

MITEL NETWORKS™

5750 | Desktop Video Appliance

Installation and Setup Guide

Release 1.1



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When you use the 5750 DVA system, observe the following safety guidelines:

Make sure that the voltage of the power supply matches the AC power available at your location:

- 115 V/60 Hz in most of North and South America and some Far Eastern countries such as Japan, South Korea and Taiwan.
- 230 V/50 Hz in most of Europe, the Middle East and the Far East.

Make sure the monitor and attached accessories are electrically rated to operate with the AC power available in your location.

Plug the accessories' power cables into properly grounded power sources. These cables are equipped with three-prong plugs to help ensure proper grounding.

Do not use adapter plugs or remove the grounding prong from a cable. If you must use an extension cable, use a three-wire cable with properly grounded plugs.

Make sure that nothing rests on the cables and that the cables are not located where they can be stepped on or tripped over.

Do not spill food or liquids on the system or accessories.

Keep the system away from radiators and heat sources, and do not block cooling vents.

Regulatory Notices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION:

To comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules, only Mitel Networks 5750 Desktop Video Appliance original equipment should be used. All cables used to connect the 5750 DVA and peripherals must be shielded and grounded. Operation with non-certified accessories or non-shielded cables may result in interference to radio or television reception.

For Users in Canada

NOTICE:

The Industry Canada Label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Pour les utilisateurs au Canada

AVIS:

Le label d'Industrie Canada identifie le matériel homologué. Ce label certifie que le matériel est conforme aux normes de protection, d'exploitation et de sécurité des réseaux de télécommunications, comme le prescrivent les documents concernant les exigences techniques relatives au matériel terminal. Le Ministère n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'opérateur local de télécommunication. Le matériel doit également être installé suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de matériel homologué doivent être coordonnées par un représentant désigné par le fournisseur. L'opérateur de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de dysfonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils, de mise à la terre, de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rurales.

Avertissement

L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

Conformance to EC Directives



The “CE” mark is affixed to this product to demonstrate conformance to the R&TTE directive (99/05/EC) (Radio Equipment and Telecommunications Terminal Equipment Directive).

Declaration of Conformity

We, VCON Ltd.

Of

PO Box 12747
22 Maskit Street
Herzliya 46733
Israel

Declare under our sole responsibility that the product:

Mitel Networks 5750, 5760 and all associated peripherals manufactured by VCON Ltd.

To which this declaration relates is in conformity with the essential requirements specified in Article 3.1 (a) and 3.1 (b) of:

Directive 99/05/EC (Radio Equipment and Telecommunications Terminal Equipment Directive)

For a copy of the Original Signed Declaration (In full conformance with EN45014) please contact the Regulatory Approvals Manager at the above address.

PRODUCT NAMES

VCON product names may appear in the customer documentation and in the graphical user interface of this product.

Mitel Networks product names correspond to the following VCON product names:

VCON product name	Mitel Networks product name
Media Xchange Manager (MXM)	Mitel Networks 5700 Voice First Application (5700 VFA)
Falcon IP	Mitel Networks 5760 Video Conference Appliance (5760 VCA)
ViGO Personal	Mitel Networks 5750 Desktop Video Appliance (5750 DVA)
MediaConnect 9000	Mitel Networks 5770 Boardroom Conference Appliance (5770 BCA)

NOTE There are minor differences between Mitel Networks products and the equivalent VCON products.

About this Installation and Setup Guide

This Installation and Setup guide explains how to set up the Mitel Networks™ 5750 Desktop Video Appliance, connect its accessories, and install and set up the VCON MeetingPoint conferencing application.

The following chapter summary briefly describes this guide's contents:

Chapter 1	Welcome to Video over IP Introduction to this Installation and Setup Guide
Chapter 2	System Installation and Connections Procedures for connecting the standard equipment to the 5750 DVA.
Chapter 3	MeetingPoint Setup Procedures for installing the MeetingPoint application and setting up its configuration.
Chapter 4	5750 DVA Controls and LEDs Summary of the functions of the buttons and LEDs on the 5750 DVA unit's base.
Chapter 5	Troubleshooting Solutions for possible problems that you may encounter with the 5750 DVA.
Appendix A	Connecting Optional Accessories Procedures for connecting optional accessories and peripheral equipment to the 5750 DVA.

Mitel Networks Technical Support

This Installation and Setup Guide was designed to help you prepare your conferencing system easily so that you can enjoy its many features.

If a situation occurs that is not covered by the supplied documentation, please request help from our Technical Support channels.

- Contact your local Mitel Networks distributor, and request assistance from its technical support department.

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1 WELCOME TO VIDEO OVER IP

Congratulations on your entry into the rapidly growing world of Video over IP conferencing! Mitel Networks™ innovative 5750 Desktop Video Appliance is compact and portable, yet sophisticated and friendly. It gives you high video quality and powerful conferencing capabilities over an enterprise's Internet Protocol (IP) local-area networks (LAN) and wide-area networks (WAN).

When connected to a Mitel Networks 3300 Integrated Communications Platform (3300 ICP) via the Mitel Networks 5700 Voice First Application (5700 VFA), you can use the 5750 DVA with the Mitel Networks 5020/5220 IP Phone and 5310 IP Boardroom Conference Unit. Making videoconferences then becomes as easy as making a voice call, then pressing a key to add video to the call.

The 5750 DVA meets all the technical requirements prescribed in the H.323 ITU-T global recommendation for transmitting video, audio and data across LANs and WANs.

1.1 5750 DVA Models

The 5750 DVA appliance comes in the following product configurations:

5750 DVA Standard	Plug-and-play Video over IP appliance that supports a bandwidth of up to 384 Kbps and includes a camera and a headset.
5750 DVA Professional	Plug-and-play Video over IP appliance that supports a bandwidth of up to 1.5 Mbps, and includes a camera, a headset, Mitel Networks Interactive Multicast for multiparty video meetings, and the 5750 DVA tower speaker.
5750 DVA Executive	Plug-and-play Video over IP appliance that supports a bandwidth of up to 1.5 Mbps, and includes a Pan/Tilt/Zoom (PTZ) camera, a tabletop microphone, a headset, Mitel Networks Interactive Multicast for multiparty video meetings, and the 5750 DVA tower speaker.



