



**Video Communication Solution
(VCS) User Guide**

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CIX-UG-VCS-VA

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Introduction

This guide provides instructions on using the Strata VCS application and is divided as follows:

- **Chapter 1 – Overview** describes the program requirements and screens.
- **Chapter 2 – Getting Started** gives instructions on setting up and using the application.
- **Chapter 3 – Video Integrations** provides a description of the VCS features.

Conventions

Conventions	Description
Note	Elaborates specific items or references other information. Within some tables, general notes apply to the entire table and numbered notes apply to specific items.
Important!	<i>Calls attention to important instructions or information.</i>
Arial Bold	Represents telephone buttons.
Tilde (~)	Means “through.” Example: 350~640 Hz frequency range.
See Figure 10	Grey words within the printed text denote cross-references. In the electronic version of this document (Library CD-ROM or FYI Internet download), cross-references appear in blue hypertext.
➤	Denotes the step in a one-step procedure.
➤	Denotes a procedure.

Related Documents/Media

Some documents listed here may appear in different versions on the CD-ROM or in print. To find the most current version, check the version/date in the Publication Information on the back of the document’s title page.

Refer to the following for more information:

- Strata CIX and CTX General Description
- Strata CIX VCS Installation, Programming and Maintenance Manual

Toshiba Strata VCS™ is the client Desktop/application software for the Strata VCS. It provides point-to-point video communication and Desktop/application sharing by using a telephone connection.

Note This software works with DKT, IPT and SoftIPT telephones using Windows XP. It does not work with Cordless or Single Line Telephones (SLT).

Video communication can start automatically when a telephone line is connected and provides both audio and visual communication with the person you are calling (buddy) and your own PC. The Desktop/application sharing feature enables you to share an application window or a whole PC desktop with your buddy so that as you talk you and the other person can make changes to a document, graphic, etc.

Video communication takes productivity to a new level by allowing Strata remote users to see, hear, interact and collaborate on projects together, no matter where they are physically located. Whether it's used for daily organizational calls or VIP communication, VCS provides the remote way to conduct virtual in-person meetings.

Client Requirements

The following are the requirements to run Strata VCS:

- A DKT, IPT or SoftIPT telephone.

Note This application uses PDNs and SDNs on the telephone. PhDNs are not supported.

- A video camera that meets the specifications and is plugged into an USB port.

Note See the *Strata VCS Installation, Programming and Maintenance Manual* for more detailed client hardware requirements and installation instructions.

- Strata VCS Client software installed on a PC with an USB port.

The following is a sample VCS setup:

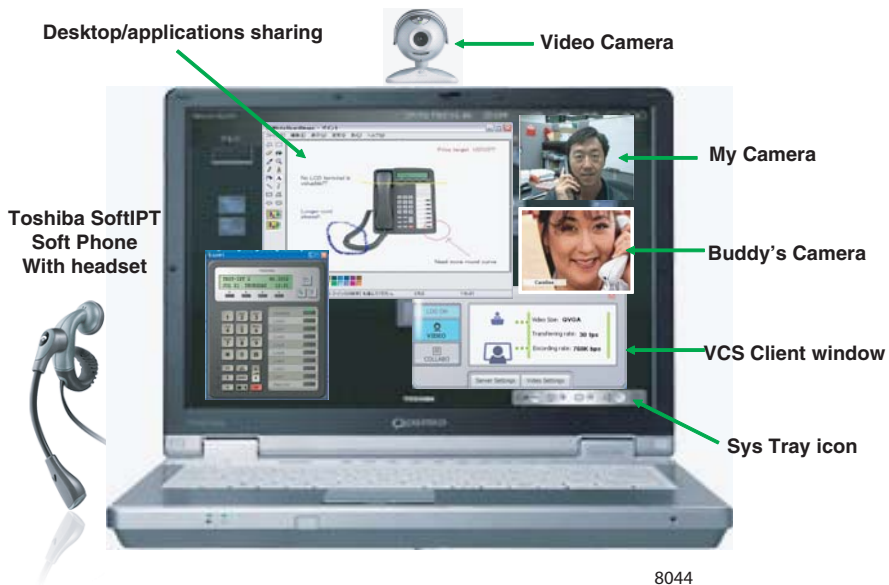


Figure 1 VCS Client, SoftIPT

Main Console



Figure 2 Main Console Screen

Fields

Field	Description
User Name	Initially user's telephone number is assigned.
Password	Check with your System Administrator for default password. This field is case sensitive.
Tel Number	User's extension / DN to be associated with VCS Client.
Automatically logon when application starts	Automatically logs you on to the VCS server when Strata VCS starts. In addition, when log on fails during time-out, log on retry is repeated periodically.

