left Arrow Move to the previous slide.

Up Arrow Move to the first slide.

Down Arrow Move to the last slide.

Note The arrow keys on the remote control perform the same action as pressing the arrow keys on the PC keyboard.

Updating Visual Concert PC Software

Updating the Visual Concert PC Card

To update your Visual Concert PC card with the latest version of software, follow these instructions:

1. Insert the Visual Concert PC CD into your CD drive.
2. On your desktop, double-click **My Computer**, then your CD drive to view the contents of the Visual Concert PC CD.
3. Insert the Visual Concert PC card into your laptop's card slot. If Visual Concert PC starts automatically, close the application window.
4. To update your Visual Concert PC card with the latest version of software, double-click the **VisualConcertPC.exe** file on your CD, or drag the Visual Concert PC application icon from the CD onto your desktop and double-click it.
5. You will see a message informing you that the software is newer than what is currently on the Visual concert PC card, and that the **VisualConcertPC.exe** application will automatically update the software on the card.
6. Click **OK**. A progress indicator will take you through the update process.

Caution *Do not interrupt this process!* Interrupting a software update could corrupt the flash memory on the card. The card may then need to be returned in order to be made operational again.

7. After the update is complete, remove and then re-insert the card to activate the new software, as described in the on-screen message. The application should run automatically. If the application does not start automatically, do the following:
 - a. Click the **My Computer** icon and find the Polycom drive.
 - b. Double-click the Polycom drive. The application will then start, and you should see an opening screen appear on your display. This screen will disappear after a few seconds while the application connects to the ViewStation.
8. The Control Button Interface will appear in the bottom right-hand corner of your laptop or PC screen.

Updating the Visual Concert PC LAN Application

To update your Visual Concert PC LAN application with the latest version of software, follow these instructions:

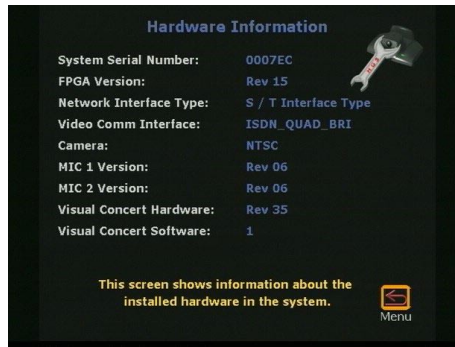
1. Insert the Visual Concert PC CD into your CD drive.
2. On your desktop, double-click **My Computer**, and then your CD drive to view the contents of the Visual Concert PC CD.
3. To update your Visual Concert PC LAN application, double-click the **VisualConcertPC.exe** file on your CD, or drag the Visual Concert PC application icon from the CD onto your desktop and double-click it.
4. You will be prompted to enter your ViewStation's IP address and meeting password, if applicable.
5. Click **OK**.

Note If the Visual Concert PC update is accompanied by a ViewStation software upgrade, perform the ViewStation upgrade by following the instructions in the ViewStation User Guide.

Visual Concert PC Hardware and Software Versions

To access information on Visual Concert PC hardware and software version, go to the **Hardware Setup** screen on your ViewStation.

If the Visual Concert PC card is installed in the PC or laptop, the **Hardware Setup** screen displays the Visual Concert PC hardware and software version, as shown below.



If the Visual Concert PC card is not installed in the PC or laptop, but is connected to the microphone pod, the **Hardware Setup** screen only displays the hardware version.

ViewStation Display

There are several display options available, depending on whether your ViewStation has one monitor or two:

Monitors	Near Site Display	Far Site Display
One monitor	Visual Concert PC presentation	Visual Concert PC presentation
One monitor, PIP	Visual Concert PC presentation PIP: Far site	Visual Concert PC presentation PIP: Presenter (far) site
Two monitors	Primary Monitor: Far site Secondary Monitor: Visual Concert PC presentation	Primary Monitor: Presenter (far) site Secondary Monitor: Visual Concert PC presentation
Two monitors, PIP	Primary Monitor: Far site Secondary Monitor: Visual Concert PC presentation PIP: Near site	Primary Monitor: Presenter (far) site Secondary Monitor: Visual Concert PC presentation PIP: Near site