Unless specified otherwise, this Guide uses the term “5750 DVA” to refer to all models.



The 5750 DVA Professional

1.2 5750 DVA System Components

The 5750 DVA Personal Conferencing Appliance is an elegant, fully-featured portable conferencing system for today's business professionals. All the components required for connecting and installing the system are supplied along with comprehensive documentation and powerful software to make your video meetings productive and enjoyable.

The main standard 5750 DVA system components are:

- 5750 DVA appliance unit
- Desktop camera (Standard and Professional models)
Pan/Tilt/Zoom (PTZ) camera (Executive model)
- Headset
- Tabletop microphone (Executive model only)
- MeetingPoint setup CD-ROM

5750 DVA Appliance Unit

The appliance of all 5750 DVA models is called the *base*, which contains the videoconferencing board and various connectors for connecting other components and accessories. The top of the base includes a multi-purpose Smart button, volume controls, and status LEDs.

The 5750 DVA Professional and 5750 DVA Executive also include the *tower* for space-saving convenience and superior audio quality. It has a cup for positioning the camera at eye-level, a built-in speaker, and a hook for hanging the headset when its not being used.



5750 DVA Appliance Unit: Base and Tower

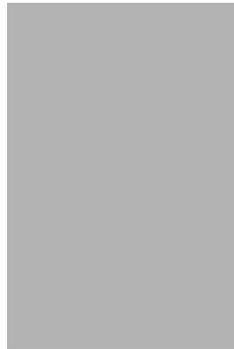
Camera

The main supplied camera depends on the purchased 5750 DVA model:

- 5750 DVA Standard and Professional - Desktop camera
- 5750 DVA Executive - Pan/Tilt/Zoom (PTZ) camera

Desktop Camera for 5750 DVA Standard and Professional Models

The desktop camera is handy for both a desktop environment and for portable use. It provides color video and includes a built-in microphone, focus, contrast, and other controls for adjusting the image manually.



Desktop Cameras

PTZ Camera for 5750 DVA Executive Model

The Pan/Tilt/Zoom (PTZ) camera is controlled through the Camera Controller of the MeetingPoint software. You can pan, tilt and zoom the camera in a wide range of directions during videoconferences.

Zoom control is up to 16 times with automatic focus control.

Up to six pre-set positions can be set for instant recall through the MeetingPoint application.

Connectors located on the rear of the Camera Unit enable connectivity through the system cables to the 5750 DVA base.



The PTZ camera is available as an option with the 5750 DVA Standard and Professional models.



PTZ Camera

Headset

The supplied headset is ultra-lightweight, single-sided to be worn over one ear. It enables you to carry on hands-free conferencing, so you may simultaneously write or work on your computer as you converse. The headset includes a high-performance speaker and a boom-mounted noise-cancelling electret microphone.



Headset

Tabletop Microphone

The tabletop microphone is the standard audio source of the 5750 DVA Executive model. It provides high-performance, outgoing audio during videoconferences. It is highly sensitive, with a working range covering approximately 6 meters (app. 20 feet) at an area greater than 180° from the front of the unit. The microphone transfers the full range of speaker audio.

The microphone's cable is 6 meters (about 20 feet).



A tabletop microphone is available as an option with the 5750 DVA Standard and Professional models.

5750 DVA Setup CD-ROM

The CD-ROM in the original 5750 DVA package contains Mitel Networks conferencing application and online guides for setting up and operating your system. The CD-ROM includes:

- MeetingPoint 4.6 or higher
- Microsoft NetMeeting™ 3.01
- Microsoft Internet Explorer 5.0 (for viewing the online help)
- Online Product Guides
 - 5750 DVA Installation and Setup Guide
 - MeetingPoint User Guide

Document Camera

The document camera is available as an optional accessory to all 5750 DVA models. It displays a placed document on the screens of both parties during a videoconference.

Wide Angle Lens

The wide angle lens is available as an optional accessory to the 5750 DC Executive PTZ camera.

2 SYSTEM INSTALLATION AND CONNECTIONS

The 5750 DVA over IP system installation includes the following stages:

- Checking the items included in the shipping package
- Connecting the supplied equipment (for connection procedures of optional accessories, see Appendix A, “Connecting Optional Accessories”).

2.1 Package Contents

When you open the 5750 DVA system shipping package for the first time, check that the following items are included, in accordance with the purchased model.:

Item	Standard	Professional	Executive
5750 DVA base	✓	✓	✓
5750 DVA tower	N/A	✓	✓
NTSC or PAL desktop camera	✓	✓	N/A
PTZ camera, including power supply (220V or 110V), video cable, and control cable	Opt	Opt	✓
Wide angle lens for PTZ camera	Opt	Opt	Opt
Clamp for camera cable	✓	✓	✓
Audio headset	✓	✓	✓
Universal power supply (100-240 V, 50-60 Hz) and cord	✓	✓	✓
USB cable	✓	✓	✓
Carrying bag	N/A	✓	✓
5750 DVA setup CD-ROM	✓	✓	✓
5750 DVA Installation & Setup Guide	✓	✓	✓
Tabletop microphone	Opt	Opt	✓

Item	Standard	Professional	Executive
Document camera	Opt	Opt	Opt
2nd camera	Opt	Opt	Opt

Legend: ✓ - Standard, *Opt* - Option, *N/A* - Not applicable.

2.2 Setting Up the 5750 DVA Appliance

Correct operation of the 5750 DVA appliance requires several connections between the 5750 DVA and other devices. This section describes how to connect the basic components:

- Assembling the 5750 DVA Tower
- The 5750 DVA Base Connectors
- Connecting the Desktop Camera
- Connecting a PTZ Camera
- Connecting a Tabletop Microphone
- Connecting the Headset
- Connecting the Power Supply
- Connecting the 5750 DVA to a Computer

If you purchased the 5750 DVA Standard, which does not include the tower, proceed directly to the section, “The 5750 DVA Base Connectors” on page 2-4.



CAUTION Do not clean the 5750 DVA appliance using alcohol, as it may remove the paint.

Assembling the 5750 DVA Tower

The 5750 DVA Professional and Executive models consist of two main parts: the base and the tower. They are packed separately in the shipping package. The tower mounts easily onto the top of the base.