Buttons

Note Buttons that are blue indicate active functions. Buttons that are gray indicate an inactive function. For example, when you are logged on to the VCS, the Log On button is blue, and when you are not the button is gray.

Button	Function
LOGON	Logs on and off the VCS server.
VIDEO	Turns Video Transmission to your buddy on or off. If this button is active, video transmission is automatic when a call is answered.





Overview

Task Icon

Button	Function
COLLABORATION	Activates collaboration features. This button is available while in session with other VCS Client.
Server Settings	Opens and closes the Profile selection screen.
Video Settings	Opens and closes the video transmission setup screen.
Edit	Opens the change password pop-up.

Task Icon

The Task icon displays on the Sys Tray using the following Strata 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.

Context Menu

The Context Menu can be accessed by right-clicking the Task icon on the Sys Tray. This menu enables you to perform Strata VCS functions when the Main Console is closed.

The functions displayed are:

- Console – Opens the Main Console.
- Video Off/On – Switches the video to the partner On/Off. Same as Main Console's Video. If this button is active, video transmission is automatic when a call is answered.
- Preview – Displays the video image of the camera connected to your own PC.
- Log On/Off – Performs Log On and Log Off. Same as Main Console log on.
- Exit – Terminates the Strata VCS.
- Help – Opens the Online Help system. This is the same as pressing the F1 key with the VCS application displayed on your screen.



Server Settings

Depending on the VCS user needs, it is possible to setup different CsProfiles. The user can have a different profile for every different place of work. For example, you can have a profile for work, for home and for business trips (when you are using VCS in your hotel room).

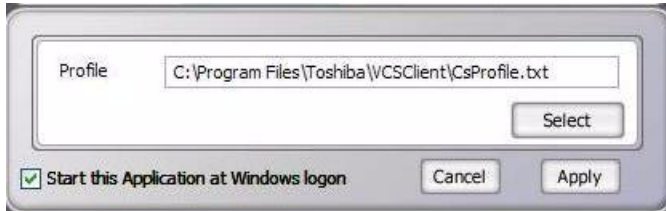


Figure 3 Server Settings Screen

Fields

Field	Description
Profile	Pathway for the CsProfile.txt file.
Start this Application at Windows logon	When this box is checked, Strata VCS automatically starts up at the same time as Windows and you see the VCS console.

Buttons

Button	Function
Select	Selects the client profile.
Apply	Activates the profile for use.
Cancel	Cancels the selection on the screen and returns you to the previous screen.

Video Settings

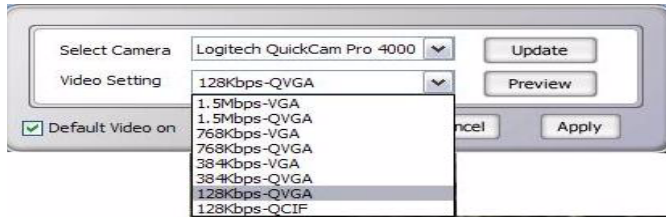


Figure 4 Video Settings Screen

Fields

Field	Description
Select Camera	Select camera connected to PC.
Video Setting	Each selection consists of two factors: quality and size. The quality of video depends on encoding rate (128kbps~1.5Mbps) while the size of video has 3 options—QCIF, QVGA, VGA. Note Upper option requires more bandwidth and processor powers (max: 1.5Mbs – VGA).
Default Video on	When this box is checked, Strata VCS automatically starts up with the Video button set to On.

Buttons

Button	Function
Update	Updates the camera list connected to the PC.
Preview	Displays my camera picture.
Apply	Saves the displayed setup.
Cancel	Cancels the selection on the screen and returns you to the previous screen.

Overview

VCS Client (In Session)

VCS Client (In Session)

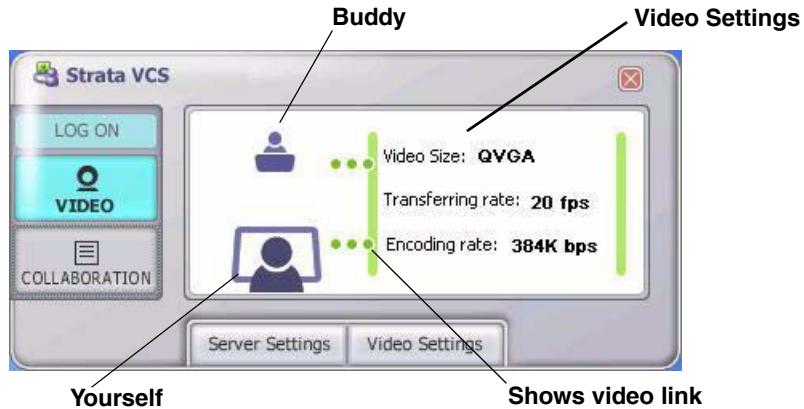





Figure 5 Main Console when connected to Buddy

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.

