Instructions for STL-Belleville Teleconference in School Of Nursing Lecture Hall C

1. Pull down the desk cover and touch middle screen. Select “local conference” icon.
   *Note. To maneuver between room controls icon and local conference icons, select “return to main page” icon and “room controls” icon.
   a. Select “Room controls” icon
      i. Turn on “all lights”
      ii. Turn on all plasma screens
      iii. Check that microphone levels on program and mic are at 40-42%
      iv. Select “return to main page” icon
   b. Select “Local conference” icon
      i. Check that mic levels are at 40-42%
      ii. Select the camera view that you want.
         1. There are four cameras:
            a. Front- view the seats
            b. Front left- view right side of seats
            c. Front right-view left side of seats
            d. Back- view front of room
   2. Cameras zoom from either the remote control
   3. You can also select various sources for display (click return to go back to the conference screen)
      a. Computer- displays what is on the left computer screen
      b. Doc cam- displays what’s on doc cam (bring paper and thick marker..put extra paper under the paper you are writing on)
      c. VCR- displays what’s on VCR

2. Use remote control to call Belleville
   a. Point remote control at the camera in front of the room
   b. Select the call button at the top of the remote
   c. Use the arrows to select the preprogrammed phone number (SPS) and click ok (you can also use the numbers to dial)
   d. Press the call button at the top of the remote three times to obtain the split screen view showing Belleville on the
      i. You may need to use the arrow keys to select the STL camera source- or you can use the touch computer
   e. To adjust your view, select near (STL) or far (Belleville). Once selected:
      i. Use the zoom buttons on remote to narrow or expand view
      ii. Use the arrow keys to move the camera’s view around the room
   f. There is a sound button on the remote, but the touch screen shows you the volume level
   g. To end call, click the call button at the top of the remote
      i. Follow the instructions that appear at the bottom of the plasma screen.
      ii. You can click “OK” to hang up