CAUTION Do not connect the 5750 DVA to a power supply before assembling the system and connecting the accessories.

► To assemble the 5750 DVA tower

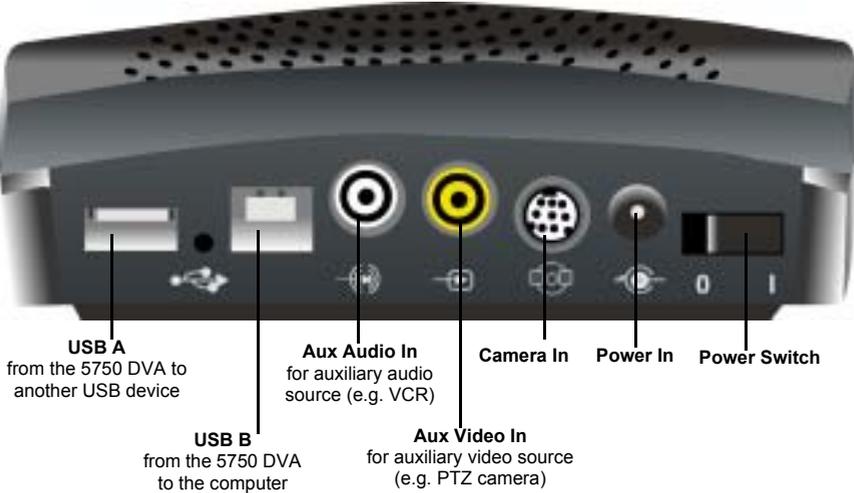
1. Remove the cover from the tower hole on the 5750 DVA base.
2. Place the base on a flat surface so that the side with the buttons, LEDs, and tower hole are on top.
3. Insert the tower into the hole as far as possible so that it sits securely.
4. Turn the tower so that the speaker faces the front (towards the buttons and LEDs).



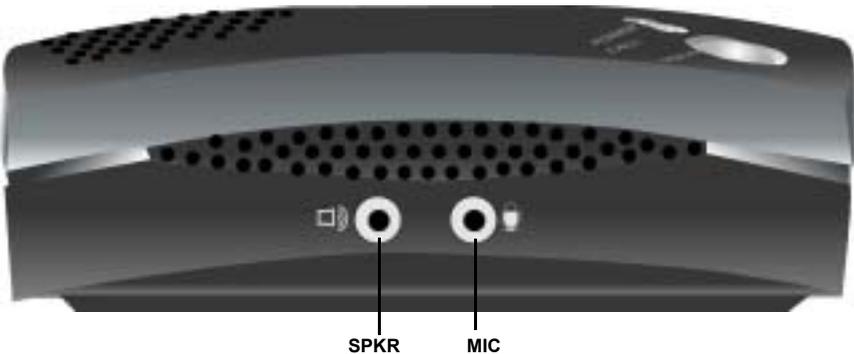
Assembling the 5750 DVA Tower

The 5750 DVA Base Connectors

In the following sections and in Appendix A, “Connecting Optional Accessories”, the procedures refer to connectors located on the 5750 DVA’s rear and side panel (left from the front). The following illustrations show the connectors’ locations.



Base Rear Panel



Base Side Panel

Connecting the Desktop Camera

As standard equipment in the 5750 DVA Standard and Professional models, a stationary desktop camera is provided. To reduce the space occupied by the cable and to prevent tangling, a cable clip is supplied.



CAUTION Make sure that the 5750 DVA is turned off.

► To connect the desktop camera to the 5750 DVA



1. Connect the camera's cable connector to the Camera IN connector on the 5750 DVA rear panel.

Before inserting the cable, align the arrow mark on the cable connector with the breakage of the inner metal ring of the Camera IN connector.

2. Place the camera on the top of the tower or any other stable surface.
3. To reduce the space occupied by the cable and to prevent tangling, place two sections of the camera cable inside the supplied cable clip (see the following illustration).



Connecting the Desktop Camera to the 5750 DVA

Connecting the Headset

The 5750 DVA includes a headset for incoming and outgoing audio.

► To connect the headset to the 5750 DVA



1. Insert the Audio Out (Speaker) jack into the Spkr (left) connector on the 5750 DVA side panel.



2. Insert the Audio In (Microphone) jack into the Mic (right) connector on the 5750 DVA side panel.



The 5750 DVA tower includes a hook for hanging the headset when it is not used.



Connecting the Headset to the 5750 DVA

Connecting a PTZ Camera

A controllable Pan/Tilt/Zoom (PTZ) camera is the standard supplied camera of the 5750 DVA Executive model, and is available as an option with the 5750 DVA Standard and Professional models. The PTZ camera can be controlled from the Video Window in the MeetingPoint application (see “Controlling PTZ Camera(s)” in the *MeetingPoint User’s Guide*).

► To connect a PTZ camera to the 5750 DVA rear panel



1. Connect the yellow-tipped cable between the camera VIDEO OUT connector and the Aux Video IN (yellow) connector on the 5750 DVA rear panel.
2. Connect the Camera Control cable between the camera’s serial communication connector and a free COM port on the computer.
3. Verify that the camera is connected to a power supply.

For specific instructions on installing and operating the PTZ camera, see its accompanying user’s guide.



Connecting a PTZ Camera to the 5750 DVA

Connecting a Tabletop Microphone

If more than one person will participate from the local side during the same conferences, a tabletop microphone is more efficient for sending out audio. A tabletop microphone is the standard supplied audio source of the 5750 DVA Executive model, and is available as an option with the 5750 DVA Standard and Professional models.

The microphone may be connected to the Audio In (Microphone) connector and either multimedia speakers or the 5750 DVA's built-in speaker may be used for Audio Out.

► To connect the tabletop microphone



1. Connect the microphone's 3.5 mm jack to the Mic (right) connector on the 5750 DVA side panel.
2. Place the microphone on your desk with the cable stretching toward the 5750 DVA unit.



Connecting a Tabletop Microphone to the 5750 DVA

Connecting the Power Supply

A universal power supply (100-240 V, 50-60 Hz) is supplied in the 5750 DVA package, enabling compatibility with the electricity grid in your region.



