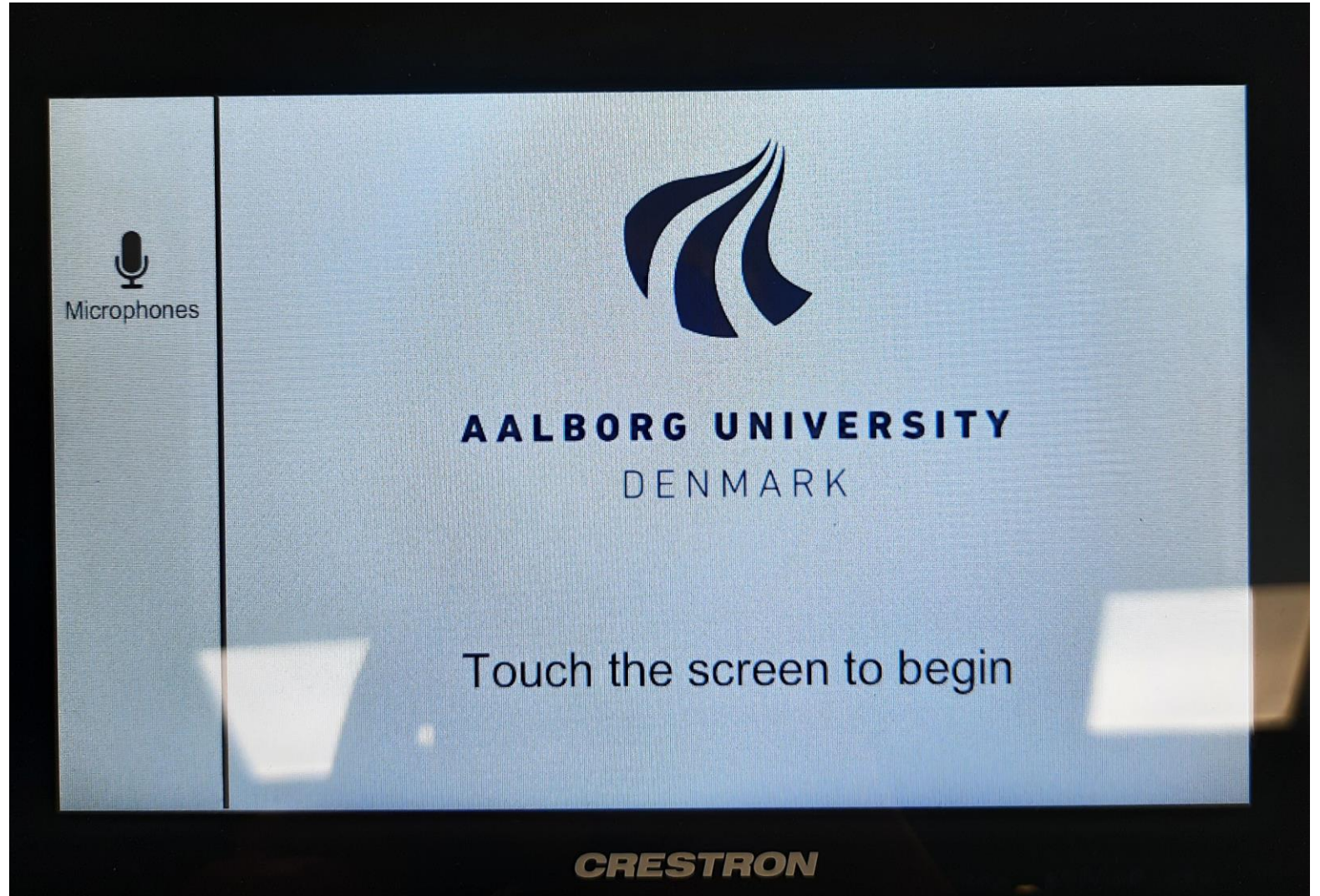


Videolink System Guide

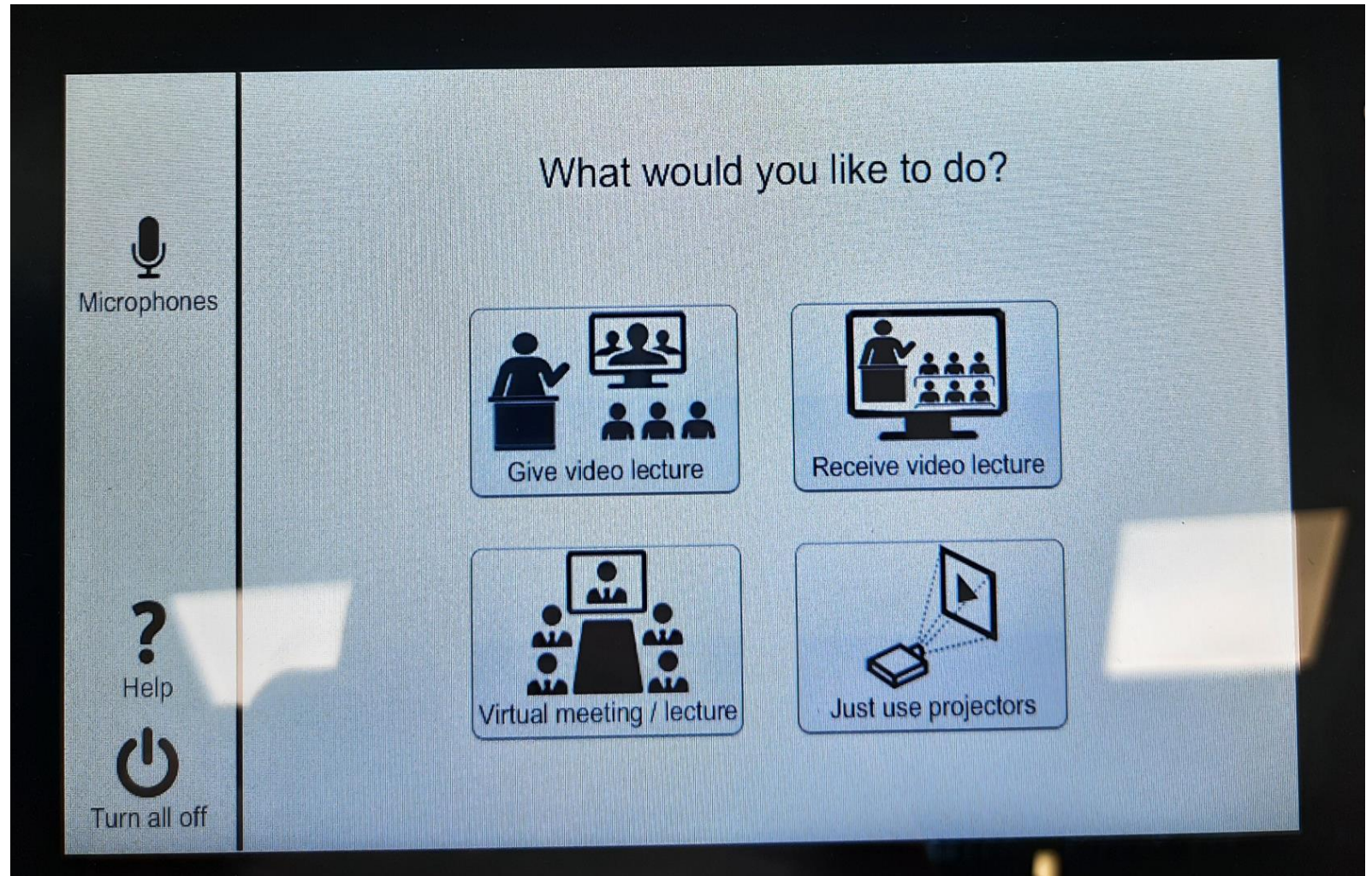
Using Videolink to Call Another Physical Room

