Making a Distance Connection from MONROE Campus Mobile Carts

These instructions are for the Monroe Campus carts, they are different from the Shreveport and Baton Rouge carts.

1. You will need to turn both monitors on. (You will hear a pop sound, that is the speaker)
2. Pick up the remote to “wake” the camera up.
3. If the Place Call screen does not show, press the home button on the remote.

4. The Place Call/Home screen is below

5. If you are connecting with a single site, you will select Directory from the list above. If you are connecting with multiple sites, you will select Multipoint from the list above.
6. The Directory screen looks like this for single site selection. Move the cursor to the desired location in the list to highlight. Then press the inner middle button or the Green call button on the remote.

7. The Directory screen for a Multipoint connection is a bit different.
8. First you will click on options, the following popup menu will appear. You will select Directory. The Directory will appear. Highlight the site you want and press the inner middle button to select. Then move the cursor back to Options, Select Directory again from the popup menu, highlight the next site. You can press the inner button twice, green call button or Select Call from the Options menu to make the connection.

9. When the video conference is complete, simply press the Hang up button. It is the button with the red telephone, directly under the Home button on the remote. If you are in a single connection, the call will hang up. If you are in a multipoint connection, it will display a screen to hang up one site, hang up all. Select hang up all.