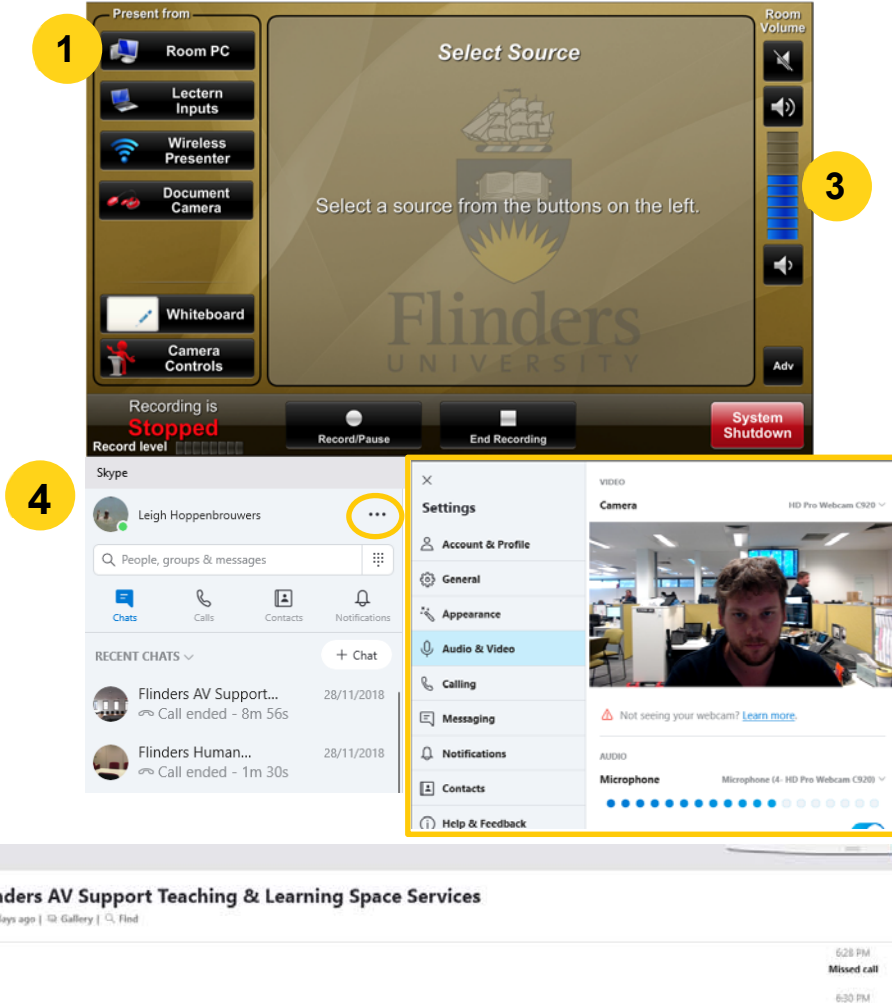


## GENERAL THEATRE QUICK TIPS – Skype

Below you will find some quick tips to help you connect a Skype web conference in a lecture theatre or meeting room

### Turn the system on:

Touch the panel to activate. Panel will then show as below.



**1** Room PC

**2** Skype Software

**3** Audio level meter

**4** Settings menu

**5** Video and voice call icons

**1. Room PC:** Select Room PC. Log in with your FAN and Password

**2. Skype Software:** Open Skype Software on the PC and Log in with your Skype Credentials. If you do not have an account, go to [skype.com](http://skype.com) to create an account.

**3. Audio:** On the Touch Panel, Check audio level is appropriate for room.

**4. Settings:** Check the Video and Audio Setting (Select the 3 dots next to your user name. The settings window will appear. Make sure you select the right camera input and audio input. You will see an image in the camera window and the microphone Level will meter when correctly selected (Extron Mediaport 200 is used in large teaching spaces for Microphone and Video)

**5. Making a Call:** Enter the skype address or Contact Name under your user name. Once you have selected the contact, select the video and voice call icon the top right of the window.