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PORT™
SOLUTIONS

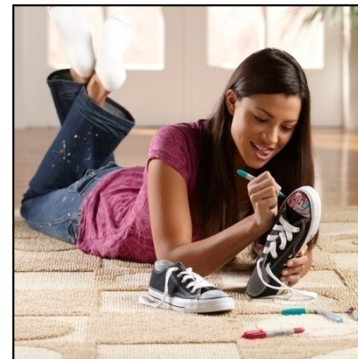# Omni PORT Collaboration Technology Platform

Overview and Training

Table of Contents

Section One

Training Objectives

» Identify the key components of Omni PORT device

» Be able to start up and shut down the Omni PORT device

» Be able to list and demonstrate 6-8 typical use cases for the Omni PORT functionality

» Know who to call for support

» How to receive and setup the Omni PORT device.

Section Two

EQUIPMENT OVERVIEW

Equipment Overview

OMNI PORT ™

mimio ®

Input / Control Devices

Logitec diNovo Edge
wireless keyboard

LifeSize Remote Control

Panasonic Remote Control

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Stylus Screen Touch Pen

Patent Pending

LifeSize Pan-Tilt-Zoom HD Video
Camera

OMNI PORT is a mobile platform that
converges HD Video, Web Conferencing,
Audio Conferencing, and White Board
Solutions (mimio)

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LENOX   Paper Mate.   LEVOLOR   PARKER.   DYMO   TC   Aprica.

Technology Platform

OMNI PORT™

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High Definition Pan-Tilt-Zoom Video Camera

50" High Definition Display with Touch Overlay

Input Panel includes

USB Input

"One-touch" on button (red)

Video Microphone

VGA Input

C PORT – "Roll Anywhere" Technology Mobilization Furniture

Includes Custom Fit, Finish and Branding

Analog volume control (white)

High Definition Audio

Moving OMNI PORT

» Omni PORT should **only be moved using the handles** on either side of the platform

» **NEVER grab the display or touch overlay** to move the Omni PORT

Located on each side
above the handles →

CAUTION
MOVE
PORT™
BY HANDLES
ONLY

Meeting Checklist

» Important to always check the condition of the room, OMNI PORT and all associated equipment before, **_and_** after the meeting.

» If possible – try to check the equipment with plenty of time before the meeting starts.

#	Checklist Item	✔
1	Ensure that all equipment associated with OMNI PORT is accounted for • Black stylus pen for use with touch screen, • Panasonic remote control, • LifeSize remote control, • mimio Interactive Bar, mimio USB and mimio Interactive pen • mimio Capture Kit (dry erase makers and eraser) • Logitech diNovo Edge wireless keyboard and USB	
2	Network cable and network connection is available in meeting space	
3	All other equipment (i.e. laptop, USB storage drive for data sharing, etc) required for the meeting is present and available	
4	Network cable and AC cord are connected in the meeting room	
5	At the end of the meeting,ensure that all OMNI PORT equipment is appropriately stored with OMNI PORT	
6	Shut down the system by pressing the red button on the front panel.	

Section Three

OPERATING OMNI PORT

Operating Omni PORT

» Omni PORT may be operated using the following

- Logitech diNovo Edge wireless keyboard*
- Screen touch via a touch pen or your finger
  - Recommendation
    - Use the touch pen for a more consistent experience
    - Hold the touch pen in the middle of the pen

- Panasonic remote control
  - Press "PC" to return to the Nav PORT screen after using Video Conferencing.

- LifeSize remote control
  - Manage LifeSize video functions

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Operating Omni PORT

» **Getting started**

To turn Omni PORT on, simply press the red power button on front panel of the PORT.

» **Nav PORT**

Nav PORT is the software that powers Omni PORT. It will launch automatically when the system is turned on.

The Nav PORT screen has 4 icons:
- Video Conferencing
- Web Conferencing
- Audio Conferencing
- Whiteboarding

Simply click on the appropriate icon for the function you wish to use and it will launch automatically.

To access other applications on the Omni PORT, simply move the mouse to the bottom of the screen and click on the Windows Start button.

» **Turning Omni PORT Off**

Simply press the red power button on the front panel of the Omni PORT

Section Four

VIDEO CONFERENCING : LIFESIZE

Video Conferencing : Getting Started

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» **Starting a Video Conference Call**
- Click on the Video Conferencing icon on Nav PORT screen

» **Screen Saver or Blank Video Screen**
- Idle LifeSize System: screen saver will display or screen will appear black
- Press any key on the LifeSize remote control to invoke screen

Note : Once LifeSize has been launched, the video conference is managed by the LifeSize remote control

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GETTING STARTED WITH YOUR LIFESIZE VIDEO SYSTEM

PLACING A VIDEO CALL

Dialing from the Redial list

- Using the arrow keys, select the number to call.
- Press **OK**

Dialing from the Directory

- Press ▶
- Using the arrow keys, select the number to call.
- Press **OK**

Dialing manually

- Using the arrow keys, select the Video Call button on the main screen.
- Press **OK**
- Enter the phone number or IP address.
- Press 📞

ANSWERING A VIDEO CALL

- Press **OK**

ENDING A VIDEO CALL

- Press to end a two-way call.
- Press to end a multiway call.

