

Gurdon Institute - Video Conferencing Suite Guide

1. Use the Samsung remote to turn on the display
2. Use the RadVision remote to turn on the conference system. It will take around 3 minutes for it to start up. The camera will wake up and a blue light will come on.
3. On the Samsung remote, press the source button (middle top) until HDMI is selected.
4. The system is ready once you see the menu displayed on the screen.

To make a call / connect to a meeting

Using the arrow keys, select “Make your Call” and press OK.

Enter the details given to you by the person you’re calling, this will usually be in the form of a meeting ID and IP number.

If you have scheduled a group meeting through the Convene service, you should have an email which includes a “Meeting ID”. Select place a call and enter the number as shown in the email. NOTE: This number will be different for each meeting.

Once the details have been entered press the red button to connect the call.

To receive a call

The video conference system just needs to be turned on to receive a call. The number needed to dial into this conference system directly is: **131.111.183.122**

There will be an audible and visual sign when a call is coming through. To accept press the red button. The caller’s name will then be displayed, press again to allow the person to enter the conference. Repeat for each caller as necessary.

You can remove people from the conference at any time by pressing the Disconnect Caller button and selecting the person with the arrows keys you wish to disconnect.

The microphone can be muted or unmuted at any time by pressing the button on the dome shaped device located in the middle of the table or by using the remote.

Presenting Content

The system has the ability to connect to a PC or Mac notebook and display content such as a PowerPoint slideshow. To do this connect your computer to the long VGA cable just underneath the display, using any adapters if your computer requires them. Once connected press the present button just below the down arrow to start.



Press the button again to end the content.

To end the call

Press the red “Disconnect a caller” button on the remote and follow any onscreen instructions.

Turning off when finished

Please turn off the system once you have finished. To do this press the On/Off button and follow the onscreen instructions. All callers will be automatically disconnected. Finally turn off the display using the Samsung remote.

