

# Video Conference Quick Start Guide

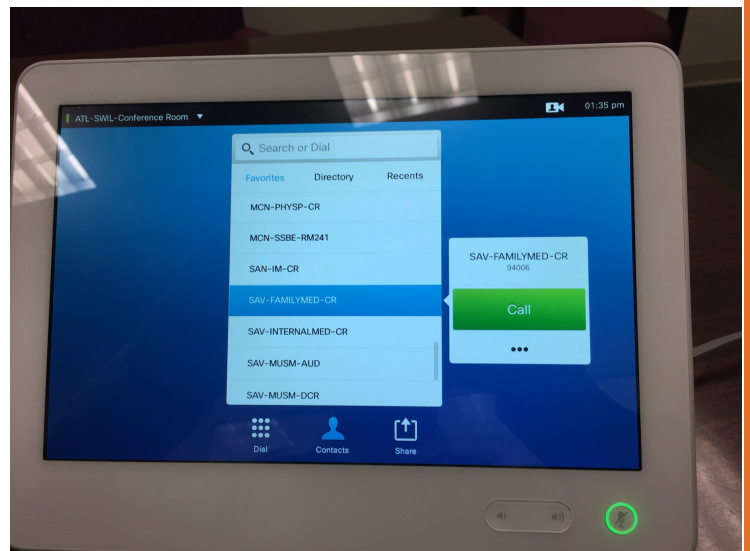
## PLEASE DO NOT DISCONNECT EQUIPMENT

1. Most locations have a dedicated computer and TVs. 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 controlling 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 microphone 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.

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