**LOCAL PRESENTATION MODE**

**SYSTEM START-UP**

- **Welcome to SW6.101**
- **8:52 AM**
- **July 25, 2018**
- **Touch for AV Controls**

- **Presentation Mode** - Switch to Left for Camera as Lecturer View
- **Collaboration Mode** - Switch to right for Camera as Student View

**SELECTION OF AV SOURCES**

- **Select your Source** from the Centre of the screen.
- Slide sources left to right to see all Source options

**SELECTION OF AV SOURCES - ADVANCED MODE**

- **Select your Source** from the Centre of the screen.
- **Slide sources left to right to see all Source options**

**AUDIO SYSTEM**

- **Press the “Audio” Button for control pop up**
- Use the “+” and “-” buttons to adjust the volume levels
- Press the **“Mute” Button again to mute / unmute**
- Press Microphone button “A” to give access to individual microphone mute / unmute

**LIGHTING SYSTEM**

- **Press the “LIGHTING” button “A” on the screen or the side of the Touch panel to gain access to Room Lighting controls**
- Adjust the individual lights as required “B”

**SYSTEM SHUT-DOWN**

- **Select “POWER” on the screen or side of the touch panel**
- Press “**Cancel**” to stop the system shut down
- Press “**Snooze**” to stop the system shut down

**Notes**

- Default Source: Solstice Wireless Presenter unless the Resident PC is on.
- Room Mode can be switched at any time
- Sources display single image only
- This mode is for Basic Presentations
STARTING UP THE VIDEO CONFERENCE SYSTEM

Press the screen to turn on System or connect your BYOD Device

Select “Video Conf.” Button to start a Video Call

MAKING A VIDEO CALL (MANUAL IP ADDRESS)

Select “NUMBERS” “A” for Keypad Dialling
Type in the “IP Address” “B” you wish to call
Select “Dial Button” “C” to initiate the dialling process

MAKING A VIDEO CALL (MANUAL KEYBOARD ENTRY)

Select “Keyboard” “A” for manual Dialling
Type in “address” “B” to enter the address to call
Select “Dial Button” “C” to initiate the dialling process

MAKING A VIDEO CALL (RECENT)

Select “RECENT” “A” for the most recent Calls
Select the “Address” “B” you wish to call
Select “Dial Button” “C” to initiate the dialling process

ANSWERING A CALL

Select “Answer” “A” for incoming call
Select “Reject” “A” to Reject the call
Select “Do Not Disturb” to reject call and stop any further calls coming through
Room mode can be changed to pick which camera is to be used “B”

CAMERA MANAGEMENT

Select “Camera” “A” you wish to adjust
Select “Presets” “B”
Manual Zoom / Angle of the Cameras “C” can be done and presets can be saved by users

MICROPHONE MANAGEMENT

Notes
Mute and UnMute microphones by pressing the “Microphone” button to show all Mics

SHARING CONTENT DURING A CALL

Select your required source
Your content will send to the far end as soon as you select the source
Press “Video Conf.” Button to return to the VC Controls
Press “Back” to stop presenting your content to the far end on the VC Page

To Local Presentation Mode Quick Guide