JAI 614 Video Conference System

To wake up the system:
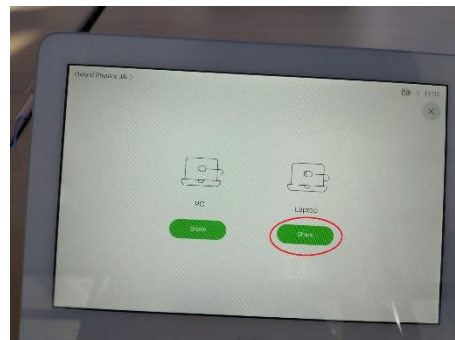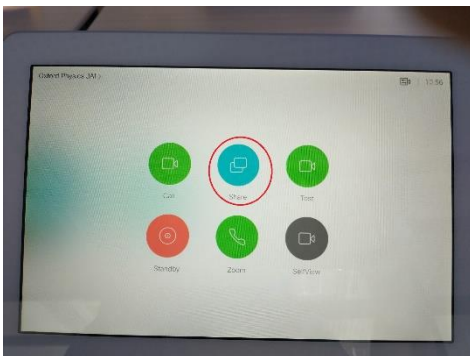
Press anywhere on the control tablet

After about 30 seconds, the screens and camera will spring into life.

To display content of laptop on screen:
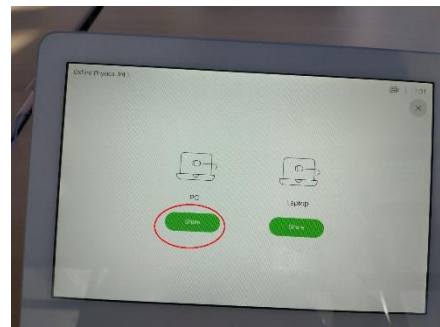
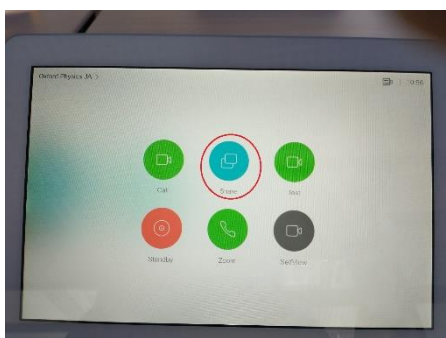Press "share" on the control tablet
Then press Laptop

To display content of PC on screen:

Wake up the PC by pressing any key on the keyboard
Press "share" on the control tablet
Then press "PC"

To connect to a ZOOM meeting

There are three options

1 Connect to an already scheduled zoom meeting

2 Start a meeting in the JAI Accellerator Course series

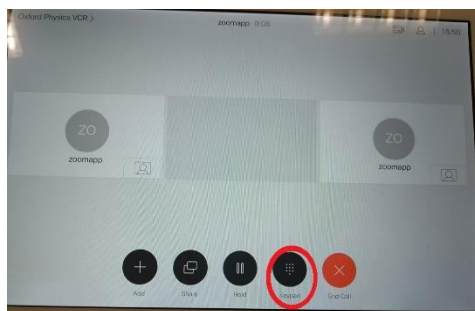**3 Connect to an already scheduled Zoom webinar**

1. **To connect to an already scheduled Zoom room**

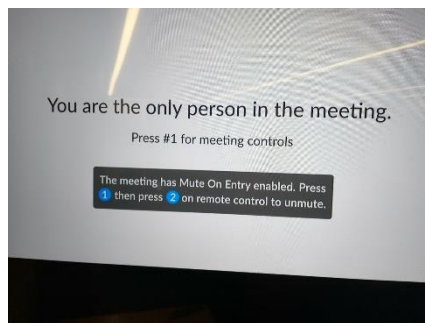Press "Zoom" on the control tablet

When prompted for the meeting id:

press the Keypad symbol, key in the meeting id, and press #

If prompted enter access code and press #

In rare cases, you may see a message like the one below telling you that the system is muted. (This happens if the organizer has dictated that everybody is muted by default).

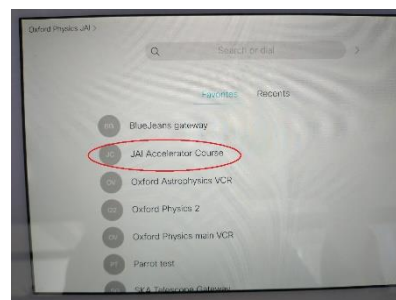If that happens, follow the instructions shown on the screen:

Press 1 on the keypad, then press 2.