CAUTION Make sure that the 5750 DVA's power is turned off before you connect the power supply.

► To provide power to the 5750 DVA



1. Connect the power supply's DC output connector to the Power IN socket on the 5750 DVA rear panel.
2. Connect the AC power cord between the AC input connector of the power supply and a grounded electrical wall outlet.
3. Place the power supply on a flat surface. Do not cover it with any objects or other cables.



Connecting the 5750 DVA to the Power Supply

Connecting the 5750 DVA to a Computer

The 5750 DVA is a Plug and Play appliance. When you connect it to your computer's USB port, it operates normally with no need to change the configuration or other system properties of the computer.

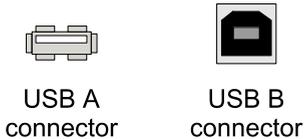


CAUTION Before connecting the 5750 DVA to your computer, you must install the MeetingPoint software. See Chapter 3, “MeetingPoint Setup”, for instructions.

► To connect the 5750 DVA to a PC, laptop or notebook computer



1. Connect the 5750 DVA's USB cable between the USB B connector on the 5750 DVA rear panel and the computer's USB A port.



USB Connector Types

2. Turn on all accessories and peripherals (such as cameras, VCR, multimedia speakers) connected to the 5750 DVA.
3. To turn the 5750 DVA on, press the Power switch on the 5750 DVA rear panel to **I**. Make sure that the **POWER** LED and the desktop camera's green LED turn on. A message may state that Windows is loading a new USB driver. Wait a few seconds for the message to disappear.
4. Press the **ViGO** Smart button on the top of the base to start MeetingPoint.

When you start MeetingPoint for the first time, the Configuration Setup Wizard guides you through the required stages and requests the relevant information for normal operation of MeetingPoint. For instructions on setting up Meeting Point, see “Setting Up the MeetingPoint Configuration” on page 3-14.

Otherwise, MeetingPoint opens on your screen as usual.

For detailed information about operating MeetingPoint, see the online *User Guide*, supplied on the 5750 DVA setup CD-ROM.



Connecting the 5750 DVA to the Computer

3 **MEETINGPOINT SETUP**

Before connecting the 5750 DVA system (with its accessories) to the computer, install and set up the MeetingPoint software. This enables the setup program to identify a 5750 DVA installation instead of another product. The MeetingPoint setup stages include:

- Verifying that your computer equipment matches the minimum requirements
- Uninstalling any previous version of MeetingPoint
- Installing the new version of MeetingPoint
- Setting up the MeetingPoint configuration.

3.1 **Minimum System Requirements**

Before installing MeetingPoint, make sure that your computer equipment meets the following minimum requirements:

- PC, notebook computer or laptop computer - Pentium 300 MHz or higher
- Any Ethernet Network Interface Card (for LAN/IP videoconferencing)
- Windows 98, Windows ME or Windows 2000 operating system with Microsoft TCP/IP installed
- Microsoft[®] Internet Explorer™ 4.0 (or later) installed



If Internet Explorer is not installed on your computer, you may install IE 5.0 from the 5750 DVA Setup CD-ROM.

- CD-ROM drive or access to a network CD-ROM drive
- Universal Serial Bus (USB) installed
- 64 MB RAM
- 50 MB free disk space
- Mouse or other pointing device
- SVGA monitor or projector
- SVGA card supporting Direct Draw with minimum 2 MB memory.

3.2 Uninstalling Previous MeetingPoint Versions

If a previous version of MeetingPoint is currently installed on the computer, uninstall it completely. The **Uninstall** program deletes all previous MeetingPoint information and files. However, the program provides the options of saving setup information and the existing address book entries, which may shorten the process of setting up MeetingPoint.

➤ **To delete the previous MeetingPoint version**

1. In the Windows desktop, click **Start**, point to **Settings** and then click **Control Panel**. The Control Panel window appears.



Windows Control Panel

2. Double-click **Add/Remove Programs**. The Add/Remove Programs Properties dialog box appears.
3. Click **VCON Meeting Point x.x** and then click **Add/Remove**. The MeetingPoint Uninstall Wizard opens.
4. Perform the instructions on the screen. When the Uninstall process is complete, restart the computer.



Add/Remove Programs Dialog Box

3.3 Installing MeetingPoint

To communicate using MeetingPoint, TCP/IP protocol components must be installed on your computer. If necessary, install them before installing MeetingPoint. Consult with your system administrator.

The supplied 5750 DVA Setup CD-ROM contains the MeetingPoint Setup program.

► To install MeetingPoint on your computer

1. Close all open applications.
2. Insert the 5750 DVA Setup CD-ROM into the computer's CD-ROM drive. After you close the drive door, the MeetingPoint Installation Utility appears (see the figures on the next page).

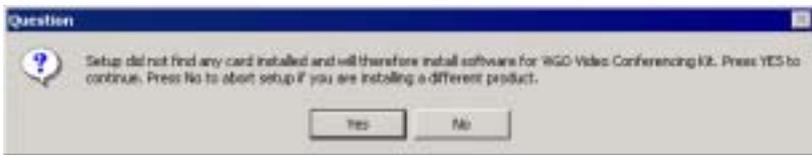


If the Installation Utility window does not appear, click **Start** at the lower left corner of the Windows desktop. Click **Run** to open the Run dialog box. Locate and select the *install* application file on the CD-ROM drive and click **Open**. In the Run dialog box, click **OK**.



MeetingPoint Installation Utility Window

3. Click **Install MeetingPoint** to start the MeetingPoint installation process. A message asks if you want to proceed with a MeetingPoint for ViGO Videoconferencing Kit installation.



Message that Setup Will Install MeetingPoint for ViGO

Click **Yes** to continue.

- A message then asks if your system will register to a VCON Media Xchange Manager™ (MXM) system. If your system is managed by a 5700 VFA (MXM), telephony exchange functions such as Call Forwarding, Call Pickup, Call Transfer and Ad-hoc Conferencing are available.



