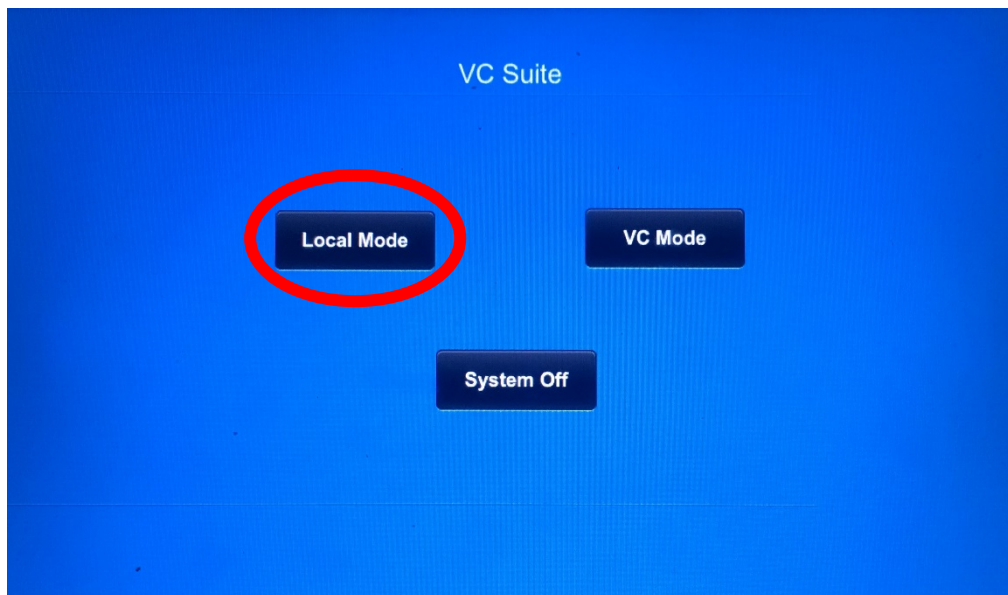


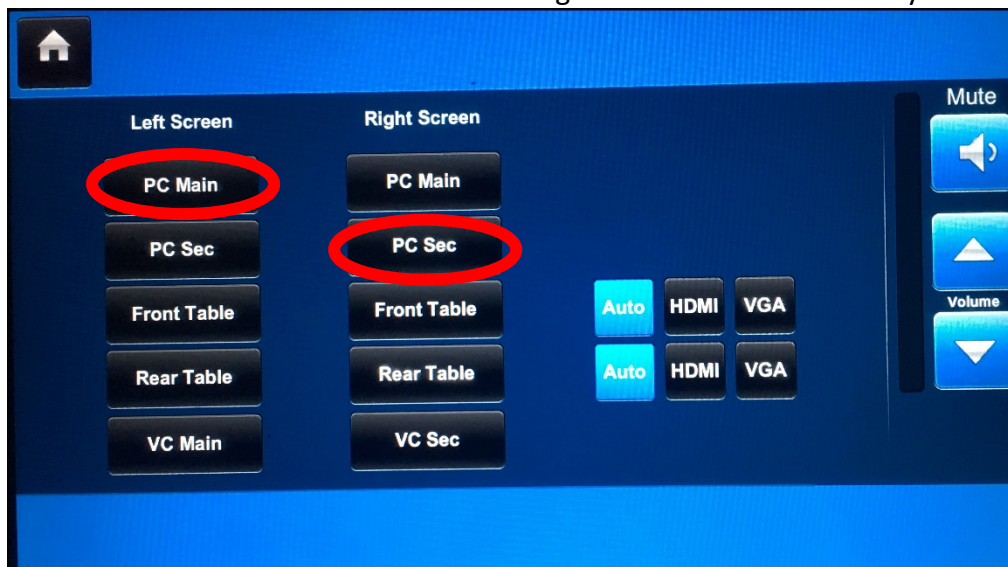
## QUICK “HOW TO” GUIDE

### Using In-built PC

1. Make sure the PC is switched on (check in the cabinet)
2. Tap panel to start
3. Select ‘Local Mode’




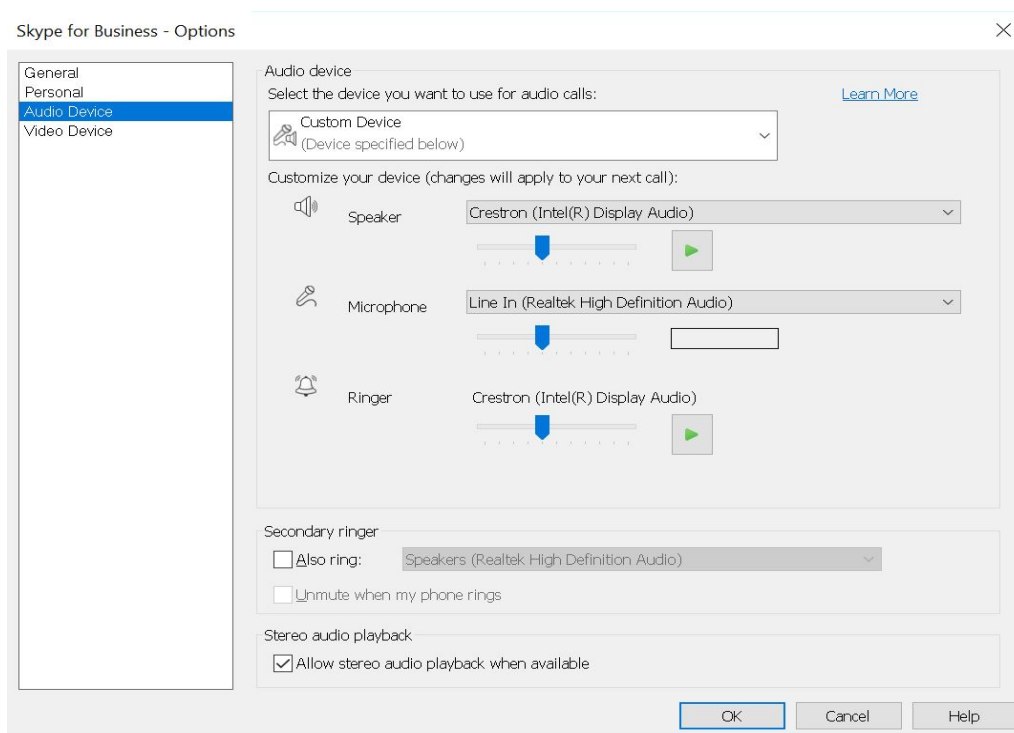
4. Select ‘PC Main’ on either Screen. If you want to extend the display, you will need to set the Left Screen as ‘PC Main’ and the Right Screen as ‘PC Secondary’



5. Use the wireless keyboard to login to the PC

## Using Skype

1. Start up and Login to the PC using the above steps.
2. Click the start menu and search for 'Skype for Business'
3. Sign into 'Skype for Business 2016' using your university login credentials. E.g. [780000@derby.ac.uk](mailto:780000@derby.ac.uk)
4. Once signed in, before making a call, it is a good idea to check if Skype can pick up the microphone, speakers and camera. To check this click 
5. Click on 'Audio Device' and make sure the Speaker and microphone settings are set to the following: 'Speaker – Crestron (Intel® Display Audio)' & and 'Microphone – Line In (Realtek High Definition Audio)'



6. Click on 'Video Device' and check the camera is selected as 'PTZ Pro Camera'.
7. Once all set, click 'OK' and then make your call.

If you require assistance making a Skype call, please follow the Skype for Business guide.

