

AAU Meetingroom Videoconference Quick Guide

Wake the system:

Turn on the screen using the Black Philips remote.

Lift the remote for the videoconference, this will wake up the system.

If there is no picture, use the remote to select input (HDMI2).

For someone to call you:

- **Inside AAU:**
Select your room number in the **address book directory** and make a call
or call your **extension number** as shown on your screen e.g. **650XXX** and make the call.
- **Outside AAU:**
Call the extension number on your screen followed by @v.aau.dk.
e.g. **650XXX@v.aau.dk**

1. Press  on the remote control.
2. Select **Contacts**.
3. Select **Global Entry** choose the desired contact from the list or choose the **search field** button to search.
4. Press .

Manual Call:

1. Press  on the remote control.
2. Enter the IP address, name or extension number.
To enter text, select .
3. Press .

To Answer an incoming Call:

1. Press  on the remote control or select **Answer**.

End a Call:

1. Press  on the remote control.

When in a Call:

Adjust the Camera:

1. Navigate  to Camera Control.
2. Press  and  to zoom in or out.
3. Press the **select** button  (Center button) to switch between near and far cameras during a call.

Mute and unmute the microphone:

1. Press the  on the remote control or on the table microphone (if installed) to toggle the mute function.

Send content

1. Insert the USB Dongle in your computer
2. Run the Barco Click share application
3. Press the button on the dongle
4. Use the grey remote to select content

sharing 

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Start the system for normal meeting

1. Turn on the screen using the Black Philips remote.
2. Lift the remote for the videoconference, this will wake up the system.
3. If there is no picture, use the remote to select input (HDMI2).

Connect your computer to the screen

1. Insert the USB Dongle in your computer
2. Run the Barco Click share application
3. Press the button on the dongle
4. Use the grey remote to select

content sharing 