
RVC3000 User Guide

VERSION 1.2

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1. Introduction

1.1 Vytru RVC3000 System

Vytru RVC3000 system extends Microsoft Lync to the video conference room while reserving the familiar Microsoft Lync features. With RVC3000 system, you can participate in audio and video conference calls with people and systems in your organization's Microsoft Lync directory. You can also communicate with external Lync users and Lync systems as well. The system's calendar shows the online meetings scheduled for this meeting room. You can join online meetings with a tap or a click. Once you have joined an online meeting using RVC3000 system, you can have multi-party audio and video conferences, share and collaborate on content, invite others to join, and communicate with instant messages.



1.2 About Vytru RVC3000 User Guide

This guide covers how to use the features and the functions of the Vytru RVC3000.

2. Getting Started with the RVC3000

2.1 Powering the System On and Off

- **To power on the RVC3000 system:**
 - >> Tap or click the power button on the top of the RVC3000 Codec. The Vytru splash screen is displayed after about 10 seconds.
- **To power off the RVC3000 system:**
 - >> Tap or click and hold the power switch on the top of the system for two seconds.

2.2 User Sign-In

When Vytru RVC3000 system powers on, it signs in automatically if the system has been already setup and configured, and it shows the system's scheduled meetings on the Calendar and your own list of Microsoft Lync contacts in Contacts.

(For first time setup, please refer to the RVC3000 Setup and Configuration guide).

If you want to view another user's meetings on the calendar and their list of Microsoft Lync contacts, you can sign in to the system using another Microsoft Lync account. You will then have access to all of the features of the RVC3000 system as well as your own contacts and schedule. Others can also sign in to the system, and you can easily switch from one user to another. The name and presence of the active user is displayed at the top right corner of the screen.

2.3 User Sign-Out

- **To sign out from the current user on RVC:**

Open the charm bar>> Press on any icon from the charm bar to be redirected to another section that represent the pressed icon>> at the bottom of the section user will find the presence bar ()>> click on the presence bar and choose "sign out" from the drop down list.

- **To sign in with another user:**

From the Start Screen Tap or click on "Settings" > > go to "Lync Account" >> Enter the SIP address, Domain username and password for the other user you want to sign in with >> tap or click on "Save" and wait till you see that your data is successfully saved >> Then Restart the system.

Sign out from the Charm Bar and when you're signed out a sign in icon will appear on the main Charm Bar menu >> click on the sign in icon on the charm bar>> Enter the Sip address, Domain username and password for the new user and Tap or click on sign in.

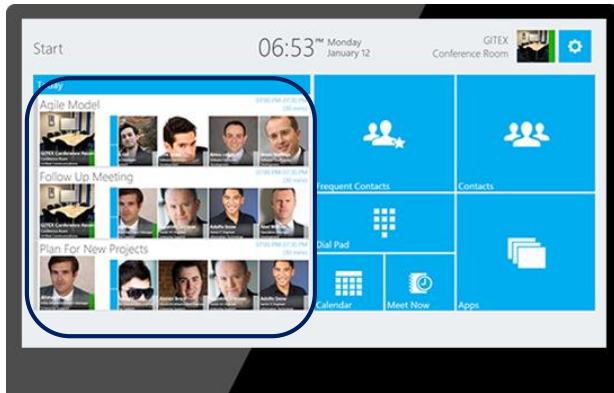
3. Understanding the RVC user interface

The RVC3000 system is designed with a very friendly and easy-to-use user interface that makes it instant and easy for any user to interact with the system without prior training or access to the system. From the start screen users can check the "Calendar" and join Lync meeting with one tap or click. Start ad-hoc Lync calls either by browsing the Lync contacts from "Frequent Contacts" and "Contacts" or by tapping or clicking on "Meet Now". Place audio calls from Dial Pad. In this section, you will learn more about the RVC3000 user interface.



3.1.1 Today: The Outlook Calendar View for Today

On the left hand side of the Start Screen the Today Calendar view is always there to allow the user to see all the scheduled Lync meetings for today. The scheduled Lync meetings are represented by meeting cards that shows the meeting’s title, time, organizer, and attendees. The meeting card shows rich information on the organizer and attendees by displaying a contact card with the user’s name, job title, presence, and image. To join the Lync meeting, easily tap or click on the meeting card to start it Instantly.



