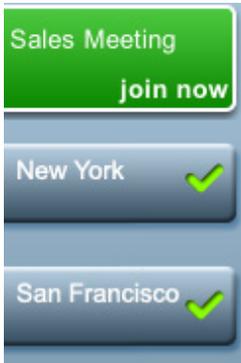# Group Telepresence Quick Start

**Join** a **scheduled conference** with one press

Make a call using **speed dials**

To add **speed dials**, go to **contacts > company directory**. Find a person and choose **add to favorites**

To delete **speed dials**, go to **contacts > favorites > edit**

Left slide for do not disturb

Right slide to **forward** your calls

Near-end **Camera** control
You can preset up to five camera positions

**Keypad**
To **dial** an **IP address** or **characters**, press * (star).
Press the call button to make the call

**Hang up**

**Mute**
audio and/or video

**Home**
To find out your URI (**H.323 or SIP address**), double-press **Home**. People who have their own video conferencing equipment can use this to dial you

**Volume** control

**Answer/Make** call

**Invite** someone to call you on video. Simply **invite** by email address

Your **company directory** and favorites

**Video voicemail** is optional for room systems and is disabled by default

Use **recent calls** to easily return a missed call

StarLeaf

## What can you do in a video call?

Create a conference. Add **more people** to your call

Put the call **on hold**

Show your **computer screen** to the people in the video call

**Transfer** this call to another person

Simon Johnson
1109

create conference | hold call | transfer call | share my PC screen

0:12    slide to end call

## Share your computer screen

Select
**share my PC screen**

Simon Johnson
1109

create conference | hold call | transfer call | share my PC screen

0:12    slide to end call

The other people in the call can now see your screen

ℹ️ You need to connect your computer to the meeting room system. Usually, there is a HDMI cable (and adaptors) on the table.

## Change your view in a video call

To change what you see in a video call, click the **display tab** to access more controls

Swap between a view of your own computer, the main video, and a shared computer

video

no PC attached

no shared PC

self-view    on

your conference layout

Move the picture-in-picture view around the screen

Toggle **self-view** on and off

If you are in a conference, you can change the layout of the speaker and other participants onscreen

## Scheduled conferences

To create your own scheduled conferences, log in to **portal.starleaf.com**

Join a conference now

Sales Meeting
**join now**

If this meeting room system has been invited to a scheduled conference, you will see a **Join now** button when the conference is about to start.

New York | San Francisco | London | Paris St Denis

remove?
yes    no

add new participant | hold call | start recording | share my PC screen

3:19    slide to leave

If you have the optional recording feature, you can choose whether or not the conference is recorded at the time of conference creation.

The recording starts and ends when the conference starts and ends.

Whether the conference was set to record or not, anyone in the conference with a StarLeaf endpoint can start or stop the recording.

## Who can you call?

You can call:

- anyone in your company who has a StarLeaf endpoint (either the Breeze software or a hardware endpoint). These people are all in your **contacts**

- anyone outside your company who has a StarLeaf endpoint; just dial their **email address** from Breeze

- anyone else. If someone has not got a StarLeaf endpoint, you can still have a video call with them. There are two ways of doing this:

  - Send them an invite ✉️

  - If they already have video conferencing equipment, they can call you using that (or you can call them if you know their IP address or URI)

ℹ️ To dial an IP address or any other letters and characters, press * (star).

For more help with any StarLeaf product, go to:

**http://support.starleaf.com/**

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