- Videolink Startscreen



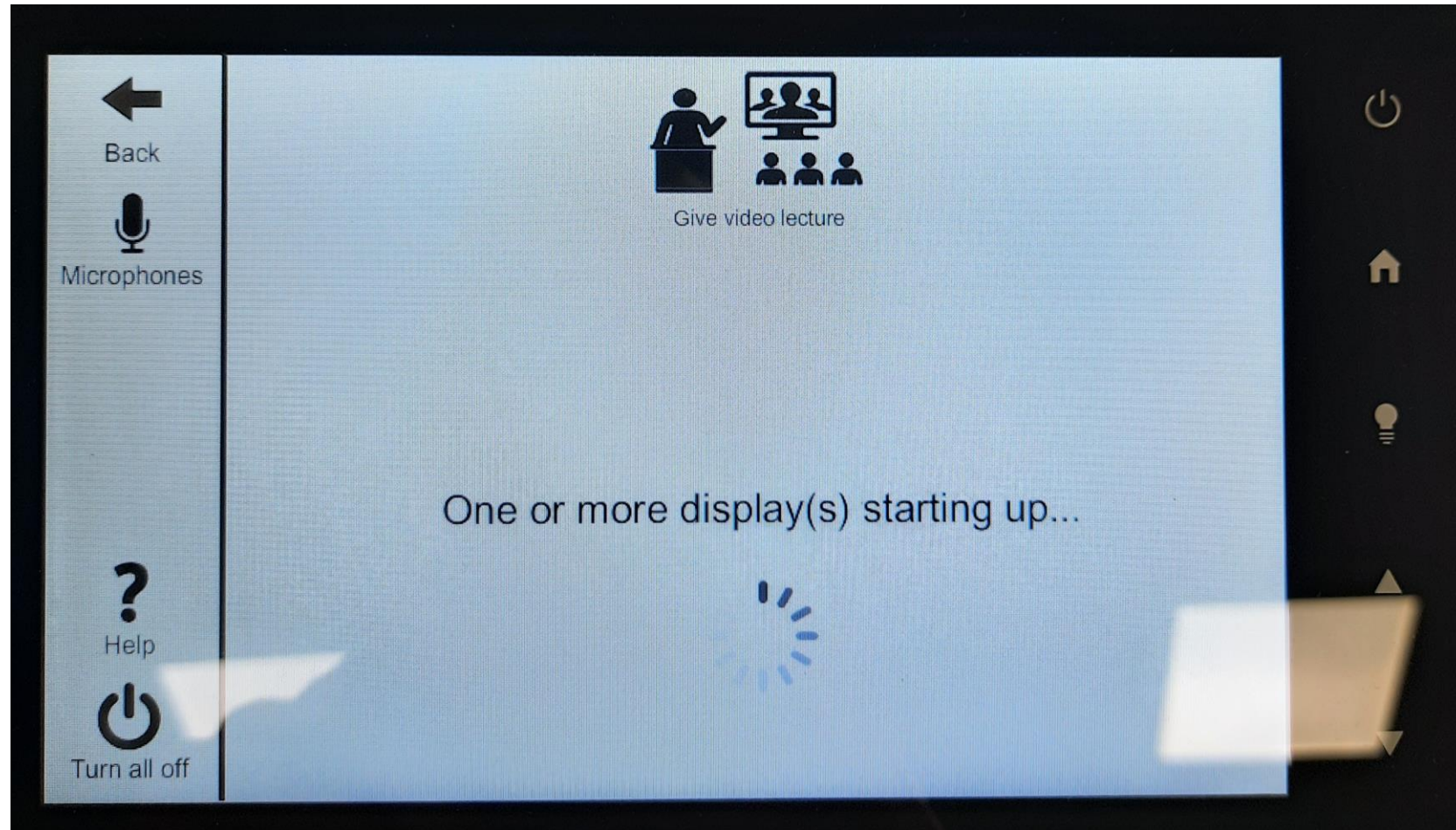
Using Videolink to Call Another Physical Room

- Press "Give video lecture"



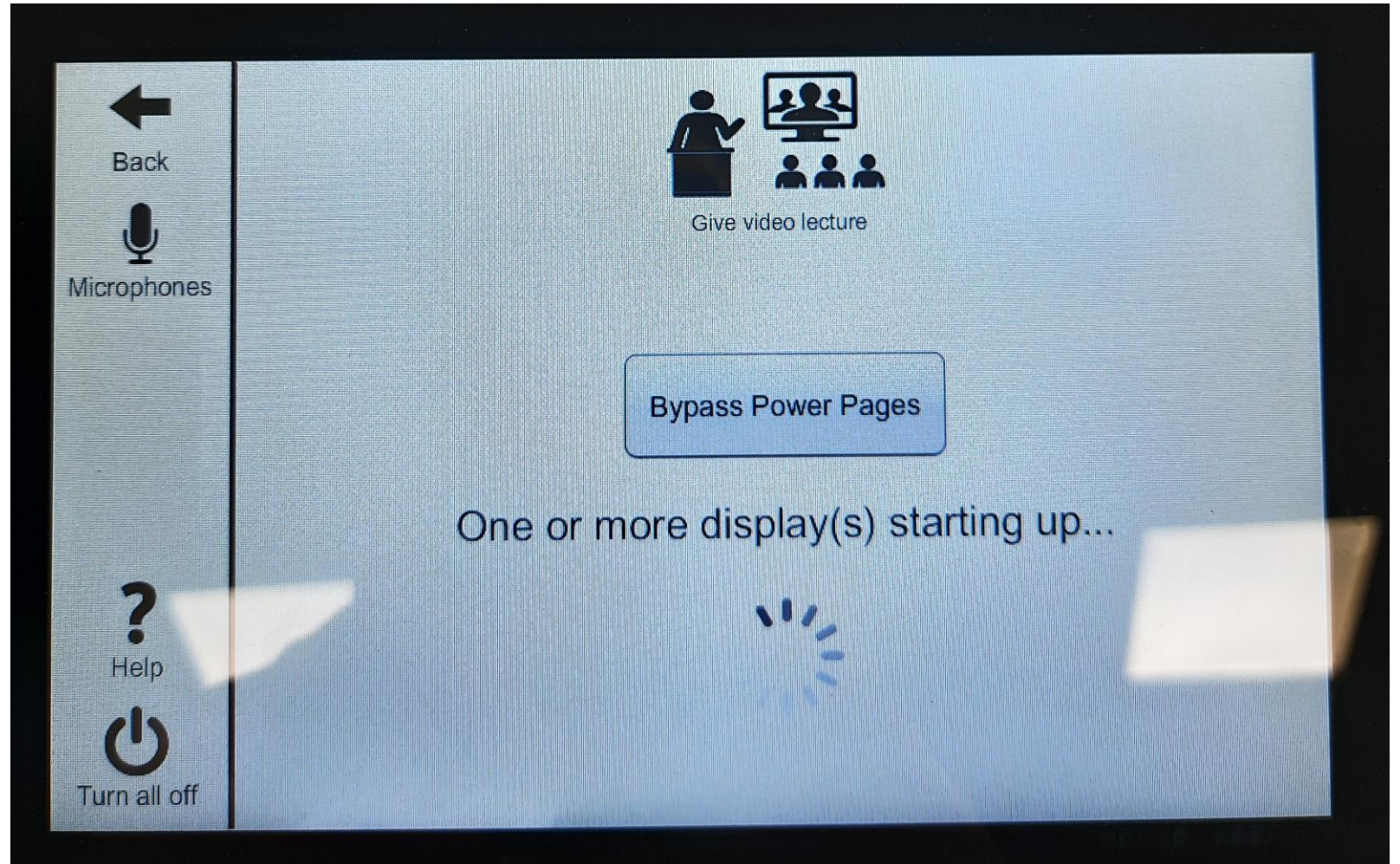
Using Videolink to Call Another Physical Room

