

Oland Hall 120 Technology Directions

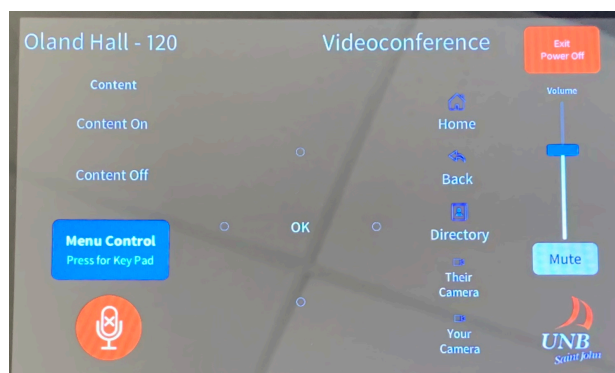
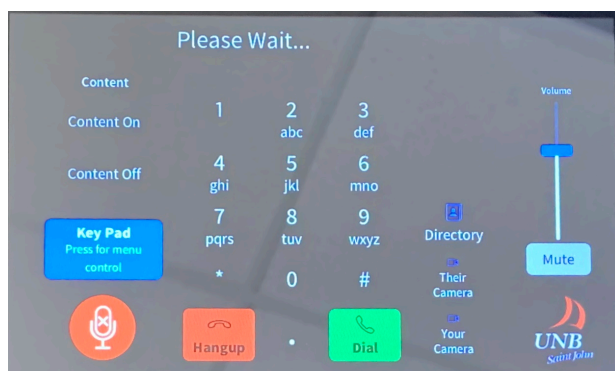
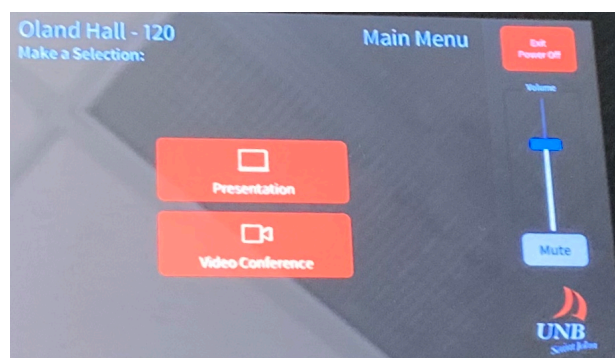
Please arrive 15-10 minutes early to ensure the technology is set up and working as expected before your session begins. If you need assistance, please call 648-5855.

Video Conference between UNBSJ and UNBF

Note: the control is not wireless and will need to remain on the TV stand at all times.

Tap the Crestron control to wake it up if it blank

- Select **VIDEO CONFERENCE**
- The wall mounted screens and the Polycom camera will turn on, a menu listing all UNBF Polycom rooms will appear on the screen.
- If the large TV on the stand does not have a blue screen asking you to Exit and Power Off the equipment, please press the **CONTENT OFF** button and it will appear.
- To place a call: Press the **KEY PAD** button to access the directional keys.
 - Press the dot above **OK** to move the cursor on the wall mounted screen up to the UNBF rooms.
 - Access additional rooms by pressing the buttons to the left and right of **OK**.
 - Once you have the cursor on the room you want to dial press **OK** and the call will be connected.
 - Once the call is connected press the **HOME** or **BACK** key to return to the main menu.
- To accept an incoming call: Press the green **DIAL** button on the home screen. If the call comes in while you are on the directional keys page, press the **HOME** or **BACK** button to return to the previous page and access the Green **DIAL** button.

