Video Conference Cart Guide

Remote

To wake the system, aim the remote at the front of the cart and press any button on the remote.

Wake the System

1. Enter a Name or Number
   1. Press on the remote.
   2. Enter the IP address.
   3. Press .

2. Call a Contact
   1. Press on the remote.
   2. Select Contacts. Choose the contact from the list.
   3. Press .

3. Call a Recent Contact
   1. Press on the remote.
   2. Select Recent. From the list of placed and received calls, select the desired number.
   3. Press .

Enter a Name or Number

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   1. Press on the remote.
   2. Enter the IP address.
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Mute the Microphone

- Press on the remote or table microphone to mute

Mute a microphone

Join a Zoom Meeting

1. Dial 162.255.36.11 (US East), or select ‘Zoom App’ from Contacts.
2. Press #, enter the meeting ID.

Adjust the Camera

1. Navigate to Camera Control.
2. Press to zoom in or to zoom out. Press the left, right, up, and down buttons to pan or tilt the selected camera.
3. Press the Select button to switch between near and far

Adjust the TV Volume

- Use the television remote to adjust the volume.

End a Call

1. Press on the remote.
2. If prompted, confirm that you want to hang up.

More Information

- Call the ITS Help Desk, x7501

Gannon University Information Technology Services