- Wait for the system to start up



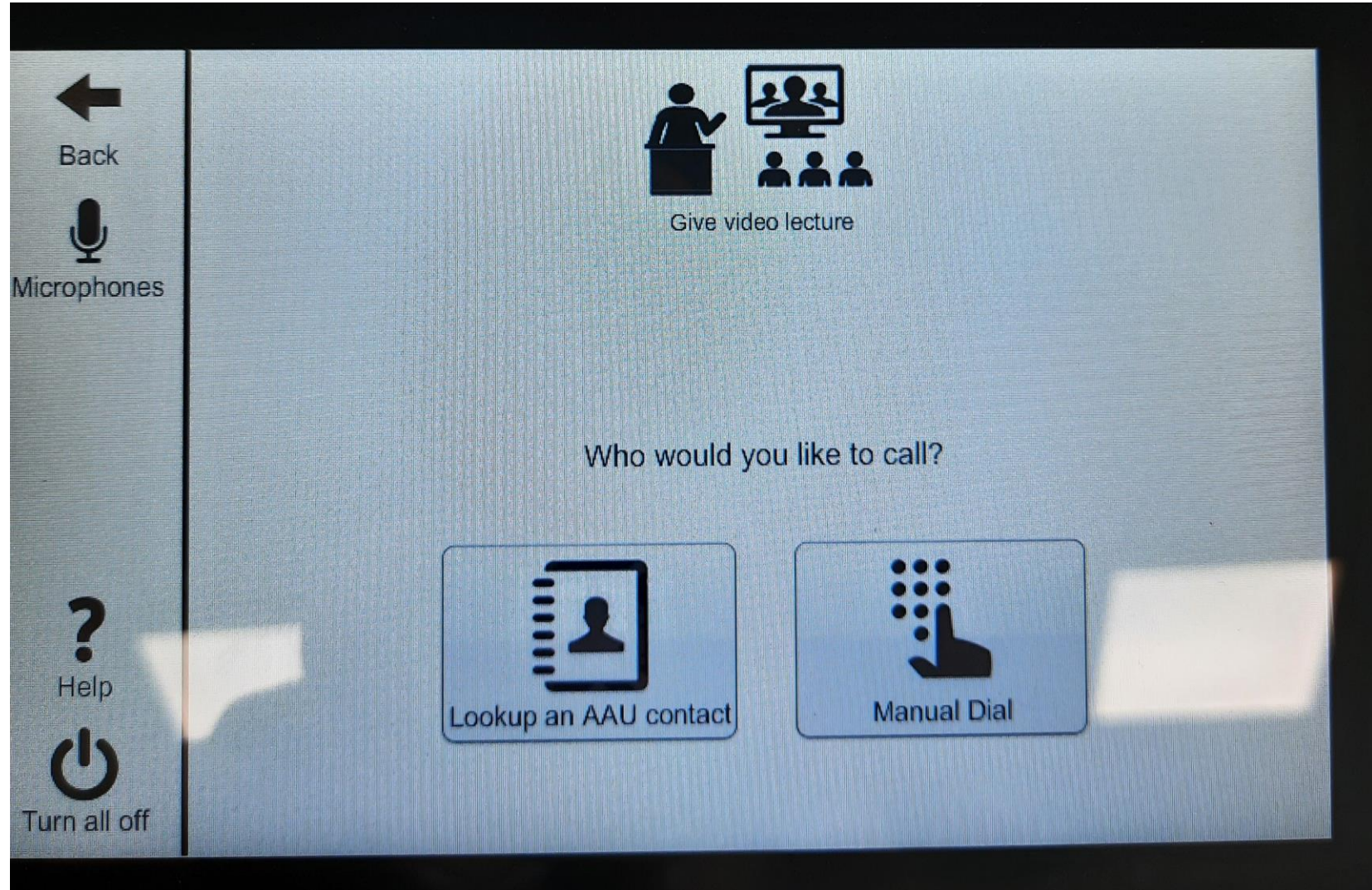
Using Videolink to Call Another Physical Room

- "Bypass Power Pages" may appear
- Just keep waiting



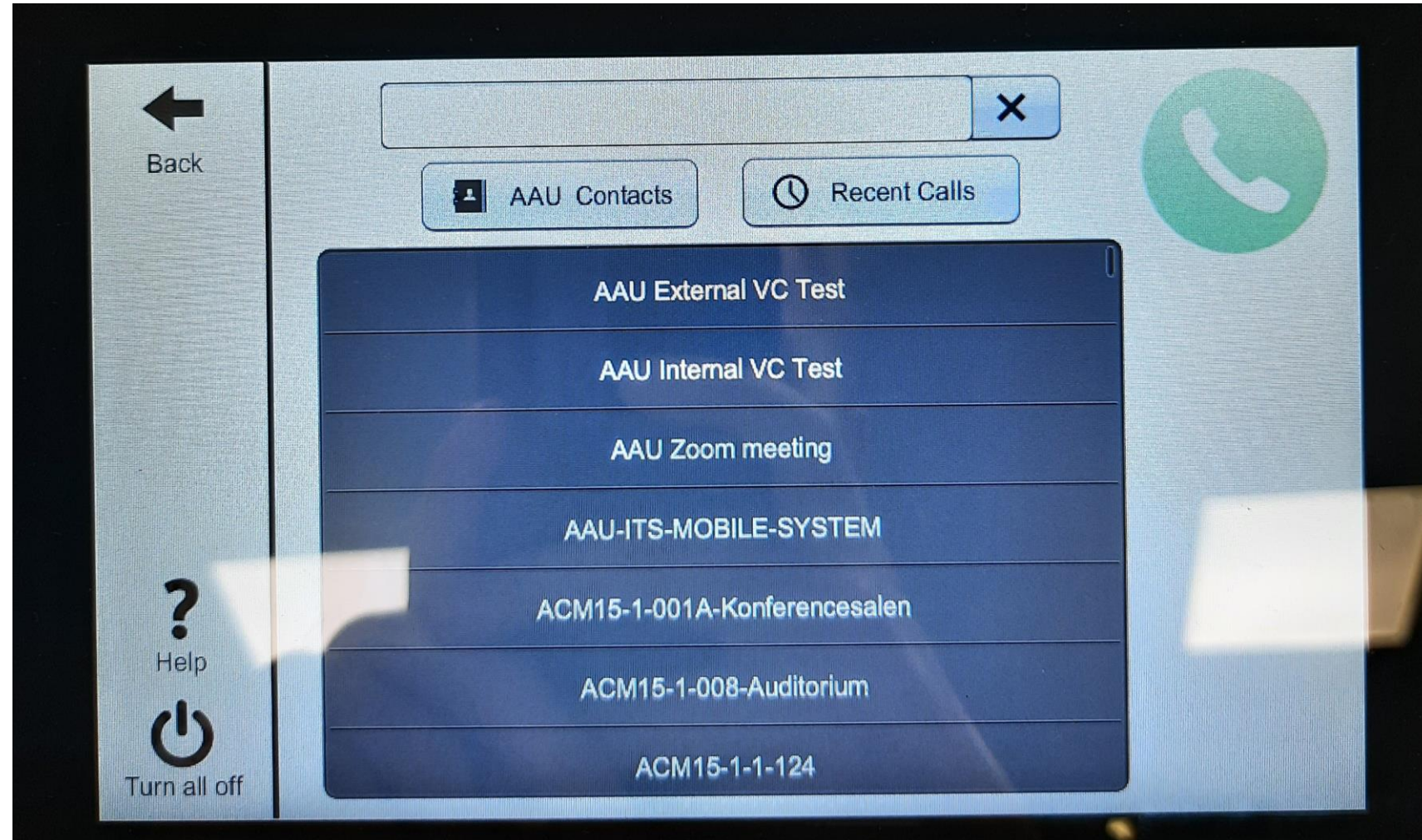
Using Videolink to Call Another Physical Room

