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.