

# INSTRUCTIONS FOR VIDEO CONFERENCING

The device will wake up as soon as you press any button on the remote controller. The device will shut itself down automatically after being left idle for a while.

Please do not touch the conference devices (it will trigger an alarm).

A display cable is available if you wish to show the image on your laptop to other participants.

How to call:

- 1) Select the desired address from the address book, or type it manually (when typing an IP address, substitute dots with \* asterisks).
- 2) Open the connection by pressing the green receiver button.
- 3) You can move the camera with the arrow buttons on the remote controller.
- 4) After the meeting is over, close the connection by pressing the red receiver button. The device will automatically go to sleep mode.

Mute and unmute the microphone

Display computer image

Volume

Zoom

Rotate the camera

Address book



If you encounter a problem, contact the Helpdesk  
Tel: (+358) 09 191 55 555

Video conference booking  
<http://www.helsinki.fi/atk/videoneuvotteluvaraus>

More information  
[helpdesk@helsinki.fi](mailto:helpdesk@helsinki.fi)  
[www.helsinki.fi/helpdesk](http://www.helsinki.fi/helpdesk)