Instructions for JO 1.447 Council Room

Videoconference (IP address for Council Room: 139.230.228.105)

If screen is blank, touch to activate it
Touch Video Conf
Allow a few mins for projector to warm up

Touch VC Image ON screen & projector will lower
If no image appears on screen, touch VC Image OFF then ON again

Touch Video Conference Controls

Toggle this button until IP appears

Select PBOOK to view stored IP Addresses.
Use the up / down buttons to scroll.
The IP Address will be entered automatically.
Then press Exit to close the window.

Or use the Numeric Button Set to manually enter the IP Address (number).
Touch **Call** and adjust volume. NB: ensure **Mic Mute Off**

Touch **View Graphics** to display and send the Computer image.

Touch **PIP** (Picture-in-Picture) to display the local camera as the Inset image.

Turn microphone on when you wish to speak.

Touch **Hang Up** to end the call.

Touch **All** twice. Then **Exit** to close window.
To Turn off Video Conference System, touch **Menu**

touch **EXIT** on the Video Conference Page,

touch **ACCEPT**.