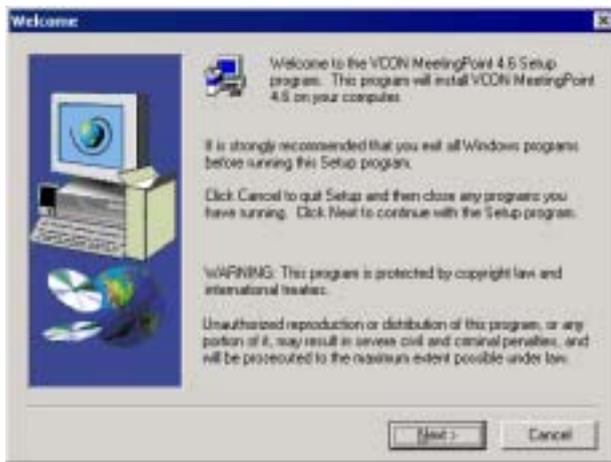
5700 VFA (MXM) Management Question

Click **Yes** or **No**, accordingly, to continue. If asked if you are sure if you want 5700 VFA (MXM) management, click **Yes** again to install a 5700 VFA-managed version.



If your computer requires, Setup then installs Microsoft Direct-X drivers, followed by Microsoft NetMeeting™.

- The Welcome screen appears. Click **Next**.



Welcome Window

- The User Information dialog box appears.



User Information Dialog Box

Type your **Name** and **Company** name. The product's license number appears automatically in the **Serial** box.

Click **Next**.

- The Software License Agreement appears.



Software License Agreement

Read the terms and conditions in the software license agreement carefully.

- To accept the terms and conditions in the license agreement, click **Yes** to continue the installation.
 - To reject the terms, click **No**. The installation process ends.
8. The Language Options dialog box appears.



Choosing Application Language

Choose the language of your MeetingPoint application. Click **Next**.

9. The Choose Destination Location dialog box appears.



Choose Destination Location Dialog Box

The MeetingPoint program will be installed to the default folder.

If you want to install MeetingPoint in a different folder, click **Browse**. In the Choose folder dialog box, select a different location and click **OK**.

10. The Start Copying Files dialog box appears.



Start Copying Files Dialog Box

In the Start Copying Files dialog box, check and confirm your settings.

- To change any incorrect settings, click **Back** as many times as necessary to open the appropriate dialog box.
- Otherwise, click **Next** to continue. The installation program copies the MeetingPoint files to the destination folder on the hard disk. The progress of the installation is shown.

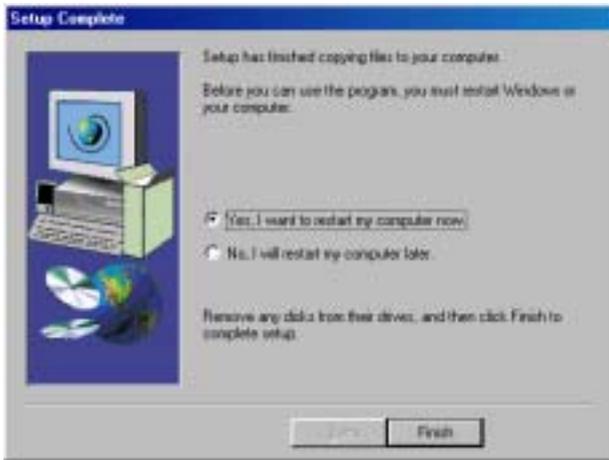


MeetingPoint Installation Progress



Updating the MeetingPoint Registry

11. At the end of the installation, the Setup Complete dialog box appears.



Setup Complete Dialog Box

To start MeetingPoint for the first time, you must restart the computer. Select **Yes** if you want to restart the computer now or select **No** if you want to continue with another activity and restart the computer later.

Click **Finish** and close the Installation program.

12. While the computer is restarting, turn the 5750 DVA on. During its startup process, the computer will detect the 5750 DVA and install the necessary drivers.

3.4 Starting and Exiting MeetingPoint®

MeetingPoint's Start procedure varies, depending on whether or not your system will be in a videoconferencing network managed by a Mitel Networks 5700 Voice First Application.

NOTE MeetingPoint disables your computer's screensaver.

System Managed by 5700 VFA (MXM)

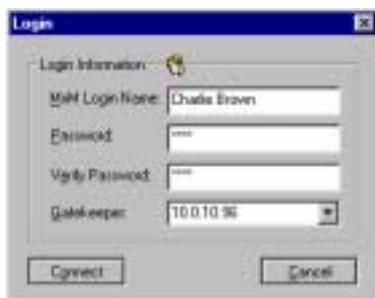
► To start MeetingPoint

1. In the Windows Desktop, click the **VCON MeetingPoint** icon.

-or-

Press the **ViGO Smart** button on the top of the device.

The Login dialog box appears.



Initial Login to 5700 VFA (MXM)

2. Enter 5700 VFA (MXM) login information as follows (consult with your system administrator):

MXM Login Name	The name of your computer as listed in the MXM database and the 5700 VFA (MXM) Administrator.
Password/ Verify Password	Password required to log in. The first time you register, you must type it twice for verification. If you do not supply this password, the login request is rejected.
Gatekeeper	The IP address of the 5700 VFA (MXM). If you do not know it, ask your system administrator (when entering an IP address, do not enter leading zeroes).

3. Click **Connect** to complete the login process.
 - If the 5700 VFA (MXM) automatically registers your computer, the MeetingPoint application opens.
 - If a message appears stating that the MeetingPoint startup cannot proceed until login is granted, contact your system administrator. After login is granted, click **Connect** to continue.



If you are running MeetingPoint for the first time after installation (or logging into a different 5700 VFA (MXM), the Configuration Wizard setup program appears. This program asks you to enter the information required to run MeetingPoint from your specific location. For the complete standard setup procedure, see “Setting Up the MeetingPoint Configuration” on page 3-14.



MeetingPoint’s default properties are suitable for most video meeting requirements. If you must change these settings, please consult with your system administrator or Mitel Networks distributor.

The Conference Panel appears, followed by the Local Video window.



Conference Panel (5700 VFA (MXM) Management) and Local Video Window

At this point, if the system’s communication lines are connected, you may start a video meeting and receive incoming video meeting calls.

Stand-alone System

► To start MeetingPoint

1. In the Windows Desktop, click the **VCON MeetingPoint** icon.

-or-

Press the **ViGO** Smart button on the top of the device.



