

Intel[®] TeamStation[™] System Administrator's Guide

711982-001

Important information for Intel® TeamStation™ System Users

Class A Product

WARNING! This is a Class A product. In certain domestic environments this product may cause radio interference, in which case the user may be required to take adequate measures.

FCC Compliance Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case users will be required to correct the interference at their own expense.

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Chapter 1

Introduction to the Intel® TeamStation™ System

The Intel® TeamStation™ System is a world-class group video conferencing system. But it does much more than just video conferencing.

Multi-Purpose Conference Room Tool

The Intel TeamStation System is a multi-function device that:

- Supports ISDN (H.320) and LAN (H.323) video conferencing.
- Supports video conferences with 3 ISDN lines (384 Kbps).
- Provides document conferencing with Microsoft NetMeeting*.
- Acts as a full-duplex speakerphone.
- Stores presentation documents with an integrated Web server.
- Is a high-performance Windows* NT* 4.0 workstation.
- Provides compatibility with major PC applications.

What's Included With the Intel TeamStation System

Each Intel TeamStation System includes the following.

Hardware

- High performance Intel® Pentium® II processor-based PC with pre-installed video conferencing software
- Full-duplex, high-quality audio components with echo cancellation for clear voice communication
- High performance motorized camera with auto tracking
- Wireless infrared keyboard with built-in mouse (trackball)
- High-resolution 29" multimedia monitor (optional, available in North America)

Intel TeamStation System Main User Interface

This easy-to-use interface lets you prepare documents for a conference, make conference calls, and then share documents with others in the conference.

A Readiness capability runs in the background, monitoring system performance. If it detects system deterioration, it displays a message about the condition and suggests possible remedies.

The AdminTools

AdminTools are provided for the administrator to set up all the basic and advanced preferences of the Intel TeamStation System.

A subset of the AdminTools runs during the initial configuration process, prompting the installer for information needed to run the system. The administrator then uses AdminTools for ongoing configuration and maintenance.

Intel TeamStation Document Server

Document Server is a Web server that is used with the Intel TeamStation System to assist storing and retrieving of documents during a video conference or electronic presentation.

With Document Server, users can create accounts where they can copy documents from their desktops using a Web browser. In the conference room, users can then preload their Document Server documents for sharing during a conference. Or they can simply launch a browser to display the documents to people in the same room.

Documentation

The Intel TeamStation System comes with the following documentation:

- Poster for Setting up the Intel TeamStation System Installation and configuration information in a step-by-step format.
- *Administrator's Guide* This manual. Provides information about how to administer the Intel TeamStation System and provides troubleshooting tips.
- Help A set of online informational and procedural topics about:
 - The Intel TeamStation System user interface
 - AdminTools
 - Document Server

To view Help, click the Help button, press the F1 key, or select Help from the System menu, as appropriate.

- Intel TeamStation System *Quick Reference Card* Laminated card that provides tips about how to use the Intel TeamStation System. Place this card in the room with the system.
- Online *User Quick Guide* Provides a checklist for users to prepare, conduct, and conclude a video conference. The document is provided online in printable format for the administrator to print copies as needed for their users. Access this guide from the Start menu:

Start > Programs > Intel TeamStation System > User Quick Guide
- Intel TeamStation System Restore Instructions Printed sheet with instructions for reinstalling the system software in case of an irrecoverable failure. The printed sheet is inside the Restore Packet envelope.
- Additional Documentation Documentation for Windows NT, camera, keyboard, and computer.

Options and Related Products

- Intel® TeamStation™ Manager provides complete remote control monitoring and management of Intel TeamStation Systems across the network from a remote desktop console.
- All other options and related products are documented at this Web address:
<http://www.intel.com/proshare/conferencing/products/teamdata.htm>

Administrator Tasks

See Chapter 2 for an overview of tasks for the Intel TeamStation System administrator.

Customer Support via Internet

Use the Internet to reach Intel's World Wide Web and FTP services 24 hours a day, every day. The services contain the most up-to-date information about Intel products. You can access installation instructions, troubleshooting information, and general product information.

World Wide Web and Internet FTP

How to access: **WWW**
News: news://cs.intel.com
Customer Support: http://support.intel.com

How to access: **FTP**
Host: ftp.intel.com
Directory: /pub/support

Intel Customer Support Technicians

Free support for 90 days: You can speak with our technical support professionals free of charge for 90 days after your initial call.

Other support services: You can purchase a range of support services, including 24-hour support, per incident support, on-site service, and software and hardware maintenance agreements. For details about the Intel Support Service options, download document 8549.

Worldwide access: Intel has technical support centers worldwide. Many of the centers are staffed by technicians who speak the local languages. For a list of all Intel support centers, the telephone numbers, and the times they are open, download document 9089.

If you don't have access to the Internet, contact your local dealer or distributor, or call +1-916-377-7000 from 07:00 to 17:00 Monday through Friday, U.S. Pacific Time.

Other Customer Support Numbers

If you bought your Intel TeamStation System from these suppliers, call their number:			
	Call	Hours	Time zone
France Telecom	France Telecom. EGT 08.36.68.94.00	9:00-18:30 (Mon, Thur, Fri) 9:00-16:00 (Tues, Wed)	France local time
KPN Telecom	KPN Telecom: 0800 0407	8:30-18:00 (Mon - Fri)	Netherlands local time

All other customers, call your resellers or these numbers.			
When calling these numbers, please have your product serial number and proof of purchase available.			
United Kingdom	Intel: 0990-168700	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
The rest of Europe in local language			
France	01.41.91.85.58	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
Germany	069 95096116	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
Italy	02-69633262	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
The rest of Europe in English only			
Belgium	027 143158	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
Netherlands	020-4874590	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
Sweden	08-58 77 11 04	8:00-17:00 (Mon, Thur - Fri) 8:00-16:00 (Tues, Wed)	UK local time
Japan	0298-47-0800	9:00-17:00 (Mon - Fri)	Japan local time

Chapter 2

Administrator Tasks

As Intel TeamStation System administrator, here are the tasks that you should consider performing to get your system started and to ensure the best system operation.

Initial System Installation

Instructions for Installing an Intel TeamStation System

There are two sources of installation information.

- Poster for Setting up the Intel TeamStation System
- Appendix A of this manual (Installation and Configuration Notes)

Use the poster as your primary guide for installation and initial configuration of the Intel TeamStation System.

Check also for any last-minute information in the Readme file.

Preparation for Installation

ISDN: Get information from your ISDN service provider.¹ You'll need to know the ISDN number(s), switch type, and Service Profile Identification (SPID)². Also find out whether you need an NT-1 box. (See page 16 for further information on ISDN requirements.)

Room Layout: Make sure there are places in the conference room for the Intel TeamStation System computer, monitor, microphone and keyboard.

Installation

As shown on the *front* of the poster, you must install the following:

- Computer and monitor
- ISDN and network connections
- Wireless keyboard (with batteries)
- Motorized camera

¹ In North America, one line must be provisioned for ISDN Ordering Code J and the other two lines for code I.

² SPIDs are not needed in Europe.

- Audio connections and microphone

Initial Configuration

As shown on the *back* of the poster, you must:

- Configure Windows NT 4.0.
- Configure your Intel TeamStation System by using AdminTools.

Test Call

If you are Using ISDN: After installing the hardware and doing initial software configuration, you can make a test video conference call to the number supplied on the poster.

Completing Preparations for Conferences

After your system has been installed and initially configured, consider doing the following to optimize your system's performance.

Optimizing the System

1. **Enable TCP/IP:** If your system is connected to a network, consider enabling TCP/IP to support a Web browser and to support the Intel TeamStation Document Server (see Chapter 5 for Document Server information). See page 19 for instructions on setting up TCP/IP.
2. **Update AdminTools.** You must exit from the Intel TeamStation System before running AdminTools. Go to the following tabbed pages in the AdminTools dialog (see Chapter 4 for information about AdminTools):
 - **Video Image:** Adjust the default video image options for local conditions—see page 47.
 - **File Transfer Preferences:** Enable or disable the receiving of file transfers during a conference—see page 54. (File transfers are enabled by default.)
 - **Document Server:** If TCP/IP is enabled, also enable Document Server (page 62) so that users can copy files with a Web browser from their desktops for display and sharing in meetings. (See Chapter 5 for Document Server information). Make a note of the Document Server URL.
 - **Login/Security:** Decide whether you want to have a special login for all users of the Intel TeamStation System and whether you want the user name and password displayed to the screen when users press Ctrl + Alt + Del. See page 49.

- **Directory:** Add numbers that will be called from this system so that they are readily available for making calls—see page 55.
 - **Camera Setup:** Check the default camera settings to decide whether you want to use other settings. Consider whether you want to use a second camera (for example, a camera that can display documents or a VCR to play video tapes)—see page 24.
 - **Audio/Video Call Preferences:** Decide whether you want the conference Mute button to mute both audio and video (the default is audio only), and whether you want an incoming call answered automatically (the default is to prompt users to answer incoming calls). You can also change the defaults for LAN call-bandwidth, audio quality, and video capability. See page 59.
 - **Advanced H.323 Setup:** Configure the proxy for outgoing calls and set Gateway and Gatekeeper preferences—see page 51.
 - **Audio Input Selection:** If you want to use an audio input other than the microphone that ships with the Intel TeamStation System, select another audio input and decide on your use of Acoustic Echo Cancellation—see page 62.
3. **Install User Applications:** The Intel TeamStation System lets people in a conference share computer applications. Determine which applications will be shared in conferences and install them on the system. For example, if presenters want to display Microsoft PowerPoint* slides, the PowerPoint program must be installed.
 4. **Add Browser Favorites:** The Intel TeamStation System ships with the Netscape version 4.0 browser installed. If you know Web sites that conference-room users will visit, set Web addresses up as browser Bookmarks. Also include the Document Server Web address in the Favorites.
 5. **Virus Protection:** The Intel TeamStation System includes LANDesk® Virus Protect software. (It is an English-language product so it is only enabled on systems for North American and United Kingdom customers.) Consider whether you want to change the default configuration and/or want to update the virus profiles. For more information, see page 21.

Inform Users

Help your Intel TeamStation System users by providing them with information about how to prepare for and carry out video conferences. Giving them the following information should reduce phone calls to you too.

- **Distribute *User Quick Guide*:** Print the *User Quick Guide* and distribute it to those who will be using the Team Station System. See page 14 for more information about this short Adobe Acrobat* document.
- **Conference Room *Quick Reference Card*:** Make this laminated card available in a prominent place in the meeting room. Add login information to it.
- **Activate Login Message:** As mentioned in the previous section, to simplify user login, you can use AdminTools to enable one user login for all Intel TeamStation System users and activate a login message box that provides the user name and password. See page 49.
- **Explain MCU Use.** If your users will be having multipoint ISDN meetings via an MCU (Multipoint Control Unit), provide printed tips in the meeting room about how to make MCU calls.

Add Optional Products

- **Intel TeamStation Manager:** Intel provides Intel TeamStation Manager software to monitor and manage Intel TeamStation Systems remotely from a desktop console. See page 23 for more information.
- **VCR or Second Camera:** The Intel TeamStation system ships with one camera and supports use of a second camera or VCR. Consider adding a second input to enhance meetings. See page 24 for secondary camera installation information and page 25 for VCR installation information.

Periodic Maintenance

Once the Intel TeamStation System is being used for meetings, the administrator should perform periodic maintenance to ensure proper continuing performance. Along with normal PC maintenance, here are some other maintenance tasks you should consider.

1. Hard Drive

Eliminate Leftover Files: Conference participants may leave behind files. Check the following places for accumulations of unneeded files:

- **Document Server Shared Documents:** Documents stored on Document Server and shared in a conference remain after the conference call in the directory "C:\Document Server Files". Users should delete the documents after they update their Document Server accounts.

- **Received Files:** Files received as file transfers during a meeting are stored in the directory “C:\Received Files”.
- **Documents Placed on Hard Drive:** Some presenters will copy documents from diskettes or from the network to the local hard drive for use during conferences.

2. Directory

Update the Dialing Directory: Add, remove, and correct directory entries as requested by users. Use the AdminTools Directory dialog page (see page 55).

3. Batteries

Replenish batteries used with the wireless keyboard. We recommend changing them every two months at least. (It’s also a good idea to have spare fresh batteries available in the conference room.)

4. Document Server

- **Disk Space:** Remind users to clean their Document Server accounts of unneeded documents. If disk space is becoming a problem on the Intel TeamStation System that is running Document Server, the administrator can remove the documents—see page 70.
- **Unused Accounts:** Remove unused accounts. See page 69 for instructions.
- **Slow Conference Performance?** If the conference performance of the Intel TeamStation System that is running Document Server is noticeably slowing, consider enabling Document Server on several systems to distribute the load. See page 71.

Update Virus Protection

Periodically update the virus pattern files. See page 21.

User Problems?

Periodically poll users about any changes they would like to have in the conferencing set up. Also ask whether they lack information for using Document Server or the Intel TeamStation System.

Chapter 3

Administering the Intel TeamStation System

Chapter 2 briefly lists the tasks the Intel TeamStation System administrator should perform. This chapter provides details relevant to a number of the tasks. Specifically, this chapter has the following sections:

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Providing Information for your Users	13
Logon Accounts	14
ISDN: Configuration	16
Setting Dialing Properties	17
LAN Gateways	17
LAN: Configuring the Intel TeamStation System for TCP/IP	18
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Security: Basic Security Guidelines for the Conference Room PC	20
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System	29
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Providing Information for your Users

Quick Reference Card

Tips for using the Intel TeamStation System are provided on a laminated card. Place this card in the meeting room near the keyboard and add to it information about the system login.

Online User Quick Guide

A quick overview of meeting tasks for Intel TeamStation System users is available on-line in a printable format for display with Adobe Acrobat. (Acrobat is preinstalled on the Intel TeamStation System.) Print copies of this guide for your users.

