**Valtori** Government ICT Centre

---

The video conference device and the room display wake up by picking up the remote control. Devices automatically go into power saving mode when the using is ended.

SYSTEM REMOTE CONTROL DESCRIPTION

1. Infrared transmitter

2. Volume down

3. Volume up

4. Zooming the camera down

5. Zooming the camera larger

6. Selection key. Press to confirm your selection.

7. Grid. Moving through the menus and moving the camera.

8. Back/Delete key. Go back in the menus, or delete characters while typing

9. Menu. Display the menu screen

10. Home. Return to the initial view

11. **Green handset**. Make or answer a call

12. **Red handset**. Hang up or reject the call.

13-16. Numeric keypad. Enter letters, numbers or characters. In camera management, you can select a preset camera position using numbers.

17. Muting. Mute or unmute the hardware microphone.
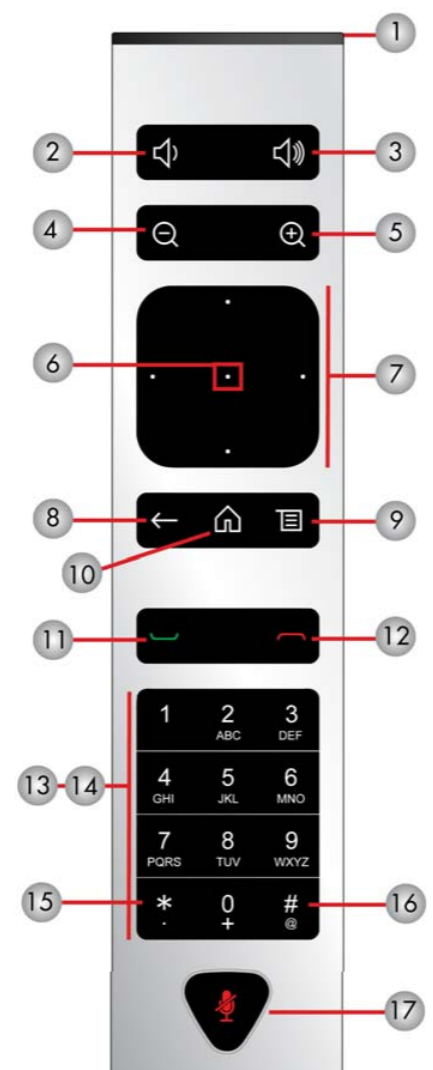
For support services, please contact to Lobby Services or your own organization's End user support.

MAKING A CALL

You can make a call directly using a calendar reservation, via the directory or with a direct call address.

1. One Touch Dial

The easiest way to join the conferences is using One Touch Dial feature. At first you need to make a calendar reservation by reserving a conference room with conference device for the video conference service via calendar software, e.g. Outlook.

When the calendar reservation has been made, a separate entry for the reserved time appears in the calendar view of the device's screen.
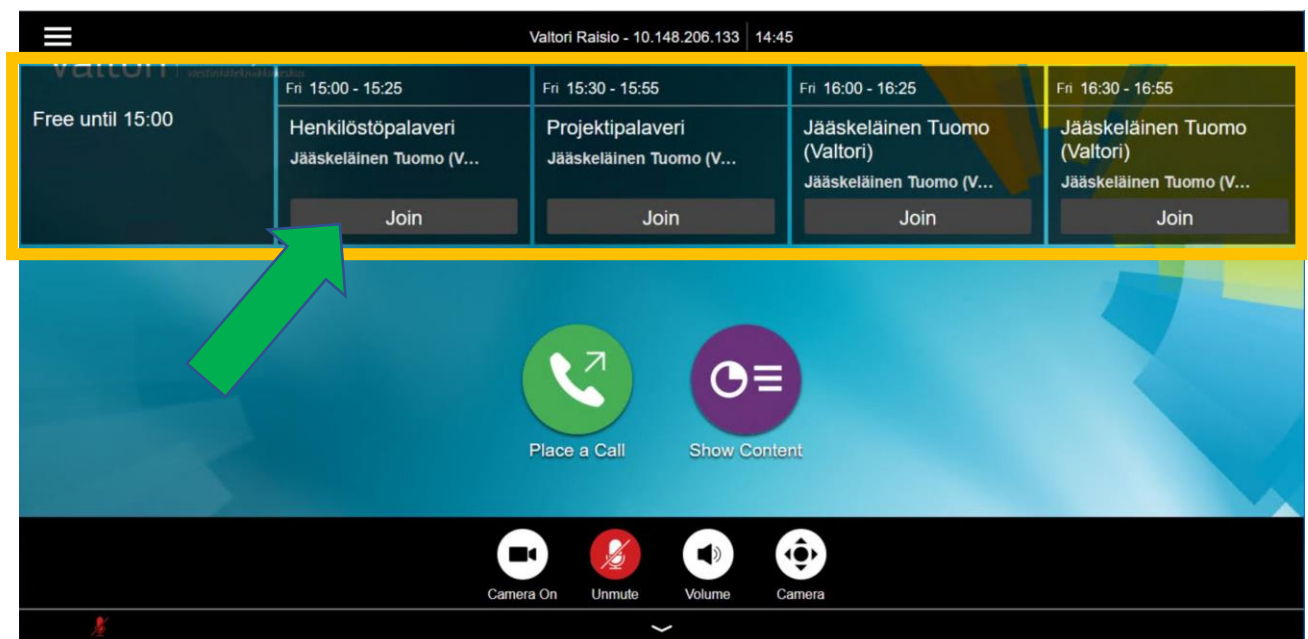
Go to the calendar booking on the hardware screen and press **Join** .

2. Calling through the directory

Wake up the equipment by lifting the remote control from the table.

Use the remote control to navigate to the call menu by pressing

Select **Contacts** in the menu which opens the contact information menu.

You can call from the Contacts menu by using the directory structure or by searching for contact information in the search field.

Select a contact and press to make a call.

3. Direct call using the calling address

You can use the device to call outside using the calling address. The destination of the call can be another video conference device or video conference service. You will receive the necessary call information from the party organizing the conference.

To call directly from the device, Navigate the remote control to the call menu by pressing

Enter the calling address using the number keys, or press to enter letters.

The calling address can take different forms, e.g.

IP address (123.123.123.123)

SIP URI (example@domain.com)

After entering the call address, select to make a call.

RECEIVING A CALL

All incoming calls to the device must be accepted..

The call is answered or rejected by using remote control.

Press to accept an incoming call

Press to reject an incoming call

4. Using a video conference device during a call

During a call, the device's remote control can be used to control the device functions.

Mute - Press to mute or unmute the device's microphone. You can also mute the call from the device's microphone.

Adjusting the volume - Adjust the volume to a lower or higher level.

Video on/off - If you want to temporarily stop sending a video, press and from the view that opens press

When you want to restore sending a video image, press and from the menu that opens press

Adjusting the camera – To adjust the camera position and zoom, select Press to zoom in or zoom out

5. Content sharing

The video device can be used to share a content either locally or to the participants of a video conference.

1. For content sharing, connect the system's HDMI cable to the computer
2. To stop sharing, disconnect the HDMI cable from your computer