- Press "look up AAU contact"



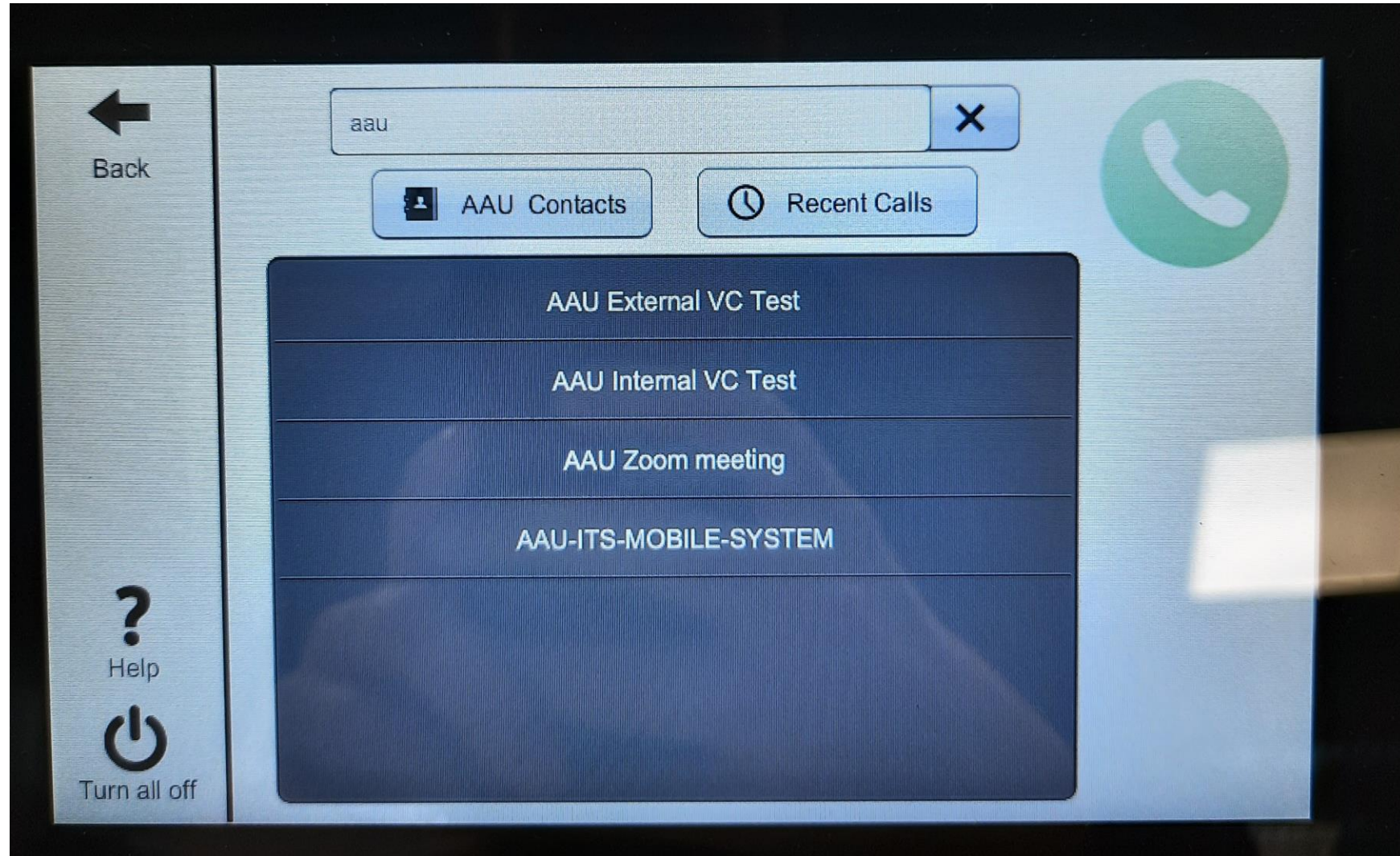
Using Videolink to Call Another Physical Room

- Search after room



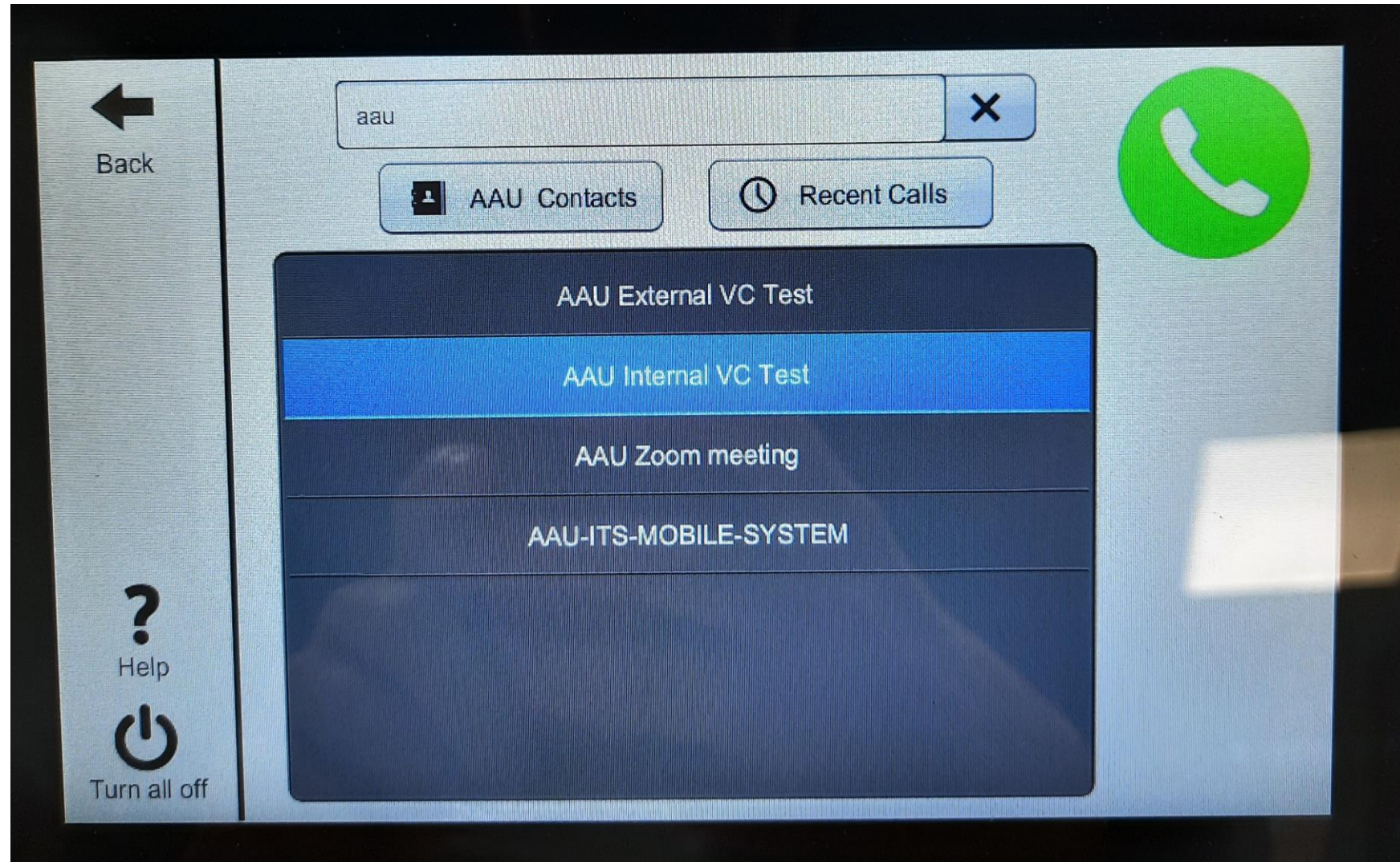
Using Videolink to Call Another Physical Room

