

GALAXY™

End-User Training Guide

*Down-to-earth training
for an out-of-this-world product*



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The material in this document is based upon Galaxy / VTouch software. The information is subject to change with new product releases.

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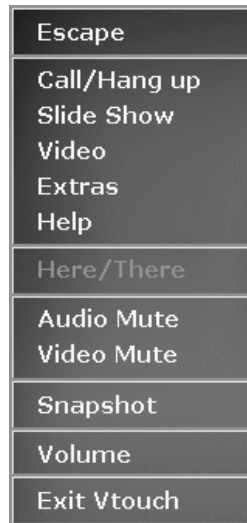
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Galaxy Keyboard

<i>I want to ...</i>	<i>Keyboard Command</i>	
<i>Choose and select a command in the interface</i>		Highlight and enter key or left mouse select
<i>Control the local or remote camera by panning/tilting and zooming</i>		Onscreen arrows/center magnifying glasses and left mouse select
<i>Exit out of any menu</i>	Esc	Esc
<i>Launch onscreen description of active screen</i>	Help	F1
<i>Launch call/address book screen or call status/hangup screen</i>	Call/Hang Up	F2
<i>Launch onscreen menu/access exit Vtouch option for shutdown</i>	Menu	F3
<i>Launch video (camera) choices/presets/picture-in-picture capabilities</i>	Video	F4
<i>Launch PenPal slide capabilities</i>	Slide Show	F5
<i>Launch utilities (SmartView, File Transfer, Applications)/sharing capabilities</i>	Extras	F6
<i>Increase/decrease room speaker volume</i>	Volume	F7 then left/right arrow keys
<i>Blank off send audio</i>	Audio Mute	F8
<i>Blank off send video</i>	Video Mute	F9
<i>Activate selection of next video (camera) source</i>	Next Camera	F10
<i>Select snapshot source</i>	Here/There	F11
<i>Capture current image</i>	Snapshot	F12

Onscreen Menu (Mouse Right Click)



Starting / Shutting Down System Procedures

1. Perform a proper **shutdown** of your system. Then **reboot**.
-Start / Programs / VTEL / System Configuration / Quit / Shut Down
2. **Close** the **VTouch** interface, but do not shut down Windows 98.
Either
-**Right Click** and select **Exit VTouch**
-or **Start / Programs / VTEL / System Configuration / Quit / Exit Vtouch**
3. **Restart** the **VTouch** program
-Start / Programs / VTEL / Galaxy
4. **Connect** to your assigned site.
5. Perform the **Video Privacy (F9)** and **Audio Mute (F8)** functions on the V-Touch Remote.
6. Launch the **Help (F1)** function by pressing the **Help** button on the V-Touch Remote.

Camera Control

1. Identify what types of **Cameras / Video Inputs (F4)** are connected to your system and what camera position they are assigned to; i.e. Cam 1, Cam 3, etc.
-**Video / Pick Camera**
2. **Pan, tilt and zoom** the *local* main camera using:
-the **Vtouch Remote** – **Here/There** / center joystick / zoom buttons
-the **On Screen Camera Controls** – **Here/There (F11)** arrows / center-screen zoom buttons
3. **Pan, tilt and zoom** the *remote* camera using:
-the **Vtouch Remote** – center joystick / zoom buttons
-the **On Screen Camera Controls** – arrows / center-screen zoom buttons
4. Show your **Picture in Picture (F4)** window and experiment with all the different functions on the Picture in Picture toolbar
-**Video / PIP**
5. Create two new local **Restore Views (camera presets) (F4)** using *sticky presets*.
-**Video / New / Restore View**
6. Choose your next camera using the **Next Camera (F10)** feature
- **Next Camera**

Placing a Call

1. Use **Call/Hangup (F2)** to make a hand-dialed ISDN video call to a number that your instructor provides.
-**Call/Hangup / Hand Dialer / ISDN**
2. Take the video number and **add** it to the address book while in a call.
-**Call/Hangup /Add to List**
3. **Hang up (F2)** the call.
Make an Internet call with a number/alias your instructor provides and save it.
-**Call/Hangup / Add / Internet**
4. Use the **Speed Dial** to call the site you created.
-**Call/Hangup / Speed Dial**

5. While connected to another site, make add an **audio call** using the number provided by the instructor.
–**Call/Hangup / Add Voice Call**
6. **Delete** one of the sites that you added.
7. Adjust local audio **Volume (F7)** level during a video call.