To view and print the guide, click: Start > Programs > Intel TeamStation System > User Quick Guide

If you want to modify the guide to fit the particular needs of your users, copy the text from the Acrobat document into a word processing program and make appropriate changes.

Online Help

Main User Interface: Help is available for the main user interface screens for the Intel TeamStation System. Users can press the F1 key to display Help about the screens they are using.

Document Server: If Document Server is enabled for the Intel TeamStation System, users can access Document Server with their browsers (see Chapter 5). They can then click the Help button to receive instructions for performing tasks.

AdminTools: Help is provided for all the tabbed dialog pages in AdminTools. Select the Help button on each dialog page to view the Help text. Chapter 4 of this manual duplicates the AdminTools Help.

What's my number?

If users want to give their conference address or number to callers, the information is available from the main user interface in the Ready to Dial view. It is also shown in the System Information dialog, accessible from the Video Options menu.

Logon Accounts

Administrator Account

During initial Windows NT configuration, you set the system administrator name and password. Here is how to reset them.

Resetting the Administrator Name or Password

1. Press Ctrl + Alt + Delete to display the Logon Information dialog.
2. Type the current Administrator User name and Password to log on to the system.
3. After the Intel TeamStation System starts and is ready to dial, close it.
4. Select Start > Programs > Administrative Tools (Common) > User Manager.
5. Select Administrator in the User Name column.
6. Pull down the User menu.
7. Select Properties. The User Properties dialog appears; the Username should be Administrator.
8. Type the Full Name, Password, and Confirm Password.
9. Check the appropriate conditions.

User Accounts

Selecting Your Security Profile Method

You can use the Intel TeamStation System AdminTools or Windows NT User Manager to create security profiles for users. The Login/Security page of AdminTools lets you select your desired method for controlling user access. (Start AdminTools by clicking Start > Intel TeamStation System Administrator > AdminTools.)

Using the AdminTools Security Profile

The AdminTools Login/Security page provides a way for you to create a default Intel TeamStation System user. The Intel TeamStation System provides a standard user profile to simplify user login. (This profile has the same permissions as the standard Windows NT Users group, plus profile additions needed to secure the key Intel TeamStation System files.) See page 49 for information about the Login/Security page.

If you select the Intel TeamStation System login profile, you set an Intel TeamStation System user name and password. You can also specify whether you want a message box to display the user name and password when a user begins the login process on the Intel TeamStation System.

Using Windows NT Security Profiles

If you use the Windows NT Administrative Tools to create user accounts, you can place users in groups to set access permissions for security.

Consult the Windows NT documentation for details. See the following sections for information on creating and deleting user accounts.

To Create a New User Account

1. Log on as Administrator.
2. Click: Start > Programs > Administrative Tools (Common) > User Manager.
3. Pull down the User menu.
4. Select New User. A dialog appears.
5. Type the appropriate information. Note that you may want to coordinate the User name with the network administrator.
6. Click OK.

To remove a user account

1. Click: Start > Programs > Administrative Tools (Common) > User Manager.
2. Select the user account to be deleted.
3. Pull down the User menu.
4. Select Delete.

ISDN

Configuration

ISDN (Integrated Services Digital Network) is a digital telephone/telecommunications network that carries voice, data, and video over the existing telephone network. It has suitable bandwidth for use with video conferencing systems, such as the Intel TeamStation System.

ISDN requires special installation; you'll need to arrange it with your telephone company and/or ISDN service provider.

Finding ISDN Information

All the information you'll need about your ISDN line is available from your ISDN service provider. You can also find general ISDN information at:

<http://support.intel.com/support/ISDN/index.htm>

Entering and Editing ISDN Information

Use AdminTools to enter or change ISDN information:

1. Start the AdminTools by clicking: Start > Intel TeamStation System Administrator > AdminTools.
2. Click the ISDN Setup tab.
3. Use this dialog to enter/edit your ISDN connection information. You can:
 - Select the ISDN protocol.
 - Enter ISDN number(s).
 - Enter SPID number(s), if needed for your country.
 - Select line type (data, voice, or data/voice).

For more information about the AdminTools ISDN Setup, see page 39.

ISDN

Setting Dialing Properties

If you want to update or add country and area codes inserted in the System Information dialog for the Intel TeamStation System, use the Windows NT Telephony program.

1. Click: Start>Settings>Control Panel>Telephony.
2. On the My Location page, type the correct area code.
3. On the My Location page, in the “I am in:” field, select the country.
4. Click OK to close the Dialing Properties dialog.

ISDN/LAN

Gateways

H.323 (LAN)-H.320 (ISDN) gateways are network components that:

- Allow a conferencing-system-connected-to-a-LAN and a conferencing-system-connected-to-an-ISDN-line to connect with each other (that is, gateways provide protocol translation).
- Connect conferencing systems at different ISDN endpoints by routing their communication through a network, for example, the Internet.

- Provide conferencing between conferencing systems connected to different LANs by routing their communication through ISDN lines.

Gateways rely on gatekeepers for address resolution of their prefixes and of extensions for incoming calls. You must have a gatekeeper set up to use a gateway.



Note: Not all LAN connections through a gateway support data conferencing. If the gateway supports the T.120 standard, it supports data conferencing. If your gateway does not support the T.120 standard, you may not be able to share applications, or use the data applications, such as File Transfer, when conferencing through that gateway.

Setting up an Intel TeamStation System to Use an H.323 Gateway

The Intel TeamStation System AdminTools have an Advanced H.323 Setup dialog page, which allows H.320 (ISDN) calls through an H.323 gateway. (If a gateway is used, regular ISDN calls are disabled for your Intel TeamStation System.) See page 51 in the AdminTools chapter for more information.

The Admin Tools Advanced H.323 Setup dialog page also lets you set the default gateway dialing prefix: (When you make a LAN-to-ISDN call through a gateway, you must enter a gateway prefix in front of the phone number or address you are calling.) Specifying the default gateway prefix causes the Intel TeamStation System video call dialog to add the prefix to the address for outgoing video calls.

LAN

Configuring the Intel TeamStation System for TCP/IP

If the Intel TeamStation System is connected to a LAN and was configured for TCP/IP, users do not have to log on to the network to make TCP/IP calls. If, however, users need to get files from the network, you'll need to decide, with the network administrator, how you want users to log in.

Adding TCP/IP Support

If you want to add TCP/IP support after the initial installation of the Intel TeamStation System, follow these steps:



Note: You must have your Windows NT Workstation CD-ROM when you add TCP/IP support.

1. Click: Start > Settings > Control Panel.
2. Double-click the Network icon.
3. Select the Protocols tab.
4. Click Add.
5. Select the TCP/IP protocol.
6. Click OK.
7. Select TCP/IP under the Network Protocols and click the Properties button.
8. If there is a DHCP server on the network, select “Obtain an IP address from a DHCP server.” Otherwise, select “Specify an IP address” and supply the requested information. See your network administrator for assistance.
9. Click the OK button.
10. Restart the computer when prompted to do so.

LAN

Gatekeepers

Gatekeepers are network components that are responsible for:

- Providing address resolution on the LAN for both video conferencing systems and ISDN gateways. (See the previous section for information about gateways.)
- Managing video conferencing bandwidth on the LAN.

Gatekeepers use an alias or extension to provide address resolution for video conferencing systems, converting these to a valid LAN address. Intel TeamStation Systems can place a video call to an alias, and the gatekeeper converts this to a LAN address that can be called.

Gatekeepers provide address resolution for gateways by converting gateway prefixes to valid LAN addresses.

Registration of aliases and extensions with the gatekeeper is dynamic. Registration occurs when a device or application runs, and registration is removed from the gatekeeper when the application or device shuts down.

If a gatekeeper is not installed on a LAN, you will not be able to:

- Receive an incoming call through your gateway.
- Make a connection using an alias or extension.

See your LAN administrator for assistance.

Setting H.323 Gatekeeper Alias and Extension

The Intel TeamStation System AdminTools let you set your gatekeeper alias and extension.

Gatekeepers allow the use of an alias and an extension. An alias is an alternate name that others can use to call the Intel TeamStation System. An extension is an alternate number (typically a phone extension) that others can use to call this Intel TeamStation System. Incoming H.323-H.320 (TCP/IP-ISDN) gateway calls require an assigned extension to route the incoming call to particular conferencing system. (H.323-H.320 gateways cannot use aliases.)

See page 51 in the AdminTools chapter for information about setting the alias and extension.

Security

Basic Security Guidelines for the Intel TeamStation System

In cases where there is no control of who can access the Intel TeamStation System, there can be security concerns. Two particular instances would be:

- Unauthorized use of the system with access to confidential files on the system or network.
- Information/data inadvertently left on the system's hard drive. This information would then be available to anyone using the system.

Access control can be accomplished by creating user accounts for individuals with passwords on the system and permissions to access only the areas the user requires.

To enable anyone to conduct a conference without having a specific login, there is a generic login placed on all systems. The user name is *user* and the

password is a carriage return. This user has the user-level access to the system.

Some additional guidelines to increase the users' data security:

- **Diskettes?** If your Intel TeamStation System is not on the LAN, consider having users bring documents to the conference room on a diskette and run from the diskette or copy the files to the hard drive. This includes any documents that will be prepared for sharing during the conference and any data for applications that will be shared.



Note: Using files from a diskette can result in poor performance because of the inherent slowness of diskette access.

- **Remove Shared Documents and Transferred Files:** Users should remember to remove any information that they place on the hard drive before they leave the room. To see files that were received during files transfers and those that were used during document sharing, click: Start > Meeting Documents.
- **Log Off:** Remind users to log off before they leave the meeting room, especially if the system is connected to the network.

Security

Virus Protection

The Intel TeamStation System includes the Intel LANDesk Virus Protect program.


Virus Protect is an English-language product so that it is only enabled on systems for North American and United Kingdom customers. (Other systems can install Virus Protect from the directory: C:\Support\ldvp5.)

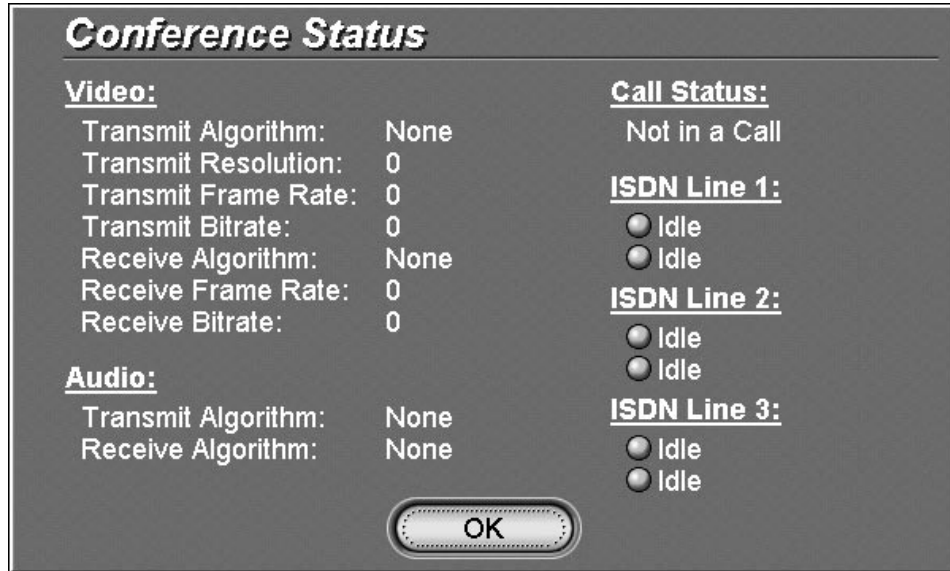
Please note that all virus protection programs age, and it is necessary to periodically update your system with a current list of virus pattern files. For complete information about the virus protection capabilities, as well as information about configuring, running, updating, and troubleshooting, see the online Help for Virus Protect.

To access the Virus Protect program, click: Start > Programs > Intel LANDesk Virus Protect 5.0 > Virus Protect Client.

Performance Monitoring

Conference Status dialog

You can display the Conference Status dialog by clicking the Conference Status icon on the taskbar at the bottom right of the Intel TeamStation System main window: . (Depending on the status of the conference ISDN connection, the icon can be gray, green, yellow, or red.)

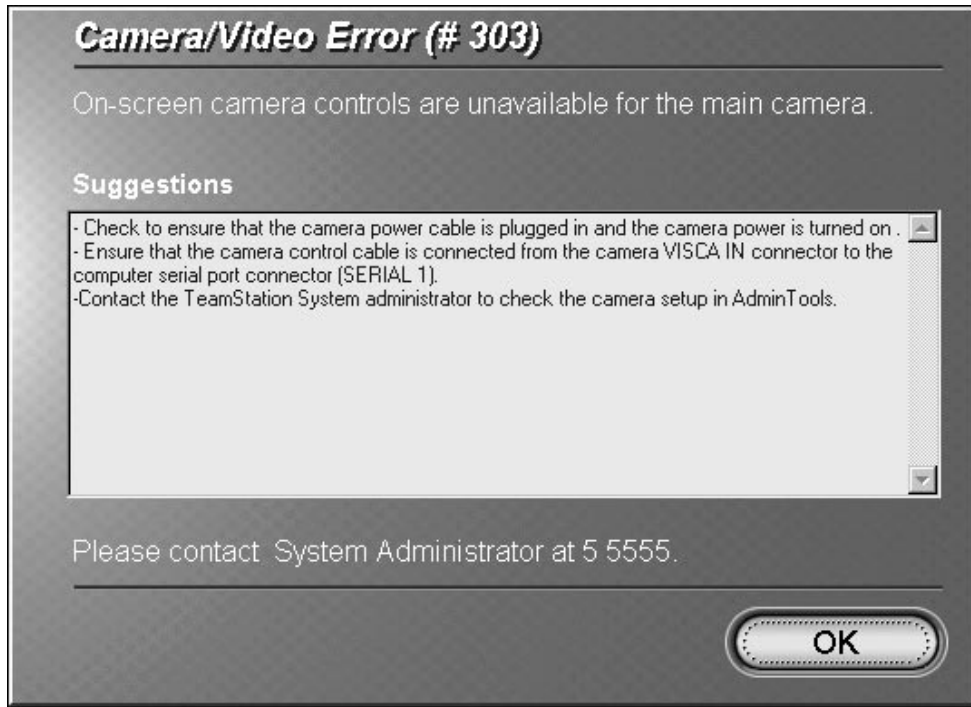


Performance Monitoring

Readiness Capability

The Readiness capability is a background monitor running on the Intel TeamStation System. When system failure or deterioration is detected, the Readiness monitor sends messages about the condition of the system and its connections.

