HydraPort Guide

The HydraPort is a simple control system provided in our high definition admin videoconferencing meeting rooms. It allows you to control what is displayed on the screens and provides a range of inputs below the control buttons. The HydraPort is installed into the desk and is fully retractable (push to raise, push to retract).

Please be aware Videoconferences start automatically at the scheduled time but you will not be able to see or hear the other sites unless the system is turned on. Press the PC VC button to turn the system on.

Push here to raise the HydraPort from the desk

HydraPort raised   HydraPort lowered

Press this button to display the Videoconference participants on both screens (near end will show on the left screen and far end on the right screen)

Press this button to display the computer on the left screen and Videoconference participants on the right screen

Press this button to display any device you have connected to the bottom video and audio inputs eg iPad, iPhone, video camera and digital camera

Press this button to display the computer on both screens. If you're in a Videoconference you will still hear the Videoconference. To play the sound from the computer press OFF then PC PC.

PC VC
VC VC
PC PC
AUX AV
VC MUTE
OFF
- VOLUME +

Press to mute your room microphone

Press this button to turn the system off (Plasma screens, audio system)

Press to turn the volume down

Press to turn the volume up

Connect your laptop to the CSU wired network here

VGA   AUDIO

Connect your laptop here to view on your screen or share with all meeting participants

Connect your laptop here to play audio to all meeting participants

VIDEO   AUDIO

LEFT   RIGHT

Use the AUX AV button to display devices connected here to all meeting participants. Devices you may connect include iPad, iPhone, video camera and digital camera

Use the AUX AV button to play the sound from your device through the audio system so all meeting participants can hear it

Legend

White represents controls
Pink represents inputs

Laptop Connections

VGA Port – Display your laptop to meeting participants

When you connect your laptop to the VGA port in the High Definition Videoconferencing Admin meeting rooms it is automatically sensed by the HydraPort and displayed for you, you do not have to push a button to select it yourself.

You will need a VGA cable (also called an RGB cable and a laptop input cable) to connect to the VGA port. One end plugs into your laptop and the other end plugs into the VGA port on the HydraPort. If your laptop does not automatically enable your external monitor port upon connection to the HydraPort you will need to do it manually. Different brands and models have different shortcut keys but Dell laptops most commonly use the FN and F8 keys. If you do not know the shortcut keys you can enable your external monitor by opening your display properties.

VGA / RGB port

VGA / RGB cable

Audio port – Play audio from your laptop to meeting participants

On the HydraPort the audio port is located on the right hand side of the VGA port. You will need a 3.5 mm audio cable (also known as a 3.5mm audio jack) to connect your laptop to the HydraPort.

Audio port

3.5mm computer audio cable

Network ports - Wired network access

Access to the CSU wired network is available by plugging a network cable from your laptop into a network port.

Network ports

Network cable

AUX AV ports – Video and audio connections for other devices

The AUX AV ports allow you to connect a range of video and audio devices to the Hydraport to display and play to meeting participants. Devices you can connect include an iPad, iPhone, video camera and digital camera. You will need a Composite AV cable to connect your Apple device to the AUX AV ports.

The cables required to connect a video camera or digital camera usually come with the device. You will need RCA connectors on at least one end to connect to the HydraPort. The brand and model will determine which connector you need to plug into your device. Please view the manual or user guide that came with your device for more information.

| AUX AV ports | Apple composite AV cables | Apple dock connector | Sony video camera 10 pin to RCA (and S Video) |

RCA cables are colour coded and if they conform to standard the yellow cable should be connected to the yellow port and is used for video. The red and white are used for audio and should be connected to their corresponding colour but it does not matter if you mix these up as long as they are plugged into the audio inputs. Most importantly the yellow video cable should always be plugged into the yellow port marked video.

Tips

Videoconferences will start automatically at the prescheduled time. Wherever possible you should arrive before the start time and ensure the system is turned on to minimise delays.

When the system is turned on a blue light will indicate which input is selected on the HydraPort, if none of the buttons are lit press PC VC to turn the system on.

If you arrive after the start of the Videoconference the other sites will still see you even if you have not yet switched the system on and cannot see or hear them. The other sites can see you because Videoconference units must remain on at all times, however your room microphones should be muted, remember to turn VC Mute off before speaking.

If VC Mute is turned on, you will see a blue light in the middle of the VC Mute button and the mute symbol should appear on the bottom left hand side of the Videoconference screen. Press the VC MUTE button to turn mute off.

If you cannot hear the other sites and they do not have VC MUTE turned on check to see if your room volume has been turned down. To turn up the volume press the right hand side of the Volume button where the + is.