

Video Conferencing in a Seminar Room

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.

Positioning your Camera

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.

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**.

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.