If you are running MeetingPoint for the first time after installation, the Configuration Wizard setup program appears. This program asks you to enter the information required to run MeetingPoint from your specific location. For the complete standard setup procedure, see “Setting Up the MeetingPoint Configuration” on page 3-14.



MeetingPoint’s default properties are suitable for most video meeting requirements. If you must change these settings, please consult with your system administrator or VCON distributor.

The Conference Panel appears, followed by the Local Video window.



Conference Panel - Stand-alone MeetingPoint

At this point, if the system’s communication lines are connected, you may start a video meeting and receive incoming video meeting calls.

Exiting MeetingPoint

► To exit MeetingPoint

- Double-click the MeetingPoint icon at the far left side of the Conference Panel.

-or-

Right-click anywhere in the Conference Panel and click **Exit**.



If you are connected in a video meeting, a message asks you to hang up before you exit MeetingPoint.

3.5 Setting Up the MeetingPoint Configuration

This section provides procedures for setting up MeetingPoint according to your particular specifications. As instructed in the previous section, you must restart the computer after installing MeetingPoint in order to run it for the first time.

The Configuration Wizard guides you through the required stages and requests the relevant information for normal operation of MeetingPoint.

In addition, you may change any of these configuration details (as long as they are compatible with your equipment) whenever the system is on. The Properties command is available:

- The Conference Panel's shortcut menu. Right-click to open it.
- The Conference Panel button menus. Click any arrow to open a specific menu for each MeetingPoint application.
- In particular windows and dialog boxes.



Configuration Setup Wizard Introduction

➤ **To set up the MeetingPoint configuration**

1. From the Configuration Wizard's opening page, click **Next** to continue. The User Information dialog box appears.
2. In the User information section, type your **First Name**, **Last Name**, **Company** name, and **E-mail** address.

Configuration Wizard - User Information

User Information

First name: John Last name: Doe

Company: NOCN Email: jd@nocr.com

Enter your name, company (optional) and email address. This information will be used to create a entry in the User Data section of the Address Book. From there you will be able to edit this data and add a picture of yourself.

< Back Next > Cancel Help

User Information Configuration

Click **Next**. The LAN dialog box appears.

3. In the LAN dialog box, enter information about the connected LAN (Local Area Network).



LAN Connection Configuration

The LAN configuration includes:

- | | |
|---------------------------|---|
| User Name | The user's unique name on the connected network (<i>H.323 alias</i>). |
| User Number | The user's unique logical number (E.164 string) as defined by your network's system administrator. The User Number must consist of digits only.

For example, it could be the same as your phone extension, so that others can remember it. |
| Gatekeeper Address | The IP address of the 5700 VFA (MXM) or H.323 Gatekeeper to which the computer will register (do not enter leading zeroes). This information is optional. However, if your organization has installed a gatekeeper, we recommend that you enter its address. If you do not know its address, ask your system administrator. |

If you leave this box blank, the computer cannot register with a gatekeeper.



CAUTION If you want to register a stand-alone system in a 5700 VFA, you must uninstall MeetingPoint and then define this request during the new MeetingPoint installation. Do not type the address of the 5700 VFA in this space.

Allow Adaptive Bandwidth Adjustment

Select this option to enable reduction of the allotted bandwidth if the network is congested.

Enable Lip Synchronization Mechanization

Select this option to enable adjustment of the video and the audio if they are out of sync with each other (see the *MeetingPoint User's Guide*, Appendix B, "Monitoring the Conference State").

Automatic Buffering Control

- Select this option to enable the system to automatically control the amount of buffering required to maintain the consistency of the video and audio transmission. For example, if video packets are delayed for 1 or 2 seconds, the system will automatically synchronize the transmission so that the delay does not disturb the visible video.
- Deselect this option only if the automatic buffering is not sufficient — for example, if the quality of the video meeting is poor or there is a noticeable delay.

Click **Next** to continue. The Pan/ Tilt/Zoom Camera dialog box appears.

- The Pan/ Tilt /Zoom Camera setting is applicable if a Pan/Tilt/Zoom-type (PTZ) camera is connected to the 5750 DVA (standard in 5750 DVA Executive).



Pan/Tilt/Zoom Camera Configuration Dialog Box

Enter information as follows:

Camera Selection

Pan/Tilt/Zoom camera type

Select the manufacturer and/or model of the PTZ camera. If you do not use a PTZ camera, you can select **None**.

Communication port it is connected to

Select the name of the computer port to which the camera is connected. The available options are **COM1**, **COM2**, **COM3** and **COM4**.

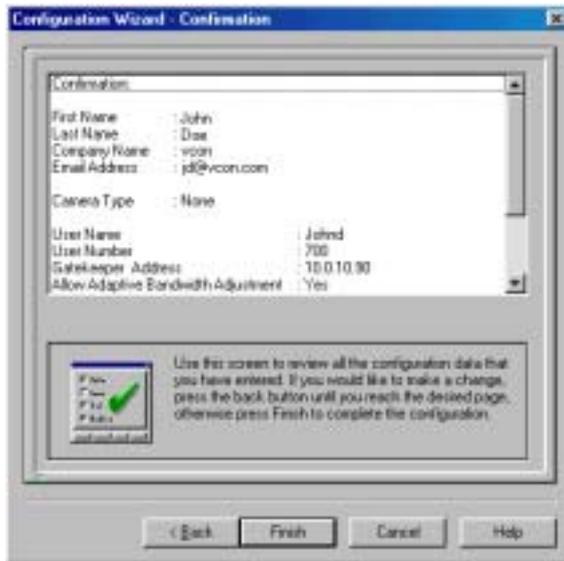
Camera Control

Allow the remote side to control camera settings

Select to permit the remote participant in a video meeting to control the positioning of the PTZ camera. If you do not have a PTZ camera, this option is not relevant.

Click **Next** to continue. The Confirmation dialog box appears.

- In the Confirmation dialog box, review the information that you entered during the MeetingPoint setup process. If necessary, drag the scroll bar down to see more information.



Confirmation of Setup Information

To change any information before exiting the MeetingPoint Configuration Setup Wizard, click **Back** to return to a specific dialog box and make the appropriate changes. When you are finished, click **Next** as many times as necessary to return to the Confirmation dialog box and check your settings again.

