This unit is available as a desktop, mobile cart or fixed unit.

Touchscreen- this unit does not require a remote control.

Loudspeaker

Microphone in each leg

Camera with privacy shutter, turn counter-clockwise to shut and clockwise to open.

Microphone mute button, loudspeaker volume controls and USB socket are on the side of the unit.

Power On/Off
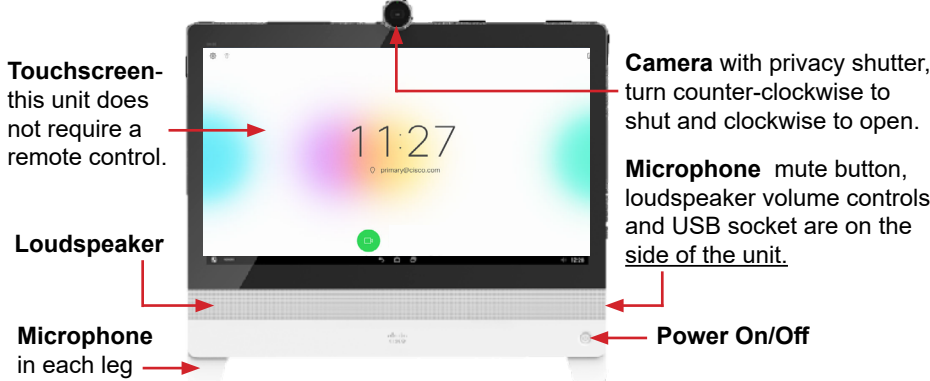
Note: When using a mobile cart you will need to plug it in and turn on the power.

(!) Switch between computer monitor and video screen by tapping the screen. *(When using as a desktop unit: if you do not see the menu items along the bottom of the screen, this may indicate that the monitor is in sleep mode. Move the mouse or press a key on the keyboard to wake it up.)*

⚠ The Home screen should always be displayed prior to connecting to a site; if not, this may mean that a previous call was not disconnected. If you do not see the Home screen, press **End** to disconnect prior to connecting your call.

Make a Call

Site to Site Call
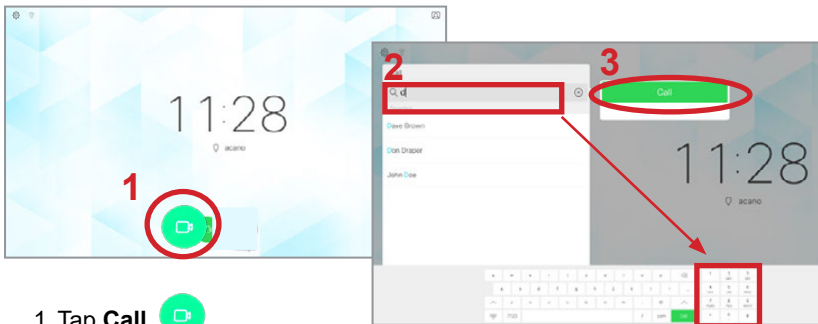
1. Tap **Call**.
2. Tap in the **search/dial** field and enter the 5 digit number using the keypad.
3. Tap either of the green **Call** buttons to connect.

Out of Province Call

1. Tap **Call**.
2. Tap in the **search/dial** field and enter the phone number using the keypad.
3. Tap **Call** to connect.

Multi-Site Call

You will be automatically connected (see note on back)

Press **End** to disconnect at the end of every call (Site to Site and Multi-site).

Multi-site layout

The default layout is shown on the right.

Other layout options may be selected by the host/presenter when booking an event.

(!) Far end camera control is currently unavailable.

⚠
- Multi-site sessions will be connected automatically at the **scheduled start time.**
- If you are registered for the event and it is already in progress and you are NOT connected, you can join by using the connection information shown on the Whiteboard.
- Multi-site sessions will be automatically disconnected at the **scheduled end time**.

Selfview options
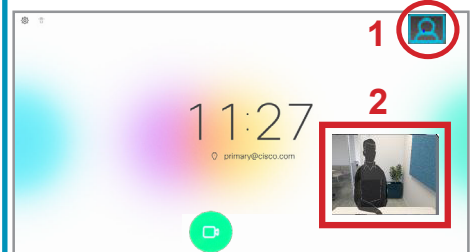
1. Tap **Selfview** 🖼 to turn it on and off. Ensure you are visible so the other site can see you.

2. Tap and hold the selfview image to see available positions on the screen.

3. Drag to the desired location and release.

:·MBTelehealth® A Shared Health Service

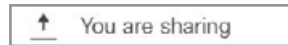## Share Presentation and Change Presentation Layout In a Call
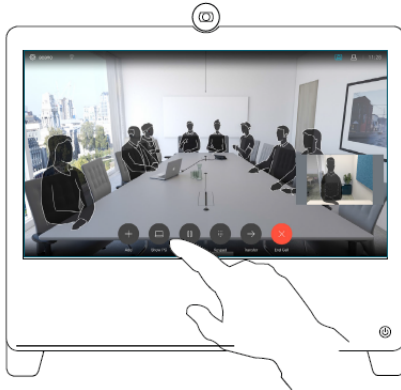
Tap **Show PC** to display your screen locally - it will not be shown to other participants. To hide, tap **Hide PC**.

Note: Connect your laptop and make sure it is turned on.

Tap **Share** and the content will be shared with the other participant/s.

An onscreen message will be displayed when you are sharing.

⬆ You are sharing

Tap **Stop sharing** to stop sharing your presentation.

If you would like to change the layout, tap **Layout** and select your preferred layout.

Select your preferred layout by tapping it. →

| Equal | Overlay | Prominent | Single |

Quarterly Spending Budget
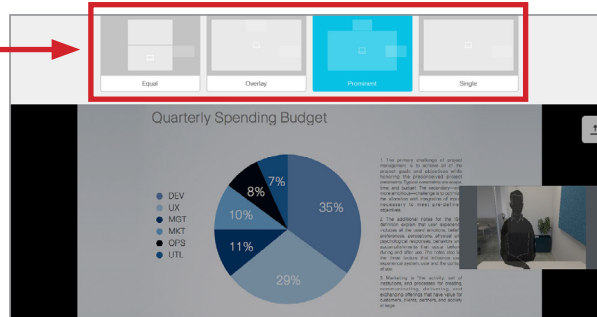
Dual Video: If you are connected to another piece of equipment that has dual video enabled they are able to see both of your feeds; both your camera view and your presentation and will have full control over their <u>own</u> layout.