

PEACESAT Video Teleconference Setup

Initial checks done one day prior to conference

- Have you contacted your local participant to confirm time & date of conference?
- Will you be available during the conference? If not, have you designated a trained operator to be present?
- Is your conference room reserved?
- Has your conference room seating been setup to accommodate the amount of participants.
- Is your site alignment at its optimal level? If not, you will need to perform an alignment.

Procedure for Video Conferencing

- 1) Check in at least "half an hour prior" to start of conference.
- 2) Optimize signals levels with Honolulu.
- 3) Record levels and then give them to Honolulu prior to starting conference.
 - a. Channel 0 RSSI
 - b. Mod IF Power
 - c. Rx Level
 - d. Eb/No
 - e. SER
 - f. CBER
- 4) Program your Polycom presets.
- 5) Place your Polycom microphone close to your participants but far enough away from your television to prevent feedback.
- 6) Brief your participants on how to operate the Polycom remote.
- 7) Explain to your participants about using a PEACESAT VTC connection
 - a. Make sure to mute your Polycom microphone when your site is not speaking.
 - b. Avoid eating crunchy snacks during the conference.
 - c. Do not ruffle papers near the microphone. This causes an annoying noise to the other video participants.
 - d. Remember if you move the microphone during a conference that you must first mute it. If you do not, everyone will hear the sound of a thunder storm.
- 8) Always be present or near during the duration of the VTC. If you cannot, be sure to have your trained designated operator present.
- 9) PEAK YOUR DISH EVERY 10 MINUTES OR SOONER IF NEEDED.**