For instance, if camera power is accidentally unplugged, the Readiness monitor sends a message like that shown on the next page. The message states the problem and suggested remedies.



Note that the system administrator's name and telephone number is displayed at the bottom of the message window. The number is retrieved from the information entered in the System Information page in the AdminTools dialog (see page 35).

Performance Monitoring/Management

Intel® TeamStation™ Manager (Optional)

Intel TeamStation Manager is designed to assist administrators in minimizing the time required to manage a network of Intel TeamStation Systems. Remotely diagnose ISDN and LAN problems, monitor peripheral status for outages and improper installation, and view call status. Also you can take full remote control of Intel TeamStation Systems to initiate or terminate calls and to reconfigure specific system parameters. If your Intel TeamStation System is connected to your network, we suggest that you consider purchasing the Intel TeamStation Manager.

If you have ordered the Intel TeamStation Manager, use the *Intel TeamStation Manager User's Guide* for installation and usage information.

Hardware

Adding a Second Camera (optional)

A second camera or VCR can be added to the Intel TeamStation System to display printed documents and drawings, as a secondary room camera, or to record the conference. See the next section for information about adding a VCR to play back a video tape.



CAUTION: Before installing a camera, unplug the Intel TeamStation System and attached devices. Also, for reasons of safety, turn the Intel TeamStation System around so that you can see and have access to the system connectors.

To install the camera:

1. **Connect the Camera** to the Camera 2 connector on the back of the computer.

Adapter: The Intel TeamStation System requires an S-Video connector type for the input. If your camera only has a Composite connector, use the Composite-to-S-Video adapter (supplied with your Intel TeamStation System) to connect the camera.



2. **Camera Setup in AdminTools:** To set the camera properties, view the Camera Setup page in AdminTools by clicking: Start > Intel TeamStation System Administrator > AdminTools > Camera Setup.
 - **Type:** For the Secondary Camera/VCR, select this Type option: Static Camera (unless your secondary camera is a Sony E-DVI 30/31).
 - **Video Input:** For the Video Input option, select S-Video if you do not need the above adapter. Otherwise select Composite.
3. **Restart:** After the camera is connected and camera properties are set in AdminTools, restart the Intel TeamStation System.
4. **Select Secondary or VCR.** In the Intel TeamStation System user interface, from the Video Options menu, select Secondary Camera or VCR. The image from Camera 2, the added camera, will appear.



Note: Whenever the system hangs up from a call and returns to the Ready View, it displays the image from the default camera (set with AdminTools), regardless of which camera

was selected when the call ended. (This is to ensure that every new meeting starts with the same default settings as configured by the administrator.)

Hardware

Connecting a VCR for Playback by the Intel TeamStation System

Playing and Recording Video: This section is about connecting a VCR for playing video tapes into an Intel TeamStation System. For information about connecting a VCR for recording video from an Intel TeamStation System, see the Intel TeamStation System portion of the Intel Support Web site at: <http://support.intel.com/>.

VCRs Supported: The Intel TeamStation System supports playback using VCRs that conform to either the NTSC (North America) or PAL (Europe) standards.

NTSC Television Standard: The United States National TV Standards Committee (NTSC) has developed a standard for analog color television signals. The standard specifies a composite signal of red, green and blue combined with audio. NTSC video provides 525 lines of resolution at 30 interlaced frames per second.

This standard is commonly used for television sets and VCRs sold in North America.

PAL Television Standard: The Phase Alternating Line (PAL) standard is a European standard for analog color television signals. The standard specifies a signal providing 625 lines of resolution at 25 interlaced frames per second.

This standard is commonly used for television sets and VCRs sold in Europe.

Not Supported--SECAM Television Standard: The Intel TeamStation System supports the main European television standard, PAL, and does **not** support another television standard used in some European locations: SECAM (Systeme Electronique Couleur Avec Memoire). SECAM specifies an analog signal of 819 lines of resolution at 25 interlaced frames per second.

Video Playback: To use a VCR to play a video recording on your Intel TeamStation System, connect the VCR and audio as shown and explained below:

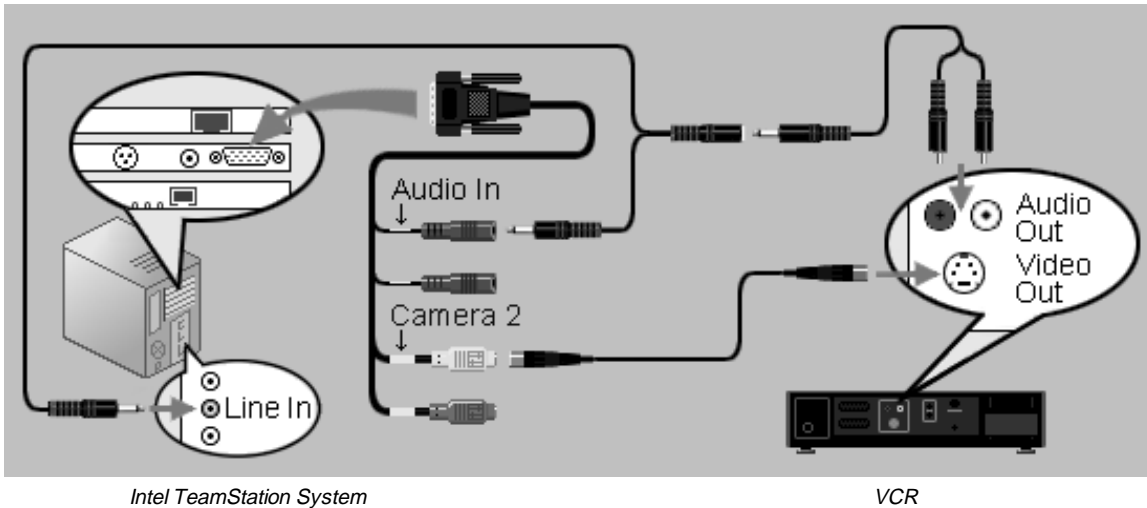


VCR Note: With the cable connections described below, VCR video is only available when the Intel TeamStation System software is running. For information on playing back video using other cable connections, see the Intel Support Web site.



Jacks and Plugs Note: In the following instructions, “plug” refers to a male connector and “jack” refers to a female connector.

Connecting an Intel TeamStation System to a VCR



Intel TeamStation System

VCR

What You Need

- VCR that supports the NTSC or PAL video standard (see page 25)—not supplied with the Intel TeamStation System.
- Video cable that matches your VCR video output connector (see next section)—not supplied with the Intel TeamStation System.
- Composite-to-S-Video Adapter if your VCR has a Composite video connector (see next section)—supplied with the Intel TeamStation System.
- Two audio cables (see page 28)—not supplied with the Intel TeamStation System.

Video: Connecting VCR Video for Playback

Here's how to connect your VCR *video* output to the Intel TeamStation System.

- 1 **Locate VCR Video Connector:** On the back of your VCR, locate the Video Out connector. Your VCR may have either an S-Video or composite video connector.

⊙ Composite (RCA-type) jack

⊙ S-Video jack

- **S-Video Connector:** In the above connection illustration, we show an S-Video connector as the Video Out connector on the VCR. (The Intel TeamStation System input accepts only an S-Video plug.)
- **Composite Connector:** Some VCRs use a single-pin RCA composite connector for Video output. If your VCR uses a

composite connector for its video output, you can use the composite-to-S-Video adapter (supplied with your Intel TeamStation System) to connect to the Intel TeamStation System's video input jack (the Camera 2 connector).



Composite-to-S-Video Adapter

2 Obtain a Cable:

- **S-Video Connector:** If you have an S-Video connector on your VCR, obtain an S-Video cable with plugs on both ends (assuming that your VCR has a female Video Out connector).
- **Composite Connector:** If you have a composite connector on your VCR, as indicated in step 1, you must use the composite-to-S-Video adapter supplied with the Intel TeamStation System. To use the adapter, first obtain a composite cable with RCA-type plugs at both ends.

3 Connect Cable:

- **S-Video Connector:** If you have an S-Video connector on your VCR:
 - 1 At the VCR, plug the S-Video cable into the VCR video output jack.
 - 2 At the Intel TeamStation System, plug the other end of the cable into the Camera 2 input connector. (See the illustration on page 26.)
- **Composite Connector:** If you have a composite connector on your VCR:
 - 1 At the VCR, plug the composite cable into the VCR video output jack.
 - 2 Plug the other end of the composite cable into the composite-to-S-Video adapter.
 - 3 At the Intel TeamStation System, plug the S-Video side of the adapter into the Camera 2 input connector.

Connecting VCR Audio for Playback

Here's how to connect your VCR audio output to the Intel TeamStation System.

- 1 Locate VCR Audio Jacks:** On the back of your VCR, locate the two audio output jacks. Typically these are RCA-type connectors and are labeled Audio Out L(ef) and Audio Out R(ight).
- 2 Obtain Two Audio Cables:**
 - Obtain one cable that has dual RCA-type plugs on one end and a single monaural 1/8" (3.5 mm) mini plug on the other end (as shown at the top right in the illustration on page 26).
 - Obtain a cable that has a single monaural 1/8" (3.5 mm) mini jack on one end and dual monaural 1/8" (3.5 mm) mini plugs on the other end (as shown in the top middle of the illustration on page 26).
- 3 Connect Cables:** As shown in the illustration on page 26, connect the cables as follows.
 - **At the VCR:** Connect the two RCA-type plugs of the first audio cable to the VCR audio output jacks.
 - **At the End of First Audio Cable:** Connect the 1/8" (3.5 mm) mini plug of the first cable to the 1/8" (3.5 mm) mini jack of the second cable.
 - **Audio In at the Intel TeamStation System:** Connect one of the two 1/8" (3.5 mm) mini plugs on the second audio cable to the Audio In jack.
 - **Line In at the Intel TeamStation System:** Connect the second 1/8" (3.5 mm) mini plug on the second audio cable to the Line In jack.
- 4 Configure AdminTools:** See the next section to complete your VCR playback configuration.

Configuring AdminTools and Viewing VCR Output

Once you have connected your VCR video and audio, check that AdminTools is correctly configured to play back video when Intel TeamStation software is running.

- 1** Display the Camera Setup tab in AdminTools.
- 2** Select VCR as the Secondary Camera/VCR input.
- 3** Select Video Input type. Select S-Video or Composite to match the video output connector type of your VCR.
- 4** Click OK.
- 5** Start the Intel TeamStation System software.
- 6** Select the Video Options button.

7 Select Secondary Camera or VCR.

When a VCR is set up in Admin Tools as the Secondary Camera/VCR input Type, and when the Secondary Camera or VCR video input is selected during a conference from the Video Options menu, the Intel TeamStation System automatically switches to the audio available at the Audio In and Line In connectors of the Intel TeamStation System.

Audio Distortion?



The Intel TeamStation System only supports monaural audio for audio input from a VCR. The diagram on page 26 uses a stereo-to-mono cable to combine the VCR stereo audio into a monaural signal. If you notice audio distortion of the VCR audio, only connect one channel of the VCR's audio output.

Hardware

Using a Television Instead of a Monitor to Display Intel TeamStation System Output

The Intel TeamStation System can be operated using a television as the display. In general, the display is of a lower quality than when used with a personal computer monitor.

To connect the Intel TeamStation System to a television, use the Composite video connector (known as a phono jack or RCA jack) or the S-Video (or S-VHS) connector on the television to connect the video card to the TV.

1. Make sure all the equipment is turned off.
2. Check to see if you need an S-Video or Composite cable. If the television has an S-Video input, use it because it has better video quality.
 -  Composite (RCA-type) jack
 -  S-Video jack
3. Connect the cable between the computer and the TV. On the video card, the Composite jack is at the left; the S-Video output is the center connector.
4. Turn on the television and computer.
5. Check that the display resolution is set to 800 x 600 pixels (click: Start > Settings > Control Panel > Display > Settings).

Troubleshooting

This section describes some of the more common problems encountered with the Intel TeamStation System. For the most recent Intel TeamStation System troubleshooting information, see this Web site:

<http://support.intel.com/support/teamstation>

General System Problems

Parts of the System Don't Seem to be Working

- Check all cables.
- Make sure the power strip is turned on and plugged into a power source (wall outlet or non-interruptible power supply).

Keyboard Stops Working

- **Remote Control Interference:** If it appears that the keyboard stops functioning while you type, it may be because the camera's remote control is being used at the same time. Don't use the camera remote control and type at the same time.
- **Infrared Path Blocked:** Check that the infrared path from the wireless keyboard to the infrared receiver is not blocked by an object.
- **Batteries:** Check the wireless keyboard batteries regularly. We recommend changing them every two months at least. (It's also a good idea to have spare batteries available in the conference room.)

ISDN problems

Telephone Not Configured Message

(This message is not likely to occur on systems used in Europe.) You need to reset your ISDN configuration, as follows:

1. Exit from the Intel TeamStation System software.
2. Start AdminTools by clicking: Start > Intel TeamStation System Administrator > AdminTools.
3. Click the ISDN Setup tab.
4. In the ISDN Protocol box, reselect the protocol for your system. (Even if it appears that the correct one is selected, reselect it.)
5. Restart the system.

