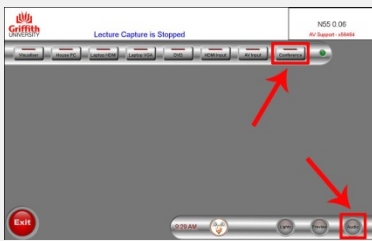


## Video Conferencing in a Lecture Theatre

### Getting Started

Tap the touch panel screen to activate and then Tap **Conference** on the top right of the screen.



### Microphone and Volume Control

- Tap **Audio** to display the volume controls
- Control the volume by tapping the bar, the further right you tap the louder the volume
- Tap the **Speaker** icon to mute or on the Conference screen tap **Privacy Mute** to quickly mute your microphones.

### Positioning your Cameras

1. Select the camera you would like by tapping either **Lecturer Camera** or **Audience Camera**
2. Position the camera by using the left/right up/down arrows. Zoom in and out using the **Zoom In** and **Zoom Out** buttons or use the pre-set camera positions; **Stage/Room Left, Centre and Right**.



### Start a video conference call

1. Tap either **Directory, History or Keyboard**
  - a. Via **Directory and History**; find the room or person you would like to call and then tap the green **Call** button to make the call
  - b. Via **Keyboard**; type in the extension or SIP address of the room or person you would like to call and then tap the green **Call** button to make the call.



### Adding an extra participant to the conference

1. Tap **Add Call**.
  - a. Via **Directory and History**; find the room or person you would like to call and then tap the green **Call** button to make the call.
  - b. Via **Keyboard**; type in the extension or SIP address of the room or person you would like to call and then tap the green **Call** button to make the call.
2. The calls will merge automatically
3. Repeat the process for each additional participant
4. Once in a Conference call press **Change Conference Layout** to cycle through layout options.



### Start Presenting

1. Once you are connected to a call, tap the input device you would like to share in the **Presentation box** (House PC, Visualiser, Laptop HDMI, Laptop VGA, DVD Player, HDMI Input or AV Input).

### Stop Presenting

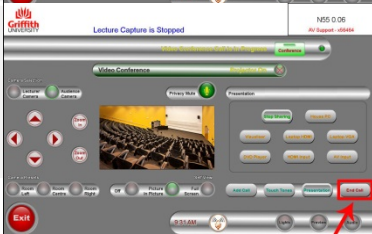
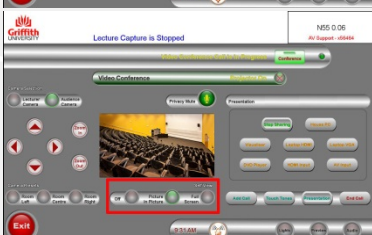
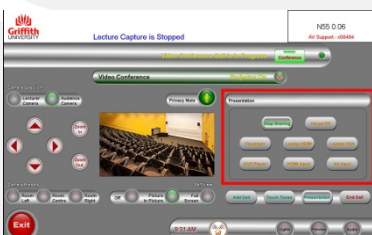
1. Tap **Stop Sharing**.

### Self View

- You can choose from Self View **Off, Picture in Picture and Full Screen**. Self View Off is handy if you are doing a presentation and require the full screen to display all your content.

### End the call

1. Tap the red **End Call** button at the bottom of the touch panel to disconnect yourself from the call
2. When asked if you are sure you wish to end the call, tap the green **End Call** button.



**For further assistance contact**  
**Audio Visual Support 56464**