2. To start a meeting in the JAI Accelerator Course series

Press "call" on the control tablet
select "JAI Accelerator Course"
Press "Call"

3 To connect to a Zoom Webinar

On a laptop or desktop PC: log in to zoom and start or join the webinar as normal.
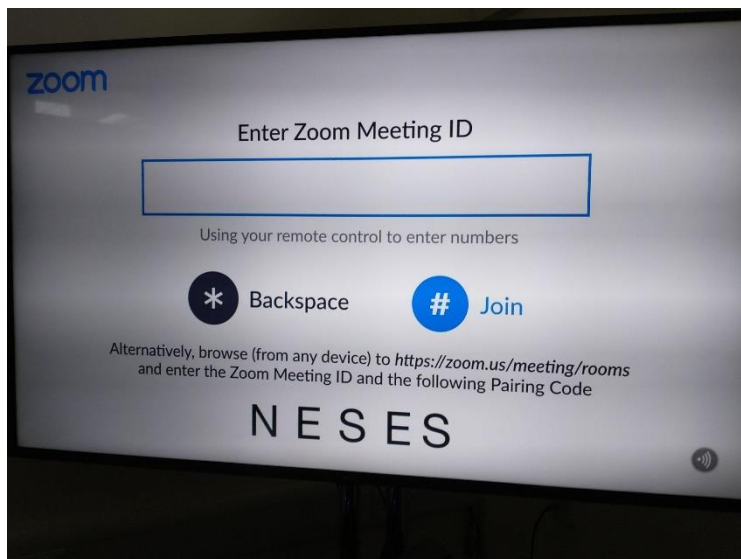
The on the VC unit:
Press the "Call" button on the microphone unit
press "Directory
Select "Zoom Gateway"
When prompted, tap on the blue bar

You will be greeted with the usual welcome screen:

Do **not** enter the meeting id – instead follow the instructions at the bottom of the screen.

That is:

On the laptop or PC, open a web browser and go to https://zoom.us/meeting/rooms

And fill in the form – meeting id for your webinar plus the pairing code as shown on the VC system and tick "join on your behalf". See example below

You will be prompted for your Zoom account details and the VC system will be connected

To connect to Webex or BlueJeans

To connect to a video conference using the Video Conference Zoom Room

Press "call" on the control tablet
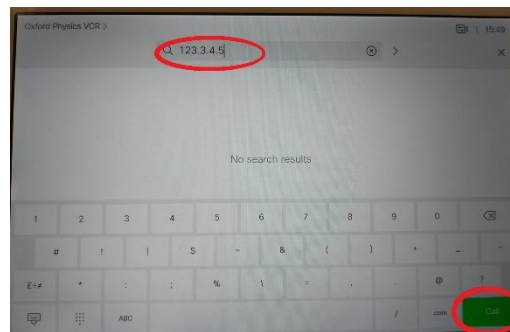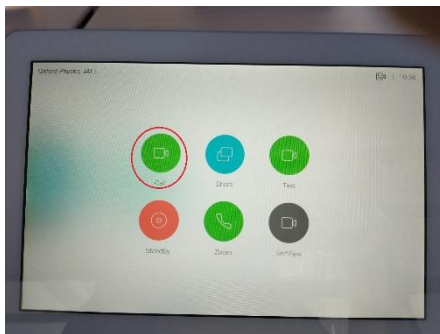Select "WebEx gateway" or "BlueJeans GatewayPress "call"

When prompted for room extension, press the keypad symbol, enter ext number, then press #

To make a h.323 video call to another VC system

Press "Call" on the control tablet
type in the ip address of the system you want to call
Press the green call button

To receive a h.323 video call from another VC system

Tell the other party to call you on 163.1.174.100
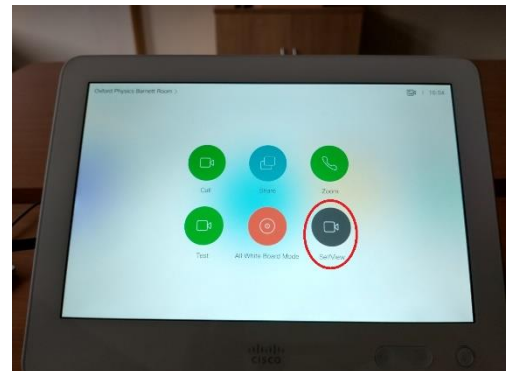
Skype

The system does NOT support Skype but you can use Skype from the PC in the room.

SelfView

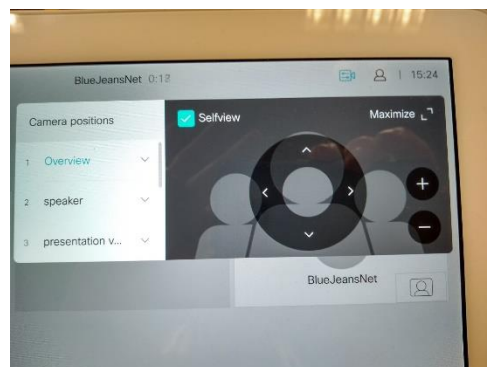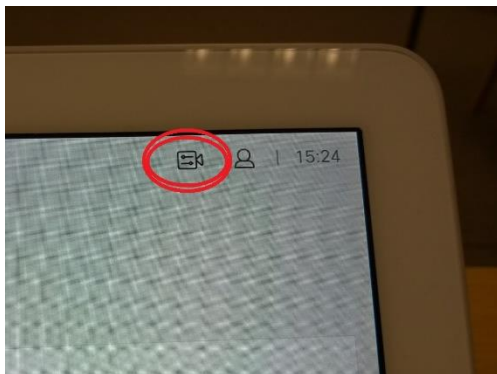Press the selfview button to change the way your own image is displayed

