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