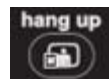


### The Remote control.

The remote control can be best described as a mixture of the TV remote control you may use at home and your Mobile phone, therefore most of these buttons may be familiar to you already. Here is a brief introduction to controlling the Videoconference (VC) equipment:-

#### Connect and disconnect a call manually.

To answer an incoming call manually, select Answer and press OK



To disconnect the call select hang up and press OK.

#### Unmute the microphone.

If you see the symbol below displayed on your screen, this means that your microphone is muted.



To unmute your microphone then use the central mute / unmute button

#### Adjust the Volume.

If the sound is low and you cannot hear the other side this could mean that the sound has been turned right down.



Select the Vol + / Vol - button



### Display a presentation via Laptop.

First you will need to connect your laptop to the VC equipment, and to press the key sequence to display the screen. On most modern Windows laptop this can be done by pressing;-

Windows button + P at the same time.



If you now select the input button, see below, you can now use the arrow keys to select your laptop

and press OK. This will display your laptop on the VC equipment.

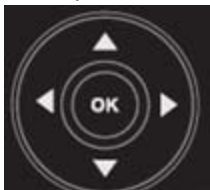


### Camera control.

To control the camera you will need to select the camera button



Once you have done this you can then use the same arrow keys, see below, to control the camera.



**Troubleshooting guide.**

This gives you very quick and simple fixes for the majority of frequently encountered issues.

Issue	Solution
<b>Far site cannot hear you.</b>	Is your microphone unmuted?
	Are the speakers turned up at far site?
<b>You cannot hear far site.</b>	Ask the far site to unmute their microphone
	Are the speakers turn up on your VC system
	If your system has two screens, ensure both are powered on
<b>Far site cannot see you.</b>	Select Presentation on remote (9)
<b>You cannot see the far site.</b>	Ensure that the screen(s) are powered on
	Ask the far site to select presentation on remote (9)
The call has not connected.	Call the Service Desk.
The call has been disconnected.	Call the Service Desk.

If your issue still persists then you will need can contact the IT Service Desk team on the details below:-

**Internally      EXT 5055**

**Externally      0300 500 5055**