

## Preparation and Best Practice

Video conference calls connect automatically so there is no need to dial any numbers from the remote.

**For best image quality** – draw curtains, close blinds and switch on lights to provide optimum lighting.

**For best audio quality** – mute the microphone when you are not speaking. Be aware that video conferencing calls start ‘muted’.

## Using the remote control



**Microphone On/Off.** 

**Adjust loudspeaker volume.** 

When no menu is open, **Arrow** keys can be used to move the camera. 

Use this key to display the **Main menu** on the screen. 

**Waking up the system**  
Grab the remote control and make sure your hand touches the rubber line sensors located on both sides of the remote control, or just touch any key on the remote control.

These keys correspond to the five context sensitive softkeys along the bottom of the screen 

Use this key to see your ‘Selfview’ outgoing image. 

Use this key to end an ongoing call. Outside a call, press and hold to enter the standby mode. 

Switch to show PC screen on the system. Press again to go back to the main camera. 

Open the **Presentation menu** to select other sources. 

Zoom the camera. 

## Frequently Asked Questions

### How do I turn on the video conferencing system?

The system should already be powered up but may be in standby mode. To ‘wakeup’ the system, simply lift the remote as there are sensors on either side.

### Why can't the remote site hear me?

Your microphone may be muted. Press the microphone button to mute or un-mute.

### How can I display a powerpoint presentation for the far end to see?

Logon to the PC in the room or connect your laptop to the cable provided. Your presentation will appear on the right hand side screen. To ‘send’ the presentation to the remote sites press the presentation button on the remote control. This button toggles between sending the main camera image and sending the presentation.

If you need further assistance, please ring the **Service Desk on 66777**