

# Videoconferencing System Operation

## Microphone



Turn Microphone on and off with mic switch, or mic button on remote

## Volume

Adjust System Volume. Typically leave IVC system volume around 80% and control speaker volume level with flatscreen TV remote



## Menus and Camera Position

Use arrows to navigate menus  
Use the center key for selection  
Position camera with arrow keys when no menu is active



## Camera

Zoom Camera Near and Far



## Calling



Place a Call - Enter a number and press green phone key to dial



End a Call - Press red phone key to hang up. Press again to confirm

Answer a Call - The system is set to automatically answer with the microphone off.

## Computer Display



Press to display computer screen  
Press again to stop display

## On Screen Menu



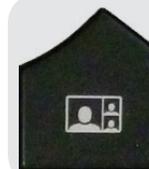
Display or hide Main Menu

## Directory



Display phone book (directory list)

## Display Layout



Change Screen Layout

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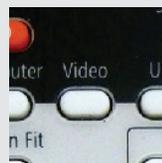
## Operation: Step 1

Turn on projector.



## Operation: Step 2

Select HDMI 1 input with video button. Press to cycle through video choices until HDMI 1 appears.



## Operation: Step 3

Wake system by picking up IVC system remote or pressing home key.



## Operation: Step 4

Adjust Speaker Volume with flatscreen TV remote. Leave IVC system volume set at around 80%.



## Extension Sites Around Utah

County Sites	Video ID	County Sites	Video ID
BEAVER	4132	PIUTE	3080
BOX ELDER	2339	RICH	2456
CACHE	2382**	SALT LAKE	2122*
CARBON	3057	SAN JUAN	4115**
DAVIS	2181**	SANPETE	3056**
DUCHESNE	2379**	SEVIER	3083**
EMERY	3074	SUMMIT	2176**
GARFIELD	4136*	TOOELE	2178
GRAND	4101	UINTAH	2150**
IRON	4150	UTAH	3058
JUAB	3039	WASATCH	2155
KANE	4222	WASHINGTON	4171*
MILLARD	3055**	WAYNE	3085
MORGAN	2407**	WEBER	2319

## Sites on Logan Campus AGRS Building

Sites	Room #	IVC ID
Extension Marketing	402 A	2272
L. C. Titensor Conference Room	409	2528
H. A. Luke Conference Room	412	2576
Utah Wool Growers Conference Room	432	2518
A & D Landscaping Conference Room	348	2516
ADVS Conference Room	252	2523
Conference Room	109	2527
IVC Classroom	137	2521

\*Dial in only    \*\*Not yet connected

## Contact

**SCOTT BOYER**

TSSC (IVC HelpDesk)  
SCHEDULING-Heather Hatch

## Phone

435-797-7615 cell: 435-760-1627  
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