GBB301 Large Conference Room AV & VTC User Guide

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Initial Setup
1. Turn TV on using the Sharp TV remote control, or buttons on left side of the TV
2. Turn on desktop PC in the cabinet
3. Unmute table microphones (should turn green)

Use Personal Laptop for Presentation
1. Plug the HDMI, or VGA with audio cable into your laptop
2. If the laptop image does not show on screen, change the TV video source:
   a. On the Sharp TV remote control, or buttons on left side of TV, press "INPUT"
   b. Use the arrow keys to select
      i. Input 2 LAPTOP DIG for HDMI, or
      ii. Input 8 LAPTOP VGA for VGA

**Use GBB 301 Desktop for Presentation**
1. If the desktop PC image does not show on screen, change the TV video source:
   a. On the Sharp TV remote control, or buttons on left side of TV, press "INPUT"
   b. Use the arrow keys to select Input 1 PC
2. Use the keyboard and mouse on top of the cabinet to control the PC

**Skype Calling**
1. Close any opened video conferencing applications on the desktop
2. Start the Skype app from the desktop
3. Login with your Skype credentials
4. Make a video or audio call from the contact list

**VSee Calling**
1. Close any opened video conferencing applications on the desktop
2. Start the VSee app from the desktop
3. Login with your VSee credentials
4. Make a video or audio call from the contact list

**VTC Calling (IP Address: 166.122.6.61)**
1. Close any opened video conferencing applications on the desktop
2. Start the Collaborate Desktop app from the desktop
3. Enter the IP address of the far site in the H.323 box and click Dial. Or open the Personal directory, select the site you’d like to call, then click Dial
4. Share your PC screen to the far site (optional)

Clean up
1. Shut down the desktop PC
2. Turn off TV
3. Mute the table microphones (should turn Red)

Troubleshooting

Can’t hear sound
1. Check TV volume
2. Check desktop/laptop speaker volume
3. Check video conferencing software speaker volume
4. Check video conferencing software speaker source
   a. Use SHARP HDMI (Intel® Display Audio)
5. Ask far site if their microphone is muted

Far site cannot hear you
1. Check that the table microphones are unmuted (green). Press the middle PUSH button if it is red.
2. Check the desktop/laptop mic volume
3. Check video conferencing software mic volume
4. Check video conferencing software microphone source
   a. Use Line 2 – ARX USB Device

Near site camera does not work
1. Ensure that only one video conferencing application is running at any given time. Close any applications that aren’t being used.