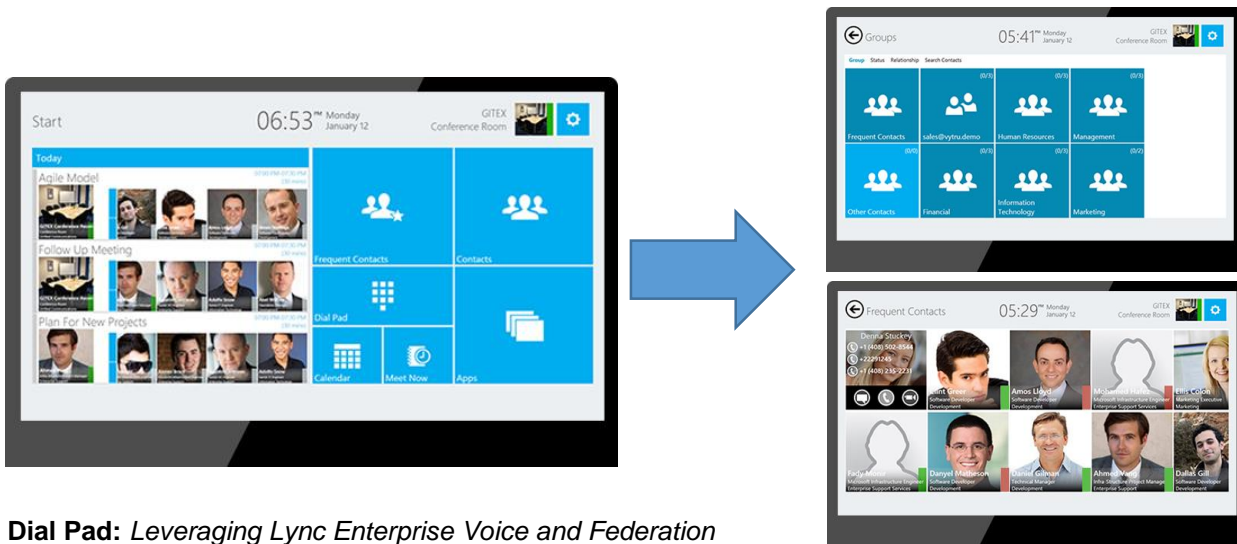
3.1.2 Frequent Contacts: The Contacts you communicate with More Frequently

The “Frequent Contacts” tile on the Start Screen gives the user quick access to the contacts they frequently communicate with. Tap or click on the “Frequent Contacts” tile and then tap or click on the Contact Card to start the conversation with the modality you prefer (Audio, Video, or IM).



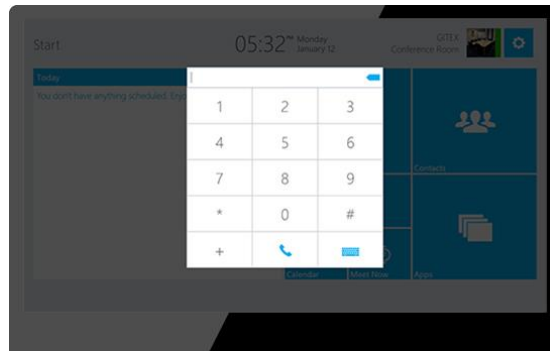
3.1.3 Contacts: Your Microsoft Lync contacts List with groups and contacts

The “Contacts” tile on the Start Screen gives you access to your Microsoft Lync contact list including your contact groups and contacts. Contacts are represented with Contact Cards that display their name, job title, presence, and image. Tap or click on any contact card to start a conversation with video, audio, IM, or dial to their phone or cell using Enterprise Voice. You can search for a contact through “Search Contacts” button. You can search for a contact by the name or the skill (Job Title). Once you find the contact you are searching for, tap or click on the contact card to start communicating.



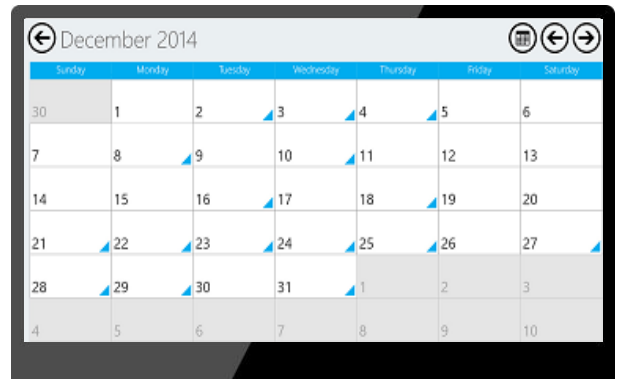
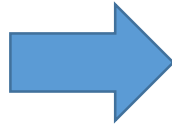
3.1.4 Dial Pad: Leveraging Lync Enterprise Voice and Federation

With the “Dial Pad” you can dial to landlines and cell phones and start audio conference calls on Lync. You can use the “Dial Pad” also to communicate External/Federated Lync contacts from other organizations by dialing to their SIP address.