- Example:
 - "AAU" as search criteria



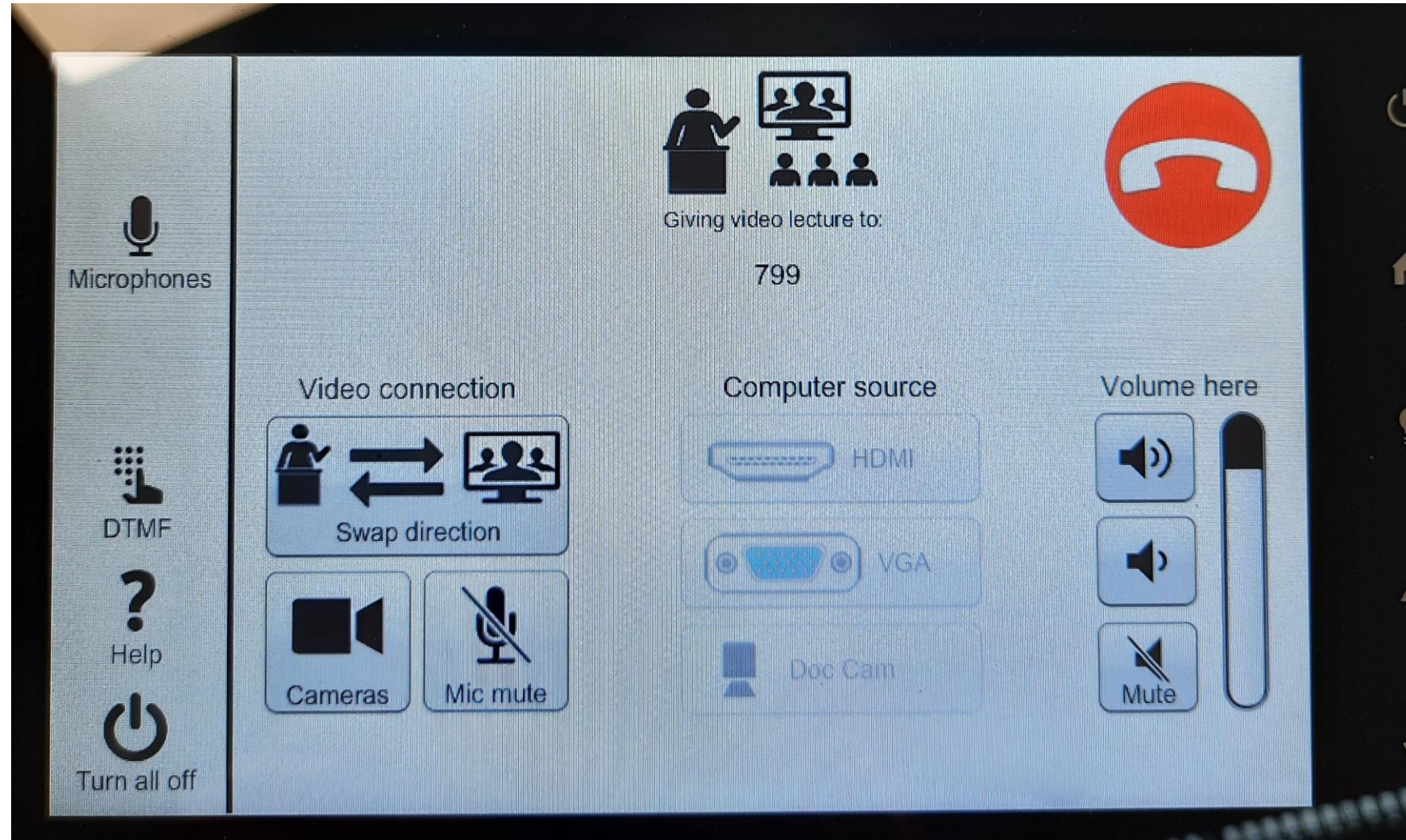
Using Videolink to Call Another Physical Room

- Pick desired room and press green phone icon to call



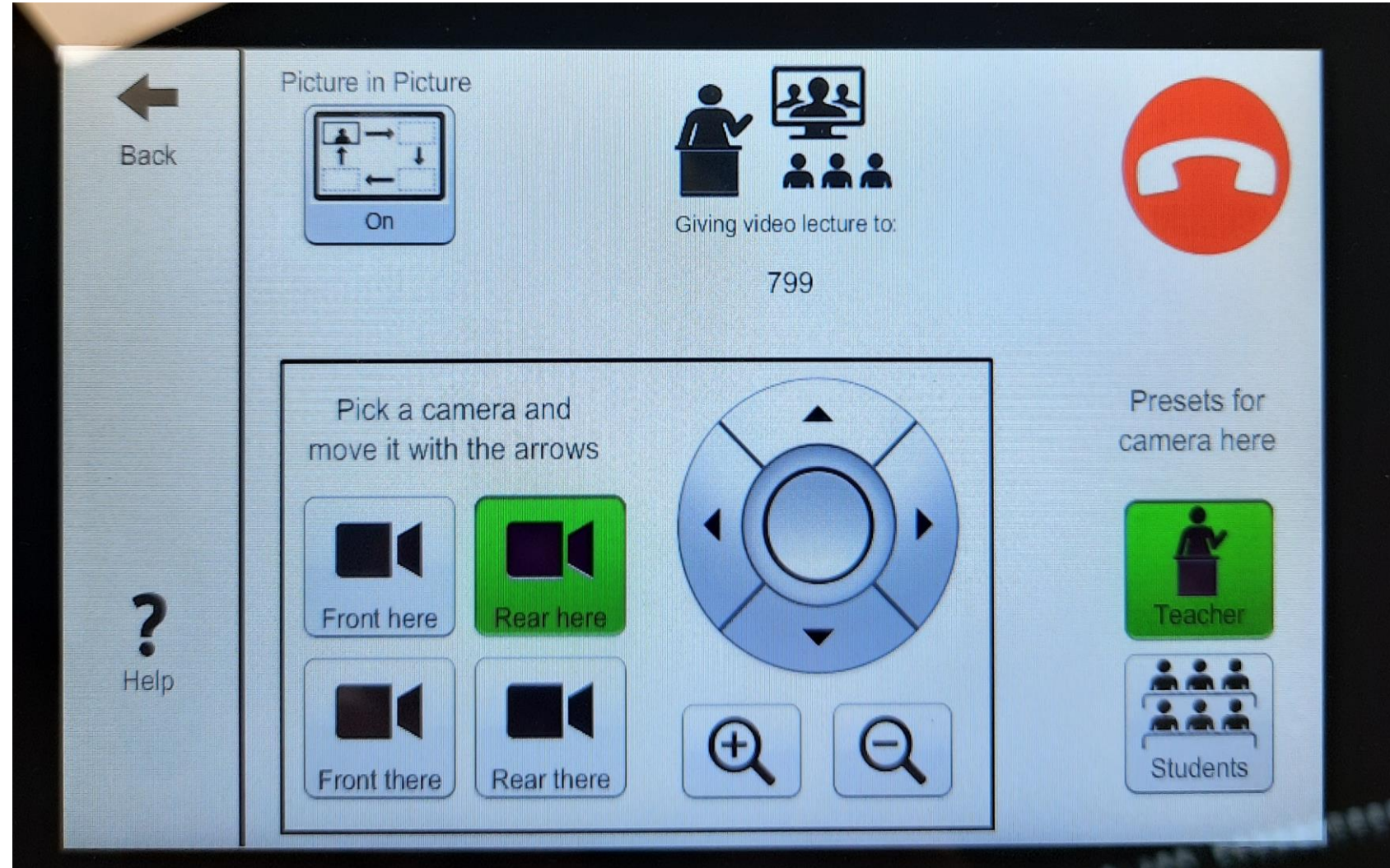
Using Videolink to Call Another Physical Room

