Group Telepresence Quick Start

- **Join a scheduled meeting** with one press.
- **Mute** audio and/or video.
- **Volume** control.
- **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.
- **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.
- **Keypad**
  To dial an IP address, URI or characters, press the blue call button then * (star).
- **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

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.

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.

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).

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