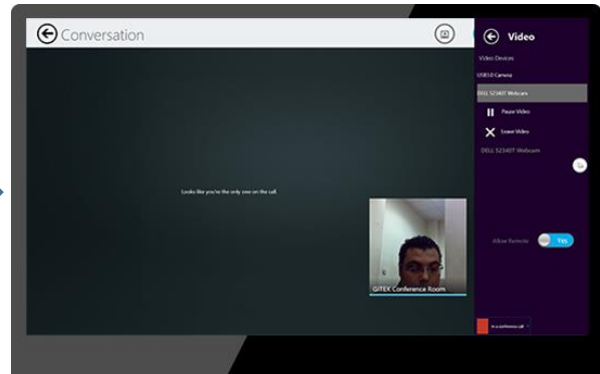
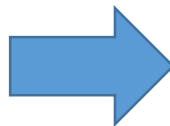
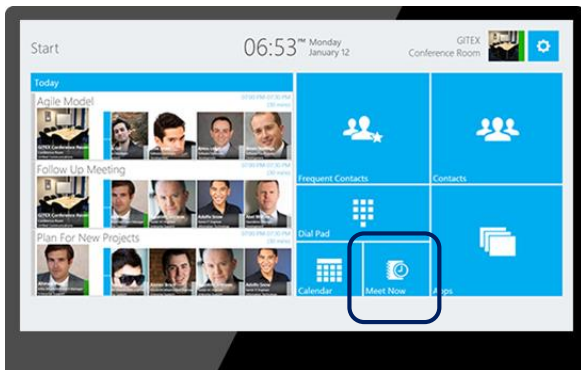
3.1.5 Calendar: One-Click-to-Join Lync Meeting

The RVC3000’s Calendar on the Start Screen allows the user to preview either the daily calendar view (Today) for every day’s Lync meetings or the full monthly calendar view to preview past, present, and future scheduled Lync meetings. The “Today” Calendar View is always there on the Start Screen which makes it easy for any one walking into the meeting room to join Lync meeting with one tap or click. When you tap or click on the “Calendar” tile from the Start Screen, you will be taken to the full monthly calendar view.



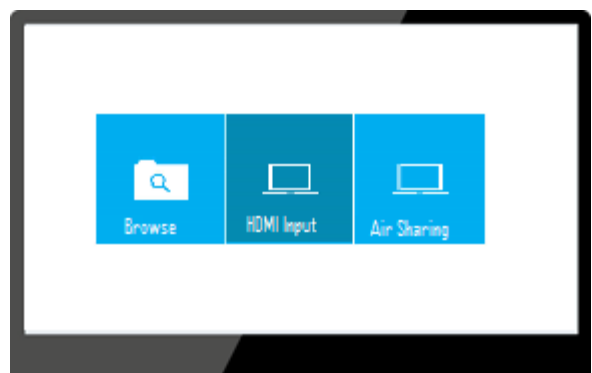
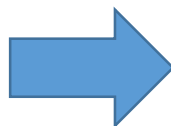
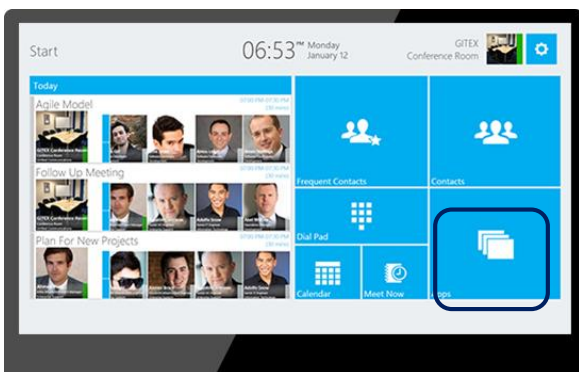
3.1.6 Meet Now: Start an Impromptu Lync Meeting

You can start working with people on a subject that requires immediate attention without having to schedule a meeting in advance. Quickly start an ad-hoc meeting by tapping or clicking on “Meet Now” tile from the Start Screen. Then you can start calling, sending an instant message, or sharing your screen, or a programs.



3.1.7 Apps: Smarter Content Sharing

The “Apps” tile on the Start Screen allows the user to access the content sharing applications that ships with the system like (Browser, HDMI input, and Air-Sharing).



3.1 The RVC3000 Charm bar

3.1.1 What is included in the RVC3000 Charm Bar?

The five charms — Wi-Fi, Audio, Video, sharing and Participants — are quick ways to get to actions you do often when you use the RVC3000 system. They're always available on the right side of your screen, and the charm bar is contextual and understand where you are in the application.



3.1.2 Calling the RVC3000 Charm Bar

Swipe in from the right edge of your screen. Then tap or click on Wi-Fi, Audio, Video, sharing or Participants. (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click Wi-Fi, Audio, Video, sharing or Participants, or you can simply right-click on any empty place on the screen.)

3.1.3 Understanding the Charms

Wi-Fi 

Open the charm bar and select the Wi-Fi charm to get a list of all the available Wi-Fi connections.

Select the desired connection and enter the required credentials and wait till you see that the RVC3000 system is successfully connected.

You can always go back to the main charm bar menu by tapping or clicking on the back icon on the top of the charm bar.

Audio

Open the charm bar and select the Audio charm to modify your audio settings. In the audio section you will see the name of the connected audio system, and two adjustable bars below it to increase or decrease the volume of speakers and microphones.

You can modify the volume by pressing and holding the button then swipe left or right on the bar.

Video

Open the charm bar and select the Video charm to modify your video settings. In the Video section you will see a list of all the connected cameras and you can switch between cameras by selecting the name of the camera from the list. You can tap or click on the “Start video” button to start the video stream from your camera anytime during the conference call.

