Video Conference Quick Start Guide

PLEASE DO NOT DISCONNECT EQUIPMENT

1. Most locations have a dedicated computer and TV's. These should always be powered on. Rooms with a projector will need to be powered on and off respectfully.

2. Wake up the TV and Video system by touching the touch panel. (see figure 1).

3. Touch **Contacts, then Favorites or Directory** to show directory listing of VTC rooms.

4. Press the Name of the location hosting the meeting and press Call.(see figure 2).

5. Press **Camera icon** in upper right hand corner to adjust camera. (see figure 1).

6. Press the **Share** icon to start sending PC content to participants in the meeting. The content will also be displayed on one of the TV monitors or the projection screen. Rooms will have a wireless keyboard and mouse for controling the Computer in the room.

7. Press the **Share** icon to stop sharing content.

8. Press **End** to end conference session.

Figure 1. Touch Panel

Note: The Panel has volume control, and micrphone on/off control in the lower right hand corner. Camera control in upper right hand corner.
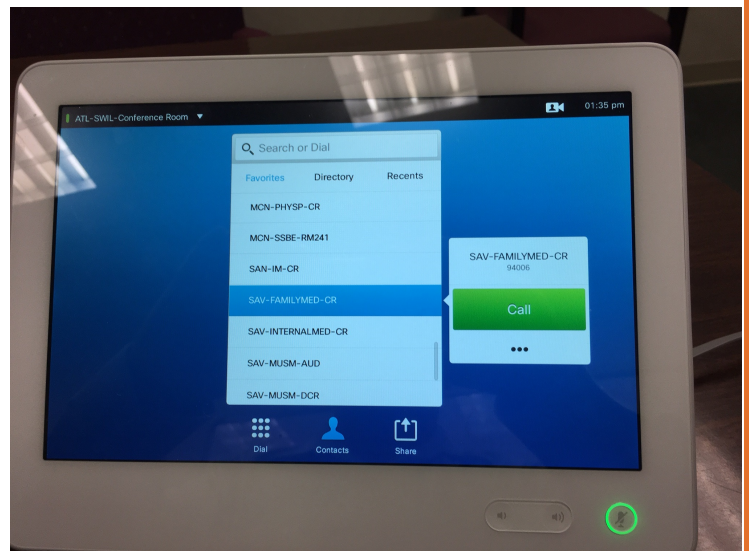

Figure 2. Directory - Favorites - Call

Important Information

- **Note:** Do not power off Computer, TV's or Video system. They will all go to sleep when idle.

- If you do not have a dedicated PC in the room then there will be a HDMI cable connected to the video system for you to connect a laptop, should you wish to share content.

Need help? Visit it.mercer.edu or call 478-301-7000