# Instruction Videoconference room – Videoconference unit

Quick Guide:

1. Start the media unit. Button: „Preset Videokonferenz"
2. Choose „Videoanruf"
3. Dial-in via IP: **141.44.16.150** bandwidth on auto.
4. Type in the transferred room-ID followed by a #
5. Type in the transferred PIN followed by a #
6. You should have entered the room successfully

## Operation

The videoconference unit is operated via the media control unit at the speaker's seat (see **Instruction VC Room – Media technology**) under the option "Videokonferenz".
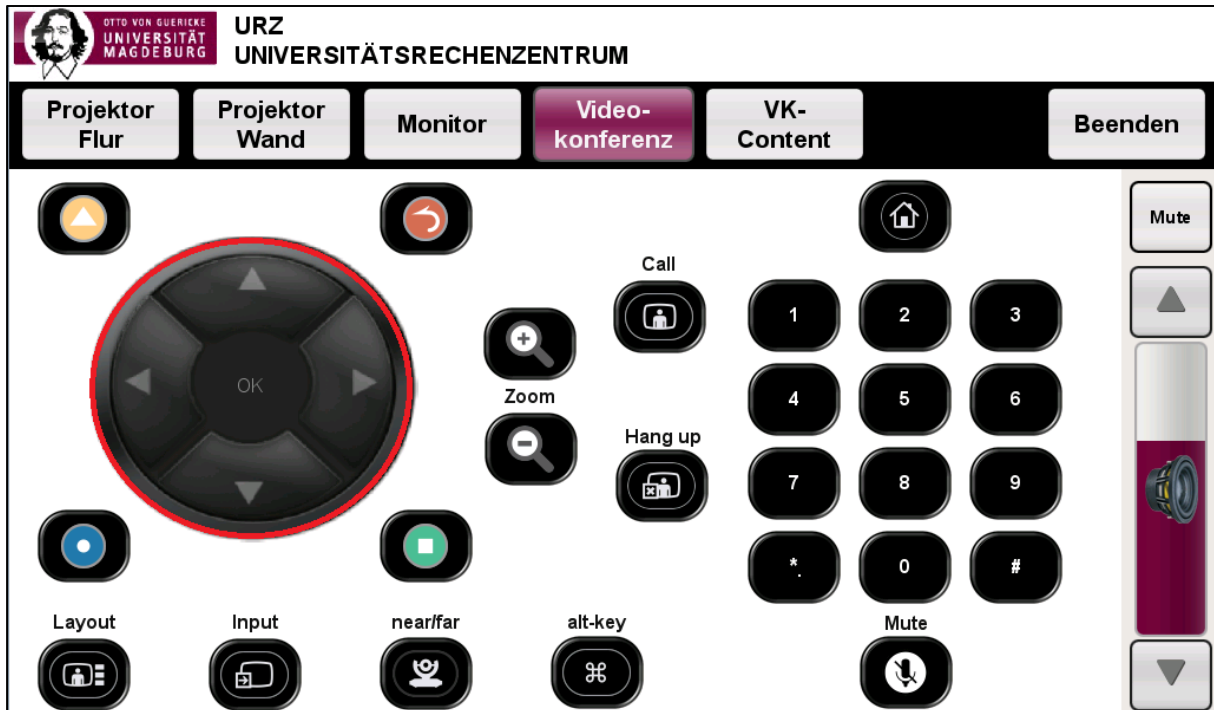
## Start

