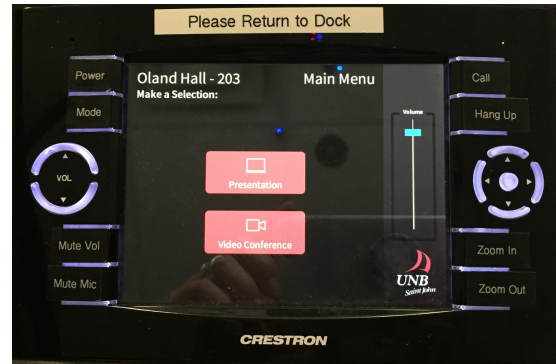


Philip Oland Hall 203 Technology Instructions

Please arrive 15-10 minutes early to ensure the technology is set up and working properly before your session begins. If you need assistance please call 648-5855.



Video Conference Between UNBSJ and UNBF

- Tap Creston control to wake it up if it is blank and tap a second time to access the program selection

- Select **VIDEO CONFERENCE**

- The wall mounted screens and Polycom cameras will turn on, a menu listing all UNBF Polycom rooms will appear.

- **To place a call:** Use the circular directional keys on the right side of the Crestron control panel to move around the screen and select the room you wish to call. Once the room is highlighted press the centre circle button on the remote to activate the call.

- **To accept an incoming call:** press the **ROUND** answer button (in the centre of the circle on the right)

- By default microphones are muted when calls are connected, you will see a red microphone image flashing in the lower left corner of the screen as well. To toggle **MUTE** on and off press the button on the remote labeled **MUTE VOL**, or use the mute button on the extended mic, red is mute and green is unmuted.



To share content with both campuses:

- Select your input from the list marked Content on the left side of the Crestron Controller screen. Your choices are Room PC, Laptop (connect using the HDMI or VGA cables provided (depending on your laptop you may need additional dongles), or Doc Camera (a ceiling mounted document camera that will display whatever is on the podium where the red target appears).
- Pressing the **CONTENT OFF** button will stop content sharing.

End of Meeting

- At the end of the meeting you can disconnect the call by pressing the HANG UP button on the right side of the Crestron controller.
- Then press **POWER OFF** on the Crestron control panel. The screens will power off and the camera will go to sleep
- **Please return the Crestron controller to the dock to ensure it is charged for the next user.**

To Present Content to the People in the Room only with no Video Conference:

- Tap Creston control to wake it up if it is blank and tap a second time to access the program selection.
- Select **PRESENTION**
- Select your **INPUT SOURCE**
 - **ROOM PC** – For using the computer attached to the monitor, mouse and keyboard (you will need to log in with your UNB credentials)
 - **LAPTOP** – If you connected your laptop to the video cables built into the table (depending on your laptop you may need additional dongles)
 - **DOC CAMERA** – Located in the ceiling documents on the podium will be displayed on screen



- Once your content is being displayed you can adjust your volume, if required, using the panel on your right.
- When finished please tap the POWER button on the Creston Control panel to power off the screens.

- **Please return the Crestron controller to the dock to ensure it is charged for the next user.**
- If you are using the room PC please re-start the computer to ensure you are completely logged out.

Trouble Shooting

Crestron Controller is not Responding

On occasion the controller is not powered off at the end of a session and the system goes to sleep with the screens still on. If you discover the screens on please power off the system and wait 30 seconds before selecting Presentation or Video Conference mode on the Crestron Controller. Once powered off it needs a few seconds to shut down before it responds to commands again.

Cannot hear people on far end

- Confirm that far end does not have their mics muted.
- Adjust **FAR END VOLUME** on the Crestron Control panel

Far end cannot hear you

- Confirm your mics are not muted, look for the red flashing mic in the bottom left corner of the screen, and press the **MUTE** button on the Creston controller or the microphone.

Personal Laptop is not displaying on screens

- Confirm all cables are properly connected
- Confirm **LAPTOP** is selected on the Crestron control panel
- The display settings on your computer may need to be adjusted to **MIRROR** or **DUPLICATE**

Incoming call was auto-answered, they can see and hear us but we cannot see or hear them.

- This occurs when the call is answered by the system before you select Video Conference mode on the Crestron controller. Tap the Crestron controller and select VIDEO CONFERENCE, the screens should turn on to allow you to see the far end. You may have to unmute your microphones using the MUTE button on the Crestron controller.

FOR ASSISTANCE PLEASE CALL 648-5855.