- Videolink menu during call
- "Swap direction" shall not be used



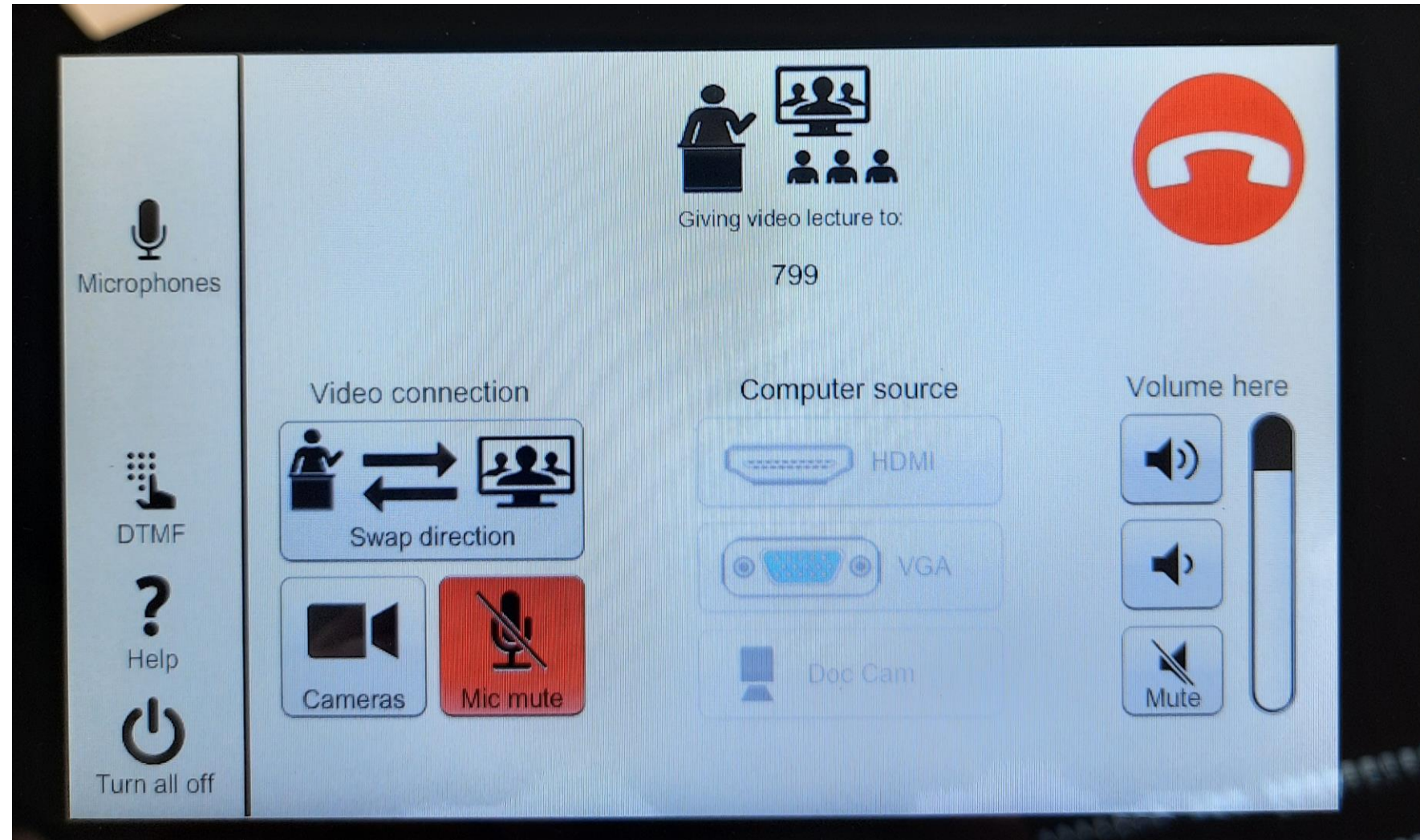
Using Videolink to Call Another Physical Room

- Camera menu
- "Picture in Picture" must say "on"
- "Rear here" or "Teacher" button must be green
- Remember to adjust the rear camera before start of lecture
 - Use the arrows and zoom buttons to do so



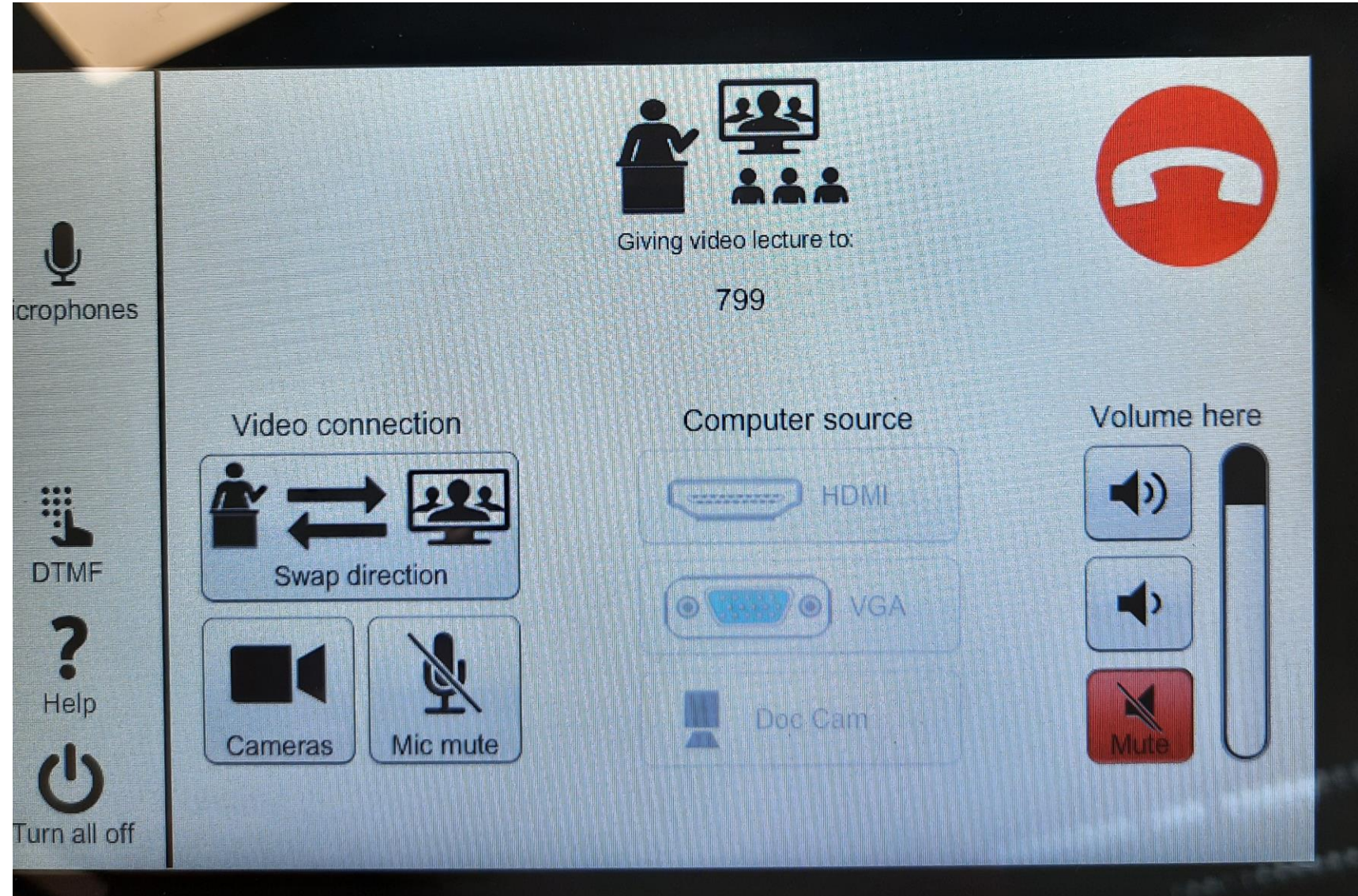
Using Videolink to Call Another Physical Room