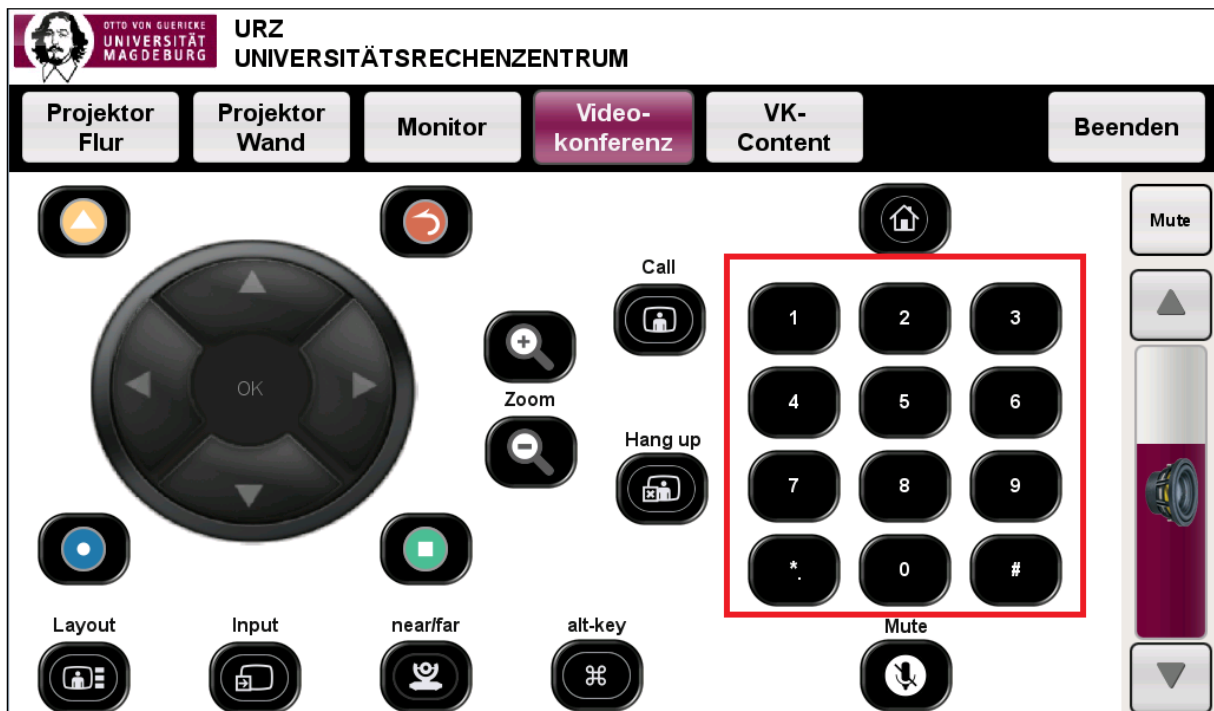Start the unit with „Preset Videokonferenz".

## Dial-In

Use the arrow keys on the display, to choose „Videoanruf" (for videocall) or "Sprachanruf" (for voice call) and press OK.



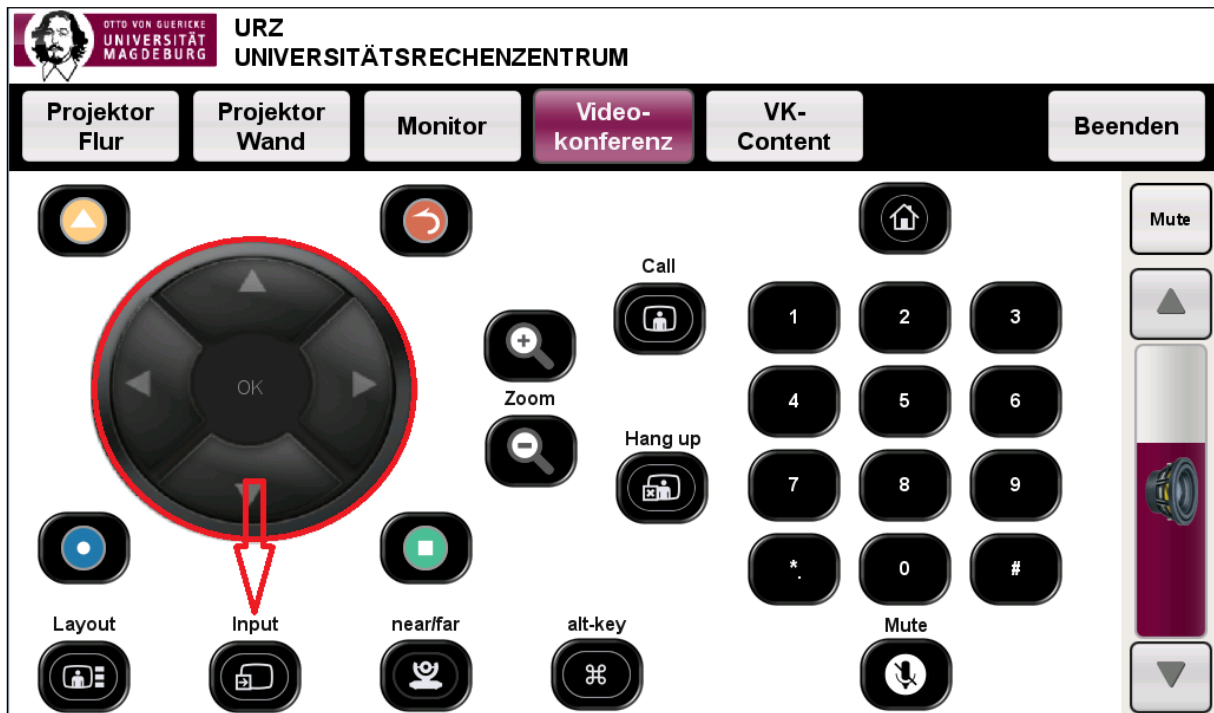Type in the IP: **141.44.16.150** with the number keys and leave the bandwidth on „Auto".