Collaboration Window

This screen displays when the Main Console's Collaboration button is selected.

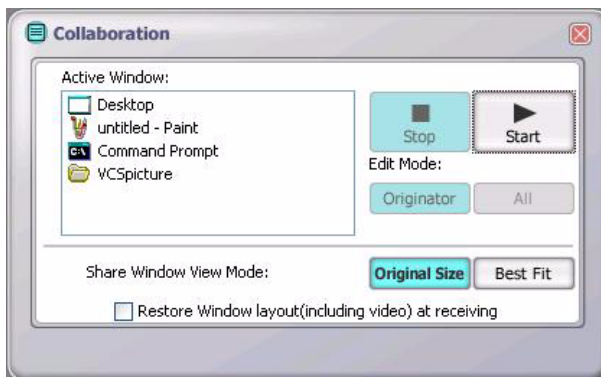


Figure 6 Collaboration Window with sample data

Fields

Fields	Description
Active Window	Select your Desktop or application to share by choosing an application from the active window list.
Restore Window Layout (including video) at receiving	If this box is checked when you start the application sharing, the shared application, Buddy's Camera and My Camera windows display in the same arrangement and size as the last time. When application sharing stops, Buddy's Camera and My Camera windows go back to their positions before the sharing started.

Buttons

Button	Function
Stop	Stops the Desktop/application sharing. Button is blue when application sharing is not active, and gray when it is active.
Start	Starts the Desktop/application sharing. Button is blue when application sharing is active, and gray when it is not active.

Overview

Collaboration Window

Button	Function
Edit Mode	
When the sharing application process starts, the Edit Mode defaults to Originator. Only the transmitter can set/change the Edit mode. The transmitter can also change the setting from Originator or All by pressing Ctrl + Alt + Shft. The recipient of the shared application can stop the Edit Mode by pressing Ctrl + Alt even if the Edit mode is set to All.	
Originator	Only transmitter can edit the sharing application.
All	Both transmitter and recipient can edit the sharing application.
Material Window View Mode	
Original Size	Displays the shared application in the same size as displayed on the transmitter's PC. Important! <i>A recipient must set their program to Original Size when editing a shared application.</i>
Best Fit	Displays the entire shared application on the recipient's window by re-sizing it. Note When the Best Fit mode is selected, even if the transmitter sets his program to Best Fit, the shared application cannot be edited by the recipient.

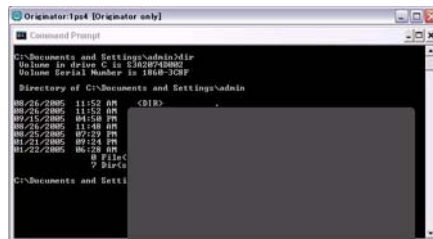
Shared Application Display

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.



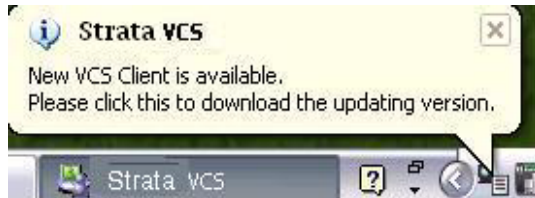
Transmitter's PC screen



Recipient's PC screen

Upgrade Strata VCS Software

In Strata VCS client, the upgrade version is downloadable from the VCS server. When logging on, a message regarding the upgrade version may be displayed in a balloon from the Strata VCS icon on the Sys Tray. Please click the balloon in order to install the upgrade version. You can perform a network install or download the executable file (.exe file).



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Step 1: Configure VCS

Important! *This step must be performed when you use VCS for the first time. Ask your System Administrator to provide you with your Profile.*

Step 1A: Choose Profile

1. Click Server Settings on the Main Console (see [Figure 2 on page 3](#)). The Server Settings screen appears at the bottom of the Console window.
2. Click Apply to choose the profile listed on the screen. If you want to change the profile, click Select and browse for the correct profile.
3. (optional) Check “Start this Application at Windows logon.” When this box is checked, Strata VCS automatically starts up at the same time as Windows.

Step 1B: Set up Camera

1. Click Video Settings on the Main Console (see [Figure 4 on page 7](#)). The Video Settings screen appears at the bottom of the Console window.
2. From the *Select Camera* field, choose a camera from the drop-down menu.
3. From the *Video Setting* field, choose a video setting from the drop-down menu.

