**Videoconferencing Quick Start Instructions**

**Mono Room**

1. The videoconferencing system will connect to the remote locations 15-30 minutes prior to the start time of the actual meeting.

2. The camera is always powered on. There is no need to wake it up with the remote. Press the **blue button** to turn the television on.

3. Place the microphone at least 6 feet from the TV monitor to prevent feedback.

4. Arrow keys are used to navigate in the menus. Press OK to show the menu and to select menu items. Display your outgoing video. Press again to return.

5. To end the video conference call, press the **END CALL** button.

6. If you experience any problems with this system please contact tech support immediately: Help Desk at x5197

7. **Important!** Please turn the monitor off at the end of the call!