You may want to pause video if you do not want to use the camera or to adjust the camera position. You can pause the video stream by clicking on “Pause Video” at any time. To resume video, click on “Resume Video”.

Below the “Start video” button you should see a preview of the selected camera, Click the arrow buttons to pan or tilt the camera. Click the zoom in or zoom out buttons to zoom in or out.

Below the preview box you should see a check button that enables or disables the Far Camera Control feature. Switch the button to “Yes” if you want to allow the feature or switch it to “No” to stop it.

Sharing

Open the charm bar and select the Sharing charm during a Lync call to start using the RVC3000 system’s sharing features. (To know more about how you can share content on RVC3000, please refer to the section “Working with Content”).

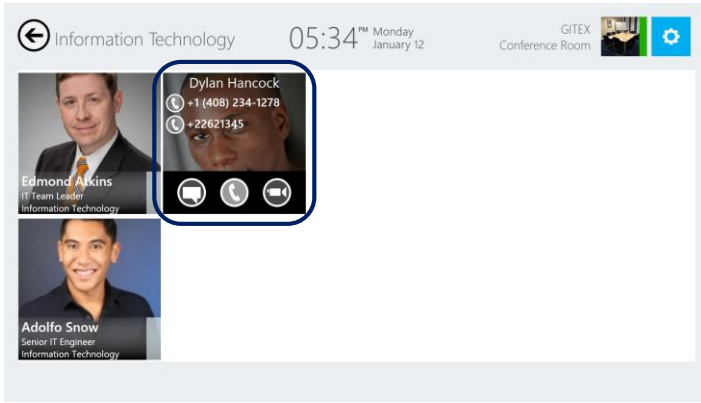
Participants

Open the charm bar and select the Participants charm to check the meeting participants and to invite more users call. Participants section is used during the conference call to indicate the attendees and you can simply add more attendees to the conference by typing the name of the participant in the search box in the top of the menu and then selecting the desired contact from the search result to be invited to the meeting.

4. Calling and Answering

4.1 Placing a Video Call

You can place calls to people and systems that are registered to the Directory Service. You can also place calls to external Lync users and systems if you enable Open Federation on your Lync Server.




To place a video call do one of the following:

- If your system is configured to show your Microsoft Lync contact list, click on “Contacts” from the Start Screen, then open the Lync Contact Group where the user is. Scroll left or right to find the contact you want to call.
- From the Start Screen, click on “Frequent Contacts” which displays the frequently contacted users on the system, then scroll to the contact you want to call.
- Click on “Contacts” from the Start Screen, then start typing the name in the top right corner of the screen in the Search Contacts field. As you type, the RVC3000 system finds matching names. You can also search by name or by skill.
- The RVC3000 system will display the Lync contacts in Contact Cards. You can find the contact name, job title, presence, and tapping or clicking on the back icon on the top of the charm bar.
- Click on a Contact Card to select it. A hover menu pops up with the communications modalities you can use.
- Click Video Call to start the call.

4.2 Placing an Audio Call

- Follow the same steps as the above in order to find the contact you want to call.
- Click Audio Call to start the call.

4.3 Hanging Up an Audio or Video Call

You can easily hang up a video or audio call by clicking on the “Back”  button in the top left corner of the screen.

4.4 Answering an Incoming Call

When you receive a call, you will see a call notification on the right of the screen that informs you who is calling and enables you to Accept or Decline the call. Your administrator may have configured the Vytru RVC3000 system to answer calls automatically with the Auto-answer feature. If so, then you do not need to do anything when a call is received.

If your system is not configured to answer calls automatically, you can answer calls manually.

4.4.1 To answer a call manually:

>> In the incoming call notification, do one of the following:

- Click Accept to join the call.
- Click Decline to refuse the call.
- Click on “sorry busy now will call you later” to reply with an instant message.



5. Working with the Calendar and Scheduled Lync Meetings

5.1 RVC3000 Integration with Exchange

The RVC3000 system has a native integration with Microsoft Exchange which syncs its calendar with Microsoft Exchange to pull up the online Lync meetings for the RVC3000 system’s logged-in user.

