Using Videoconferencing

1. On the touch panel, select the *Videoconference* tab.

2. Touch **Make a Call** on the touch panel. This will display a keypad, on which you can type in the IP address of the unit you wish to call. This address may contain both letters and numbers. Touch **Dial** on the keypad to make the call.

3. Once you have connected to your desired party, the touch panel offers multiple options. See “Using the Videoconferencing Touch Panel” below for an explanation of each function.

4. When you are finished with your videoconference, touch **Hang Up** to end the call.

5. To turn off the projector, touch **Quit System**.

6. Touch **Yes** under “**Are you sure you want to quit?**”

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**Using the Videoconferencing Touch Panel**

- **Self View** - turns the presenter monitor on and off to reduce distraction.
- **Switch Images** - switches the projected images between the audience monitor and the projector screen.
- **Picture in Picture** - allows the audience to see themselves in a smaller image within the far-end audience image.
- **Camera Control** - toggles the camera the presenter is currently controlling. Near End controls the camera in the classroom with the presenter; Far End controls the camera at the other end of the call.
- **Zoom** - zooms in or out with the selected camera.
- **Pan/Tilt** - moves the selected camera from side-to-side or up and down.
- **Home** - returns the camera to its original position (dead center).
- **Send Volume** - increases or decreases the volume level of the sound you are sending to the other end of the call.
- **Receive Volume** - increases or decreases the volume level of the sound you are receiving from the other end of the call.
- **Volume** - controls the sound level emanating from the lectern itself.

*Continued on reverse.*
Sending Laptop or Document Camera Images

If you would like to project images (e.g. slides, documents) to the far-end while videoconferencing, follow these steps:

1. Touch **Send a source and a camera**.
   
   **Note**: In this instance, “source” refers to either a laptop or the document camera. “Camera” refers to the videoconferencing cameras projecting images of the audience and/or presenter.

2. Select either **Laptop** or **Doc Camera**. Be sure that your desired source is connected to the lectern and is turned on. For assistance, see the **Laptop** and **Document Camera** sections of this manual.

3. Select either **Presenter Camera** or **Audience Camera**. The source you have selected will replace the projected image on the camera you have selected (e.g., selecting Laptop and Presenter Camera will replace the image of the presenter with images projected from the laptop).

4. To stop sending images from the selected source, touch **Send a source and a camera** a second time.