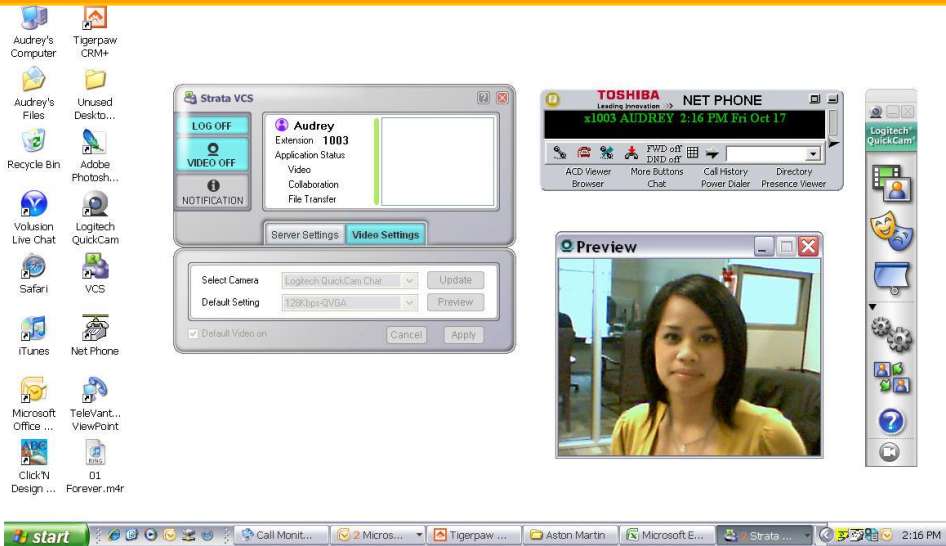


# VIDEO COMMUNICATION SOLUTION (VCS) USER GUIDE



One Call | infinite solutions

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## GETTING STARTED

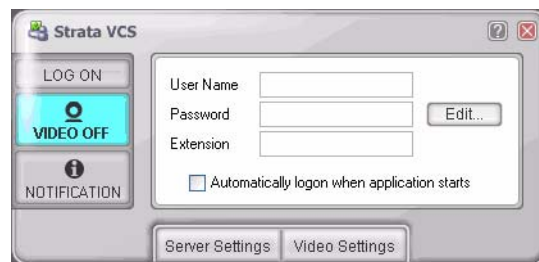
### Log On to VCS

VCS enables you to choose from the start menu, or to double-click and start via the shortcut icon on the desktop created at the time of installation.

#### <sup>3</sup> To log on to VCS

1. Click on Start > All Programs > Toshiba Business Communication > VCS ...or click  on the desktop.

The main console displays along with the Task icon on the Sys Tray (shown right).



**Note** Main Console (above) will not be displayed if the check box “Automatically logon when application starts is checked (see Figure above) and “Start this Application at Windows logon” is checked.

2. From the Main Console screen, enter the username (alphanumeric/case sensitive), the password (case sensitive), and the PDN or SDN of the telephone’s extension #.

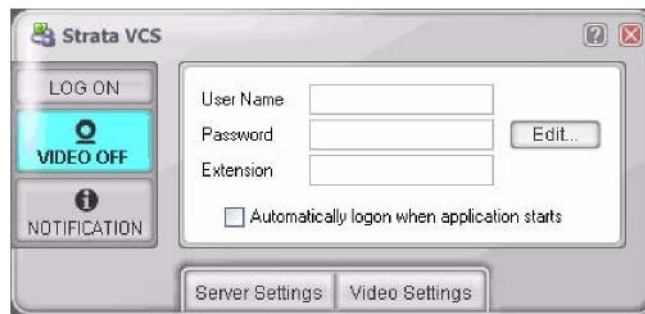
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## OVERVIEW

# Main Console



**Main Console Screen**

## Fields

Field	Description
User Name	Enter the User name.
Password	Enter the Password corresponding to the username. Check with your System Administrator for default password. This field is
Extension	Enter the User's extension / DN to be associated with VCS
Automatically logon when application starts	Automatically logs you on to the VCS server when VCS starts. In addition, when log on fails during time-out, log on retry is

## Task Icons

The Task icon displays on the Sys Tray using the following VCS status symbols:

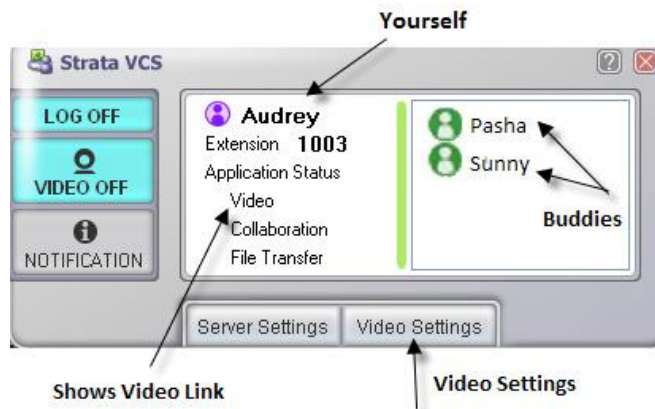




	Log Off		Log Off (no camera)
	Log On		Log On (no camera)
	In Session		In Session (no camera)

**Note** Double-clicking on the Task icon displays the Main Console.

## VCS Client (In Session)



**Main Console when connected to 2 buddies**

## Screen Icons

Icons	Function
	Buddy icon. Displays only during a connection session with a communication partner.
	Yourself. Displays during log on.
	The dotted line shows video transmission. When both videos are on (Buddy and yours), a horizontal dotted line displays from both icons, indicating your buddy and you are linked. When there are no dotted lines, there is no transmission occurring. When only one of you is transmitting, only one line shows.