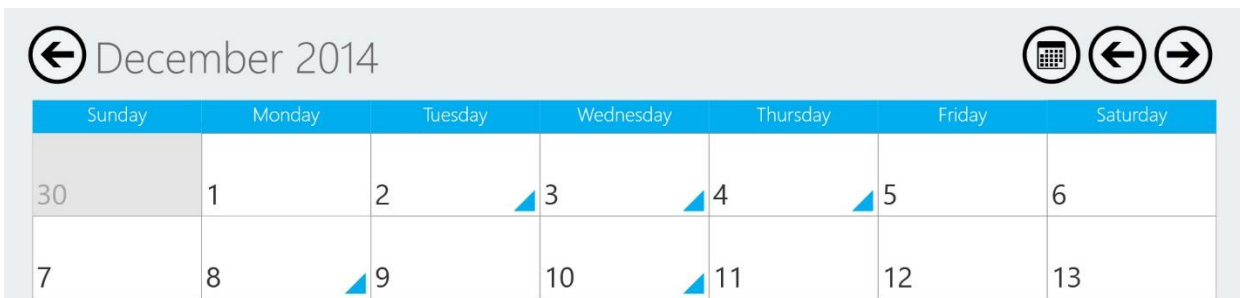
5.1.1 The Calendar in RVC3000

5.1.1.1 The “Today” Calendar View



In RVC you have two views of the Calendar. On the start screen, you will always find the “Today calendar” view which work as a daily calendar to show you if you have a meeting today. Lync Meetings are represented by Meeting Cards. The Meeting Card shows the meeting title, time, organizer, and participants. The Meeting Card provides rich information on the organizer and participants by displaying rich contact cards with name, job title, presence, and image. You can start a meeting by simply tapping or clicking on the meeting card, and your meeting will then start instantly.

5.1.1.2 The “Monthly Calendar” View



The RVC3000 monthly calendar view gives you access to all the scheduled Lync meetings for a given month. You can easily navigate through days or months to check your past and future meetings. The days that have scheduled Lync Meetings will have a blue pin on the calendar.

5.2 Checking Your Calendar for Online Meetings

You can have access to your Online Meetings Calendar with two ways:

- From the Start Screen, you can see a list of your today’s online meetings in the “Today Calendar” View.
- To view a full version of your Calendar, click on the Calendar tile on the Start Screen, and you will be taken to a full-screen version of the “Today Calendar” View. In the top right corner of the screen, click on “Monthly View” to see a full monthly view on the Calendar. Days with booked online meetings will show a pin on the date.

You can navigate through the calendar by easily moving from one month/day to another by clicking on the Arrow button on the top right corner of the screen.

The Online Meeting card displays the following information about your meeting, the meeting organizer’s name, job title, and image as well as the meeting attendees’ names, job titles, and images.

5.3 Joining an Online Meeting

5.3.1 To join an online meeting do one of the following:


- Click on the Online Meeting Card from the Today Calendar View from the RVC3000 system’s Start Screen. One-click-to-join feature will take you automatically to the Lync online meeting.
- Go to the Monthly Calendar View by clicking on the “Calendar” tile from the Start Screen. Navigate to the online meeting you want to join, then click on the meeting card to Join Online Meeting.

If your system is configured to require a Meeting ID, enter the Meeting ID to start the call. You can find the Meeting ID in the meeting invitation.

Note: The Vytru RVC3000 system calendar shows Outlook appointments that are scheduled for this meeting room. However, you cannot join an Outlook meeting or appointment from your Vytru RVC3000 system.

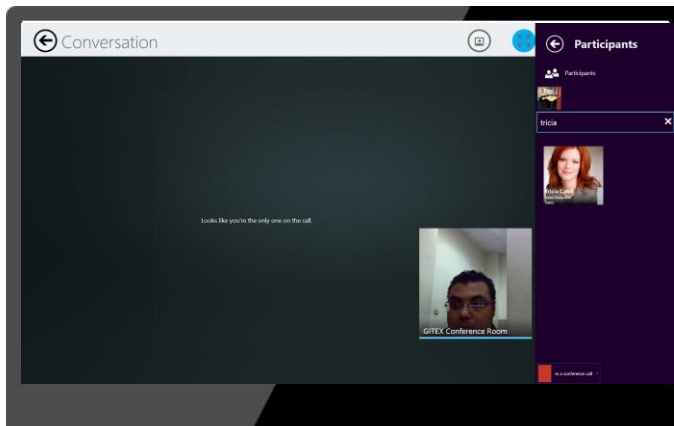
5.3.2 To schedule an online meeting:

>>In the Outlook calendar schedule your meeting and invite the RVC3000 system.

Click  in the Outlook toolbar. Online meeting information is automatically added to the meeting invitation.

5.4 To invite others to join a conference:

- Open Charm Bar and click on Participants>> Invite by Name or Phone Number.
- Start typing a name as you type, the system finds matching names.
- Click to select an entry.
- Click Call to invite this person or system to the conference.



6. Working with Ad-hoc Lync Audio or Video Calls

6.1 Ad-Hoc One-to-One Lync Calls

Initiating a meeting with RVC via Meet-now section, frequent contacts and Contacts.

6.1.1 Meet-now:

Tap or click the “meet-now” icon on the home screen and start inviting your required participants for fast and easy meeting.

6.1.2 Frequent contacts:

Tap or click “Frequent contacts” on the start screen so you can make a fast connectivity with the users you regularly contact.



6.1.3 Contacts:

Tap or click “Contacts” icon to access your RVC contact list that contains your full Lync contact list including groups, and each Contact card contains name, job title, presence and image, then click on any contact card to start A/V, IM or enterprise voice conversation.

Now you can Search for any contact by name or skill, filter contacts by status groups and relationship.