- To save the setup and exit the Configuration Setup Wizard, click **Finish**. The MeetingPoint program now starts, and the Conference Panel and the Local Video Window appear.

To cancel the setup, click **Cancel**. In this case, all setup information will be discarded and you will not be able to run MeetingPoint until you perform the setup at another time.

3.6 Changing Configuration Information

After completing the Configuration Wizard the first time that you run MeetingPoint, you can change the configuration information through the System Properties dialog boxes. The System Properties are accessible from several locations.

The table below describes the quickest way to access the configuration information that you entered in the Configuration Wizard.

User Information



In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **User Data** icon.

LAN



or



Double-click the Gatekeeper icon in the Conference Panel tray.

-or-

5700 VFA-managed versions only

In the Conference Panel, click the **Network** arrow and then click **H.323 Properties**.

If the system is not registered with a GateKeeper:



In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **Communication** icon.

Online Directories

Non-5700 VFA applications only

1. In the Conference Panel, click the **Dialer** arrow and then click **Properties**. The Address Book Properties dialog box appears with the **General** tab open.
2. Click the **Online Directories** tab.

Pan/Tilt/Zoom



1. In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **Hardware** icon.
 2. Click the **Camera** tab.
-

4 5750 DVA CONTROLS AND LEDs

The 5750 DVA base's top panel contains buttons and LEDs for performing various functions and LEDs for providing operational status information.

POWER LED (Green)

ON - 5750 DVA is on.

OFF - 5750 DVA is off.



+ button
Increase
incoming
volume.

- button
Lower
incoming
volume.

MUTE button
Mute/restore
outgoing
audio.

CALL LED (Red)

ON - in a call.

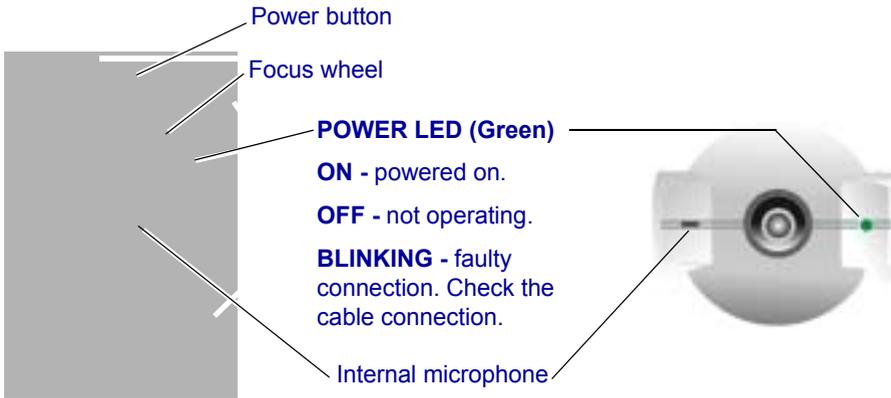
OFF - not in a call.

BLINKING - incoming call;
- loading 5750 DVA (USB
device).

ViGO Smart button

- Start MeetingPoint.
- Start a call (open the address book).
- Answer an incoming call.
- Hang up the current call (press again to confirm).

The desktop camera contains an internal microphone and a power LED. The LED of the 5750 DVA tower provides audio information during a call.



SPEAKER LED (Green)

ON - tower's internal speaker is selected during a call.

OFF - 5750 DVA is not in a call,

- tower's internal speaker is not selected during a call.

BLINKING - tower's internal speaker is selected but muted.

5 TROUBLESHOOTING

This chapter provides solutions for common oversights and issues.

If you cannot find a solution to a problem, call your local Mitel Networks service provider.

PROBLEM: The Power LED on the 5750 DVA appliance does not light up.

SOLUTION:

1. Make sure that you pressed the 5750 DVA power switch to the ON position (I).
2. Make sure that the power supply is plugged firmly into the outlet.
3. Make sure that the power outlet is supplying electricity.

PROBLEM: The computer does not show the “USB device starting” message when MeetingPoint starts.

SOLUTION:

1. Make sure that the USB cable is connected correctly between the 5750 DVA appliance and the computer.
2. Make sure that the 5750 DVA appliance is turned on.
3. If the 5750 DVA appliance was not turned off since the last time it was used, the message will not appear. The appliance should operate correctly.
4. If the preceding solutions do not help, follow this procedure:
 - a. Open the Windows Device Manager (**Start/Settings/Control Panel/System/Device Manager tab**).
 - b. Check the **Universal serial bus controller** entries.
 - c. If **Generic USB hub** or **Mitel Networks 5750 DVA Driver** has an “X” or “!” over it, right-click the entry.
 - d. In the pop-up menu that opens, click **Remove**.
 - e. In the Device Manager window, click **Refresh**. The 5750 DVA appliance should operate correctly, and the message should appear the next time you turn it on.

PROBLEM: A message appears: “MeetingPoint could not communicate with the 5750 DVA device.”

SOLUTION:

1. Make sure that the installed MeetingPoint software is version 4.6 or later.
 2. Check that you correctly connected the 5750 DVA to the computer, and that the 5750 DVA and the computer are turned ON.
 3. Open Windows Device Manager and check that the USB drivers are correctly installed. If not, remove them and then click **Refresh**.
-

PROBLEM: The desktop camera keeps slipping backwards.

SOLUTION: The 5750 DVA package contains a small clip. Connect the camera cable and set up the desktop camera as you want it for video meetings; then fasten the clip around the cable to hold the camera in place.

PROBLEM: The display of the local video freezes during a call.

SOLUTION: Press the 5750 DVA’s power switch off and then on again. After the “**USB device starting**” message finishes running, the call is resumed.

PROBLEM: The local video is black.

SOLUTION:

1. Check that the power switch on the camera is ON.
 2. Check that the cable is correctly connected between the camera and the 5750 DVA.
 3. Make sure the right camera is selected in the local video window.
-

PROBLEM: The video quality is poor.

SOLUTION:

1. Make sure that your computer meets the minimum requirements (see “Minimum System Requirements” on page 3-1).
2. Adjust the focus of the camera manually.