- "Mic mute" mutes the microphone of the room you are in
- **Red** means microphone is muted



Using Videolink to Call Another Physical Room

- "Volume here" controls how well you can hear the other room
- "Mute" mutes the room you are calling
- **Red** means you cannot hear the other room



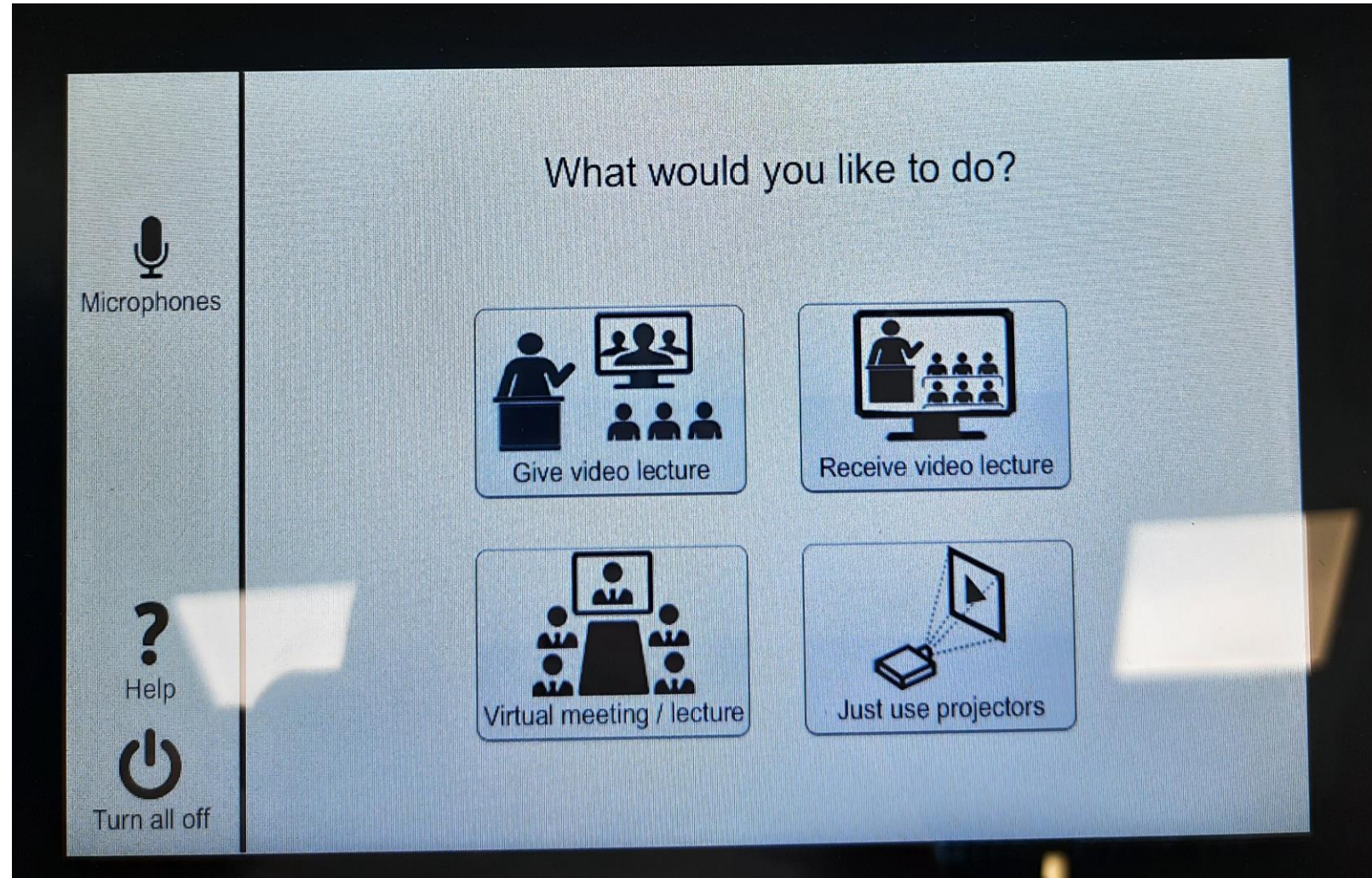
Using Videolink to Call Another Physical Room