6.2 Escalating an Ad-hoc Lync Call to a Lync Conference Call

Inviting other participants to an audio or video call

- Open Charm Bar and click on Participants>> Invite by Name or Phone Number.
- Start typing a name. As you type, the system finds matching names.

- Click to select an entry.
- Click Call to invite this person or system to the conference.

7. Controlling Audio and Video

7.1 Controlling What You See







Before you start your video conference call, adjust the camera so that you can make sure that the far site can see you well.

7.1.1 To adjust your Vytru RVC3000 system camera during your conference:

- Move your mouse or swipe to the right side of the screen to display the RVC3000 system in-conference Charm Bar.
- Click on “Video” to display the camera controls.
- Click the arrow buttons to pan or tilt the camera. Click the zoom in or zoom out buttons to move the view closer or farther away.

7.1.2 To adjust the camera by using the AirControl:

Tap or click the arrow button on AirControl to adjust the camera position and view.

Key	Description
	Pan the camera left.
	Pan the camera right.
	Pan the camera up.
	Pan the camera down.
Key	Description
	Zoom camera in.
	Zoom camera out.

7.2 Controlling What the Far End Can See and Hear

During a call, you might want to prevent participants in the far-end sites from hearing or seeing you for a brief period. When you join an online meeting, your video is paused automatically.


7.2.1 To start/resume your video:

>> Move your mouse cursor or swipe to the right side of the screen to display the Charm Bar. Click on “Video”, and then click on Start My Video in the Video window.

7.2.2 To pause your video:


>> Click Pause My Video in the Video window.

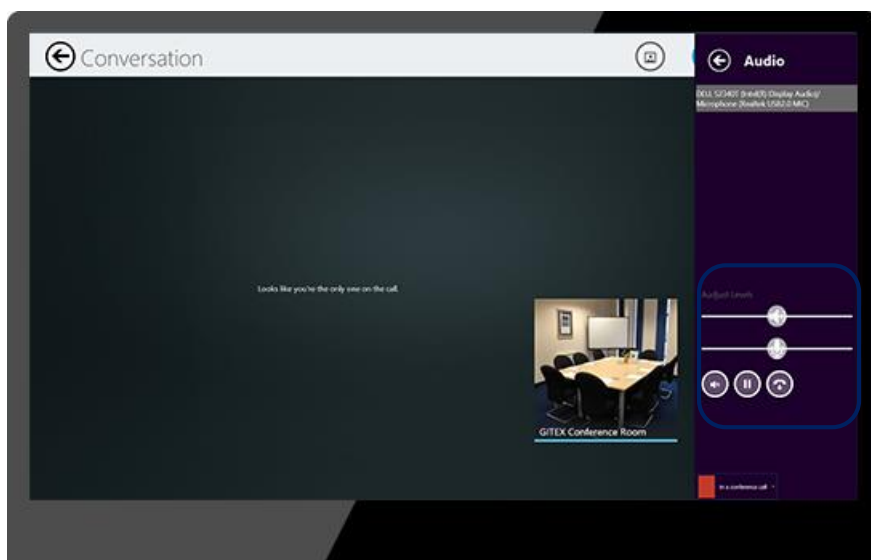
7.2.3 To mute your microphone do one of the following:

>>If the Logitech Conference Cam CC3000e speakerphone and microphone is connected to your system, you can also mute the call by Tap or click  on the microphone.

7.2.4 To unmute your microphone do one of the following:

>>Move your mouse cursor or swipe to the right side of the screen to display the Charm Bar. Click on “Audio”, and then click on “Unmute”.

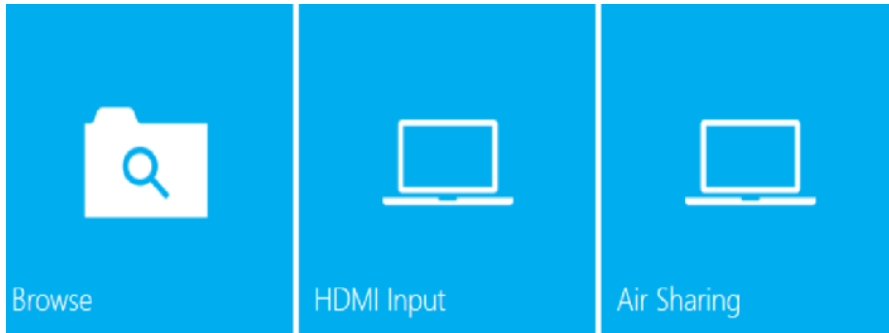
>>If the Logitech Conference Cam CC3000e speakerphone and microphone is connected to your system, you can also mute the call by Tap or click  on the microphone.



8. Working with Content

Because content sharing and collaboration in a conference call is as important as seeing and hearing meeting participants, the RVC3000 system introduces different innovative and convenient ways for Content Sharing and Collaboration.

8.1 Sharing Content via HDMI Grabber



8.1.1 Prepare your content:

- Connect a laptop to the Vytru RVC3000 system via the HDMI Grabber.
- Your laptop screen will be ready to be broadcasted to the RVC3000 system.