Video problems

Check Monitor Cable

Check all cables. Make sure that the cable between the computer and the monitor is connected correctly. (Consult the manual that came with your monitor.)

Check Camera Cables

If the camera does not respond to the software remote control, make sure the CAMERA CONTROL cable is plugged into the back of the camera and to Serial 2 on the back of the computer. Also check the camera's power cable.

Using the Camera Remote Control

Most users will find it easiest to use the on-screen camera controls for the Sony motorized camera. However, if you will be using the camera remote control, make sure that both the camera and the remote control have the same camera number selected.

Check Camera Preferences

Ensure that the preference for the Default Camera is set to the desired camera. Use the Intel TeamStation System AdminTools to check or change the preference (see page 42).

Adjust Video Image

Adjust the Saturation, Contrast, and Brightness of an Intel TeamStation System using the on-screen Video Image Settings (accessible from the Video Options menu). Use the Default Video Image page in AdminTools to adjust the default values for Saturation, Contrast, and Brightness. Tint can only be adjusted using the AdminTools Default Video Image page. For more information about adjusting the video image, see page 47.

Audio problems

Here are some common problems and possible solutions:

If the remote participants can't hear you

- Check the audio cable connections, including the external microphone connections.
- Make sure you have not inadvertently muted the system.

If the volume needs adjustment

You can change the Intel TeamStation System volume during a conference using the on-screen Volume controls. You can also use the monitor's volume adjustment.



Note: The volume adjustment of the Monitor should be set by the system administrator. Intel TeamStation System users should only use the on-screen volume control.

Restoring your Intel TeamStation System

In the event that there is a problem that makes the hard drive of the Intel TeamStation System unusable, you can restore the system using the Restore Packet.

To restore the Intel TeamStation System you need:

- The Intel TeamStation System Restore Packet, containing:
 - The Intel TeamStation System Restore 3.5-inch diskette
 - The Intel TeamStation System Restore compact disc
 - Instructions for restoring the Intel TeamStation System

This packet was shipped with the Intel TeamStation System.

- Microsoft Windows NT Workstation 4.0 compact disc
- Microsoft Windows NT Workstation 4.0 Certificate of Authenticity (located on the cover of the Windows NT manual.)

Follow the instructions in the Restore Packet to restore your system.

Chapter 4

Intel TeamStation System AdminTools

The Intel TeamStation System includes a set of tools that the system administrator can use to customize and configure the system.

The Intel TeamStation System AdminTools dialog has these fourteen tabs:

AdminTools Dialog Page	Information and Parameters You can Set	Manual Page
Advanced H.323 Setup	Use H.323 proxy, proxy information, directory server (ILS), Gateway information, Gatekeeper information	51
Audio Input Selection	Audio input source and Acoustic Echo Cancellation	62
Audio/Video Call Preferences	Mute, Incoming Call action, LAN call bandwidth, audio quality, video capability	59
Camera Setup	Type, video input, serial port, default camera, secondary camera/VCR	42
Connection Types	ISDN and/or TCP/IP	37
Default Video Image	Saturation, contrast, brightness, tint	47
Directory	Manage (add, remove, and edit) the directory of saved numbers	55
Document Server Setup	Document Server location and URL	47
File Transfer Preferences	Accept files during a conference	54
ISDN Setup	Protocol, ISDN number(s), Line Type(s)	39
ISDN Test	Test ISDN lines	42
Login/Security	Create logins and passwords for the users.	49

AdminTools Dialog Page	Information and Parameters You can Set	Manual Page
System Information	Computer name, system description, administrator name, and contact number.	35
Voice Call Setup/Test	Specify voice number and test it.	43

First Use of AdminTools: During the initial configuration of an Intel TeamStation System, only the pages required for basic system setup are displayed: System Information, Connection Types, ISDN Setup, and Directory.



Note: If you have difficulties making your first video call, we recommend that you run AdminTools again and check all appropriate settings.

After the initial configuration process is complete and the Intel TeamStation System is operating normally, the entire set of AdminTools is available to a system administrator.

Conditions for Running AdminTools: You can access AdminTools only if:

- The Intel TeamStation System program is **not** running.
- You are logged on to the system with administrative rights.

To Start AdminTools: Click: Start > Intel TeamStation System Administrator > AdminTools. Or double-click the AdminTools icon on the desktop.

AdminTools Dialog Pages

On the following pages in this manual are screen captures of the fourteen AdminTools Dialog pages. Information is supplied for each field on every dialog page. Note that you can obtain the same information when you are using AdminTools by pressing the Help button for a particular dialog page.

Dialog Page for System Information

Use this dialog page to identify this Intel TeamStation computer (during initial configuration) and to supply information about the system administrator.

The screenshot shows the 'TeamStation System AdminTools' dialog box with the 'System Information' tab selected. The dialog has a title bar with a close button (X) and a menu bar with the following options: Document Server Setup, Login/Security, Advanced H.323 Setup, File Transfer Preferences, Directory, Default Video Image, Audio/Video Call Preferences, Audio Input Selection, System Information (selected), Connection Types, ISDN Setup, ISDN Test, Voice Call Setup/Test, and Camera Setup.

The main content area is divided into two sections:

- Computer Name:** A text box labeled 'Computer Name' contains the text 'COMPUTER_1'. Below it, a text box labeled 'Description (for example, room name)' contains the text 'Conference Room 1'. A note above these fields states: 'The following information is used as your computer name and will also be used to identify this system on the network. (This information is required.)'
- System Administrator:** Two empty text boxes are provided for 'Administrator Name' and 'Contact Number'. A note above these fields states: 'The information you supply below will be displayed to users when TeamStation System administrator services are needed.'

At the bottom right of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Computer Name Section

Computer Name: Enter a computer name in this field (when you initially configure your Intel TeamStation System) to specify the computer name that will be used by the network.



Note: Do **not** use this field to change or enter a computer name after initial configuration. Instead, use the Windows NT network tools. The Computer Name field in AdminTools will be updated accordingly.

Description: Enter text here that describes this Intel TeamStation System location. When this system connects to an Intel Business Video Conferencing System, the text in this field will be displayed at the far endpoint.

Dialog Page for System Information (continued)

System Administrator Section

Use these fields to let Intel TeamStation System users know how to contact you for assistance. The information you supply here will be displayed in two places:

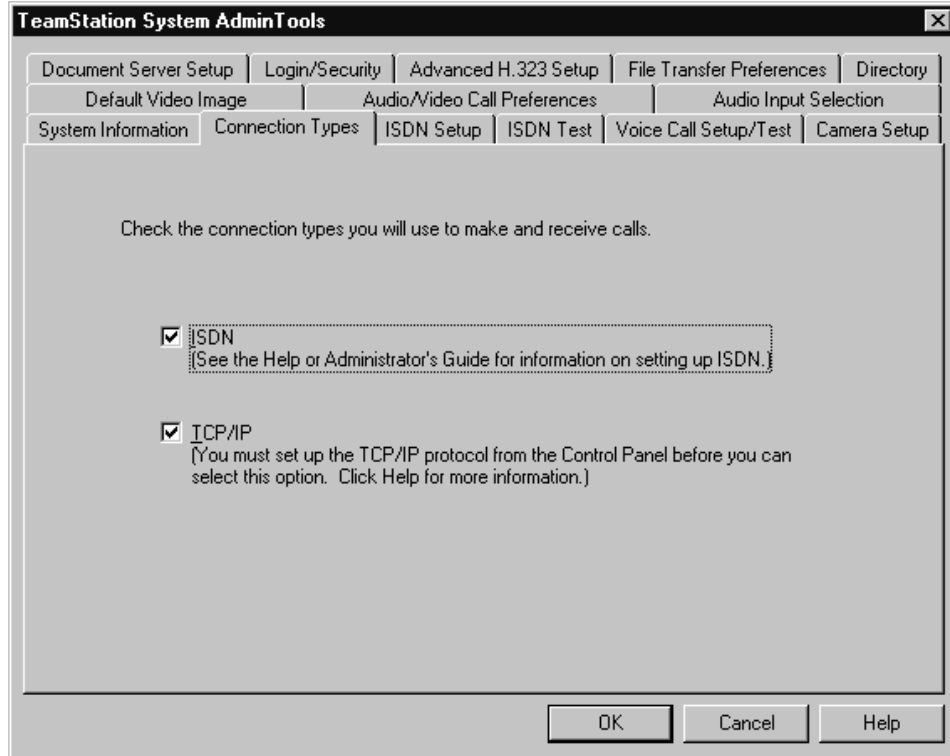
- In the System Information dialog, which Intel TeamStation System users will see when they select System Information from the Video Options menu.
- In system Readiness dialogs, which are displayed when a sudden system problem or system deterioration occurs.

Administrator Name: Enter a name that you want to appear in the System Information and System Readiness dialogs.

Contact Number: Enter a number where Intel TeamStation System users can call the Intel TeamStation System administrator. The number will also appear in System Information and System Readiness dialogs.

Dialog Page for Connection Types

Use this AdminTools dialog page to control the types of calls the system is able to make and receive.



Two connection types are available for Intel TeamStation Systems: ISDN (using ISDN lines) and TCP/IP (using the LAN). Your system will make connections using either or both (at least one must be selected). However, each requires configuration, as explained below.

ISDN: Select the ISDN check box if an ISDN line is connected to the Intel TeamStation System. Once ISDN is enabled in this dialog, select the AdminTools ISDN Setup page to complete ISDN configuration for your system. (If you are using this page for the first time, your page will display a Next button. Click it to further configure ISDN for your system.)



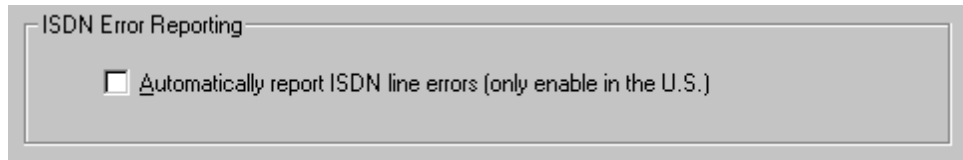
Note: Do not select ISDN if you plan to use an H.323 gateway to make ISDN connections.

TCP/IP: Select the TCP/IP check box if the Intel TeamStation System has a LAN connection and if TCP/IP has been configured using Windows Control Panel > Network > Protocol. See Chapter 3 for further information about installing TCP/IP on this system.

Dialog Page for Connection Types (continued)

Users outside of North America

The Connection Types dialog displays this field for non North American systems. Outside of North America, ISDN line checking can result in inaccurate error reports, because some ISDN switches are configured differently than those in North America.



Automatically report ISDN line errors: Do NOT enable this option initially except to perform the following test. Use the test results to decide whether to continue with the option enabled.

Test: Enable the above option. If you do not get errors under normal operation, you are connected to an ISDN switch that supports ISDN line error reporting. You can leave the field enabled. However, if ISDN line errors are reported even though you can make successful ISDN calls, disable the field; your ISDN switch does not support ISDN line error reporting.

Dialog Page for ISDN Setup

If ISDN is enabled on the Connection Type page, you must enter the following information, which should be provided to you by your ISDN service provider.

Administrators in Europe: Please see the section “ISDN Information for Administrators in Europe” (page 41).

ISDN Protocol: Select the protocol and/or switch type associated with your ISDN lines.

Line 1



Note: Line 1 is the line connected to Port 1 at the back of the Intel TeamStation System. For users in North America, Line 1 must be provisioned with ISDN Ordering Code (IOC) J.

Number 1: Enter your ISDN number. If your ISDN service provider supplied two numbers for your ISDN line, enter the first number here.

SPID 1: Enter the Service Profile Identification Number (SPID) for this ISDN number. If your ISDN service requires a SPID, your ISDN provider should provide it to you.

Dialog Page for ISDN Setup (continued)

Line Type: Enter the line type for this ISDN number. Your ISDN provider should provide line type information associated with the ISDN line.

Options: Data/Voice, Data, Voice.



Note: In Europe all lines are the Data/Voice line type.

Line Types: When you order ISDN service, your ISDN service provider associates a line type with each ISDN number you are assigned. There are three typical line types: Data, Data/Voice, and Voice. If your service provider assigned two ISDN numbers for your service, the two numbers can have different line types.

Line Type for Conferencing: If your ISDN number has the line type of Data or Data/Voice, that number can make video conferencing connections.

Line Type for Telephone Calls: If you want to use your Intel TeamStation System to make normal telephone calls when it is not in a video conference, one ISDN number must have a line type of Voice or Data/Voice.

Number 2: If your ISDN service provider supplied a second number for Line 1, enter the second number here.

SPID 2: Enter the SPID for the second number.

Line Type: Options: Data/Voice, Data, Voice. Enter the line type for the second number.

Lines 2 and 3



Note: Lines 2 and 3 are connected to Ports 2 and 3 at the back of the Intel TeamStation System. For users in North America, Lines 2 and 3 must be provisioned with ISDN Ordering Code (IOC) I.

Number, SPID, and Line Type. See information above for Line 1, Number 1 and Number 2.

