


HOW TO USE VIDEO CONFERENCING HARDWARE

FREQUENTLY ASKED QUESTIONS


HOW DO I TURN ON THE LARGE MONITOR?

- If your room has a remote control, use it to turn on the monitor.
- If your room has a wall panel, tap the button on the wall panel to turn on the monitor.
- If your room has no remote control or wall panel, tap the video conferencing panel to “wake up” the monitor. It may take a few seconds to boot up.

HOW DO I TURN THE SOUND UP OR DOWN DURING A VIDEO CONFERENCE?

- Tap the  volume control buttons on the video conferencing panel.

HOW DO I MUTE AUDIO SENT FROM THE ROOM?


- Tap the  mute button on the video conferencing panel.
- If your room has a microphone with a mute button, tap the button. The mute button is red when you are muted and green when you are not.

HOW DO I START A VIDEO CONFERENCE?

- Tap the video conferencing panel to start a video conference. For more instructions, review the cheat sheet in the room on how to join a Zoom meeting or see the Resources section below.



HOW DO I SHARE MY LAPTOP SCREEN WITH REMOTE PARTICIPANTS?

- Find the appropriate dongle on the table in the room and plug it in to your laptop. Then tap the  share button on the video conferencing panel to share your screen.
- You can share your screen wirelessly by downloading the Solstice app, available at www.mersive.com/download.

WHAT'S IN THE ROOM?

EACH VIDEO CONFERENCING ROOM HAS SOME OR ALL OF THIS HARDWARE:

- One or two monitors, usually mounted on the wall, that display video of other participants and shared content
- A remote control that turns on the monitor
- A camera that shows the participants in the room, either mounted below the monitor(s) or freestanding within the room
- A video conferencing panel (touchpad) used to start and manage the meeting
- One or more microphones used to capture sound
- A cord and dongle used to share a screen from a laptop in the room with local and remote participants

RESOURCES

LEARN MORE ABOUT:

- Video conferencing hardware: <https://uit.stanford.edu/videoconferencing/av-equipment>
- Using the Cisco video conferencing panel: <https://uit.stanford.edu/videoconferencing/schedule-to-launch>
- Using Zoom for video conferencing: zoom.stanford.edu
- Video conferencing at Stanford: videoconferencing.stanford.edu