Refer to your LifeSize Video Communications Systems User Guide for more information about using the system.

SELECTING A CAMERA TO CONTROL

- Press to switch between the near and far cameras in a call.

ADJUSTING A PTZ CAMERA

- Select a camera to control.
- Use the arrow keys to pan left and right, tilt up and down.
- Press to zoom in and to zoom out.

ADJUSTING SOUND

- Press to increase volume or to decrease volume.
- Press to mute or unmute the audio.

SELECTING A SCREEN LAYOUT

- Press

RETURN TO THE MAIN SCREEN

- Press

LifeSize®
www.lifesize.com

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LifeSize Video Remote Control

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Function	Description
Placing a Video Call: Dialing from a Redial List	Using the arrow keys, select the number to call on the redial list. Press [OK]
Placing a Video Call: Dialing from the Directory	Press [△] Using the arrow keys, select the number to call. Press [OK].
Placing a Video Call: Dialing Manually	Using the arrow keys, select the Video Call on the main screen. Press [icon] Enter the phone number or IP address. Press [OK]
Answering a Video Call	Press [OK]
Ending a Video Cal	Press [icon] to end a two-way call. Press [icon] [icon] to end a multi-way call.
Selecting a Camera to Control	Press [icon] to switch between the near and far cameras in a call.
Adjusting the PTZ Video Camera	Select a camera to control. Use the arrow keys to pan left and right, tilt up and down. Press [⊕] to zoom in and [⊖] to zoom out.
Adjusting Sound	Press [◀+] to increase volume or [◀-] to decrease volume. Press [mute] to mute or unmute the audio.
Selecting a Screen Layout	Press [icon]
Return to the Main Screen	Press [home]

Video Conferencing : Controlling Cameras

ONLY Operate the LifeSize Video Camera with the remote control

NEVER move the camera position manually.

The camera must only be moved or adjusted with the LifeSize remote control. Manually adjusting the camera will result in a failure of the camera to function properly.

Section Five

USE CASES

» In order to effectively use these devices in the use cases, we recommend you have a good working knowledge of the following applications or systems:

- WebEx
- Microsoft Office Communicator 2007 R2
- Mimio Notebook w/Bar
- Video Conferencing

» Each of these will be covered in separate training classes included in the material provided

Use Cases

#	Scenario
1	Presentation for the Room Only
2	Attend a WebEx Meeting
3	Create an One-Click WebEx Meeting
4	Microsoft Office Communicator 2007 R2 Session
5	Using Mimio Notebook Without the Mimio Bar
6	Using Mimio Notebook With the Mimio Bar
7	Video Conference Only
8	Video conference With Shared Content (WebEx, Mimio, PowerPoint Presentation, etc.)

Option 1 – Presentation for the Room Only

» Turn on the Omni PORT using the red button on the front of the unit.

» Move your mouse to the bottom of the screen until you see the task bar appear.

» Follow traditional Windows navigation to launch the application you wish to use.

» Launch the application you wish to run.

  ▪ Use the USB port on the front panel to bring in files from an external source or access them directly from network drives.

» When finished, press the red power button on the front panel.

Option 2a – Attend a WebEx Meeting (As Host)

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» Turn on the Omni PORT using the red button on the front of the unit.

» Click on the Web Conferencing icon on the Nav PORT screen and choose one of these two options:
  - WebEx named accounts
  - WebEx

» Once the meeting is over, either close WebEx to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

NOTE: For the meeting Audio – you will need to use a phone in the room that is separate from the OMNI Port device. In addition, a separate webcam will be necessary if you wish to have that as part of your WebEx meeting.

Reference the separate WebEx training guide for more information on using this tool.

Option 2b – Attend a WebEx Meeting (As a Participant)

» Turn on the Omni PORT using the red button on the front panel

» Click on the Web Conferencing icon on the Nav PORT screen and choose one of these two options:
  ▪ WebEx named accounts
  ▪ WebEx

» Click on "Join Meeting As A Participant."

» Once the meeting is over, either close WebEx to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

NOTE: For the meeting Audio – you will need to use a phone in the room that is separate from the OMNI Port device. In addition, a separate webcam will be necessary if you wish to have that as part of your WebEx meeting.

Reference the separate WebEx training guide for more information on using this tool.

Option 3 – Create a One-Click WebEx Meeting

» Turn on Omni PORT using the red button on the front panel.

» Click on the Web Conferencing icon on the Nav PORT screen and choose one of these two options:
  ▪ WebEx named accounts
  ▪ WebEx

» Click on "Host Log In" and enter your username and password.

» On the Meeting Center page, select One-Click Meeting.