Using PenPal for Windows

1. Open **Slide Show (F5)** and **create** a slide tray using your first name.
-Slide Show / File Tab / New
2. Use the **Snapshot (F12)** and **Here/There (F11)** feature to **capture**:
-slides of local video (Camera one or your document stand)
-slides from your remote site
3. If your system has the **SmartView** option, use a document stand to add images to your slide tray.
Note: SmartView is a purchased option that is only available for ESA & Galaxy platform systems.
4. **Recall** one of the slides you just made and annotate it.
5. **Import** a PowerPoint presentation if available on your system into the new slide tray.

6. **Reposition** the last slide in your tray to the second slide.
 - Move your cursor over the last slide
 - From the menu on the right, select **Cut**
 - Move the cursor to the second slide in your tray
 - From the menu on the right, select **Paste**
7. **Copy** a slide from another tray into your new tray.
8. **Delete** one slide from your new slide tray.
9. **Send** Slides to the remote site by using:
 - *SmartView
 - *Presentation Mode**Note:** organize your presentation with the other site so that only one site is giving a slide show at any one time.
10. Using the internal white board capability (blank white slide), play a game of Tic-Tac-Toe with the remote site. Make sure you use different colors for your text and lines.

Adding Utilities

1. Add **Wordpad.exe** to your **Extras (F6) / Utilities Tab**
 - Extras / Manage / Add Utilities**
 - Find the Wordpad program
 - Press the Open button
2. Add **PowerPoint or other application** to your Utilities
3. Add the **Configuration Panel** to your Utilities.
HINT: C:\VTEL\Appsvie\ConfigurationPanel.exe

Sharing Applications

1. **Connect** to a remote site.
2. **Determine** which site will be the Host site.
3. The host will **start a program** such as Wordpad.
Once the program is running, select **Extras (F6) / Share Tab** and select the program to share.
4. **Share the application** with the remote site. Note how the remote site only has control of the application you are sharing. They cannot gain access to any other function or program.

5. **Terminate Share** at the Host site by returning to **Extras (F6) / Share Tab** and de-selecting the program being shared.

Sending Files

1. Start a File Send by selecting **Extras (F6) / FileSend**.
Note: Only one site at a time can do a file transfer.
2. **Verify** the file transfer was successful at the remote site by using Explorer.
3. Reverse host and guest roles, rinse, and repeat.

VCR Play / Record

1. **Play** a VCR tape while in a videoconference by selecting **Video (F4) / Pick Camera / Select VCR / Push Play on VCR**.
Note: Be sure the VCR is turned on!
2. **Record** a meeting while in a videoconference by selecting **Extras (F6) / VCR Record / Select Record Local, Record Remote, or Record PC / Press Record on the VCR**
Note: You can change the recording source “on the fly” by selecting other choices. Also, Record Remote will record the PIP window if it is on.

Match each feature with where it is located

_____ SmartTrak	
_____ SmartView	
_____ VCR Record	
_____ Whiteboard Annotations	
_____ Document Camera	
_____ Call Status	V ideo
_____ Restore View	
_____ Sharing	E xtras
_____ PIP	
_____ Fine Tune	S lide Show
_____ Pick a Camera	
_____ File Send	C all/Hangup
_____ Remote Cameras	
_____ Add Utilities	
_____ Speed Dial	
_____ Connection Time	