Each time you press it will switch between
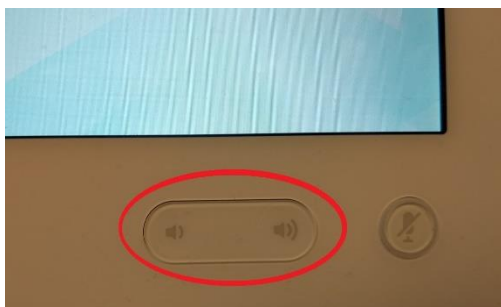
Small image, full screen, no image

Camera Controls

Press the cameral symbol (top right of the control tablet)
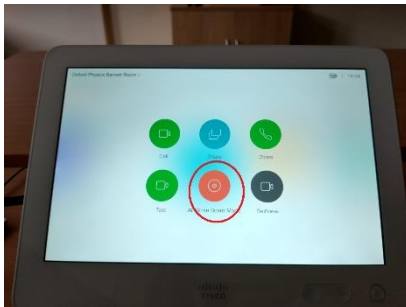then control camera from the pop-up panel

Sound Controls The main volume control can be found on the bottom right hand side of the control tablet

Switching off the system

The system will automatically switch off after about 1 hour of inactivity but you can also get it to switch off by pressing the red button marked "standby

Running a Teams meeting

Wake up the VC system:

Press anywhere on the control tablet

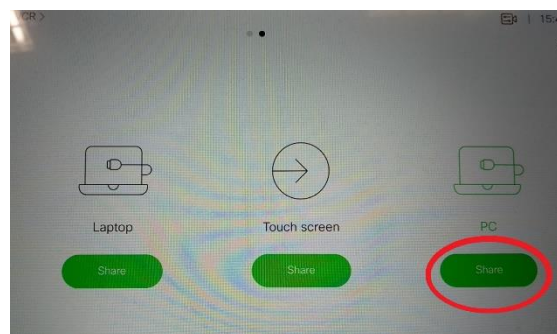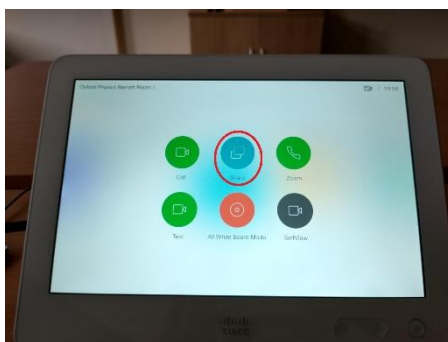After about 30 seconds, the screens and camera will spring into life.

Start and connect PC :

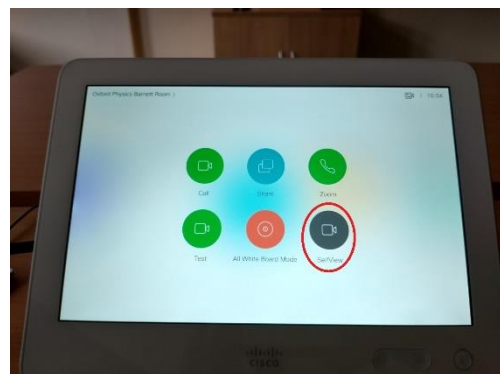Wake up the PC by pressing any key on the keyboard
Press "share" on the control tablet
Then press "PC"

Display your own image

Press the selfview button until you see yourself in full screen mode on the right-hand screen
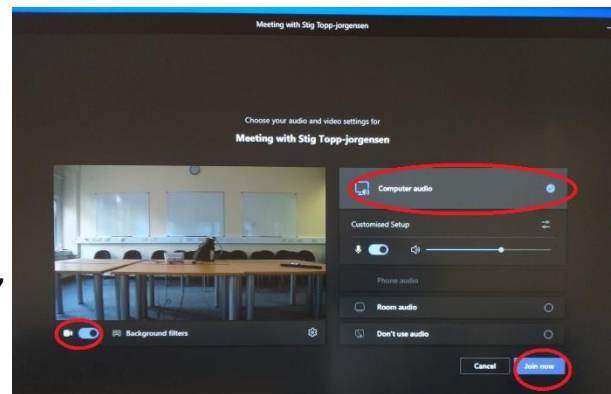
Start Teams

Log in to pc using the credentials printed on the keyboard

Start teams and log in

Start or join the meeting

Enable camera, select "computer audio"

finishing

It is essential that you sign out before leaving