Procedures for VTC calls

This guide will provide step-by-step instructions for operating the AV system for a VTC call.

**Power on PC/Log-in**

If the PC is Powered off, press the power button (shown above) to power it up. At the log-in screen, use the username **rxguest** and the password **welcome1!** to login in to the Pharmacy Guest Speaker account. This account has been calibrated to the AV system and is preferrable to personal logins.

**Username:** rxguest  
**Password:** welcome1!
Powering the AV System

If the touch panel is dark, touch it once to wake it up.

Touch the welcome screen once, and then touch the Video Conference button. The AV system will power itself on.
Using the Microphones

The lavelier microphone is preferred for lectures and recordings. There are two in each of the main lecture halls. Clip the lavelier microphone about 6-8 inches below your chin, as shown in the image above.
When you are ready to speak, switch on the lavalier using the switch on top of the body pack.

Each lecture is equipped with a handheld microphone, which can be powered on via the stitch on the front.
Each podium is equipped with a gooseneck microphone. To power it on, press the grey button (1). The green indicator light (2) will show that it is powered on.

**Using the Touch Panel**

If you wish to slightly boost or lower the mic audio for any reason, you can adjust the volume here.
The front and rear cameras can be moved through the touch panel. For a detailed guide on camera movement, click the following link.

**Video Conference**

A scheduled video conference will connect automatically a few minutes before the scheduled start time and disconnect automatically at the scheduled end time. Whatever is displayed on the podium PC will be shared with the Shady Grove campus automatically.
If Shady Grove is not receiving your PC content, press the blue VTC CONTROLS button to enter the Controls menu.

Press the Windows icon, labeled Presentation, once or twice until it turns blue.
The blue VTC Sources button will bring you back to the main page.
If you have any other problems with the AV system, push the HELP button and someone from the AV department will be down to assist you as quickly as they can.

When you are finished with the AV system, press the SYSTEM SHUTDOWN button, located in the bottom left-hand corner, and press YES when prompted. The AV system will power itself off.
Warning:
This operation will shut the projector down and can not be turned back for several minutes.
Are you sure you want to continue

YES will shut down the projector,
NO will return you to the previous page