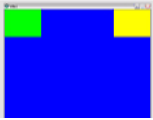

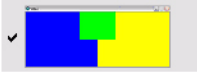


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## Video Window Formats

The Video windows can be resized by clicking on the edges and dragging up, down, left or right. The window format can also be changed by right-clicking on the inside of the window. You can chose different window orientations by right-clicking on the inside of the window.

Video Window orientation	Format
	VGA size format.
	Vertical QVGA size format.
	Horizontal QVGA size format (Default).
	Vertical QCIF size format.
	Horizontal QCIF size format.

## Three-way Conference Call

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. You now want to conference in a third party so you press **Cnf/Trn**. The video and shared application windows no longer display (both yours and your buddy's) on the PC.
3. You call another station or outside line (C). When the called party answers, press **Cnf/Trn**. The video communication starts between the conference master (A) and the third party (C).

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**Note:** Video communication cannot start with C unless the VCS was started prior to the call with (B).

4. If the conference master (A) exits from the telephone connection and if each of the parties (B, C) have VCS installed, video communication between the second (B) and third parties (C) start.
5. Application sharing is not inherited and would need to be restarted.

### Restrictions

- Video communication cannot start if any of the video communication did not start before the 3-way voice conference was established.
- If a four-way conference call is established, none of the participates can have video communication or application sharing.

## Hold

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. You now want to place the other party on hold so you press Hold. The video and shared application windows no longer display (both yours and your buddy's) on the PC

**Condition:** If the call is a three-way conversation, video communication stops between the first and third parties and starts between the second and third parties. Application sharing must be started manually.



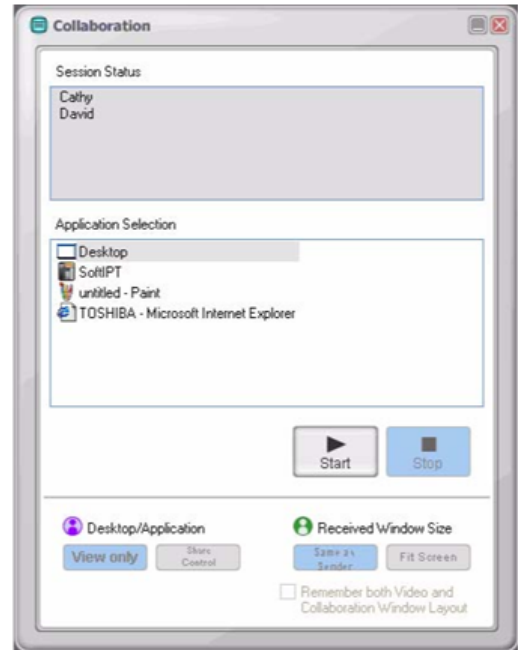


# Application Sharing / Collaboration Window

Collaboration transmits the window or the desktop image currently displayed on a screen of the transmitter's PC to one (or two) receiver(s). Moreover, a movement of the mouse can be transmitted to the receiver's PC from the transmitter's PC.

You can use Collaboration if the partner and telephone in LOGON status are connected in the same way when VCS is in the log on status.

A collaboration control window is displayed when the collaboration application is chosen by right-clicking on the Session Member List after selecting a member.



This screen displays when the Main Console's → Collaboration application is selected

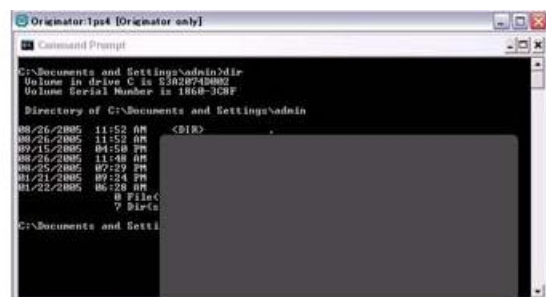
## Shared Application Display

If on the Transmitter's side, another window is currently displayed (shown below), the portion that overlaps the shared application window is displayed in gray (shown below) on the recipients PC screen.

You must either close the overlapping window or click on the shared application window to bring it forward.



