SOP – MCS – 155

CRC Telepresence Display -

Video Address: 88543@bu.edu

- Touch the panel at the end of the table anywhere on the screen to start the display
    - You should see four options appear
        - Call
        - Share
        - Messages
        - Extension Mobility
    - You should not need to utilize messages or extension mobility
    - The panel also has options for volume control and mute in the lower right-hand corner
- Cameras:
    - To adjust the camera controls, select the small camera symbol in the top right-hand corner
    - In here, you can adjust each camera by first selecting camera one or camera two
        - Once you have selected a camera, you can use the controls on the screen to move them any direction and zoom in and out
            - You can set presets here as well
        - If you turn on the "Speaker Track" at the top of the window, the cameras will auto adjust as people speak
- Call:
    - To call someone in the system, select the call option
    - From here, you can search for a contact or type in a number you are trying to call
        - If it is an external call, you need to dial "1" before the rest of the number, otherwise it will not go through
    - Once in a call, you should be able to see the participants in the upper right-hand corner and you can mute each participant from there
    - You will only be able to have video on a call if you are calling another Telepresence device, it will otherwise be a normal conference call
- Share:
    - Using either the VGA or HDMI cord, connect your laptop to the display
    - Once this is done, you can select share on the panel and your screen should appear
    - From here you can present as usual
    - You will not be able to use the cameras on the Telepresence system if you are sharing your screen, it will default to your computer camera
- The device will go to sleep on its own after use