Each selection consists of two factors: quality and size. The quality of video depends on encoding rate (128kbps~1.5Mbps) while the size of video has 3 options—QCIF, QVGA, VGA.

Note Upper option requires more bandwidth and processor powers (max: 1.5Mbs – VGA).

Getting Started

Upgrade Strata VCS Software

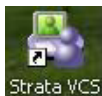
4. Click Apply to save your settings.
5. (optional) Click Preview to view your camera picture.
6. (optional) Check “Default Video on” if you want the video camera to start sending video to the recipient once a phone call is established.

Step 2: Log On to VCS

Strata 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.

► To log on to VCS

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



on the desktop.

The main console displays (see [Figure 7](#)) along with the Task icon on the Sys Tray (shown right).



Figure 7 Main Console Log On Screen

Note Main Console will not be displayed if the check box “Automatically logon when application starts is checked (see [Figure 7](#) above) and “Start this Application at Windows logon” is checked (see [Figure 3 on page 6](#)).

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

3. (optional) Check the “Automatically logon when application starts” box. When this box is checked, you are automatically logged on to the VCS server when Strata VCS starts.
4. Click Log On.
5. If the telephones are connected, the video communication starts automatically if Video is set to On.

Step 3: Using Video Communication

Important! *Both parties must be logged on to the application. You can also log on automatically by checking the box “Automatically logon when application starts” on the Main Console screen.*

1. Make sure video is ON (Refer to [page 3](#) and [page 5](#)).

Note You do not have to perform this step if you check the “Default Video On” box on the Video Settings screen (see [Figure 2 on page 3](#)).

2. Make a call (cannot be voice call or OCA) using a PDN or SDN on your telephone.
3. When the person you called answers the phone, the video communication starts (Buddy video must be turned on). The two windows “MyCamera” Window and “Buddy’s Camera” Window display on both your PC and your buddy’s PC.

Note To Resize Windows: Right-click the MyCamera or Buddy’s Camera Window (inside the window) to display the window size options in a pop-up. Available options are: 640 x 480 (VGA), 320 x 240 (QVGA), 176 x 144 (QCIF). Select the desired size by highlighting it.



4. The display screen on the VCS console will be updated (see [Figure 5 on page 8](#)) on both PCs.
5. When the call is finished, video communication automatically ends.

Considerations

Video Communication:

- Cannot exist if logon occurs after the call is placed.
- Cannot exist if the call is a “voice call” or OCA.
- Cannot continue if one of the call participants press a line button.

Step 4: Using Application Sharing

Important! *A video camera is not necessary for application sharing.*

1. From the Main Console, click Collaboration. The Collaboration window (see [Figure 6 on page 9](#)) displays.
2. From the Active Window, select an application in the list.

Note If the application you want to share is not shown in the Active window list, you must first place it on your desktop.

3. (optional) Check the box in front of Restore Window layout (including video) at receiving. If this box is checked, the shared application, Buddy’s Camera and My Camera windows display in the same arrangement and size as the last time.
4. Make a selection from the Edit Mode (defaults to Originator) and from the size selection (Original/Best Fit).
5. Click Start. The application is displayed on the recipient’s PC. The Main Console window (shown below) displays on both the transmitter and recipient’s PCs. The arrow between the two icons shows the transmitting direction.



Considerations

Application Sharing:

- Can only exist while a speech connection exists and is terminated when the speech connection ends.
- Can be ended manually by the user.
- Can be initiated from any user in the conversation.

Note See also “[Considerations](#)” on page 16 for additional restrictions.

Change Password

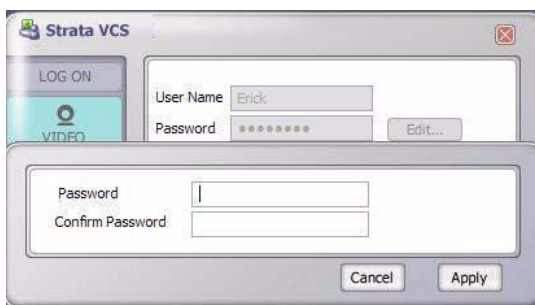


Figure 8 Change Password Screen

1. With the Main Console screen displayed, type in the user name and click Edit. A pop-up box displays (shown above).

Note The user name can be up to 40 characters. Allowed characters are alphanumeric, - (hyphen), _ (underscore), @ . (period). The alphanumeric characters are case sensitive.