8.1.2 To preview your content before a call:

- Click on “Apps” from the Start Screen. Then click on “HDMI Grabber”. You will be able to see a preview of your laptop screen.
- Click on the button in the bottom of the window to pop up the hover menu. Click on Home to go back to the “Apps” window. To the left bottom corner of the screen, click on the “Minimize” icon to go back to the RVC3000 system Start Screen.

8.1.3 Sharing your HDMI input in a Lync conference call:

- During an active Lync conference call, open the Charm Bar, and then click on “Sharing”. From the “Sharing” window, click on “Share Viewer”.
- The RVC3000 Viewer will open. Click on “HDMI Grabber” and your HDMI input will be shared in the Lync conference call.

8.2 Sharing Content via USB Flash Drive

8.2.1 To start sharing content via a USB Flash Drive during a call:

- Plug your USB Flash Drive to the RVC3000 Codec.
- Open the Charm Bar, then choose Sharing > Share Viewer > USB Flash Drive.
- The RVC3000 Viewer will open up the Flash Storage where you can browse its content.
- Select the file(s) you want to share in the conference call.
- You can open more than one file at a time and toggle between them easily in the Shared Content menu to the bottom of the screen.
- Supported files are Word, Excel, PowerPoint, and PDF.

8.2.2 To stop showing content:

- Click Stop Sharing from the conversation window toolbar.

8.3 Sharing Content via AirSharing

You can mirror your device on RVC for ultimate group collaboration experience. AirSharing feature on RVC allows you to connect any smartphone from different platforms (IOS, Android, Windows phone). And now we will illustrate how you can Project your phone screen to RVC.

8.3.1 Windows phone devices:

Want to see stuff from your Windows Phone 8.1—like video, family photos, or an app you've developed—on a bigger screen?

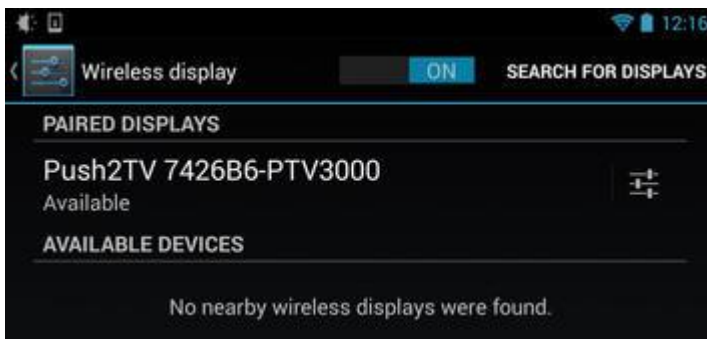




Be sure your phone's Wi-Fi is turned on, and then do the following:

In the App list, tap Settings  > > Project my screen.

Tap the device you want to connect to. We'll automatically detect any nearby devices that can support a wireless display connection with your phone.

8.3.2 Android devices:



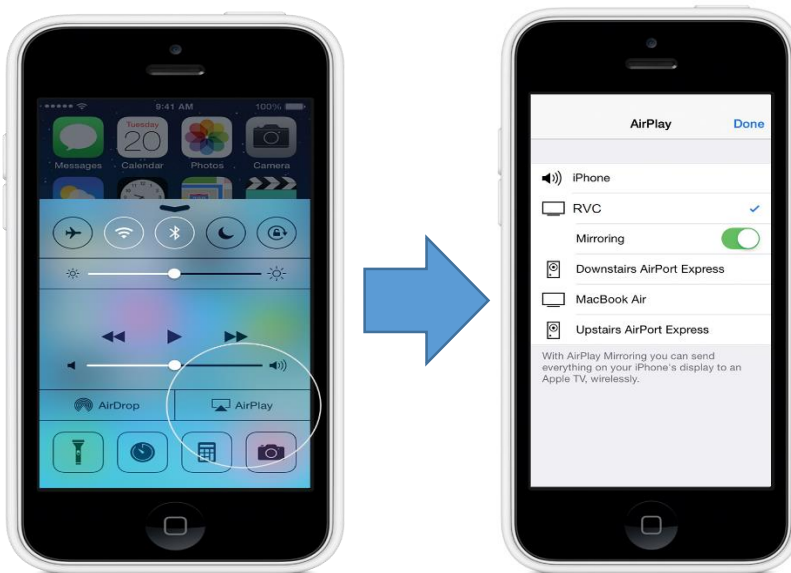
Grab your Android device, and go to Settings >> Display >> Wireless display. (If your device is running 4.4 or lower, the Menu icon looks like this . If your device is running 4.3 or lower, the Settings icon looks like this .) Turn the Wireless display feature on, and wait a moment while the device looks for your RVC. When it appears in the list, tap to connect, and a few moments later, you'll see your Android device duplicated on the big screen.

8.3.3 IOS devices:


To use AirPlay Mirroring, you need an Apple TV (2nd or 3rd generation) and one of these (iPhone 4s or later, iPad 2 or later, iPad mini or later, iPod touch (5th generation)).

