

201A Video Conference Equipment

RLA Account: **arch**

Password: **ldig@rch!**

**ONYEN Login and Password may also be used.*



If you see "arch" as the Username at the login screen, then just type the password in the Password field.

If you see "Other user" as the Username and the text "Sign in to: AD" below the Password field, then type ".\arch" in the Username field followed by the password.

Video Conferencing (set SOURCE on TV remote to **HDMI2/DVI):**

- Pull keyboard and mouse from the box and turn them on.
- Use the Samsung remote to turn monitor on.
- Power on the pc.
- After the above 3 bullets have been done the monitor should show a picture of South Building. If not, confirm the source is on HDMI2/DVI after pressing the source key on the remote.
- Open Skype from the short cut on the desktop and sign in.
- Test the Audio and Video settings in Skype under Tools-Options-Audio and Video Settings.
- **Please do not touch the camera, it will self-adjust.** Remove the camera cover. Adjust the position and angle of the monitor by moving the cart and locking the wheels. Another option is to use the arrow buttons on the Logitech remote to adjust the frame.
- Manually adjust the blinds and overhead lighting as needed.
- Pull the speakerphone to the center of the tabletop and press the green icon on the Logitech remote or speaker to turn on. The speakerphone has better audio than the monitor. Use mouse to fine-tune the volume on the speaker icon of the pc. The remote will skip in increments, which may not give you the best balance.

Using Your Own Laptop (set SOURCE on TV remote to **HDMI1):**

- Pull keyboard and mouse from the box and turn them on.
- Use the Samsung remote to turn monitor on.
- Power on the pc.
- On the back of the monitor are the 2 different types of dongles and an HDMI cable depending on your laptop vintage.
- Use the Samsung remote to change the source to HDMI1.

Shutting Down:

- Power off monitor.
- Turn off keyboard and mouse.
- Place the keyboard, mouse and monitor and conference speaker remote in the box.
- The camera will rotate back into sleep mode when not in use.
- Carry out your trash, as housekeeping does not come nightly.
- Please make sure all doors are securely locked!
- Return the box and key to Lisa-Jean, Heather, Steve or Margie.

PROBLEMS?

**Contact Heather, Steve, Margie, or Jan
919-962-6574**