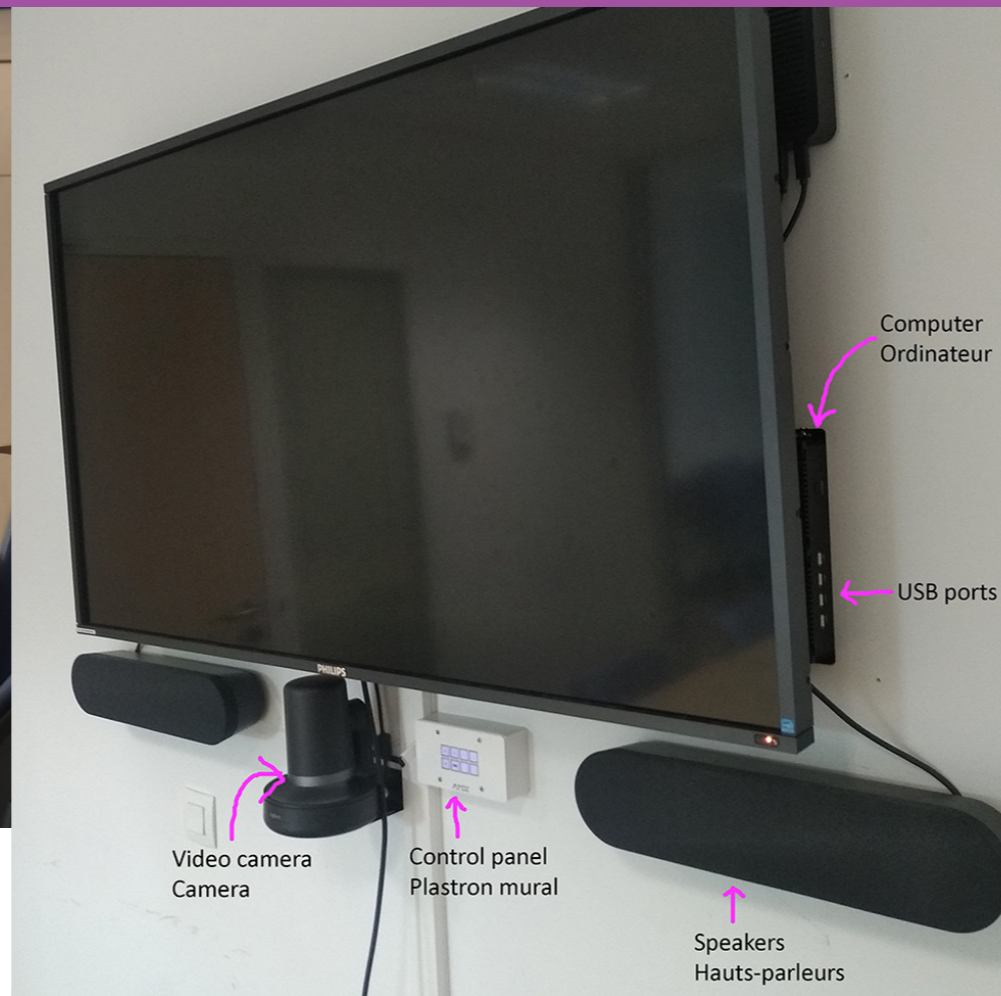


VIDEO CONFERENCE SYSTEM USER GUIDE



Microphones are fastened to tables
Please don't move tables
Les micros sont fixés aux tables
SVP ne pas les déplacer



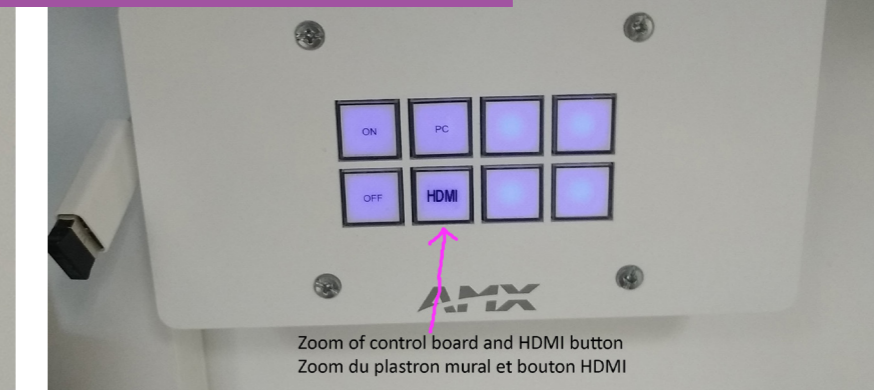
Video camera
Camera

Control panel
Plastron mural

Speakers
Hauts-parleurs

Computer
Ordinateur

USB ports



Zoom of control board and HDMI button
Zoom du plastron mural et bouton HDMI



Screen remote
Contrôle écran

Mouse (on/off button)
Souris

Keyboard on/off button
Clavier

Remote to adjust camera direction and volume
Contrôle video et volume salle

Getting started

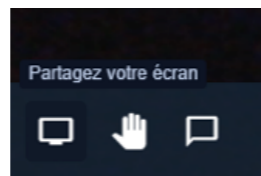
- Turn the screen on and press the HDMI button on the board
- Turn the computer on (it is located behind the screen)