Dialog Page for ISDN Setup (continued)

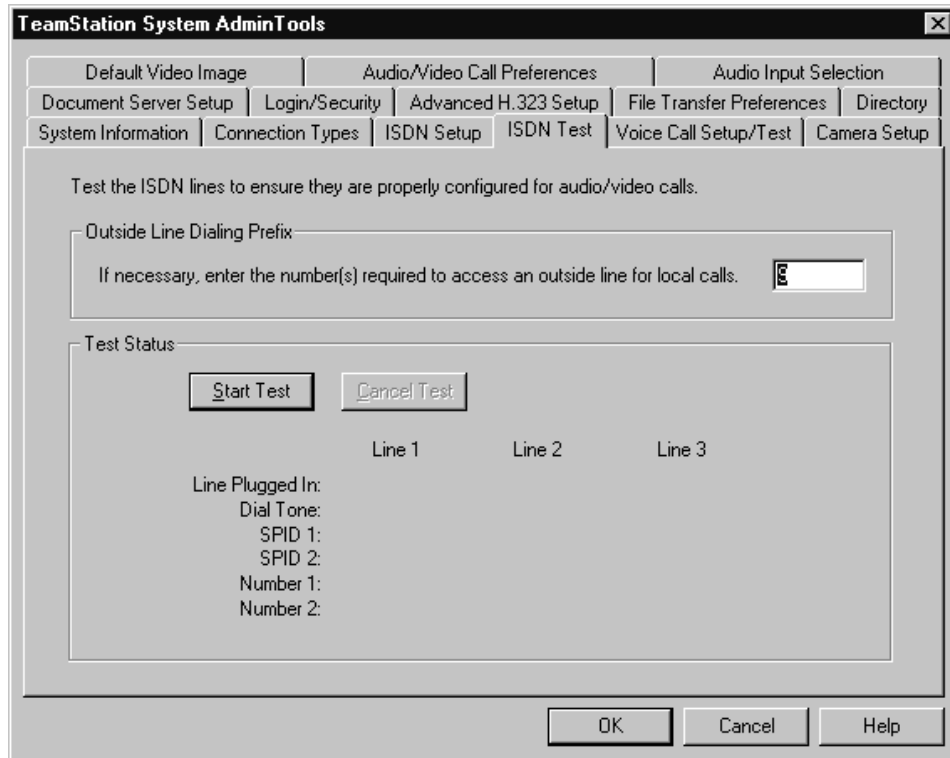
ISDN Information for Administrators in Europe

ISDN Protocol: If you are setting up an Intel TeamStation System in Europe, select **ETSI** in the ISDN Protocol field.

Special information about Team Station Systems connected to PBX switches: If your Intel TeamStation System is connected to a PBX switch, ensure that the calling number assigned to your system for use by internal callers (those who use the same PBX switch as your system) is also incorporated as the last digits of the calling number that is assigned to your system for use by external callers. For example, if callers inside a company building can call your system with the number 3456, then it is important that your system be assigned a number for use by callers outside your building (who are external to your PBX switch) that has 3456 as its last digits, a number such as 01793403456.

Dialog Page for ISDN Test

Use this AdminTools page to test your ISDN lines.



If ISDN is enabled on the Connection Type page, and you have provided ISDN information on the ISDN Setup Page, use this page to test the ISDN lines.

Test Configuration: The ISDN test dials an ISDN number. If you use a dialing prefix to get an outside line, enter the prefix here.

Start Test: Select the Start Test button to begin the ISDN testing.

Test Status: As the test proceeds, test results are reported in the Test Status table. If testing uncovers an error, error [information is displayed](#).

Dialog Page for Voice Call Setup/Test

Use this AdminTools page to set up and test an ISDN number for voice calls.

The screenshot shows the 'Voice Call Setup/Test' dialog box within the 'TeamStation System AdminTools' application. The dialog has a title bar with a close button. Below the title bar is a tabbed menu with the following tabs: Default Video Image, Audio/Video Call Preferences, Audio Input Selection, Document Server Setup, Login/Security, Advanced H.323 Setup, File Transfer Preferences, Directory, System Information, Connection Types, ISDN Setup, ISDN Test, Voice Call Setup/Test (which is the active tab), and Camera Setup. The main content area is organized into three distinct sections, each with a title and a text box or dropdown menu:

- Outside Line Dialing Prefix:** The text reads "If necessary, enter the number(s) required to access an outside line for local calls." The text box contains the number "9".
- Voice Number:** The text reads "These are the numbers that you configured for voice provisioning in ISDN Setup. Select one number that you want to use for outgoing voice calls." The dropdown menu shows "2641369".
- Test Number:** The text reads "Enter a phone number that can accept a voice call. When you start the test, the test software will make a call to this number to verify your voice number configuration." The text box is currently empty.

At the bottom of the main content area, there are two buttons: "Start Test" and "Cancel Test". At the bottom of the entire dialog window, there are three buttons: "OK", "Cancel", and "Help".

To make voice calls (non-video calls) with your Intel TeamStation System, at least one of your ISDN lines must be provisioned for voice.

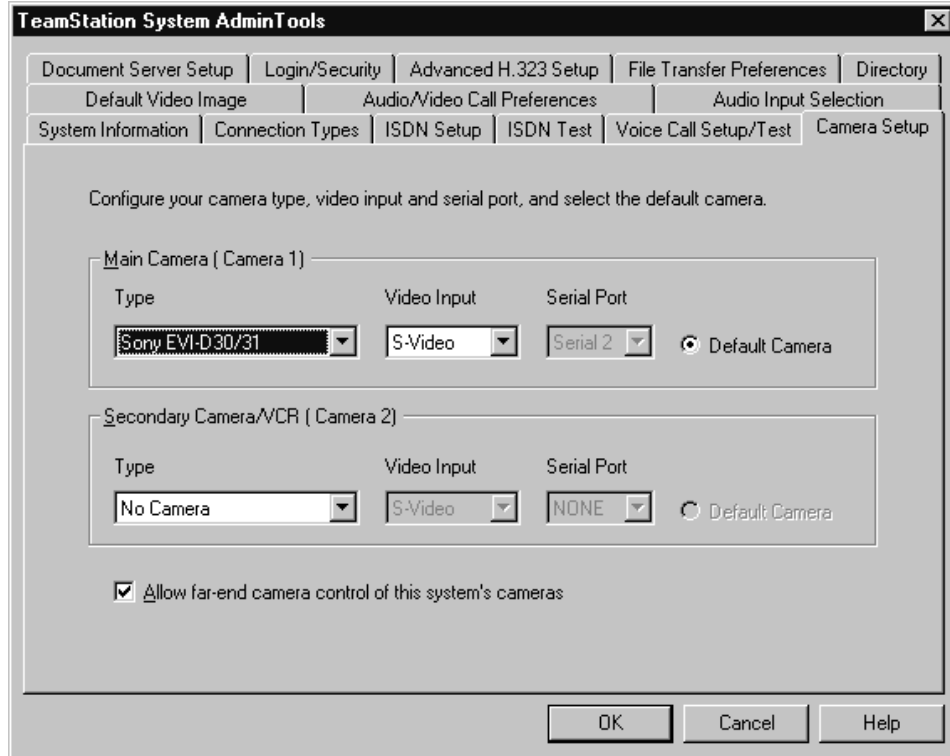
Voice Number: The Voice Number box lists all the ISDN numbers that you specified on the ISDN Setup page as having voice provisioning. Select the number you want to use for receiving voice calls.

Test Number: Enter a voice number you want to call as a test.

Start Test button: When you select the Start Test button, the Test Number will be dialed. After the number answers, the call will hang up automatically.

Dialog Page for Camera Setup

Use this AdminTools page to configure your camera type (including VCR), serial port, and default camera.



Video Inputs: The Intel TeamStation System ships with a motorized camera normally connected to the Camera 1 input. You can add a second camera or VCR to the Camera 2 input. (See “Adding a Second Camera or VCR” in Chapter 3 of this manual.)

Power on first! For the best video, before starting the Intel TeamStation System software, we recommend that you first turn on any camera or VCR that will be used in a conference.

On-screen controls: Note that the Intel TeamStation System only supports on-screen camera controls for the camera type that shipped with the Intel TeamStation System. If you connect another motorized camera, you can use its hand-held remote control device to control it, but no on-screen controls will be present. For this reason, you should select “Static Camera” in the Camera Type field when you install a motorized camera other than the one supplied with the system.

Dialog Page for Camera Setup (continued)

Main Camera Section

The Main Camera by definition is the camera that is plugged into the Camera 1 connector at the back of the Intel TeamStation System.

Type: Select the type of camera that is connected to the Camera 1 connector. (The Intel TeamStation System ships with the Sony, which we recommend be connected as the Main Camera.)

Options: No Camera, Static Camera, Sony EVI-D30/EVI-D31, Document Camera.



Note: When either **Document Camera** or **VCR** is selected as the Secondary Camera Type, the near end video image is automatically displayed in the main video window when the user selects **Secondary Camera or VCR** from the **Video Options** menu while in a video call. The far end video is displayed in the secondary video window. This is the same as if the user had selected **Switch Video Positions** from the **Video Options** menu.

To display the video from the main camera in the main video window again, select **Main Camera** from the **Video Options** menu, which will automatically switch the video window positions back to normal.

Video Input: For the Sony camera, select S-Video. For other video inputs, consult the device's user guide to determine the input type.

Options: S-Video, Composite.

Here is what S-Video and Composite jacks look like.



Composite (RCA-type) jack



S-Video jack

Serial Port: If you have the Sony camera selected as the Camera Type, use this field to specify the serial port your camera control cable is connected to. The field is only enabled when you select the Sony camera. (Serial 2 is the factory setting.)

Options: NONE, Serial 1, Serial 2.

Default Camera: Select this option if you have more than one camera connected to the Intel TeamStation System and you want the Intel TeamStation software to display the video from the Main Camera at start up. Each time you end a call, the Intel TeamStation System switches back to the default camera. (Note that users can switch between camera inputs by using the Intel TeamStation System's Video Options menu from the main user interface.)

Secondary Camera/VCR Section

The Secondary Camera by definition is the camera (or VCR) that is plugged in to the Camera 2 connector at the back of the Intel TeamStation System. (See “Adding Peripherals to the System” in Chapter 3 of this manual.)

Type: Select the type of camera that is connected to the Camera 2 connector. You can also connect a VCR to this input for playing back recorded video.

Options: No Camera and No VCR, Static Camera, VCR, Sony EVI-D30/EVI-D31.

Video Input: For the Sony camera, select S-Video. For other video inputs, consult the device's user guide to determine the input type.

Options: S-Video, Composite.

Serial Port: If you have the Sony camera selected as the Camera Type, specify the serial port that your camera control cable is connected to. The field is only enabled when you select the Sony camera.

Options: NONE, Serial 1, Serial 2.

Default Camera: Select this option if you have more than one camera (or a camera and a VCR) connected to the Intel TeamStation System and you want the Intel TeamStation software to display the video from the Secondary Camera or VCR at start up. Each time you end a call, the Intel TeamStation System switches back to the default camera. (Note that users can switch between camera inputs by using the Intel TeamStation System's Video Options menu from the main user interface.)

Far-End Camera Control Section

Allow far-end camera control of this system's cameras: Deselect this option if you want to restrict control of the camera to the near-end (local) conference site.

Dialog Page for Document Server Setup

Each Intel TeamStation System ships with Document Server software. When Document Server is enabled on an Intel TeamStation System using the Document Server Setup page in AdminTools, people can access the Document Server Web address (URL) with a browser from their desktop systems. They can store files on Document Server for later retrieval and display in a conference. (See Chapter 5 for information about Document Server).

If multiple Intel TeamStation Systems are on the same LAN, each can run its own Document Server or multiple Intel TeamStation Systems can share one Document Server. But, we recommend that only one Document Server be enabled on a LAN, so that you only have to give users one Document Server address and only have to ensure that one Intel TeamStation System is always up and running.

If you want this Intel TeamStation System to use another system's Document Server, use this Document Server Setup dialog page to disable the local Document Server and specify the URL of the Document Server that is to be associated with this Intel TeamStation.

The screenshot shows the 'TeamStation System AdminTools' window with the 'Document Server Setup' tab selected. The window title bar includes 'TeamStation System AdminTools' and a close button. The main content area is titled 'Configure this system for Intel TeamStation Document Server access.' and contains three radio button options:

- Document Server not used.
- Document Server resides on ANOTHER TeamStation System or web server.
Specify the IP Address or DNS name.
A text input field contains the value 'host.company.com'.
- Document Server resides on IHIS TeamStation System.

Below these options, there is a text input field for the URL path, with the text 'Users can access the Document Server at this URL path.' above it. The field contains the value 'http://host.company.com/documentserver/index.htm'. At the bottom right of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Dialog Page for Document Server Setup (continued)

Document Server not used: Select this if a Document Server won't be used with this Intel TeamStation System (for instance, if this Intel TeamStation System has no TCP/IP LAN access).

Document Server resides on ANOTHER Intel TeamStation System or web server: Select this if you want users of this Intel TeamStation System to use a Document Server running on another Intel TeamStation System. Specify the IP address or DNS name of the other Document Server system (for example, 123.123.123.123 or host.company.com).



Note: To display the LAN address of an Intel TeamStation System, start the Intel TeamStation System. Then select System Information from the Video Options menu.

Document Server resides on THIS Intel TeamStation System: Select this if you want Document Server to run on this system. This and other systems can then access shared Document Server documents stored on this Intel TeamStation System.

Users can access Document Server at this URL path: When you have associated this Intel TeamStation System with a Document Server by your selection of one of the two options immediately above, this address is filled in automatically. Give this URL to people who will use Document Server with this Intel TeamStation System. They can use the URL with their Internet browsers to open the Document Server Web page where they can create and access an account. They can store documents in their accounts for use during an upcoming meeting.

Dialog Page for Login/Security

Intel TeamStation System administrators can use Windows NT User Manager to create security profiles for users. This AdminTools page provides an alternative for you to create a default Intel TeamStation System user. The Intel TeamStation System has a standard user profile that you can use to simplify user login. (This profile has the same permissions as the standard Windows NT Users group, plus our profile additions needed to secure the key Intel TeamStation System files.)



Note: The *Quick Reference Card* supplied with the Intel TeamStation System has a place for you to display login information for users of the Intel TeamStation System.

