

Videoconferencing

Quick Start Instructions

Kern Room

1.



The videoconferencing system will connect to the remote locations 15-30 minutes prior to the start time of the actual meeting.

2.



Press the **POWER** button on the television if it is not already turned on.

3.

The **Viewstation CAMERA** should be powered on.



- Sleep Mode: blinking green light
- Awake: solid green light.
- Connected: solid amber light.

4.

Pick up the remote to wake up the **Viewstation CAMERA**.



5.



Place the microphone at least 6 feet from the TV monitor to prevent feedback.

Push button to **un-mute** microphone.
Muted: glows red.

Controlling What You See

You can adjust the Zoom, Pan, and Tilt of the local and remote cameras while the meeting is in progress.

To adjust the main camera (near-site/LOCAL):
Press the **NEAR** button on the remote.



A camera icon facing toward you will appear.

To adjust the remote camera (far-site):
Press the **FAR** button on the remote.



A camera icon facing away from you will appear.

Press the arrow buttons on the Remote control to move the Camera up, down, left, and right.



Press the **ZOOM** button to zoom the camera in or out.





Using the Document Camera

You can use a document camera to take pictures of a document and send them to the far site.

1.



Turn the power on to the Document Camera.

2.

Press the **NEAR** button on the remote control twice.

Then use the arrow buttons to highlight the document camera icon on the screen.

Press the **SELECT** button



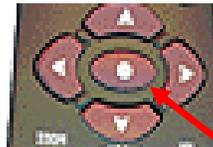
Shutting Down

1.



Press the green button on the remote to end the video conference call.

2.



Highlight the "Disconnect Video Call" and press **Select** button on the remote.

3.



There is no need to mute the microphone. The system will automatically mute the local site when a call comes in.

Support

If you experience any problems with this system, please contact tech support immediately:

Help Desk at x5197



Important! Please turn the monitor off at the end of the call!