

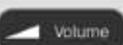
Preparation and Best Practice

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

Mic off turns your microphone on and off.	
Volume + and – adjusts the system volume.	
Press OK to open the menu. Use Arrow keys to navigate. When the menu is closed, use Arrow keys to move the camera.*	
Press Cancel to close the main menu or go one step back in submenus. Press and hold to close all menus.	
Change layout on the screen. Press again to change to other layouts.	



Presentation	Switch to PC (default). [*] Press again to switch back to main camera.
Press and hold	Open the Presentation menu to select other sources.
Zoom	Press Zoom + or – to zoom the camera in and out.
Selfview	Press Selfview to see your outgoing image. Press again to turn Selfview off.
End Call	Press End Call to end an ongoing call. Outside a call, press this key to go to standby.
Picking up the remote control activates the system. The system will automatically go to Standby mode when it is not in use. It is, however, still possible to receive incoming calls.	

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**