The screenshot shows the 'TeamStation System AdminTools' window with the 'Login/Security' tab selected. The window title bar includes 'TeamStation System AdminTools' and a close button. The tab bar contains several tabs: 'Default Video Image', 'Audio/Video Call Preferences', 'Audio Input Selection', 'System Information', 'Connection Types', 'ISDN Setup', 'ISDN Test', 'Voice Call Setup/Test', 'Camera Setup', 'Document Server Setup', 'Login/Security', 'Advanced H.323 Setup', 'File Transfer Preferences', and 'Directory'. The main content area contains the following text and controls:

User login provides limited access to the Window NT system and TeamStation System.

Use TeamStation System User Login

User name:

Password:

Inform user of above login information

At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Help'.

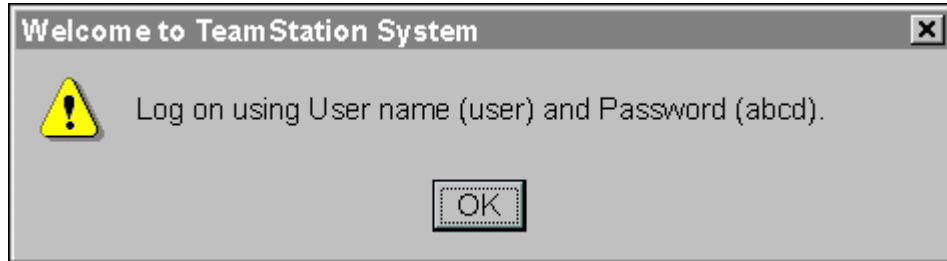
Use Intel TeamStation System User Login: Click the check box if you want to use the standard Intel TeamStation System user security profile.

User name: Type the Windows NT User ID that will be used for logging into the Intel TeamStation System. (The default User ID is “user”.)

Password: Type a password that your users must enter. The default password is a carriage return (Enter key).

Dialog Page for Login/Security (continued)

Inform user of above login information: Select if you want a message box that displays the above User name and password when a user begins the login process on the Intel TeamStation System. The dialog will appear when users enter Ctrl + Alt + Delete in response to the Windows NT login dialog. For example:



Dialog Page for Advanced H.323 Setup

Use this AdminTools page to set up the system to use the H.323 protocol. You should do this only if you are certain that the other system(s) in the conference are H.323-compliant.

H.323 Proxy Section

Use fields in this section if your network has a firewall and the Intel TeamStation System will be making LAN TCP/IP calls to another H.323 endpoint outside the firewall. Note: Using an H.323 proxy requires a gatekeeper.

Use H.323 Proxy for outgoing calls: Select this check box if your Intel TeamStation will be making LAN TCP/IP calls to an endpoint outside a firewall.

Proxy Address: Type the address of your H.323 proxy server. A typical format is proxy.company_name.com.

H.323 Proxy Exclusion: Type the local domain names that should bypass the H.323 proxy. Use a semicolon (;) to separate domains if you need to specify more than one. Calls made to these addresses will connect directly without going through the H.323 proxy server.

Dialog Page for Advanced H.323 Setup (continued)**Directory Server (ILS) Section**

This section lets you specify an Internet Locator Services (ILS) online address list, or directory, where your Intel TeamStation System's name, email address, TCP/IP address, and ISDN number are advertised. Telephone numbers are not listed.



Note: Your ILS is inaccessible from outside your network if a firewall is part of your network configuration.

Each time you run the Intel TeamStation System, it appears in the ILS directory. Other ILS users can look up your conference address or number quickly. When you exit from Intel TeamStation System, your ILS entry is removed.



Note: The Intel TeamStation System user interface does not itself support ILS directory browsing.

Register my Information on a Directory Server: Select this check box to store your name, email address, TCP/IP address, and ISDN number in an ILS address list on a directory server.

Directory Server Name: Type the name of the directory server that has the address list you want to use to advertise the Intel TeamStation System address and number information throughout the network.

H.323 Gateway Preferences Section

Use H.323 Gateway for outgoing ISDN calls: Select this check box if this Intel TeamStation System does not have an ISDN line connected and you will be making H.320 ISDN calls through an H.323 gateway. If a gateway is used, regular ISDN video calls are disabled for your Intel TeamStation System. For more information on gateways, see Chapter 3.

Default Prefix: When you make a LAN-endpoint-to-ISDN-endpoint call through a gateway, you must enter a gateway prefix in front of the phone number or address you are calling. This prefix determines which gateway the call should be routed through. The prefix you use depends on your gateway configuration. See your gateway administrator for this information.

Specifying your default gateway prefix here will cause the Intel TeamStation System video call dialog to add the prefix to the address for outgoing video calls.

Dialog Page for Advanced H.323 Setup (continued)

H.323 Gatekeeper Preferences Section

Gatekeepers allow the use of an alias and an extension. An alias is an alternate name that others can use to call this Intel TeamStation System. An extension is an alternate number (typically a phone extension) that others can use to call this Intel TeamStation System. Incoming H.323-H.320 (TCP/IP-ISDN) gateway calls require an assigned extension to route the incoming call to a particular conferencing system. (H.323-H.320 gateways cannot use aliases.) For more information on gatekeepers, see Chapter 3.

Alias (H.323 ID): Type the alias that defines your Intel TeamStation System. An alias is any unique alphanumeric string such as:

room_name@company_name.com

Other character or numeric identifiers are acceptable. An alias can only be called from an H.323 system, whereas ISDN H.320 calls through gateways must use extensions.

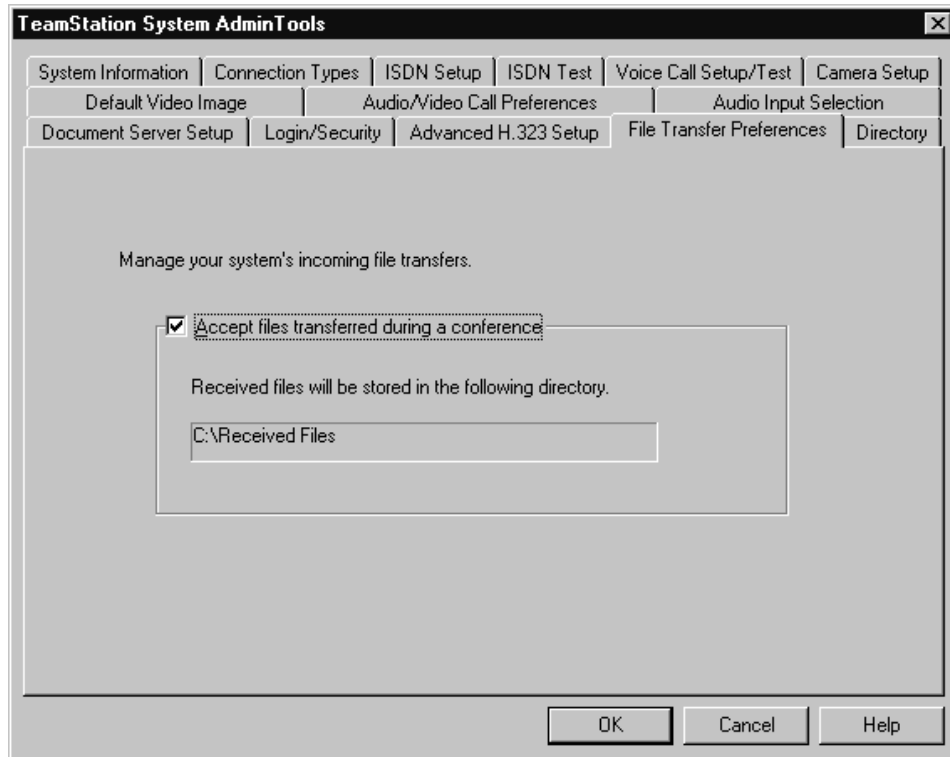
Extension (E.164 Address): Type the extension that defines this Intel TeamStation System. An extension is any unique numeric string (0-9, # and *) such as the phone extension of the room. Other numeric identifiers are acceptable.



CAUTION: The alias and extension for an Intel TeamStation System must be unique. If they are not, others may not be able to contact the system using your network. When duplicate aliases or extensions are encountered, the gatekeeper always resolves and directs the incoming call to the first of the duplicate aliases or extensions that logged on to the network.

Dialog Page for File Transfer Preferences

The File Transfer Data Tool enables Intel TeamStation System conference participants to transfer files to and receive files from others during a conference. You can enable or disable all incoming files using this AdminTools page.

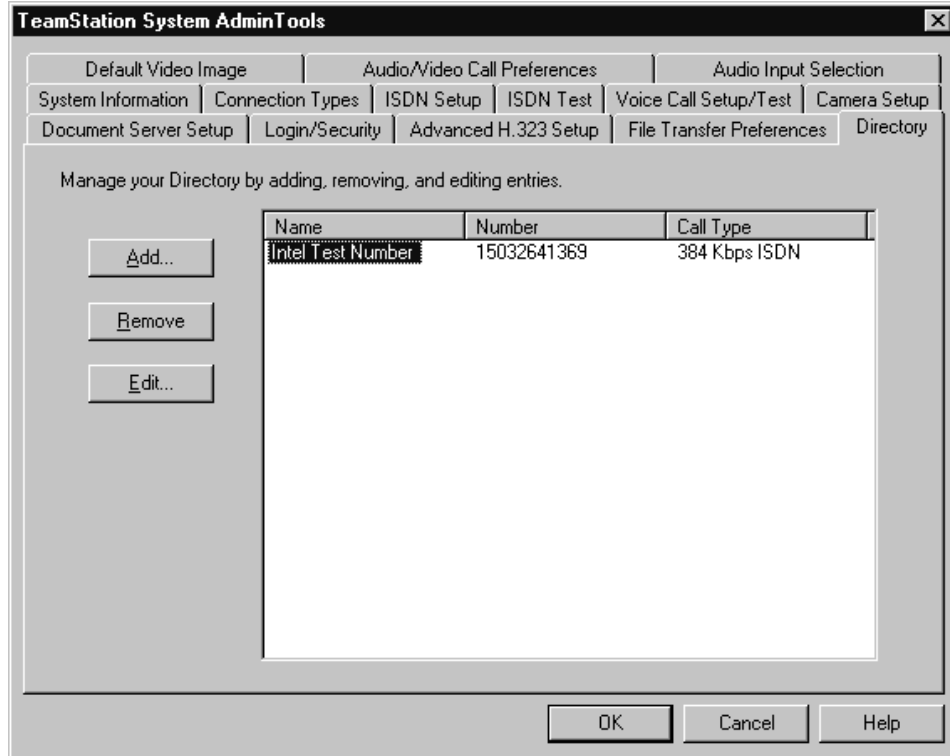


Accept files transferred during a conference: Select this check box if you want the Intel TeamStation System to be able to receive files during a conference. If this option is not checked, file transfers are **not accepted** by the Intel TeamStation System.

Received files will be stored in the following directory: The dialog page displays C:\Received Files as the directory where any incoming file transfers will be stored. You can view the files in the Received Files directory by clicking the Meeting Documents icon displayed at the top of the Start menu.

Dialog page for Directory

Use this AdminTools page to manage (add, remove, edit) the numbers that are stored for use by the Intel TeamStation System.



This Directory page in AdminTools is the only direct way to access the Directory. Intel TeamStation System users at the end of a call can add a number that was dialed, but to type in a list of numbers, remove numbers, or edit numbers, you must use this page.

Add: Click the Add button to display the Add Directory Entry dialog (see below). Use the dialog to add new ISDN, LAN, and telephone numbers to the Directory.

Remove: Click the Remove button to delete Directory entries. When you select a number in the Directory, this button becomes active.

Edit: Click the Edit button when you want to change a Directory entry. When you select a number in the Directory, this button becomes active. When you click Edit, you display the Add Directory Entry dialog (see below).

Add or Edit Directory Entries

Use the dialog shown on the next page to add or edit Directory entries. Remember to specify the Call Type for each number.

Dialog Page for Directory (continued)

Name: Enter or change the name for the number you will be calling

Number: Enter or change the number.

Call Type: Select the ISDN bandwidth, LAN, or Telephone as the call type for this number.

Click here for second ISDN number: If the system requires two ISDN numbers for a call, click this check box.



Note: If you use one number to call a system that requires two numbers, the result can be an unreliable connection with the potential for slow video and/or loss of audio.

OK: If you have no more entries you want to add, click this button.

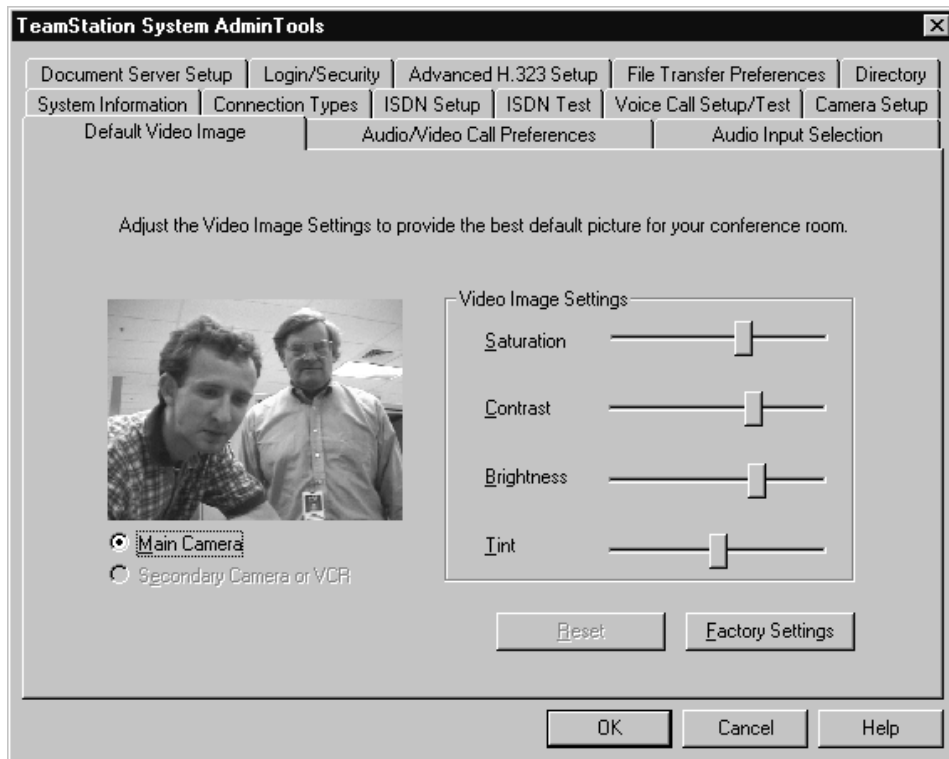
Cancel: If you want to leave this dialog without completing the Directory entry, click this button.

