HOW TO GUIDE
Video Conferencing Meeting Room

Getting started
Tap the small touch panel screen to activate

Microphone and Volume Control
1. Tap the microphone icon to mute the volume (red highlight = mute)
2. Control the volume using the volume symbols next to the microphone icon.

Positioning your Camera
1. Tap the video camera icon on the top right of the touch panel
2. Position the camera to face the audience using the left/right up/down arrows, zoom in and out using the (+) and (-) buttons or use the camera pre-sets.

Start a video conference call

<table>
<thead>
<tr>
<th>Using contacts</th>
<th>Using a 5 digit Griffith extension</th>
<th>Using an external address</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Contacts Icon" /></td>
<td><img src="image2.png" alt="Dial Icon" /></td>
<td><img src="image3.png" alt="Dial Icon" /></td>
</tr>
</tbody>
</table>
| 1. Tap **Contacts** at the bottom of the touch panel  
2. Tap **Directory** on the top of the call screen  
3. Find the room in the directory that you wish to call, select it then tap the green **Call** button to make the call. | 1. Tap **Dial**  
2. Enter the 5 digit Griffith extension  
3. Tap the green **Call** button to make the call. | 1. Tap **Dial**  
2. Tap the **keyboard** button  
3. Use the keyboard to enter the full external address (eg. 54069@cisco.com)  
4. Tap the green **Call** button to make the call. |

Add an extra participant
1. Tap **Add** at the bottom of the touch panel  
2. Use one of the above options under **Start a video conference call** to dial another participant  
3. Press the **Merge** button at the bottom of the touch panel to add the participant to the conference. *(Note: connection may take 30 seconds)*  
4. Repeat the process for each additional participant.

Change the layout of participants
1. Tap and hold the highlighted area until the **Camera** button appears.  
2. Tap the **Camera** button
3. Use the up and down arrows to toggle through the layout options that appear on the main screen.

1. Tap the red END button at the bottom of the touch panel to disconnect yourself from the conference
2. Tap the green Power icon on the top left of the touch panel and select Standby to put the video conferencing system into standby.

Presentations in a Video Conferencing Room

Start presenting

1. Connect your device to one of the available cords
2. Ensure your laptop is open and switched on
3. Tap Share on the touch panel. You can find the button at the bottom or in the centre of the screen
4. The view from your laptop or tablet will display on the screen
   Note: This can be done even if you are not on a call.

Connecting an Apple laptop

If your Apple laptop does not have a HDMI connection, you can use your Mini DisplayPort to HDMI adapter to display your content. Simply, plug your Mini DisplayPort connection into a Thunderbolt/Mini DisplayPort connection on your laptop. Then plug the HDMI connection into the available HDMI cord.

Stop presenting

1. Tap Share at the bottom of the touch panel
2. Tap the image of your device that appears
3. Tap Stop Sharing
4. Tap the green Power icon on the top left of the touch panel and select Standby to put the video conferencing system into standby.

Troubleshooting

If any part of the system is not working properly: screens, cameras, microphones or speakers. Try turning the system off and then back on. This will reset all components and most likely fix the problem.

1. Tap the green icon on the top left of the touch panel and select Standby to put the video conferencing system into standby
2. Tap the small touch panel screen to turn the system back on.
For further assistance

Contact Audio Visual Support:
- Phone x56464 or
- Press the Call for AV Support button on the touchpad.