Connecting to your conference with Rendez vous:

- On the desktop, launch "Rendez-vous" (Chrome Icon)
- Name your conference in the field where the cursor is blinking (**name-of-conference**)
- Click "GO"
- Authenticate yourself with your ENS login (or other eduGAIN user details)
- Inform conference participants of url (<https://rendez-vous.renater.fr/name-of-conference>)

Participants must use Chrome or Firefox (Safari does not work)

It is possible to share your documents using the Share your screen function (located on the lower left side of the navigator screen)

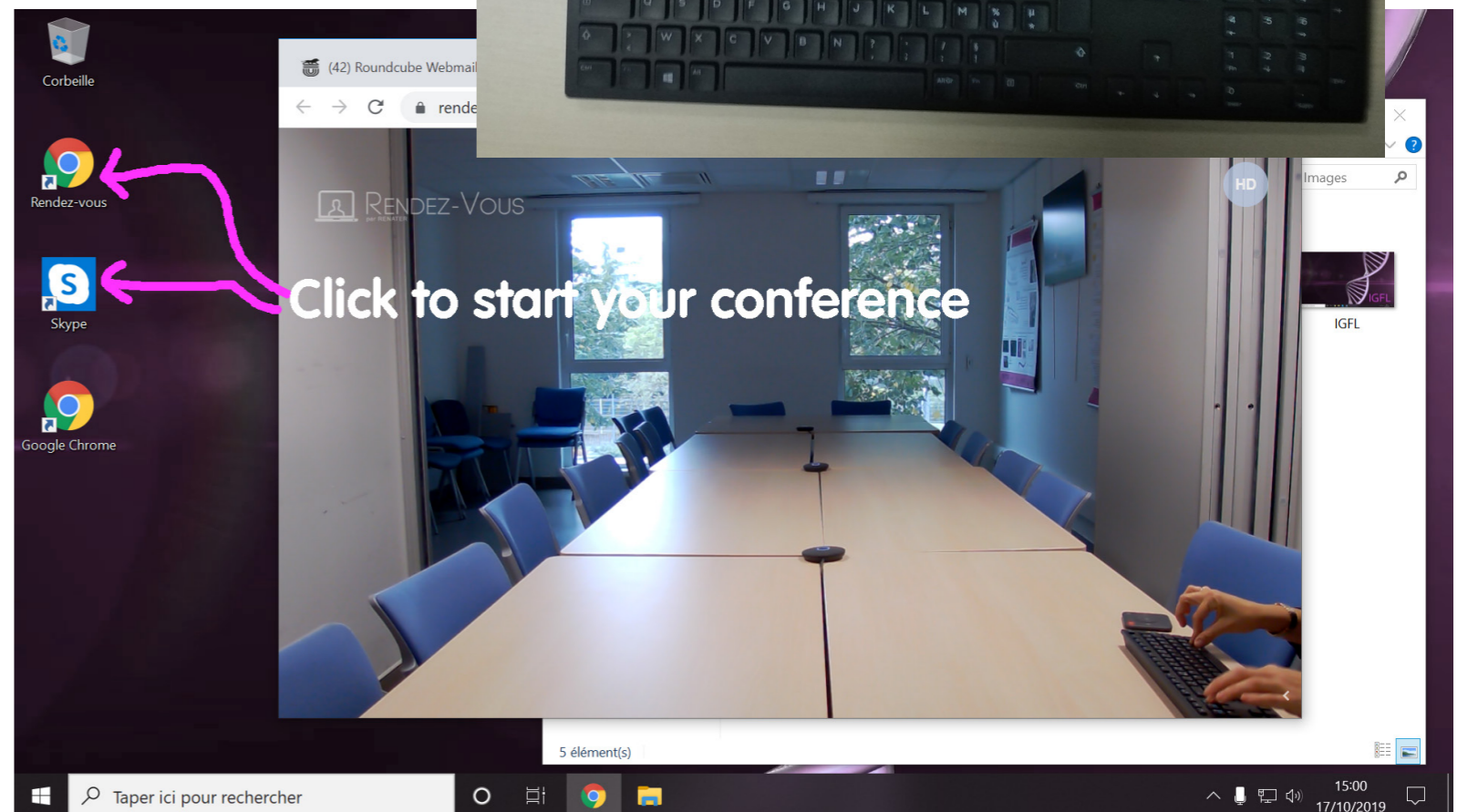


Connecting to your conference with Skype:

- From the desktop, launch Skype (Skype icon)
- Connect with your Skype account and invite your contacts to join the conference.
- Don't forget to disconnect when you are done to avoid someone else using into your account

USB files etc:

If you have any files to share, USB port located on the computer behind the screen.



Click to start your conference