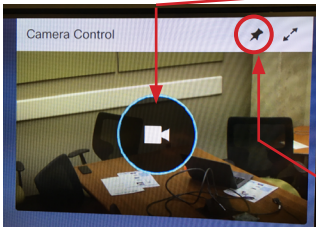


1 Getting Started



- Pick up the remote and press the **Back** button to wake up the system.
- Arrow over to the **Camera** icon in the top right corner and press **OK** on the remote.
- Press **OK** on the camera icon and use the pan/tilt arrows and zoom +/- to move the camera ensuring you are visible so the far end site will see you.
- Press the **Back** button twice to back out of the camera menu before placing a call.

Show/hide **Selfview**

2 Getting Connected - option A, B, or C

A) Attendee (Patient/Participant)

- Call will dial into your site automatically if you are seeing a provider, attending a meeting/educational session or participating in a multi-site (MCU) call. *Note: See top of page 2 for important information on MCU calls.*

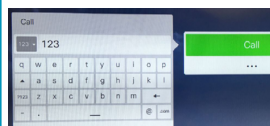
B) Host (Provider/Session Facilitator)

- Locate the 5 digit number (beside the VCU# - example shown below).
- Enter the 5 digit number using the keypad on the remote and press the green **Call** button on the remote to place the call.

Whiteboard Report			
Total Number of Events Between 12/12/2016 and 12/19/2016 : 2			
MBT Admin (67)			
Setup:	Start: 12/13/2016 10:00	End: 12/13/2016 11:00	Meeting
Site:	Room:	Codec:	
Host: MyMBT	David Farthing	51002	
Attendees: Ashern-Lakeshore Hospital	CLIN1-Old L&D	VCU# (56761)	

5 digit number

C) Out of Province Call



- Start typing the dial in # that you have been provided using the keypad on the remote. (use the back button on the remote if you make an error).
- Press the green **Call** button on the remote to place the call.

Tips For Using the Remote

- Use the arrows to move around the screen and press **OK** to make a selection.
- Use the **Back** key to go one step back and to exit a menu.
- Use the **OK** or **Back** key to display the menu options on the screen.

! 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** on the remote to disconnect prior to connecting to your site.

3 Optional Advanced Features

For instructions on the following features, see page 2:

- Default screen layout during Multi-site sessions
- Far end camera control (currently unavailable)
- Moving the Picture-in-Picture (PIP) around the screen
- Using peripherals/sharing content (patient camera, laptop, otoscope, etc...)

4 End Call



Press the red **End Call** button on the remote to disconnect at the end of every call.



- 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**.

Advanced Features

Multi-site Screen Layout

Attendee - screen layout (multi-site)

- The default layout is shown on the right.
- Other layout options may be selected by the host/presenter when booking an event.

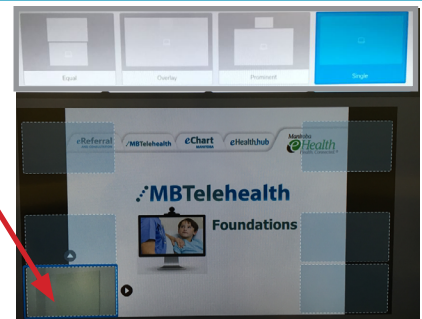
Default Layout



! Far end camera control is currently unavailable.

Move the Picture-in-Picture (selfview or presentation)

- Select **Layout** from the top right corner of the screen.
- Press the **down arrow** to select the box to be moved (it will be outlined in blue).
- Use the **Arrows** on the remote to move the box to one of the pre-defined locations.
- Press **OK** when done.

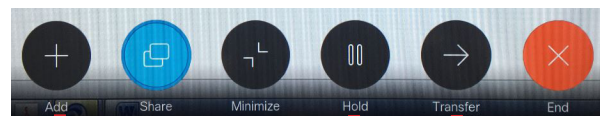


Using Peripherals/Sharing Content

- Connect your presentation source (ie laptop, patient camera) and press the **OK** or the **Back** button on remote to display the onscreen menu.
- Navigate to **Share** and press **OK** twice on the remote.

! DO NOT USE the Local preview option.

- Select **Share>Stop Sharing** when done.



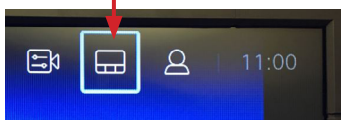
DO NOT USE Add, Hold or Transfer

2. Use the **forward/backward** arrow buttons on the remote to select a layout and press **OK**.





Changing Your Layout When Sharing Content

1. Navigate to Layout and press **OK** on the remote.



TROUBLESHOOTING

Video Issues		
Issue	Possible Cause	Resolution
Equipment does not turn on	<ul style="list-style-type: none"> Power cables are unplugged Power button is not turned on Network cables are unplugged 	<ul style="list-style-type: none"> Check that the power cables are plugged in Ensure the power on each piece of equipment is turned on Check that the network cable is plugged into the MBT drop
Picture is blank on the monitor	<ul style="list-style-type: none"> System has gone into "sleep" mode Monitor has been powered off Monitor input has changed 	<ul style="list-style-type: none"> Pick up the remote, system will reactivate in normal mode Turn the monitor on Check to see if the monitor input has been changed (using the select or input button on the TV Monitor)
"No network connection" message is displayed in top left corner of screen	<ul style="list-style-type: none"> Equipment is not connected to an MBT network drop 	<ul style="list-style-type: none"> Check that network connection is plugged into the "MBT" network drop
Near-end site unable to hear or see the picture from far-end peripheral	<ul style="list-style-type: none"> Cables are not properly connected Share has not been selected or you have not pressed OK on the remote 	<ul style="list-style-type: none"> Check for correct input selection on remote control Check that output from laptop or patient camera are connected properly
Laptop is not displaying your presentation	<ul style="list-style-type: none"> Wrong resolution selected Share option has not been selected Wrong presentation mode on laptop 	<ul style="list-style-type: none"> Change the setting to 1280 x 720 under Display Settings Select Share from the onscreen menu options Press the  +  keys and select Duplicate

Audio Issues		
Issue	Possible Cause	Resolution
Far end site unable to hear you	<ul style="list-style-type: none"> Your microphone is muted Your microphone is obstructed or too far from the person speaking 	<ul style="list-style-type: none"> Un-mute your microphone Check microphone and ensure it points towards the person speaking
Unable to hear far end site	<ul style="list-style-type: none"> Microphone is muted at far end site Near end monitor and/or codec volume is too low 	<ul style="list-style-type: none"> Ask far end site to un-mute their microphone Increase the volume on the monitor and/or the codec
Audio distortion from far end site	<ul style="list-style-type: none"> Far end site monitor volume is too high 	<ul style="list-style-type: none"> Ask far end site to turn down the volume on their monitor
Echo or distortion at near end when people speaking	<ul style="list-style-type: none"> Far end microphone is situated too close to the monitor Speaker/volume is too high on far end monitor 	<ul style="list-style-type: none"> Ask to move microphone further away from monitor Ask far end site to turn volume down on their monitor