Add Next: If you are adding entries and you want to enter more entries, click this button.

Dialog Page for Default Video Image

Watch the video window on this AdminTools page and set default values for the video image controls. The values you set here are used as defaults for the main Intel TeamStation System video image.

When the Intel TeamStation System is first started, these default settings are used for the video image. Users can then adjust the Saturation, Contrast, and Brightness of an Intel TeamStation System using the on-screen Video Image Settings (accessible from the Video Options menu). However, whenever users select the Reset button from the on-screen Video Image Settings, their video image is changed to match the default settings created here.



Saturation: Move the slider to control the intensity of the color.

Contrast: Move the slider to control the degree of difference between the lightest and darkest parts of the image.

Brightness: Move the slider to control the intensity of the image.

Tint: Move the slider to control the shades of color in the image. (Tint cannot be changed from the main user interface.)

Dialog Page for Default Video Image (continued)

Camera Selection: If you are using two cameras (or a camera and a VCR), the image controls can be set independently for each camera. Select a camera and set the controls for the best image. Select the second camera (or VCR) and set the controls again for the best image.

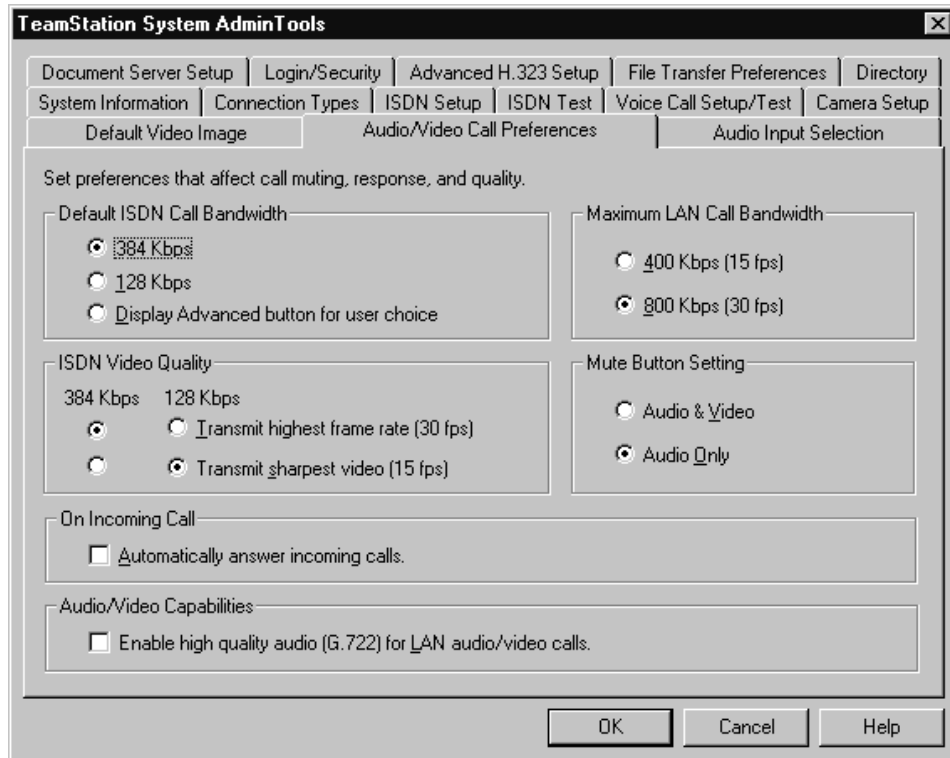
When users of the Intel TeamStation System switch between cameras (or between camera and VCR), the Intel TeamStation System remembers the control settings for each camera.

Reset: This option is not available until you move one of the image sliders. Click Reset to go back to the settings you started with.

Factory Settings: Click Factory Settings to return the image settings to their factory settings.

Dialog Page for Audio/Video Call Preferences

Use this AdminTools page to control the preferences for your calls.



Default ISDN Call Bandwidth Section

Use this section to specify the Intel TeamStation System call bandwidth or indicate that callers can choose the call bandwidth.

384 Kbps: (Displayed when 3 ISDN lines are connected to your system.)
Select this if you want outgoing calls to be conducted using three ISDN lines. This provides the highest quality video images.

256 Kbps: (Displayed when 2 ISDN lines are connected to your system.)
Select this if you want outgoing calls to be conducted using two ISDN lines.

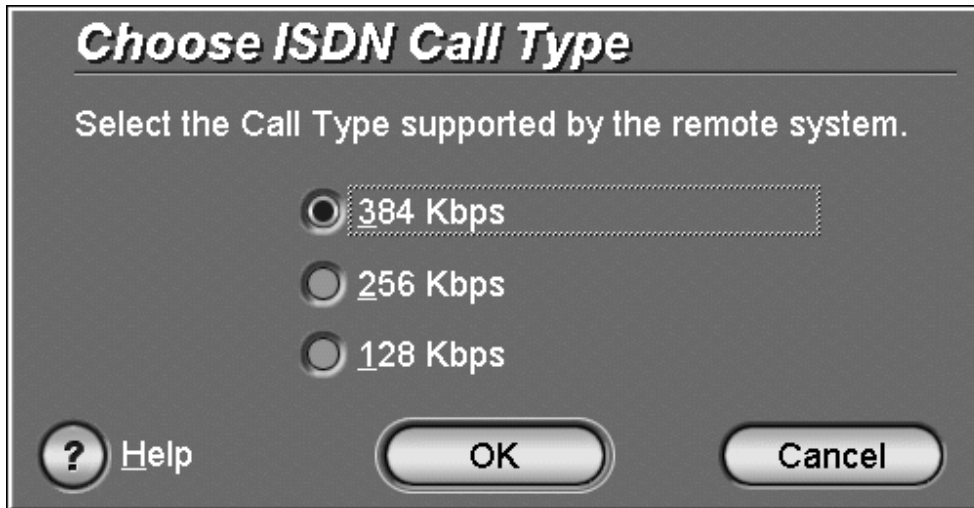
128 Kbps: Select this if you want outgoing calls to be conducted using one ISDN line. This provides the lowest cost video calls but reduces the quality of video images.

Dialog Page for Audio/Video Call Preferences (continued)

Prompt user to make choice: Select this if you want callers to be able to choose between 128, 256, and 384 Kbps calls. If you select this option, the Video Call dialog in the main Intel TeamStation System user interface will display an Advanced button:



When callers select the button, this dialog is displayed.

**Maximum LAN Call Bandwidth Section**

400 Kbps (15 fps): Click to use the default bandwidth for LAN calls.

800 Kbps (30 fps): Click to use 800 Kbps to improve video performance (increased frame rate) at the expense of increased LAN traffic.

ISDN Video Quality Section

Select the video quality you want for ISDN calls that use 3 ISDN lines (384 Kbps) and calls that use one ISDN line (128 Kbps).

Transmit highest frame rate (30 fps): The Intel TeamStation System sends video at a higher frame rate (up to 30 frames per second) instead of sending the sharpest video.

Dialog Page for Audio/Video Call Preferences (continued)

Transmit sharpest video (15 fps): The Intel TeamStation System sends the sharpest video (at 15 frames per second) instead of using the higher frame rate.

Mute Button Setting Section

Muting turns off the audio or the audio and video sent to other systems. This section controls the action when the Mute button is clicked on the Intel TeamStation System main user interface. Audio will always be muted; you can choose whether the video image will be turned off as well.

Audio & Video: Select this to mute both audio and video when a user clicks the Mute button on the Intel TeamStation System display.

Audio Only: Select this to mute only audio when a user clicks the Mute button on the Intel TeamStation System display. This is the default selection.

On Incoming Call Section

With this section you can control whether the Intel TeamStation System automatically answers incoming calls or asks users whether they want to answer each incoming call.

Automatically answer incoming calls: Click if you want the system to ring once and then answer the call automatically. With this deselected, the Intel TeamStation System displays the Receive Call dialog box and continues ringing until the call is answered or cancelled. (Depending on the type of system being called, the dialog may also give information about the calling system.)



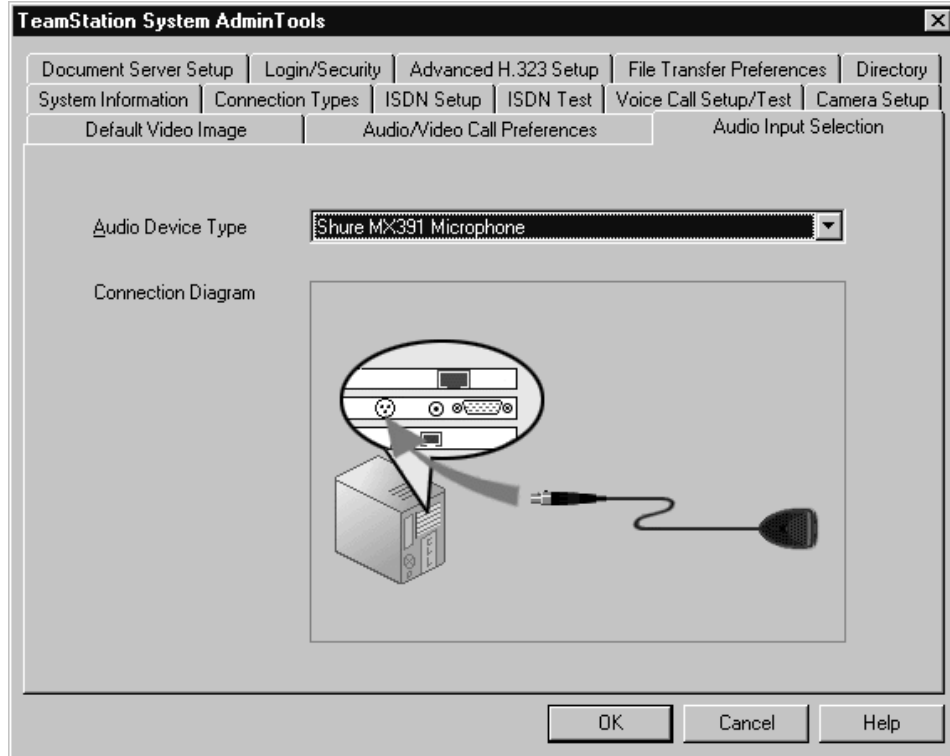
CAUTION: Keep in mind that if you enable Automatically answer incoming calls, the Intel TeamStation System can receive and accept a call in an empty room or during a meeting that is not expecting an incoming call.

Audio/Video Capabilities Section

Enable high quality audio (G.722) for LAN audio/video calls: Select to improve audio for LAN audio/video calls. This causes a small reduction in video quality. This is the default setting.

Dialog Page for Audio Input Selection

Use this AdminTools page to select an audio input for your Intel TeamStation System.



Audio Device Type: By default the microphone that ships with the Intel TeamStation System is selected. The Intel TeamStation System uses its built-in Acoustic Echo Cancellation (AEC) capability with this microphone to operate in most conference rooms. If you want to use another audio source for conferencing, select the appropriate device type and install the device as shown in the associated connection diagram.

Options: Shure* MX390/MX391 Microphone, Line Level Device with AEC, Line Level Device without AEC

What is Acoustic Echo Cancellation (AEC)? Acoustic echo cancellation is a signal processing method that attempts to remove objectionable echoes from an audio input signal. For example, conference microphones can pick up audio echoes from the conferencing system speakers. Without AEC, people at the remote endpoint in a conference will hear a delayed replica of their own voices every time they speak.

When is AEC needed? AEC is needed when audio is in an "open" environment, because echoes from the conference audio speakers enter the conference microphone. In a closed environment (such as when a conference member uses a headset that isolates the microphone from the speakers), echo cancellation is not needed.

The Intel TeamStation System has AEC processing that is activated if you use a "passive" open audio device. It is turned off if you use an "active" open audio device with its own built-in AEC capability.

What is the difference between active and passive open audio devices?

Passive open audio devices. These devices contain no special echo cancellation hardware and must use the Intel TeamStation System AEC processing. Example: a microphone mixer and amplified multimedia speakers.

Active open audio devices. These devices have acoustic echo cancellation built in. They do not require Intel TeamStation System AEC processing to operate correctly.

Which option should I choose?

- If you want to use a setting that operates well in many conference rooms with the supplied microphone, select "Shure MX391 Microphone" (the factory default setting).
- If you want to use your own audio source that has built-in AEC (so that you do not need the Intel TeamStation System's AEC capability), select "Line Level Device with AEC." Note that your source must provide line level outputs (not mic level outputs) to interface properly with the Intel TeamStation System.
- If you want to use your own audio source and you want to use it with the Intel TeamStation System's AEC capability, select "Line Level Device without AEC." Note that your source must provide line level outputs (not mic level outputs) to interface properly with the Intel TeamStation System.

Web information: See the Intel Team Station System Web site for information on audio input devices for Intel TeamStation System:

<http://www.intel.com/proshare/conferencing/deploy/periph.htm>

Chapter 5

Intel TeamStation Document Server

The Intel TeamStation System is designed to extend beyond videoconferencing, to enable electronic meetings that are rich in data, as well as voice and video. A key feature of the system, when connected to the LAN, is easier electronic access to the documents needed in meetings.