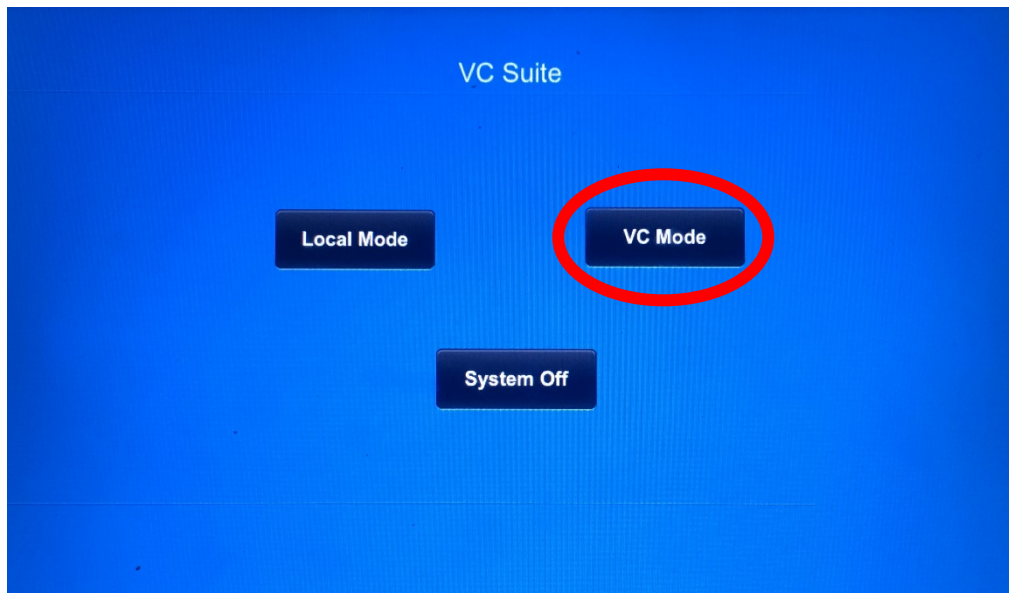
## Using HDMI/VGA for own device

1. Plug in your laptop using the VGA or HDMI cables provided
2. Tap panel to start
3. Select 'Local Mode'
4. Select either 'Front Table' or 'Rear Table' depending on which table you have plugged the device into.
5. This should now display on the screen

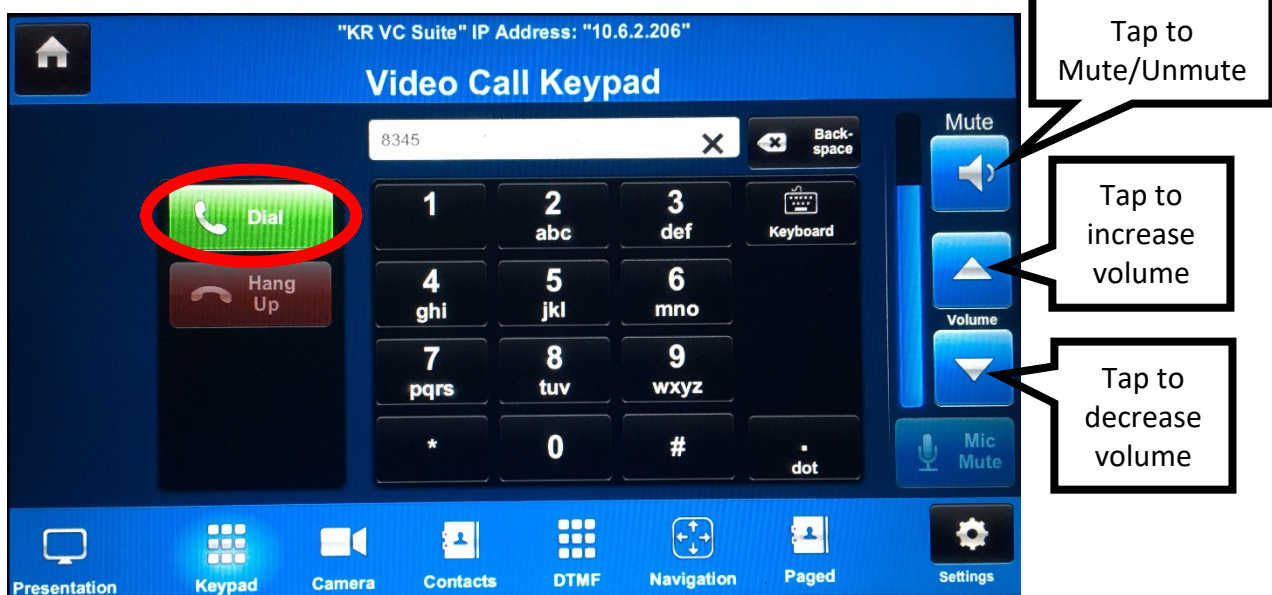
Any questions, please call the  
**IT Service Centre** on **01332 591234**

## Using Video Conferencing

1. From the home screen, tap 'VC Mode'.



2. This should switch the screen to the VC unit and you should now see the camera displaying on the screen.
3. Tap 'Keypad'. Below you will see a table of numbers for all of our VC units across our sites. Simply tap the number and tap 'Call'



4. Once you have finished, tap 'Hang Up'

Any questions, please call the  
**IT Service Centre** on **01332 591234**

## VC Numbers

<b>VC Unit Location</b>	<b>Number</b>
KR VC Suite (B116)	1111
Enterprise Centre	3333
KR Meeting Room (E403)	4444
IISE Board Room (Lonsdale House)	7777
Chesterfield Main VC Unit	8345
Buxton - Main VC Suite	2222
Buxton - Lismore	1379
KR Mobile - Cisco	1066
KR Mobile - Tandberg	1988
Leek VC Unit	5555
MS Lodge Boardroom	8888
MS019 Boardroom	1578
ID Centre	4321
MS 222	1122

**PLEASE REMEMBER TO POWER OFF THE  
SYSTEM WHEN YOU LEAVE THE ROOM!**

Any questions, please call the  
**IT Service Centre** on **01332 591234**