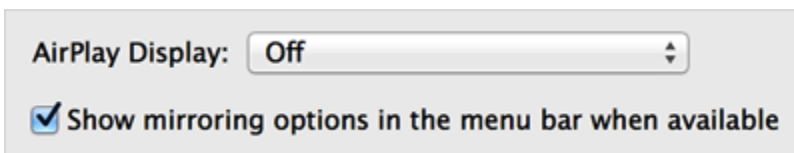
To enable AirPlay Mirroring on your iOS 7 device, follow these steps:

- Swipe up from the bottom of your screen to access Control Center.
- Tap AirPlay.
- Tap RVC device name, then tap Mirroring. Once enabled, your iOS device's screen will be mirrored

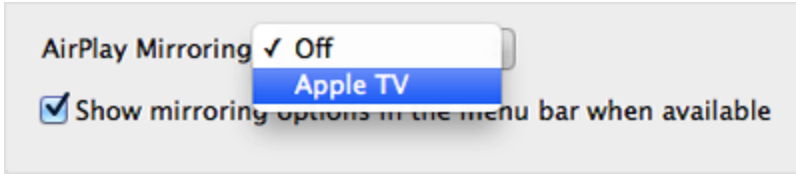


8.3.4 MAC devices:

Turning AirPlay Mirroring on. Make sure that AirPlay mirroring menu icon turns blue when AirPlay Mirroring is on (). You can turn Airplay on in System Preferences >> Displays: In Mavericks select AirPlay Display.



In Mountain Lion select AirPlay mirroring.



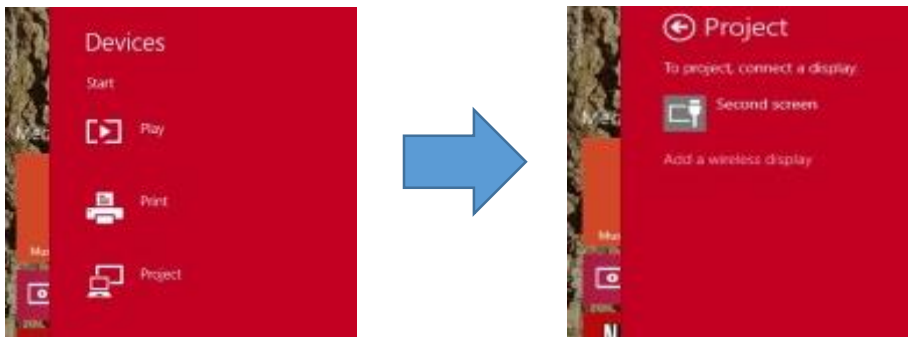
Note: If you don't see AirPlay Display or AirPlay Mirroring options in the Displays pane of System Preferences, then your Mac model does not support this feature.

8.3.5 Windows devices:

- Head to the Start Screen, Mouse and keyboard users should place their cursor in the top right corner of their screen to open the Charm Bar.
- Touch users should place their finger on the right edge of their screen and slide it slight to the left.
- Tap or click on Devices.



Tap or click on Project >> Tap or click on Add a wireless display



Now, Windows 8.1 will take you into the Settings app so that it can scan RVC. Tap or click on the name of the receiver (RVC).

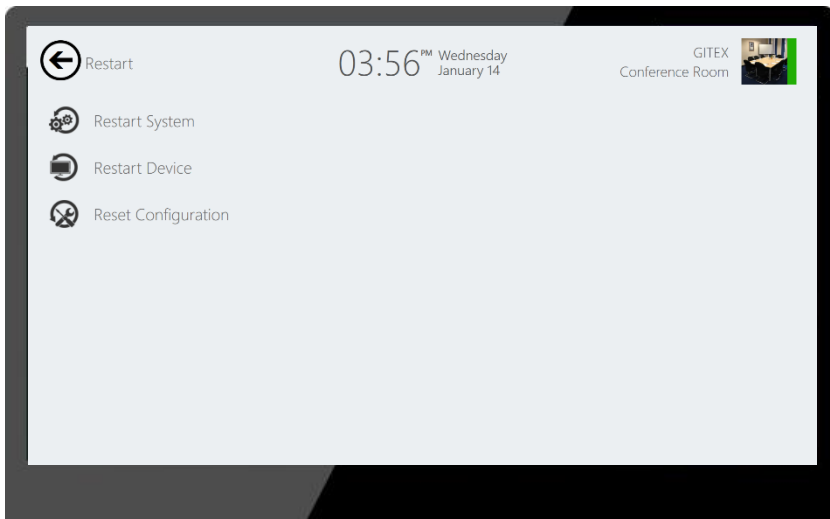


Now you should be connected.

9. Managing Your System

9.1 Restarting the System

Click on the “Settings” icon on the start screen>> Tap or click on the restart icon>> you can choose to restart the system or to restart the whole device.



9.2 Shutting Down the System

Tap or click and hold the power switch on the top of the system for two seconds.