General Directions

1. Turn on Dell 42” Plasma with black remote.
2. Press the Input button on the black Dell Remote and select # 3 (HDMI).
3. Using Cisco Remote, select HOME Icon
4. Place table Microphone in middle of table. Make sure mic icon is GREEN. If you want to MUTE room audio, then press MIC icon and icon will turn RED.
5. Using Cisco remote, you can adjust audio with left side +/- keys and camera zoom with right side +/- keys

To view a laptop computer

1. Use VGA cable on table and plug in your laptop
2. Using Cisco Remote, select (HOME Icon)
3. Select Down Arrow: Go to Presentation and Select PC.
4. To toggle between computer image and local camera to full local camera, select Computer Icon on remote.

To Adjust Camera Control & Presets

1. Using Cisco Remote, select (HOME Icon)
2. Use Arrow Keys to position camera freely
3. Use number keys 1 through 4 to pick presets

To Place a Call

1. Using Cisco Remote, select (HOME Icon)
2. Select Call and enter Contact. Push Green Phone Icon on remote.