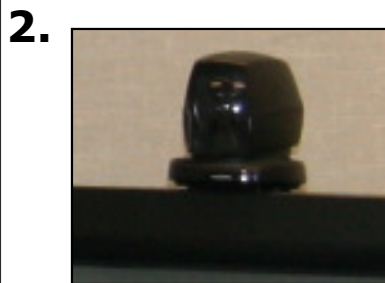


# Videoconferencing Quick Start Instructions

## Mono Room



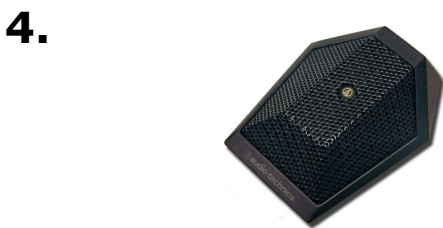
The videoconferencing system will connect to the remote locations 15-30 minutes prior to the start time of the actual meeting.



The **camera** is always powered **on**. There is no need to wake it up with the remote.



Press the **blue button** to turn the television on.



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

5. **Use the remote to:**

Turn microphone on and off.

Adjust volume

Arrow keys are used to navigate in the menus. Press OK to show the menu and to select menu items.

**Zoom the camera in and out.**

Display your outgoing video. Press again to return.

**End Call**

6. To end the video conference call, press the **END CALL** button



7. 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!