You are now in a waiting room.
Type in the provided information **Meeting-Room Number** (followed by **#**) and PIN (followed by **#**).
You should now enter into the desired conference-room.

## Camera selection

The choice between the speaker's camera and the moderator's camera can be made via the button „Input" and the arrow keys.



For example, if you want to switch from the speaker's to the moderator's camera you have to follow these instructions:

1. Press the button „Input"
2. Use the arrow keys to choose the other camera / view
3. Confirm with „ok"

## Transfer of screen contents / send content

During and active connection you have the possibility to transfer screen content to the opposite side(s).

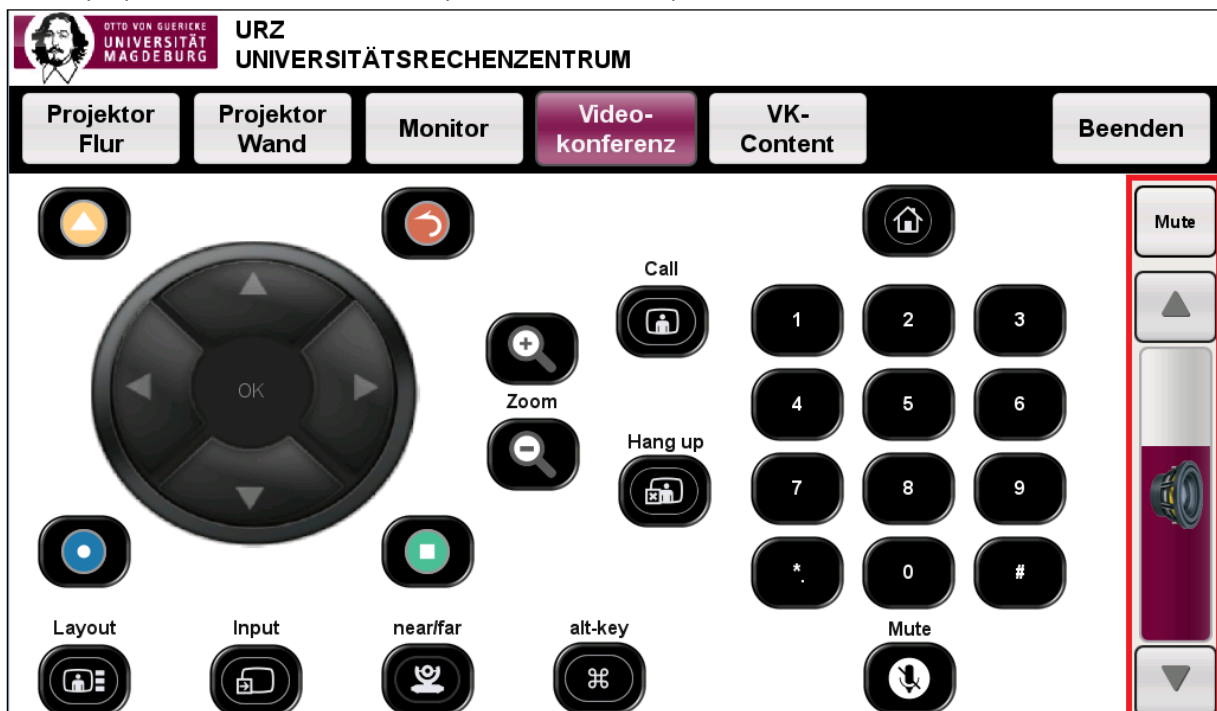Choose the source of the data to be transmitted and press the button "content senden / stoppen".



To stop the transmission press the button „content senden / stoppen" again.

## Audio-Settings

1.  Speakers
    The volume of the speakers can be regulated by the modulator on the right side of the control display. With the button "mute" you can mute the speakers.

2. Microphone
   There are two possibilities to mute the room microphone:

   By pressing the button on the microphone itself:

   

   Or by pressing the „microphone-mute button" on the control display.

   