Floppy disks have too little capacity, network operating system logins can be confusing to the non-technical users, and administrators use time mapping new users and systems to the correct network drive, which, on a large enterprise system, sometimes can prove difficult. In the face of this, users resort to email or the fax machine to get their documents where they need to be.

In addition, easy electronic access to the documents is also important for in-room presentations.

The Intel TeamStation Document Server provides easy access to documents to be used in a meeting/video conference. Included on every Intel TeamStation System, Document Server provides an easy and secure web interface for storage and retrieval of electronic documents. At the desktop, users copy files that will be used in the meeting onto Document Server. In the Intel TeamStation System room, the files can be accessed before or during the conference.

Supported browsers: Document Server is qualified for use with Microsoft Internet Explorer* versions 3.02 and 4.0, and Netscape Navigator* versions 3.0 and 4.0. Other browsers may not work with Document Server.

Using Document Server

Presentation and Conferencing: The Intel TeamStation System is a combination presentation and conferencing system. Use it to present slides and documents in your conference room. If you are connected to others in a conference, you can share slides or documents with those at the far conference endpoints. Document Server is included with Intel TeamStation Systems to make it easy to retrieve slides and documents for display.

Why Document Server is Needed: If you want to display slides or documents in a conference, you must have access to the files. But standard methods for getting files to the presentation/conferencing system have drawbacks:

- **Diskettes:** Diskettes often have too little capacity and users forget them.
- **Network drives:** Having users store their files on network drives requires them to log in to the drives from the presentation/conferencing system. But network operating system logins can be confusing to non-technical users. And administrators will have to continue to give time to mapping the room system to drives accessible to new users.

Document Server solves these problems by providing an easy and secure Web interface for storage and retrieval of electronic documents.

Overview of Document Server Usage: At their desktops, those who will be making presentations copy their documents to Document Server via a Web browser. When they get to your Intel TeamStation System room, their documents are accessible with Document Server.

- For an in-room presentation, they access and display the documents that are stored on Document Server using a browser available on the Intel TeamStation System.
- For sharing in a video conference, from the Intel TeamStation System interface, they add documents from Document Server to the “Documents to Share” window in the Preload Wizard, and then click the Share button to display and share a particular document.

Guidelines for Using Document Server

Initial Setup

1. **Enable a Document Server (Administrator Task):** After an Intel TeamStation System is initially configured, the system administrator should use the Document Server Setup page in the AdminTools (see Chapter 4) to activate the local Document Server or to affiliate the system with another system's Document Server.
2. **Distribute Document Server URL (Administrator Task):** An important task for the Intel TeamStation System administrator or meeting coordinator is sending the URL for Document Server to conference presenters. (The URL is shown on the Document Server Setup page in the Intel TeamStation System AdminTools.)

- 3. Ensure Applications are Installed (Administrator Task):** Another ongoing task for the administrator is to determine the programs (applications) conference presenters will need. Install any programs that are not already available on the Intel TeamStation System. For example, if presenters want to display Microsoft PowerPoint* slides, the PowerPoint program must be installed on the Intel TeamStation System hard drive.

Before a Conference or Meeting

- 1. Display Document Server Web Site (Presenter Task):** From their desktops, presenters start their Web browsers and use the Document Server URL to display the Document Server Web site.
- 2. Add Documents to Document Server Account (Presenter Task):** New users click the New User button and create a Document Server account (they enter a User Name and a Password, if a password is desired). After the User Name and Password (if any) are typed in, the user can browse the desktop hard drive and/or network drives to select documents that will be used in the meeting. These documents are copied to Document Server. To ensure security, the browser should then be closed.



Note for administrators: Files copied to a Document Server account are stored on the Document Server system in a user directory under the following directory (where XXX is an arbitrary set of characters):

C:\Apache\WWWRoot\DocumentServer\UsersXXX

The user directory name is created using the User Name of the Document Server account.

In the Meeting Room: For an In-Room Presentation

- 1. Launch a Browser:** There is a Document Server shortcut in the Start menu. Selecting it launches the active Internet browser and displays the Document Server home page. (The Intel TeamStation System ships with the version 4.0 Netscape browser installed.)
 - ▶ **Administrator Task:** So that browser users can return easily to Document Server, ensure that the Document Server URL is saved in the browser Favorites or Bookmarks list.
- 2. Display document list:** Enter User Name and Password (if any).

3. **Select and display document:** Select a document for presentation. Depending on the document type, the document will be displayed either in the browser window or in its associated application.
4. **Close the browser or application.** Note that a copy of the document may still reside in the browser's cache.

In the Conference Room: For Sharing in a Conference

- **Preload Documents:** If time permits before the conference begins, the documents that are to be shared should be loaded for sharing during the conference. To accomplish this, select the Preload Documents button on the Intel TeamStation System interface. This starts the Preload Wizard.
 1. **Add Local Documents:** If any documents have been copied to the Intel TeamStation System hard drive or if any documents are available from a floppy drive, the first page of the wizard lets you preload them.
 2. **Add Document Server Documents:** On the next wizard page (the Document Server page), the presenter selects the Access button and types the User Name and Password (if any). From the document list, the presenter can add Document Server documents for the presentation.
 3. **Preview Documents:** The wizard lets the presenter preview any documents.
- **Add Documents After the Conference Connection:** If time does not permit preloading documents before the conference begins, the documents that are to be shared can be added after the conference starts. To add documents, select "Add Documents" on the left side of the Intel TeamStation System window.
 1. **Add Local Documents:** If any documents have been copied to the Intel TeamStation System hard drive or if any documents are available from a floppy drive, the first Add Documents dialog lets you add them.
 2. **Add Document Server Documents:** On the next screen, the presenter selects the Access button and types the User Name and Password (if any). From the file window, the presenter can add Document Server documents for the presentation.

After the Conference

- **Update Document Server Account with Changed Documents:**
Document Server documents that were changed during the conference are stored in a local directory on the Intel TeamStation System. Users will probably want to update their Document Server accounts with these documents so that they can later copy them from Document Server to their desktop system. To update a Document Server account at the end of the meeting, do the following:
 1. **Start browser:** Use the Start menu or desktop icon to start a Web browser.
 2. **Access Account:** From the browser Favorites or Bookmarks menu, link to Document Server. Enter User Name and Password.
 3. **Browse to C:\Document Server Files.**
 4. **Add files.** Replace files in the account with the updated files from the meeting.

Now the user can access the same account from the desktop and copy the updated files from Document Server.
- **Remove Document Server Documents that Were Shared:** Any Document Server documents that were shared during the conference are stored in a local directory on the Intel TeamStation System. Delete these documents to prevent others from using them and to prevent the buildup of unwanted files on the hard drive. A shortcut in the Start menu provides easy access to the directory: Start > Meeting Documents > Document Server Files.

Administering Document Server

This section contains instructions for maintaining Intel TeamStation System Document Server directories and user accounts.

Removing a User Account

User accounts exist as directories under the following directory (where XXX is an arbitrary set of characters):

C:\Apache\WWWRoot\DocumentServer\UsersXXX

The user directory name is created using the User Name of the account. To remove a user account, simply delete the user directory.

Resetting a User Account Password

The user account password is stored in the user directory as an encrypted file named `_USERINFO_`. Since the file is encrypted, the password cannot be determined. Delete the password file and tell the user that the password is no longer set. To create a new password, the user should:

1. Open the Document Server "Access Your Account" (Home) Page with a browser.
2. Enter the User Name but do not enter a Password.
3. Select the Change Password button.

For user directory information, refer to Removing a User Account.

Document Uploads Continually Fail

If document uploads continually return error messages to the users, the Apache service should be restarted.

Slow Response Time

If the Apache server response time to Document Server requests becomes noticeably long, the Apache server should be restarted. (This applies to slow response to requests from a Web browser as well as from the Intel TeamStation System Preload wizard.)

Running out of Server Disk Space

There is no automatic deletion of user documents from Document Server. If disk space gets low, ask users to remove unneeded documents from their Document Server accounts using the Remove buttons on their Document List page. If this does not free enough space, you can delete the files from the user directories manually.

Emptying the Cache Directory

If a file upload fails, a temporary file may be left undeleted in the directory "`\Apache\WWWroot\DocumentServer\Cache`". You should periodically check this directory for stranded files, and delete any files that are more than a day old.

Maintaining Document Server Security

The "`\Apache`" directory tree should be accessible only by the Administrators, Creator Owner, and System groups. By default, Intel TeamStation Systems are set up with such directory restrictions. This prevents user files from being accessed by unauthorized Intel TeamStation System users. Access by Administrators is necessary to allow them to perform maintenance on Document Server.

Apache HTTP Server Installation

Document Server is a CGI extension to the Apache HTTP server. The Apache HTTP Server is installed as a Windows NT service. The Apache service can be stopped or started at any time from the Control Panel Services dialog.

To uninstall or install the Apache service on an Intel TeamStation System:

1. **Launch the AdminTools** from the Start menu.
2. **Select the Document Server Setup tab.**
3. **Uninstall:** Select either of these options:
 - Document Server not used
 - Document Server resides on ANOTHER Intel TeamStation System or Web server

Install: Select this option: Document Server resides on THIS Intel TeamStation System.

For more information about the Apache HTTP Server, visit this Web site:

<http://www.apache.org>

Restarting the Apache HTTP Server

The easiest way to restart the Apache server is to reboot the Intel TeamStation System where Document Server is installed. You can also use the Control Panel Services dialog to stop and then start the Apache service.

Enabling Document Server on More than One Intel TeamStation System

If Document Server activity begins to significantly degrade the Intel TeamStation System's performance, you can enable Document Server on more than one Intel TeamStation System. If you do so, you must inform users which Document Server URL to use for conferences with each Intel TeamStation System. (You can only use documents stored on a Document Server that is affiliated with the conference Intel TeamStation System. To see—or change—the affiliation of a Document Server with a particular Intel TeamStation System, go to the Document Server Setup page in that system's AdminTools dialog. See Chapter 4.)

Appendix A

Installation and Configuration Notes

Here is information that supplements instructions on the installation poster: Setting up the Intel TeamStation System.

Step 1–Unpack

As you unpack the shipping containers, some of the packages have numbered labels on them. These packages contain all the parts, cables, etc., that are to be used in the step with the corresponding number shown on the installation poster. Get all the packages together for each step.

(After the installation is complete, there will be extra cables; these are for connecting optional peripherals. Store them for future use.)

After unpacking the boxes, place the personal computer where it will be used. Some users place the system on a cart to move from room to room.

See the following Web site for information about a recommended rollabout cart:

<http://www.intel.com/proshare/conferencing/products/teamdata.htm>



Note: You will need an ISDN connection, a network connection, or both in each room where you intend to use the system. The Intel TeamStation System must be reconfigured using AdminTools each time it is connected to a different line.

Placement of the Intel TeamStation System in a Conference Room

- **Security:** If security is a concern, place the monitor so that it is not visible from the door or windows.
- **Sound:** Provide sound-absorbent material (walls, furniture) where possible to reduce echoes. This also usually serves as a good background for the video.
- **Reflections:** Consider where the whiteboard or any other shiny surfaces are located. Glare can cause silhouetting, which causes the camera to send a signal of reduced quality, making the video image hard to see. Also consider the furniture; avoid chromed or otherwise shiny pieces.

- **Lighting:** Lighting is important for producing the best video image; consider installing “2-stage” fluorescent lighting.

Step 2—Set up the Computer and Monitor

In this step, you make most of the connections for the computer, including the wireless keyboard/mouse, monitor (video and audio), network, and ISDN line. (Don't forget the power.)

If you are using the system with a PBX (private business exchange) in North America, use the termination resistor supplied with the system. Using your ISDN cables to connect the resistor, make sure that the computer-to-resistor cable is no longer than 18 inches. The resistor-to-ISDN cable can be up to 15 feet long. See the installation poster for an illustration.

If you are using the ISDN line directly (no PBX), use an NT-1 box in North America (not supplied with the system) on the ISDN line.

Step 3—Set up the Camera

- **Lens Cover:** Make sure you remove the plastic lens cover.
- **Velcro*:** Use the Velcro tape in the camera box to attach the camera securely to the monitor.

Step 4—Set up the Audio

Microphone Placement Recommendations

- **Distance from Speakers:** Placing the microphone too close to the multimedia speakers (less than two feet) can result in decreased performance.
- **Place Equidistant from Presenters:** Place the microphone in the center of the area where presenters will be located during conferences.
- **Avoid Noise Sources:** Improve audio quality by locating the microphone away from sources of noise, such as PC or monitor-cooling fans.
- **Cable Safety:** When you place the microphone cable, ensure that no one will trip over it.

Step 5—Gather ISDN Information

Collect the information from your ISDN service provider. You'll need to know your ISDN number(s), the switch type, type of provisioning (data, voice, or data/voice), and possibly the Service Profile Identifier (SPID)¹.

It also is helpful to get the numbers of the system(s) that you know you'll be calling. You can enter these during the configuration of the system.

Step 6—Power On and Configure Windows NT

In this step you configure the system by adding user accounts and passwords. (See page 15 for more information.)

Step 7—Configure the Intel TeamStation System

In this step, use the AdminTools to enter identity, location, and connection information. This is where you enter the information that you gathered from your ISDN service provider.

If you know of numbers that you will be calling, you can enter them into the Intel TeamStation System Directory during this step. You can also use AdminTools later to add Directory entries.

Step 8—Make a Video Call

In this step, you call the Intel test number. If all has been done correctly, you will have full video and audio.



Caution: Do **not** install Internet Explorer* version 4.0 or newer on your Intel TeamStation system. Internet Explorer version 4.0 or newer can cause problems with the system video drivers and with NetMeeting* settings. Your Intel TeamStation System is supplied with a compatible web browser pre-installed.

¹ SPIDs are not needed in Europe

Appendix B

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