2. Enter the new password and confirm it by entering it a second time. Click Apply. The Password can be up to 40 alphanumeric characters. The Password is case sensitive.
3. The new password displays in the log on screen.
4. Click Log On. If the log on to a VCS server is successful, the Log On button of the main console lights up in blue and the screen changes to a Strata VCS status display (shown at right).



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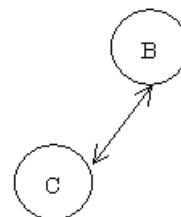
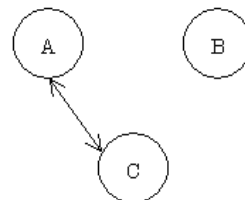
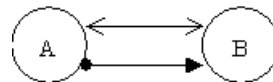
This chapter describes the following VCS video features pertaining to telephone activity:

- Supervised Call Transfer
- Blind Call Transfer
- Conference
- Hold
- Retrieve
- Override
- Call Forward

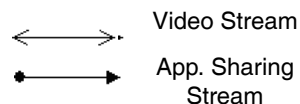
Note For additional information on using your telephone, see *Strata CIX and CTX IPT/DKT Telephone User Guide*.

Call Transfer (Supervised)

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. You now want to transfer the call to 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 dial the extension where you want the call transferred. The Third party (C) answers the phone and video communication starts between you and the called party. You remain on the line and announce the call (supervised transfer).
4. You press Cnf/Trn again and the other two parties are connected. If each of the parties 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.

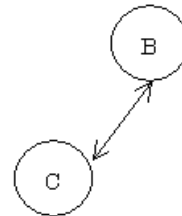
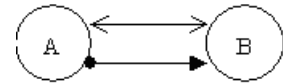


Legend





Call Transfer (Blind)

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. You now want to transfer the call to 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 dial the extension where you want the call transferred. The Third party answers (C) and you hang up (blind transfer).
4. If each of the parties 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.



Legend

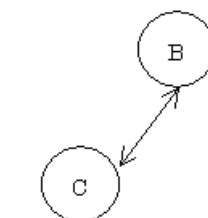
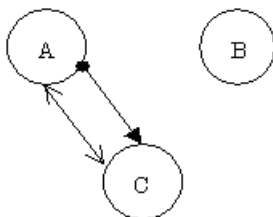
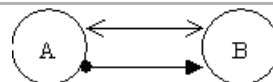
-  Video Stream
-  App. Sharing Stream

Three-way Conference Call

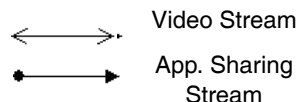
1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. You now want to conference in a third party so you press Cnf/Trn. The video and shared application windows no longer display (both yours and your buddy's) on the PC.
3. You call another station or outside line (C).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

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.



Legend

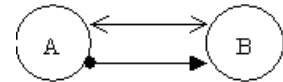


Restrictions

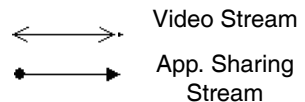
- Video communication cannot start if any of the video communication did not start before the 3-way voice conference was established.
- If a four-way conference call is established, none of the participants can have video communication or application sharing.

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.



Legend



Condition

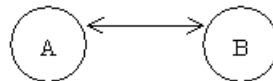
- If the call is a three-way conversation, video communication stops between the first and third parties and start between the second and third parties. Application sharing must be started manually.

Retrieve

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.

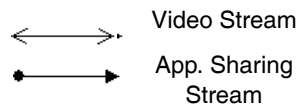


2. You now want to retrieve the call on hold so you press the flashing line button. The video communication starts on both PCs (A, B).



Note Application sharing is not inherited and would need to be restarted.

Legend

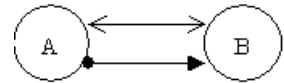
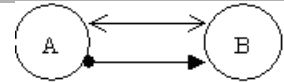


Condition

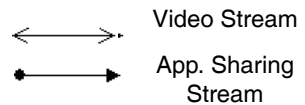
- If the call is a three-way conversation, video communication and application sharing continues between the two held parties.

Override (Executive and Privacy)

1. While on a call, you (A) and a second party (B) have VCS activated on your PCs.
2. A third party (C) uses an override to enter your conversation (A,B). No video communication starts with the third party (C).
3. If one of the two original parties drop out of the conversation, video communication between the overriding initiator (C) and the remaining party cannot start (B).

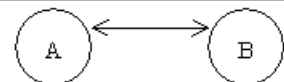


Legend

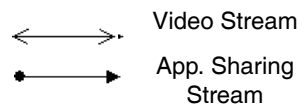


Call Forward

- Video communication starts between a party (A) who makes a call and a party (B) who answers the forwarding call.



Legend



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