



INSTRUCTIONS

- 01** Power on the control panel.
- 02** Log into the computer using your MEID and password.
- 03** **SKYPE FOR BUSINESS**
Launch Skype for Business. Right click on the name of the person you wish to enter a conference call with. Then, click on Start a Video Call.
- GOOGLE HANGOUTS**
In your browser of choice, go to hangouts.google.com. Click on a person from the Hangouts list or search for their name/email. Then, click on Video Call.
- 04** End the call when you are finished. Remember to log out of the computer.



CONTROL PANEL

Certain conference rooms are equipt with either a television or a projector. Despite the different screen types, the instructions will be the same.



POWER ON / OFF

The power button is located in the bottom right corner. This will control the state of the computer and television/ projector.



VOLUME CONTROLS

Adjust the volume by pressing the plus (+) and minus (-) buttons. Mute the audio by pressing the button in the bottom left corner.



CONFERENCECAM REMOTE

1. BLUETOOTH

We discourage you from using the bluetooth capabilities.

3. END CALL

Press this button to end a conference call.

5. ZOOM IN / OUT

Control the camera zoom with the plus (+) and minus (-) buttons located on the left.

7. HOME

Press the Home button to recenter the camera.

9. CAMERA PRESETS

Press 1 (recommended) for a wide, full room shot. Press 2 to recenter the camera (same as pressing Home).

2. ANSWER CALL

If a call appears on screen, press this button to answer the call.

4. MUTE MICROPHONE

Press this button to mute the microphone.

6. VOLUME UP / DOWN

Control the volume with the plus (+) and minus (-) buttons located on the right.

8. CAMERA PAN / TILT

Control the camera positioning by adjusting the pan and tilt with the dial.