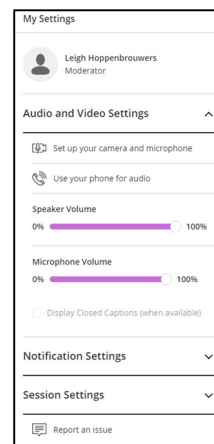
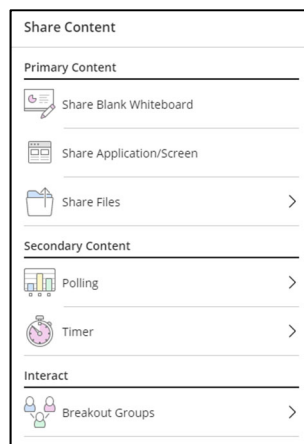
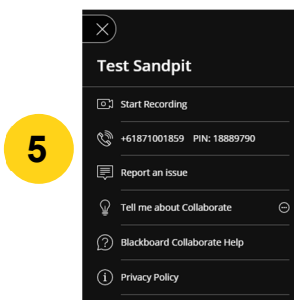
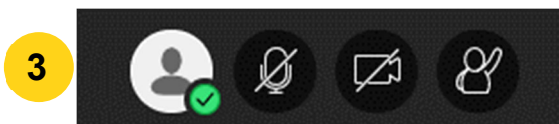
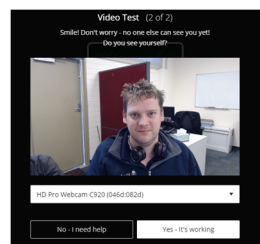
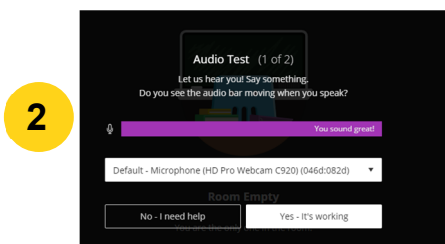
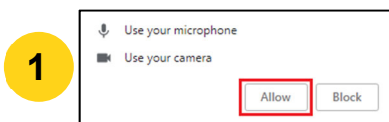


Below you will find some quick tips to help you use Collaborate in a lecture theatre environment.

Turn the system on:

Touch the panel to activate. Select Room PC (and projectors if a Dual Display Room)
Login to PC with your FAN. Open up the Google Chrome Browser. Navigate and to your FLO
topic and start Collaborate session.



1. Devices Popup: The first time you log in on each new device, you will need to accept the Microphone and Webcam popup.

2. Audio and Video Test: Select the correct Audio and Video inputs. This will be labelled Mediaport 200 in most Lecture Theatres and your webcam and/or headset in office scenarios.

3. Live Session Settings: (L to R) My Status and Settings, Microphone Mute/Unmute, Webcam Mute/Unmute, Raise Hand

4. Collaboration Panel (Pink tab on lower right): (L to R) Participant Chat, Attendees, Share Content, My Settings

5. Session Menu (top left icon): Contains the Session name, Dial in number, Recording button and Leave Session option.

Troubleshooting: If you have no audio, make sure the Touch Panel is unmuted (Mute button to top right) and the Room PC is unmuted (audio icon in the lower right task bar). Also check the *Live Session Settings*.

If you continue to have issues, please call the Service Desk on #12345 and say you are having issues with *Collaborate Web Conferencing*