» Once the meeting is over, either close WebEx to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

NOTE: For the meeting Audio – you will need to use a phone in the room that is separate from the OMNI Port device. In addition, a separate webcam will be necessary if you wish to have that as part of your WebEx meeting.

Reference the separate WebEx training guide for more information on using this tool.

Option 4 – Microsoft Office Communicator 2007 R2 Session

» Turn on the Omni PORT using the red button on the front panel

» Move the mouse to the bottom of the screen until the task bar appears, click on the Windows Start button and open Microsoft Communicator 2007.

» Once the meeting is over, either close Microsoft Office Communicator to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

Microsoft Office Communicat or 2007 R2

NOTE: For an audio or video call using Office Communicator, you will need a webcam with a mic connected to the OMNI Port. A USB webcam can be plugged in to the USB port on the front of the device.

Reference the separate OCS training guide for more information on using this tool.

Option 5 – Using Mimio Notebook Without the Mimio Bar

» Turn on the Omni PORT using the red button on the front panel.

» Click on the Whiteboarding icon on the Nav PORT screen to launch Mimio Notebook and its toolbar.

» Once the meeting is over, either close Mimio to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

Reference the separate Mimio Notebook training guide for more information on using this tool.

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LENOX Paper:Mate LEVOLOR PARKER. DYMO TC Aprica

Option 6 – Using Mimio Notebook With the Mimio Bar

» Be sure Mimio Bar is attached to the whiteboard/glass/other surface where it will be used, the interface connected with the Omni PORT device, and the power turned on.

» Turn on the Omni PORT using the red button on the front panel.

» Click on the Whiteboarding icon on the Nav PORT screen to launch Mimio Notebook and its toolbar.

» Connect to the Mimio Bar in the application. Begin using the tools.

» Once the meeting is over, either close Mimio to return to the Nav PORT screen or press the red power button on the front panel to turn the Omni PORT off.

Reference the separate Mimio Notebook training guide for more information on using this tool.

Option 7 – Video Conference Only

» Turn on the Omni PORT using the red button on the front panel.

» Click on the Video Conferencing icon on the Nav PORT screen.

» If the screen is blank, press any key on the LifeSize remote to wake up the camera.

» Using the LifeSize remote, find your contact to call and initiate the video conference.

» When finished, hang up the video call. ①

» Return to the Nav PORT screen by pressing PC on the Panasonic remote. ②

» Press the red power button on the front panel to turn the Omni PORT off.

Reference the separate Video Conferencing training guide for more information on using this tool.

Option 8a – Video Conference With Shared Content (Using the PC on the Omni PORT Device)

» Turn on the Omni PORT using the red button on the front panel.

» Click on the Video Conferencing icon on the Nav PORT screen.

» If the screen is blank, press any key on the LifeSize remote to wake up the camera.

» Using the LifeSize remote, find your contact to call and initiate the video conference.

» Select PC on the Panasonic remote to go back to the Nav PORT screen and click the Web Conferencing icon to initiate a WebEx session (see use cases 2 or 3)

» Select "Multi PIP" on the Panasonic remote till you see the window configuration you want for your two input sources. ①

Reference the separate Video Conferencing training guide for more information on using this tool.

Option 8a – Video Conference With Shared Content (Using the PC on the Omni PORT Device) - Continued

» If one of the sources is incorrect, use the "Select" button on the Panasonic remote to select it, then select the proper input (PC or 2) ②

» If you want to swap the input in the two windows, use the "Swap" button on the Panasonic remote. ③

» Your participants on the other end can now join the WebEx session and configure their view on their end as they like.

» When the video call is done, hang up the call.

» End the WebEx session.

» Either press PC on the Panasonic remote to return to the Nav PORT screen or press the red power button on the front panel to turn Omni PORT off.

Reference the separate Video Conferencing training guide for more information on using this tool.

Option 8b – Video Conference With Shared Content (Using an External Laptop)

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» Turn on the Omni PORT using the red button on the front panel.

» Click on the Video Conferencing icon on the Nav PORT screen.

» If the screen is blank, press any key on the LifeSize remote to wake up the camera.

» Using the LifeSize remote, find your contact to call and initiate the video conference.

» Connect your laptop to the VGA video port on the front of the Omni PORT device.

» Use Fn-F_ key on your laptop keyboard if necessary to send the video signal to the Omni PORT.

Reference the separate Video Conferencing training guide for more information on using this tool.

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Option 8b – Video Conference With Shared Content (Using an External Laptop) - Continued

» Use the display button on the LifeSize remote to adjust the windows as desired. (1)

» When the video call is done, hang up the call.

» Either click on the PC button on the Panasonic remote to return to the Nav PORT screen or press the red button on the front panel to turn Omni PORT off.

» Disconnect your Laptop.

Reference the separate Video Conferencing training guide for more information on using this tool.

Support

» Contact your local IT helpdesk or administrator

» Click on the red question mark icon in the bottom right of the Nav PORT screen to access C PORT Solutions help section of the website.