Steps to Video Conference Mode

**Video Conference Mode** assumes that a small group of people are having a business meeting. In this mode, only the center seating section is lighted and the microphones in this section are all on.

**Step 1:**
Wake up Crestron Panel located on the podium. A quick touch will cause it to spring to life. Press Start, after you press the green Start button you will be presented with three options or modes.

**Step 2:**
Select Video Conference Mode (see image 2.0).

**Step 3:**
Begin by entering the Lights & Shades menu (see image 2.1). Select the down-arrow on the Shades-Blackout column. Close the Lights and Shades menu.

**Step 4:**
Plug in any laptop that will be used during the Video Conference. Take note of the label on the cable that is used to connect the laptop [e.g.: Laptop 1].

**Step 5:**
Choose the “Presentation” menu (see Image 2.2). While you are in the Presentation Menu, select the source from where you will be sharing content [e.g.: Laptop 1]. Your content will appear on the “Right” monitor.

**Step 6:**
**Pre-Scheduled Conferences** (if your conference is NOT pre-scheduled, skip to the next step)

If your conference was pre-scheduled a screen will appear when the as an “Incoming Call” during the time the meeting was scheduled to start (see Image 2.3 on the next page).

This allows you to accept the call or ignore it. **Accept the call.** Accepting this call does not necessarily mean that the remote end is up and running, merely that a call is being attempted and that one of the parties in the call is in a physical room.
Step 7:
Non Pre-Scheduled Conferences
Choose the “Video Dial” menu to manually enter the IP address of the remote site you’re calling. If you are using a DNS name to call, use the keyboard option (see Image 2.4).

Step 8:
Once you have entered the IP address/DNS name of remote site you are calling, Press “Call.”

Step 9:
Once the call is connected you can share your content with the far end by pressing “Start” (see Image 2.5). The assignment you chose in Step 5 will now be shared with the remote site.

Step 10:
When you are done with the video conference, we request that you select “End Call” and then enter the Lights & Shades menu again and select “All Off” for lights and to raise the blinds. Exit the Lights and Shades menu. Select Standby and select “Yes” to let the system go into ready mode for the next group.