

VIDEOCONFERENCE EQUIPMENT **OPERATING INSTRUCTIONS**

1. You should arrive at the site at least 30 minutes prior to the meeting to allow time to ensure that the equipment is ready and the connection can be made.
2. Adequate numbers of all materials which will be considered should be on hand before the meeting. You should not copy any materials at the remote sites. Remember that we are guests at the remote sites and the employees of the Tulsa County Bar Association, the Pittsburg County Courthouse and Custer County Courthouse have other responsibilities which do not allow them to assist you.

To Connect:

3. Turn on power to TV and camera if they are not already on. On button for the TV is at the bottom in the front. On switch for the camera is on the back on the left hand side.
4. Using the remote, press the arrow buttons to move the yellow square on the TV screen to highlight "Address Book."
5. Press the middle button with the circle on it (at the center of the arrow buttons).
6. Use the arrow buttons to move the yellow square to highlight the other site(s) which will be participating in the video conference.
7. Press the middle button with the circle on it.

To disconnect at the end of the meeting:

8. Press the green button on the remote - twice.

Controlling the camera:

9. Each site controls its own camera. To adjust how you appear on the screen (and to the other sites):
 1. Use the arrow buttons to adjust the picture from side to side or up and down.
 2. Use the zoom button that works just like a camera to adjust closeness or distance.

TROUBLESHOOTING — If you experience problems, turn the camera off for a few seconds and then turn the power back on.