PROBLEM: The remote side cannot hear you.

SOLUTION:

1. Make sure that the audio source that you are using is selected in the MeetingPoint Audio - System Properties dialog box.
2. Make sure that the audio input device is correctly connected to the 5750 DVA.
3. Check if Mute Microphone is active. If so, disable muting.

PROBLEM: You cannot hear the remote side.

SOLUTION:

1. Make sure that the 5750 DVA's volume is high enough. Press the + button on the appliance to raise the volume.
2. Make sure that the headset's or the optional speakers' cable is firmly inserted into the **SPKR** connector on the side of the appliance.
3. In MeetingPoint, open the **Audio** tab of the System Properties Hardware dialog box. Make sure that the correct **Speaker** is selected.

PROBLEM: An optional Pan/Tilt/Zoom camera is connected, but 5750 DVA is not using it.

SOLUTION:

1. Check that you selected the appropriate PTZ camera in the Local Video window (right-click and then click **Select Camera**).
2. Check that you selected the appropriate PTZ camera type in the **Camera** tab of the Hardware - System Properties dialog box.
3. Check that the camera cables are securely connected to the 5750 DVA's Video connector and the computer's COM port.

PROBLEM: The 5750 DVA cannot make Interactive Multicast calls.

SOLUTION: The 5750 DVA Professional and Executive include Interactive Multicast as a standard part of their package. It installs automatically when you install MeetingPoint. However, the 5750 DVA Standard does not come with Interactive Multicast. If you want to add this option to your system, contact your local distributor.

PROBLEM: The 5750 DVA cannot automatically open a video session after losing and regaining its network connection.

SOLUTION: If the 5750 DVA loses its network connection, reset the 5750 DVA after the network connection comes back up.

A CONNECTING OPTIONAL ACCESSORIES

In addition to its standard components, the 5750 DVA system is compatible with various optional accessories and peripheral devices that add features and convenience to your conferencing. This appendix explains how to connect these devices:

- Connecting External Speakers
- Connecting a Second Camera
- Connecting a VCR
- Connecting a Document Camera
- Connecting Other USB Devices

A.1 Connecting External Speakers

Connecting Multimedia Speakers

As an option, the 5750 DVA supports the use of external multimedia speakers instead of the headset for hearing incoming audio. For two-way audio, they may be paired with the headset, a tabletop microphone, or the camera's built-in microphone.

► To connect external multimedia speakers to the 5750 DVA



1. Connect the speakers to the Spkrs (left) connector on the 5750 DVA side panel.

-or-

If the speakers are connected to a sound card, connect the audio cable between the Spkrs (left) connector on the 5750 DVA side panel and the Line In connector on the sound card.

2. In the MeetingPoint application's Conference Panel, right-click and then click **Properties**. Browse to the **Hardware** Properties.
3. Click the **Audio** tab. In the **Configuration Mode** area, select **Manual**.

4. In the **Speaker** area, select **Headset/External**.



External speakers do not receive power from the 5750 DVA. To turn these speakers on and off, and to control the volume, you must use the speakers' own controls.



Connecting Multimedia Speakers to the 5750 DVA

Connecting a VGA Monitor's Speakers

For 5750 DVA Executive models

An additional option for enhancing the audio quality is the use of a VGA monitor's speakers. The 5750 DVA Executive contains two additional audio cables for this audio configuration.



This configuration requires a sound card installed in the computer connected to the 5750 DVA.

► **To connect a VGA monitor's speakers to the 5750 DVA**



1. Connect an audio cable between the Spkrs (left) connector on the 5750 DVA side panel and the Line In connector on the sound card
2. Connect the second audio cable from the Audio Out connector of the sound card to the Audio In connector of the VGA monitor.
3. In the MeetingPoint application's Conference Panel, right-click and then click **Properties**. Browse to the **Hardware Properties**.
4. Click the **Audio** tab. In the **Configuration Mode** area, select **Manual**.

- In the **Speaker** area, select **Headset/External**.



Connecting Multimedia Speakers to the 5750 DVA

A.2 Connecting a Second Camera

The 5750 DVA supports the use of a second camera as a video source.

► To connect a second camera to the 5750 DVA rear panel



- Connect the camera cable to the Aux Video IN (yellow) connector of the 5750 DVA rear panel.



Connecting a Second Camera to the 5750 DVA

A.3 Connecting a VCR

The 5750 DVA supports playback of a videocassette to a video meeting.

► **To connect a VCR to the 5750 DVA rear panel for playback**

1. Connect the VCR Video cable with the jacks between the VIDEO OUT connector of the VCR and the Aux Video IN (yellow) connector of the 5750 DVA rear panel.
2. Connect the VCR cable with the jacks between the AUDIO OUT connector of the VCR and the Aux Audio IN (white) connector of the 5750 DVA rear panel.
3. Verify that the VCR is connected to a power supply.

For specific instructions on installing and operating the VCR, see its accompanying user's guide.



Connecting a VCR to the 5750 DVA

A.4 Connecting a Document Camera

The 5750 DVA supports the use of a document camera as a source for displaying documents and illustrations during conferences.

► To connect a document camera to the 5750 DVA rear panel

1. Connect the camera cable with the yellow connector between the OUTPUT/VIDEO connector of the camera and the Aux Video IN (yellow) connector of the 5750 DVA rear panel.
2. Verify that the camera is connected to a power supply.

For specific instructions on installing and operating the document camera, see its accompanying user's guide.

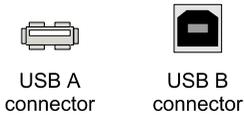


Connecting a Document Camera to the 5750 DVA

A.5 Connecting Other USB Devices

The 5750 DVA can be connected as part of a series (*daisy chain*) with low-power *Universal Serial Bus* (USB) equipment with a maximum consumption of 100 mA (such as a USB mouse), or devices with their own power supply (such as some multimedia speakers). The daisy-chained devices share the same USB port as their connection to the computer.

- For a USB device connected between the 5750 DVA and the computer, connect it to the USB B connector on the 5750 DVA's rear panel.
- For a USB device connected downstream from the 5750 DVA (farther away from the computer), connect it to the USB A connector on the 5750 DVA's rear panel.



USB Connector Types

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