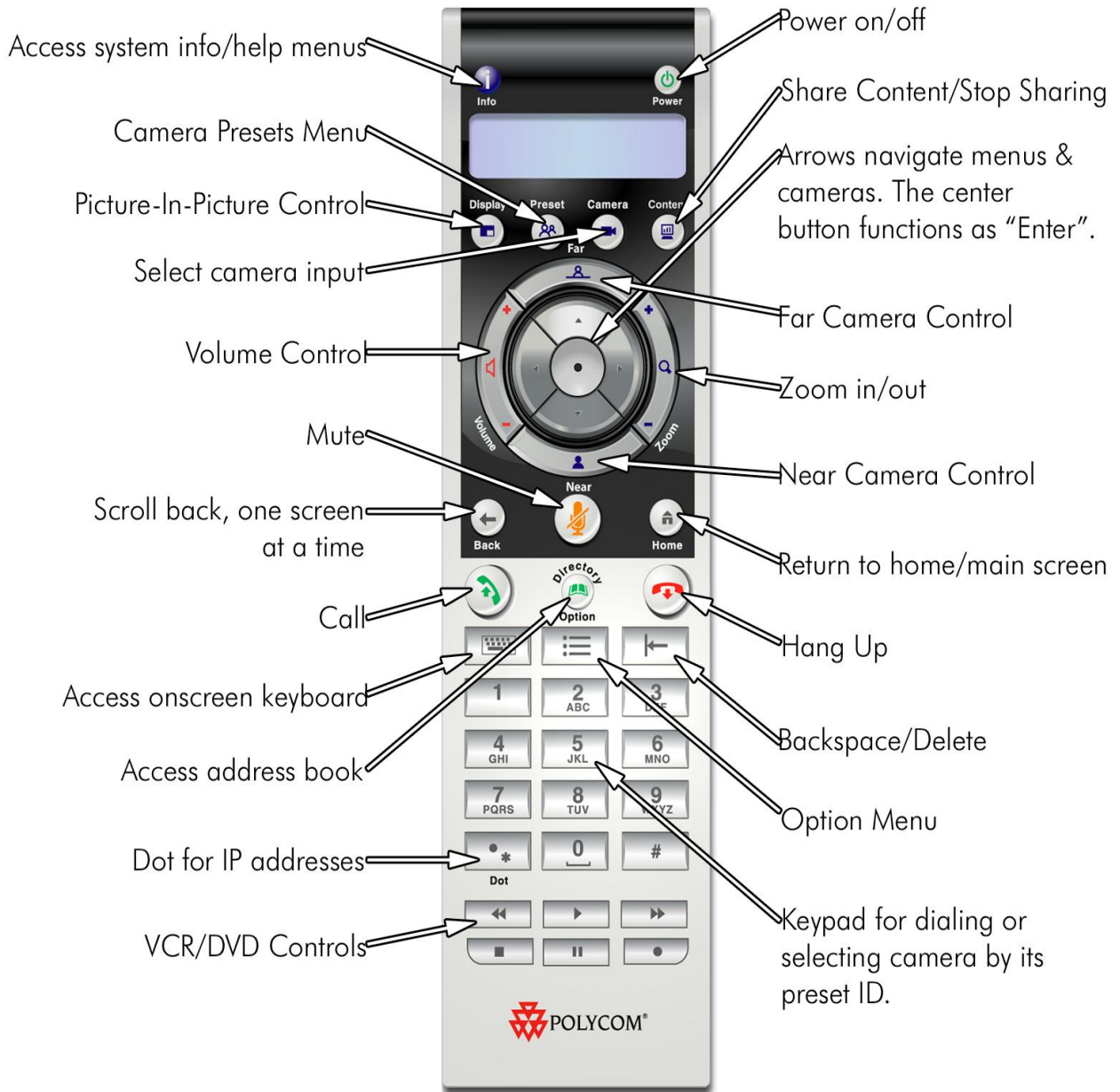




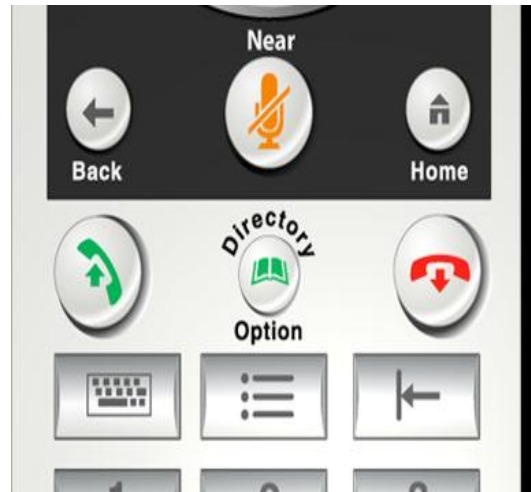
Videoconferencing Instructions

Using the Remote Control





Placing, Answering & Ending Calls



To Answer an Incoming Video Call


If the system is set to auto-answer, it will auto answer. If auto-answer is turned off:

