

AAU Meetingroom Videoconference Quick Guide

Wake the system:

To wake the system, lift the remote or press any button on the remote.



If the monitor does not turn, it may be necessary to turn it on with the remote control and select the correct input.

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**

Video Call:


Call a contact:

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.

Turn paper to see more information →

Videokonference Etikette

- Vær forberedt med navn eller nummer på det websted, du vil ringe til.
- Tilslut og afprøve udstyret før mødet.
- Undgå at bære lyse farver, helt lyst-, helt mørkt- tøj, eller "fine" mønstre. Solid pasteller og dæmpede farver ser bedst på skærmen.
- Sørg for, at modparten kan se og høre dig.
- Sluk mikrofonen medmindre du taler.
- Juster dine indstillinger så du kan se og høre modparten og de kan se og høre dig.
- Tal og opfører dig naturligt og undgå at afbryde modparten imens de taler.



Videoconference Etiquette:

- Be prepared with the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or "busy" patterns. Solid pastels and muted colors look the best on the screen.
- Ensure that the far site can see and hear you.
- Mute the microphone unless you're speaking.
- Adjust your settings to see and hear the far-site participants and they can see and hear you.
- Speak and gesture naturally and avoid interrupting the far-site participants while they are speaking.

Turn paper to see more information →

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