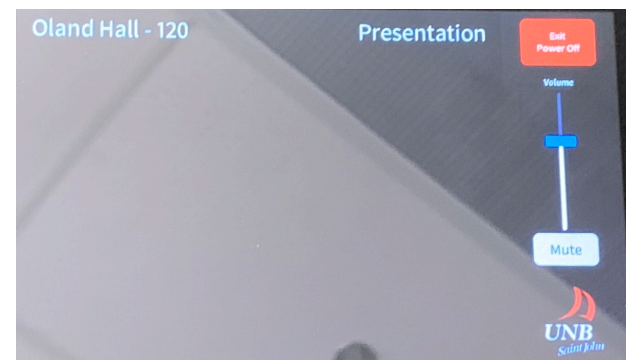
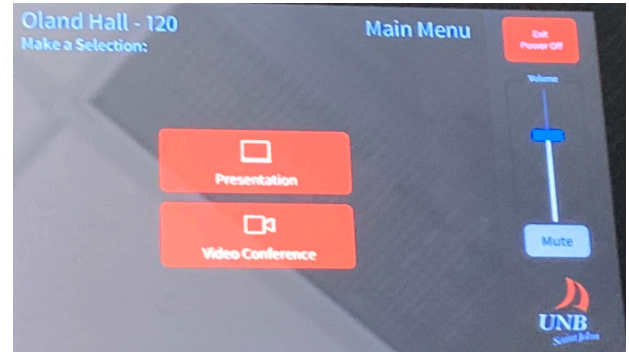


- By default, microphones are muted when calls are connected, you will see a red microphone image flashing in the lower left corner of the screen and the microphone puck on the table will have a red light. To toggle **MUTE** on and off press the centre button on the microphone puck, or tap the red microphone circle in the lower left of the keypad.
- To share laptop content with both campuses: Connect your mobile device using the HDMI, or VGA cables provided and located near the TV in the corner of the room. Depending on your device's ports you may need to provide additional connectors. *(Note: if you are playing sound and using the VGA cables you will also need to connect the provided audio cable. HDMI is capable of delivering visual and audio files, so no additional audio cable is required.)*
- Select the **CONTENT ON** button on the control panel to begin sharing your screen.
- Select **CONTENT OFF** button to stop sharing your screen
- At the end of the meeting: Disconnect the call by pressing red square labelled **HANGUP**; and press the other red square labelled **EXIT POWER OFF**

Presenting Content in the Room without Video Conference

Note: the control is not wireless and will need to remain on the TV stand at all times. Tap the Crestron control to wake it up if it blank

- Select **PRESENTATION**
- Connect your mobile device using the HDMI, or VGA cables provided and located near the TV in the corner of the room. Depending on your device's ports you may need to provide additional connectors. *(Note: if you are playing sound and using the VGA cables you will also need to connect the provided audio cable. HDMI is capable of delivering visual and audio files so no additional audio cable is required.)*
- A network cable is provided as well if you do not wish to be on Wi-Fi.
- If you are playing a video, you can control the speaker level with the slider located on the far right of the screen
- When finished, disconnect any cables from your mobile device, and press the **EXIT POWER OFF** button located in the red square on the top right.



Audio Call Instructions

(Note: the conference phone is the tri-cornered device that can be found on the main table or on the side table. It has a long enough cable to be oved along the length of the main table.)

- To accept an incoming call press the **GREEN** handset button.
- To make an outgoing call:
 - For UNB numbers enter the last 4 digits of the number, press the **GREEN** handset button
 - For local numbers enter 9 and the 7-digit number, press the **GREEN** handset button
 - For long distance numbers enter 9 and 1 then the 10-digit number, press the **GREEN** handset button
- To disconnect the call, press the **RED** handset button.

UNB, Saint John Conference Room Telephone Numbers

Canadian River's Institute (CRI) 231	(506) 648-5518
Hand W. Klohn Commons (HWKC) 107	(506) 648-5936
K.C. Irving Hall (KCI) 215	(506) 648-2301
Philip Oland Hall (OH) 120	(506) 648-5564
Philip Oland Hall (OH) 203	(506) 648-6995
Philip Oland Hall (OH) 212B	(506) 648-5801

Trouble Shooting

Crestron Controller is not Responding

- On occasion the controller is not powered off at the end of a call 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 the 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 the far end

- Confirm the far end does not have their mics muted.
- Have the far-end call into the phone line (506) 648-5564 while you trouble shoot the issue so you can hear each other

Far end cannot hear you

- Confirm your mic is not muted, look for the red flashing mic in the bottom left corner of the screen, or the red light on the mic puck on the table. Press the red light on the puck mic or the red circle with the mic icon on the Crestron controller to unmute.

Laptop is not displaying on screen

- Confirm all cables are properly connected. (Note: you only need to connect VGA **OR** HDMI cables, both are not required. Both are supplied as ports differ from computer to computer.)
- Confirm Content On has been pressed on the Crestron Controller.
- The display settings on your computer may need to be adjusted to MIRROR or DUPLICATE.