- Your system will ring & alert you on-screen that you have a call
- Press the Call button on the remote to answer the call
- Make sure your microphone is not muted, unless you wish to remain on mute during the call.

To Place a Call

- Make sure the HDX 8000 and monitor(s) are powered on
- Arrow to the Place a Call and press Enter
- A dialing window will open on your monitor along the top of the home screen
- Use the numbers and arrows on the remote control to navigate the call screen
- Use the keypad to dial the IP number of the site you are calling. When dialing an IP address, use the dot button on the remote control.
- Arrow to the “Quality” window to select call speed. Select Auto, Use the center button as an “Enter” button
- Arrow to the Call button and press Enter
- Make sure your microphone is not muted

To Hang Up a Call


- Press the Hang Up button on the remote control
- If you are in a multipoint call, the system will ask you to confirm that you wish to hang up. If you are in a point-to-point call, the call will drop immediately, without confirmation.
- Use the center button in the arrow pad to confirm hang up 

Placing a Call Through the Address Book or Call History



- Arrow to the Directory and press Enter
- Arrow to Favorites and press Enter
- Arrow to the desired number, then the green call button to select it

Placing a Call Through Call History

- Press the Call button 
- Arrow to Recent Call and press Enter

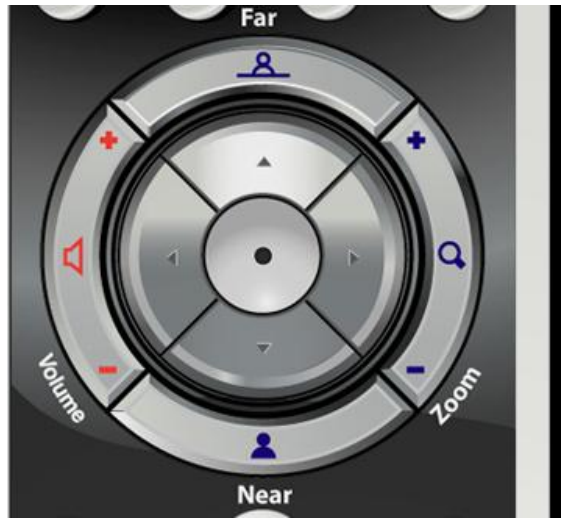
Volume & Mute Control



- Use the Volume lever on the remote to adjust call volume
- To mute the mic(s), press the Mute button on the remote control
- The button in the center of the mic pod will also mute the system
- Red lights appear on the mic & a muted mic icon will appear onscreen
- To unmute, press the Mute button on the remote or the mic pod



Camera Controls



Controlling the Near and Far End Cameras

- Press the Near or Far button on the remote control
- The on-screen camera icon will point towards you if controlling the near end camera, or away from you if you are controlling the far end camera
- Use the arrows on the remote to move the camera up/down and left/right
- The Zoom In/Out button will zoom the image as desired
- Note: Some system administrators will disable far end camera control



Sharing PC Content

Connecting a Laptop or PC

You can connect your PC directly to the cable provide with the HDX 8000 series system, or use one of the PC in the conference room allowing you to share live PC graphics during a videoconference.



To Send PC Content

- Make sure your laptop is set up to share from the VGA out (monitor) port
- You may need to enable your VGA port with a keyboard command, commonly Function+F5 or +F8. Consult your IT department for instructions specific to your PC.
- Ideal PC screen resolution is 1024 x 768; 800 x 600 will sometimes work
- Press the Content button on the remote control
- Your video feed will be replaced with live graphics from the connected PC
- Far sites will view your PC content while content sharing is activated.

To Stop PC Content & Return to Video Conference

- Press the Content button on the remote control. Your video feed will resume.
- You can disconnect the cable without any harm to your computer, open documents, or open programs.