**VIDEO CONFERENCE**

* Select the [Video Conference] button on Extron touchscreen

*NOTE: You may have to wait a minute until the Vidyo conference interface appears on the TV.*

**Choosing a conference room to join (use the Vidyo remote):**

* Navigate the conference room names one of two ways:

1. The black arrow buttons to move up and down the conference room list
2. Or type the conference room name using the numerical buttons to select a letter

*NOTE: “My room” is designated for the virtual Vidyo room of the physical conference room you are located in.*

* Once the desired conference room is highlighted press the OK button on the Vidyo remote

**Adjusting the camera (use the Extron touchscreen):**

* Press the Camera tab
* Under Pan/Tilt, press the Home button

**Screen Sharing With Vidyo:**

* Launch Vidyo application on your computer
* Log into <http://v.mozilla.com/>
* Join desired Vidyo conference room
* In the Vidyo application, click the drop down arrow on the share button (3rd icon from the left, it should say “Share” when you hover over it)
* Select the window/ application that you wish to share from the list

*NOTE: There is no need to use the Table Top HDMI adapter.*

**PRESENTATION**

**Projecting Laptop to Monitor Using HDMI:**

* Select the [Presentation] button
* Select [Table HDMI] button
* Plug the HDMI cable into the laptop

**Projecting Laptop To Monitor Using VGA:**

* Select the [Presentation] button
* Select [Table VGA] button
* Plug the VGA cable into the laptop

**AUDIO CONFERENCE**

* Select the [Audio Conference] button

**Audio Calls:**

* Press 1 followed by the ten digit phone number you wish to call
* Press [Start Call]

**CONFERENCE CALLS**

* Press 92 and the [Start Call] button to enter conference mode
* Press the conference ID followed by the # key

*NOTE: As the leader, you may need to press \*1 to unmute conference room participants.*

**SYSTEM SHUT DOWN**

* Press the red [System Off] button located at the bottom of the Extron touchscreen