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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

<table>
<thead>
<tr>
<th>Conventions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note</strong></td>
<td>Elaborates specific items or references other information. Within some tables, general notes apply to the entire table and numbered notes apply to specific items.</td>
</tr>
<tr>
<td><strong>Important!</strong></td>
<td><em>Calls attention to important instructions or information.</em></td>
</tr>
<tr>
<td><strong>Arial Bold</strong></td>
<td>Represents telephone buttons.</td>
</tr>
<tr>
<td><strong>Tilde (~)</strong></td>
<td>Means “through.” Example: 350–640 Hz frequency range.</td>
</tr>
<tr>
<td><strong>See Figure 10</strong></td>
<td>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.</td>
</tr>
<tr>
<td>▶</td>
<td>Denotes the step in a one-step procedure.</td>
</tr>
<tr>
<td>▶</td>
<td>Denotes a procedure.</td>
</tr>
</tbody>
</table>

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
Overview

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. PdDNs 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

![Main Console Screen](image)

**Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Initially user’s telephone number is assigned.</td>
</tr>
<tr>
<td>Password</td>
<td>Check with your System Administrator for default password. This field is case sensitive.</td>
</tr>
<tr>
<td>Tel Number</td>
<td>User’s extension / DN to be associated with VCS Client.</td>
</tr>
<tr>
<td>Automatically logon when application starts</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGON</td>
<td>Logs on and off the VCS server.</td>
</tr>
<tr>
<td>VIDEO</td>
<td>Turns Video Transmission to your buddy on or off. If this button is active, video transmission is automatic when a call is answered.</td>
</tr>
</tbody>
</table>
### Task Icon

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

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

**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).

![Server Settings Screen]

**Figure 3** Server Settings Screen

### Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Pathway for the CsProfile.txt file.</td>
</tr>
<tr>
<td>Start this Application at Windows logon</td>
<td>When this box is checked, Strata VCS automatically starts up at the same time as Windows and you see the VCS console.</td>
</tr>
</tbody>
</table>

### Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Selects the client profile.</td>
</tr>
<tr>
<td>Apply</td>
<td>Activates the profile for use.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the selection on the screen and returns you to the previous screen.</td>
</tr>
</tbody>
</table>
Overview

Video Settings

Figure 4  Video Settings Screen

Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Camera</td>
<td>Select camera connected to PC.</td>
</tr>
<tr>
<td>Video Setting</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> Upper option requires more bandwidth and processor powers (max: 1.5Mbs – VGA).</td>
</tr>
<tr>
<td>Default Video on</td>
<td>When this box is checked, Strata VCS automatically starts up with the Video button set to On.</td>
</tr>
</tbody>
</table>

Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Updates the camera list connected to the PC.</td>
</tr>
<tr>
<td>Preview</td>
<td>Displays my camera picture.</td>
</tr>
<tr>
<td>Apply</td>
<td>Saves the displayed setup.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the selection on the screen and returns you to the previous screen.</td>
</tr>
</tbody>
</table>
VCS Client (In Session)

**Screen Icons**

<table>
<thead>
<tr>
<th>Icons</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Buddy Icon" /></td>
<td>Buddy icon. Displays only during a connection session with a communication partner.</td>
</tr>
<tr>
<td><img src="image" alt="Yourself Icon" /></td>
<td>Yourself. Displays during log on.</td>
</tr>
<tr>
<td><img src="image" alt="Dotted Line" /></td>
<td>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.</td>
</tr>
</tbody>
</table>

---

**Overview**

VCS Client (In Session)

Figure 5  Main Console when connected to Buddy
Collaboration Window

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

![Collaboration Window with sample data](image)

**Fields**

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Window</td>
<td>Select your Desktop or application to share by choosing an application from the active window list.</td>
</tr>
<tr>
<td>Restore Window Layout (including video) at receiving</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Buttons**

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop</td>
<td>Stops the Desktop/application sharing. Button is blue when application sharing is not active, and gray when it is active.</td>
</tr>
<tr>
<td>Start</td>
<td>Starts the Desktop/application sharing. Button is blue when application sharing is active, and gray when it is not active.</td>
</tr>
</tbody>
</table>
Overview

Collaboration Window

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.

Shared Application Display

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit Mode</strong></td>
<td>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 + Shift. The recipient of the shared application can stop the Edit Mode by pressing Ctrl + Alt even if the Edit mode is set to All.</td>
</tr>
<tr>
<td>Originator</td>
<td>Only transmitter can edit the sharing application.</td>
</tr>
<tr>
<td>All</td>
<td>Both transmitter and recipient can edit the sharing application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Window View Mode</th>
<th>Displays the shared application in the same size as displayed on the transmitter's PC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Size</td>
<td><strong>Important!</strong> A recipient must set their program to Original Size when editing a shared application.</td>
</tr>
<tr>
<td>Best Fit</td>
<td>Displays the entire shared application on the recipient's window by re-sizing it.</td>
</tr>
<tr>
<td>Note</td>
<td>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.</td>
</tr>
</tbody>
</table>
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).
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 participates 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).
This page is intentionally left blank.
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.
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.
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

- Video Stream
- App. Sharing Stream

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

Video Stream
App. Sharing
Stream

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).

Call Forward

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