Transmitter's PC screen



Recipient's PC screen

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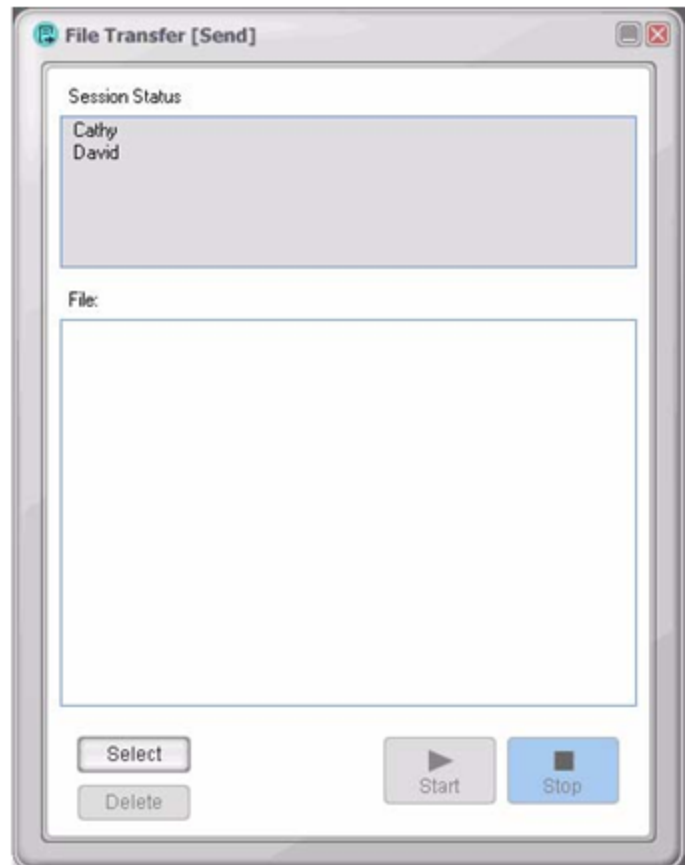
## File Transfer Window

File Transfer enables you to transmit selected files to Session Members that are logged on to VCS.

### Sender's Screen Layout

The Session member names display in the Session Status box. The maximum number of members for file transmission is two users. A file transmission status is displayed on the right side of the user name for each file recipient. The different file transmission status are:

- \* **Blank** –The initial status when opening a window
- \* **Sending file-name** – The file is in transmission.
- \* **Busy** – A receiver is performing another file transfer.
- \* **Rejected** – A receiver rejects a file transfer.
- \* **Aborted** – The sender or the receiver clicked the Stop button under the file transfer.
- \* **Completed** – File transmission is complete.
- \* **Connection is down** – The connection is disconnected during a file transfer. The name of the files to be transferred are displayed in the File list.

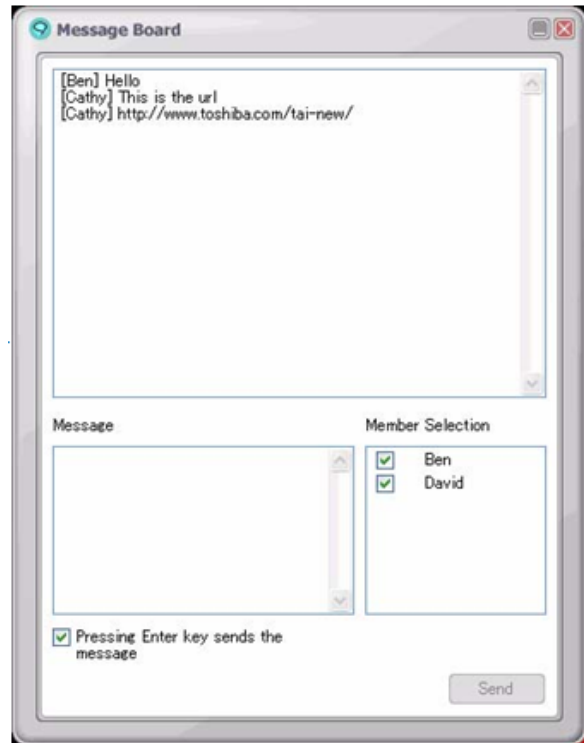




## Message Board

Message Board is the capability to send text messages as an aid in voice conversations. This feature is like a chat, but a little different. You can convey messages that are difficult or require a level of accuracy, example an address or URL, etc.

**Message Display area** – is the first half of the screen where the messages sent and received are displayed. A maximum of 100 messages can be displayed. When the messages are more than 100, then old messages are removed sequentially from the display area. When saving the contents of a message, all the messages that were transmitted and received are saved. This includes all messages that surpassed the 100 messages and were deleted from the display area.



**Message** – This is where you type your message.

**Pressing Enter key sends a message check box** – This box is checked by default every time the Message Board window is opened. When this box is checked, a message gets transmitted every time you press Enter in the Message area.

**Note** When this check box is unchecked and you press Enter in the Message area, a line of text begins. The maximum number of characters for a message is 512; a space counts as a character and a new-line as two characters.

**Member Selection** – All the members displayed on the main console are displayed on the member selection list. Check the boxes next to member names to select users for a message transmission.

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## BCS INFORMATION

### CONTACT INFORMATION (Mon-Fri 8am-5pm)

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