

# Group Telepresence Quick Start

## Internal extension number

People in your organization can use this to dial you

## Meeting room name

## Camera control

You can preset up to five camera positions

## Keypad

To dial an IP address, URI or characters, press the blue call button then \* (star)

## Direct-dial number

For inbound and outbound calling to and from the global telephone network (available if your organization uses **StarLeaf VoiceConnect**)

## External video address

People who have their own video conferencing equipment can use this to dial you

Join a scheduled meeting with one press

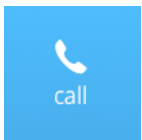
Mute audio and/or video

Home

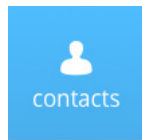
Volume control

Hang up

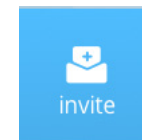
Answer/Make call



Dial someone, view recent calls, or enter a meeting ID to join a meeting



Company directory and favorites



Invite someone to call you. Enter their email address and select **invite**

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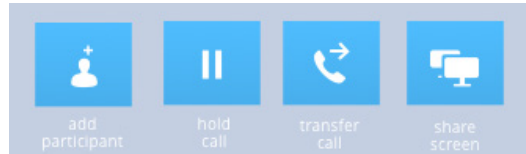
## What can you do in a video call?

Add **more people** to the call

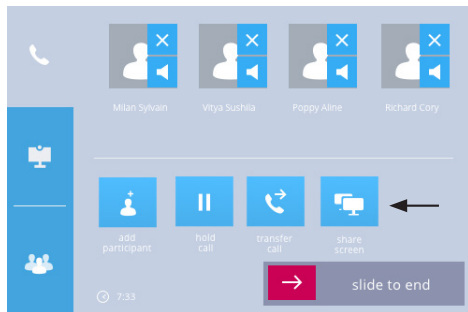
Put the call **on hold**

**Transfer** the call to another person

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




## Share your computer screen



Select **share screen**

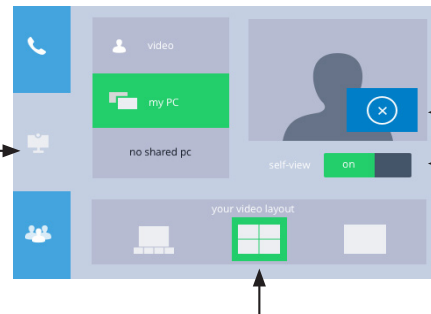
The other people in the call can now see your screen

 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



Move the **picture-in-picture** view around the screen

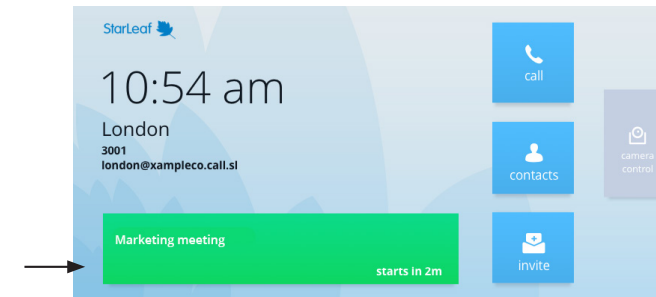
Toggle **self-view** on and off

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

## Join a meeting

If a meeting room system has been invited to a scheduled meeting, a **green** button appears on the home screen when the meeting is due to start or has already started

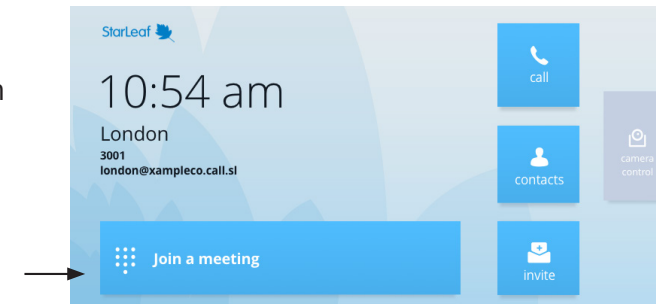
Press this to join the meeting



If a room system has not been invited to a meeting, you can still join from the room system using the 7-digit meeting ID

Press **Join a meeting** and enter the meeting ID

You can find the meeting ID in your invite email



## Who can you call?

- anyone in your company, either from the StarLeaf app or from a StarLeaf room system. Everyone in your company can be found in contacts
- anyone outside your company who uses the StarLeaf app or a StarLeaf room system
- anyone else. If someone does not have a StarLeaf endpoint, you can still have a video call with them. Send them an invite. It contains all the information they need to call you
- To dial an IP address or any other letters and characters, press the blue call button then \* (star)

