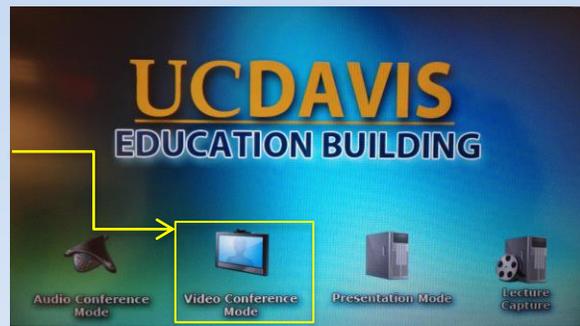


Video Conference Quick Reference Guide

- The Dean's conference rooms have dedicated Video conference units.
- The Classrooms use a shared resource system.
- Touch the screen to awaken the system if the screen is blank.
- Pressing the Video conference button from the initial page helps minimize setup time.
- **Note:** Video Conference is not always present on the initial window within classrooms when unless pre-routed by AV support. It is however accessible from the main menu. This is to ensure that shared units aren't routed unnecessarily (*Touching the screen avoiding the icons goes to the main menu*)



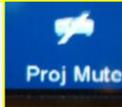
- To place a Video Conference call you must enter the desired IP address and press the **Call** button.
- Remember to press **Hang up** the call after completion.
- The room's IP address is listed on the screen if you need to set up an incoming call.
- **Delete** removes the last character entered in the dial window.
- **Clear** removes all characters from the dial window.
- The **keyboard** button allows a user to input special characters and letters used in dialing out. i.e. @
- The **Volume and mute controls** within the Video Conference menu control the call volume.
- The **Privacy** button within the Video Conference menu silences the room microphone for privacy during a call. *The far end cannot hear you when this is pressed.*
- The **Mute** button within the Video Conference menu silences the far end audio. *You will be heard but not hear the caller when this is pressed.*
- The **PIP** button toggles the room's view off and on.
- Use the **Camera select** button at the top of the window to select the camera and view you want to broadcast.
- Pressing **Layout** during a call allows you to change the way the screen is organized.
- Beneath the words Send Content, you can select a source to share with the callers.



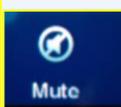
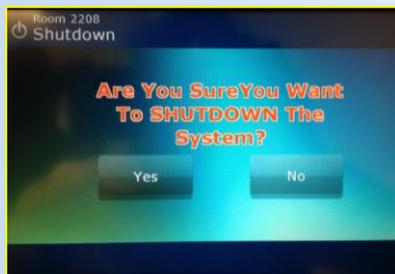
Press Room Off & select Yes to power down the system.



Blanks projector screen when needed The icon will show a blinking slash when muted.



These Volume controls do not effect the Video conference volumes. They are strictly for the speakers within the room. Main Volume and Mute controls. The mute button will show a blinking slash when muted. The speech control volume is for use with the wireless microphones.

Be sure to completely shut down the system after use.

Help Screen



Request a coordinator or technician. By selecting the Advancer Request check box the tech will know to bring a slide advancer to the room.

11/10/2014