- Computer Source
 - Example: **Green** means HDMI is connected



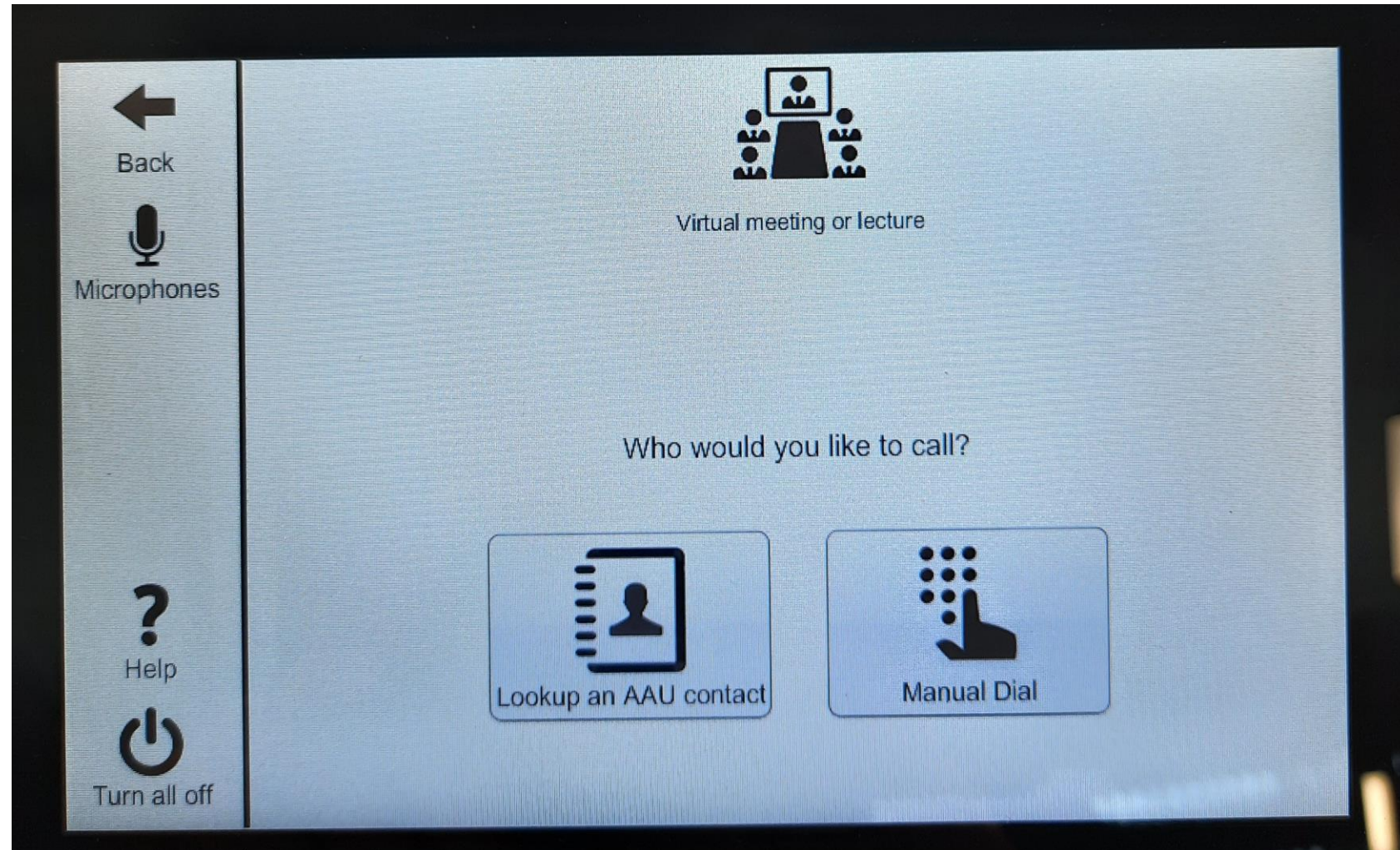
Using Videolink to Call a Virtual Room

- Now press "Virtual meeting/lecture"



Using Videolink to Call a Virtual Room

- Press "Manual Dial"
- A Microsoft Teams ID number must have been created



Using Videolink to Call a Virtual Room

- To create Teams link for others to use and the ID number press the "Teams Meeting" icon underlined with red

The screenshot shows the Microsoft Outlook calendar interface. The top navigation bar includes 'Filer', 'Hjem', 'Send/modtag', 'Vis', and 'Hjælp'. Below this, there are icons for 'Ny aftale', 'Nyt møde', 'Nyt Skype-møde', 'Møde nu', 'Nyt Teams-møde', 'I dag', and 'Næste 7 dage'. The main calendar view is for October 2021, showing a grid of days from Monday to Thursday. The date 27. sep is highlighted. A blue vertical bar on the left side of the calendar grid is labeled 'Forrige aftale'. The bottom of the interface shows a list of calendar options: 'Mine kalendere', 'Delte kalendere', and 'Andre kalendere'.

Using Videolink to Call a Virtual Room

- In the meeting notice the link and ID number are included

The screenshot shows the Microsoft Teams meeting invitation interface. The top menu includes 'Filer', 'Møde', 'Planlægningsassistent', 'Indsæt', 'Formatér tekst', 'Gennemse', 'Hjælp', and 'Fortæl mig det'. Below the menu, there are options to 'Deltag i Teams-møde', 'Optaget', and a duration of '15 minutter'. The main form has a 'Send' button and fields for 'Titel', 'Obligatorisk', 'Valgfri', 'Starttidspunkt', 'Sluttidspunkt', and 'Sted'. The meeting details are: 'Microsoft Teams-møde', 'lø 02-10-2021 00:00', 'sø 03-10-2021 00:00', and 'Microsoft Teams-møde'. Below the form, the meeting notice is displayed, including the 'Microsoft Teams Link' and 'ID Number'. A red arrow points to the link, and another red arrow points to the ID number. The right sidebar shows a calendar for October 2021 and a 'Rumfinder' section.

Microsoft Teams-møde

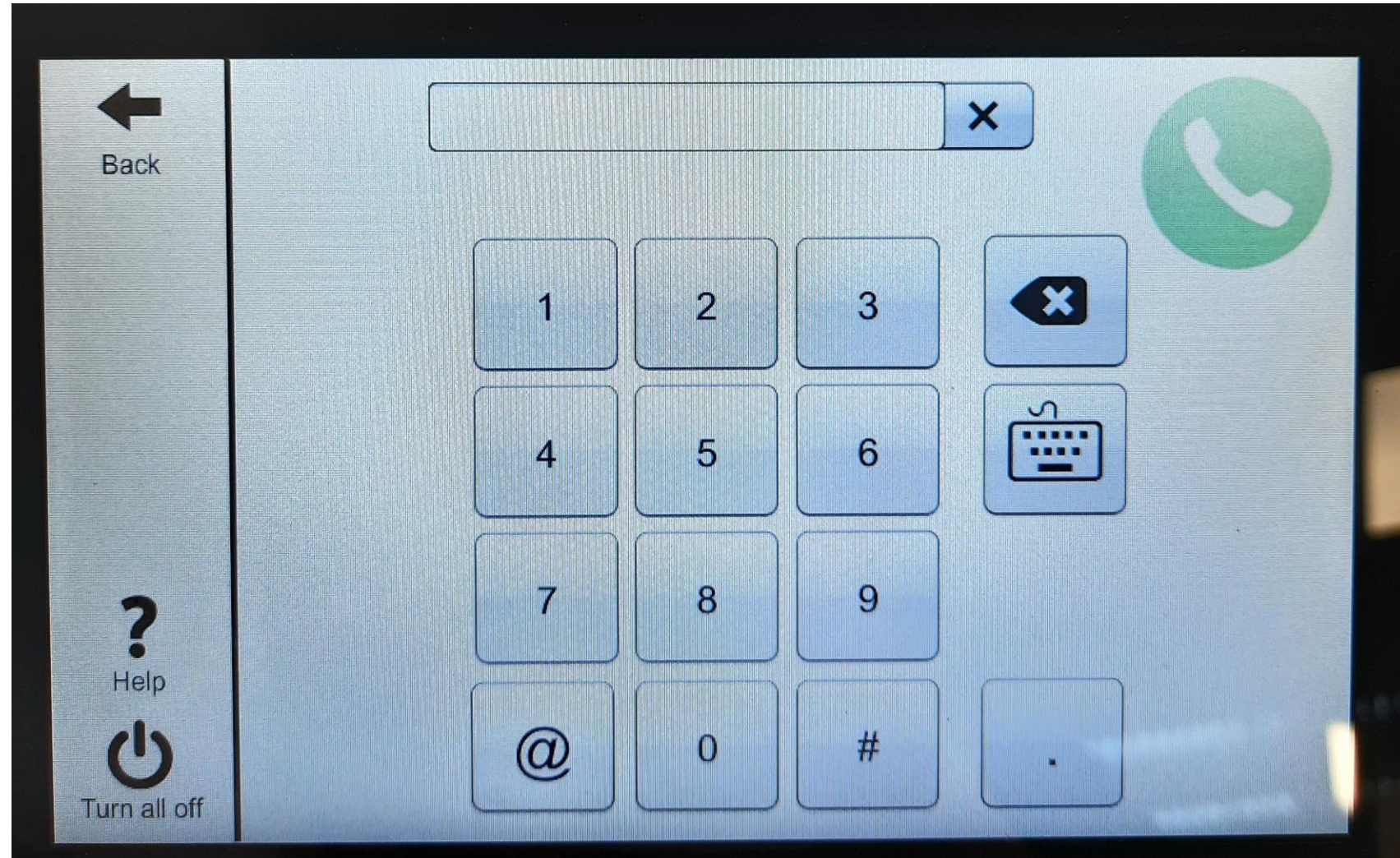
Deltag på din computer eller mobilapp
[Klik her for at deltage i mødet](#) ← **Microsoft Teams Link**

Deltag med en videomøde-enhed
teams@v.aau.dk
Videomøde-id: 124 279 384 2 ← **ID Number**
[Alternatve VTC-instruktioner](#)

[Få mere at vide](#) | [Mødeindstillinger](#)

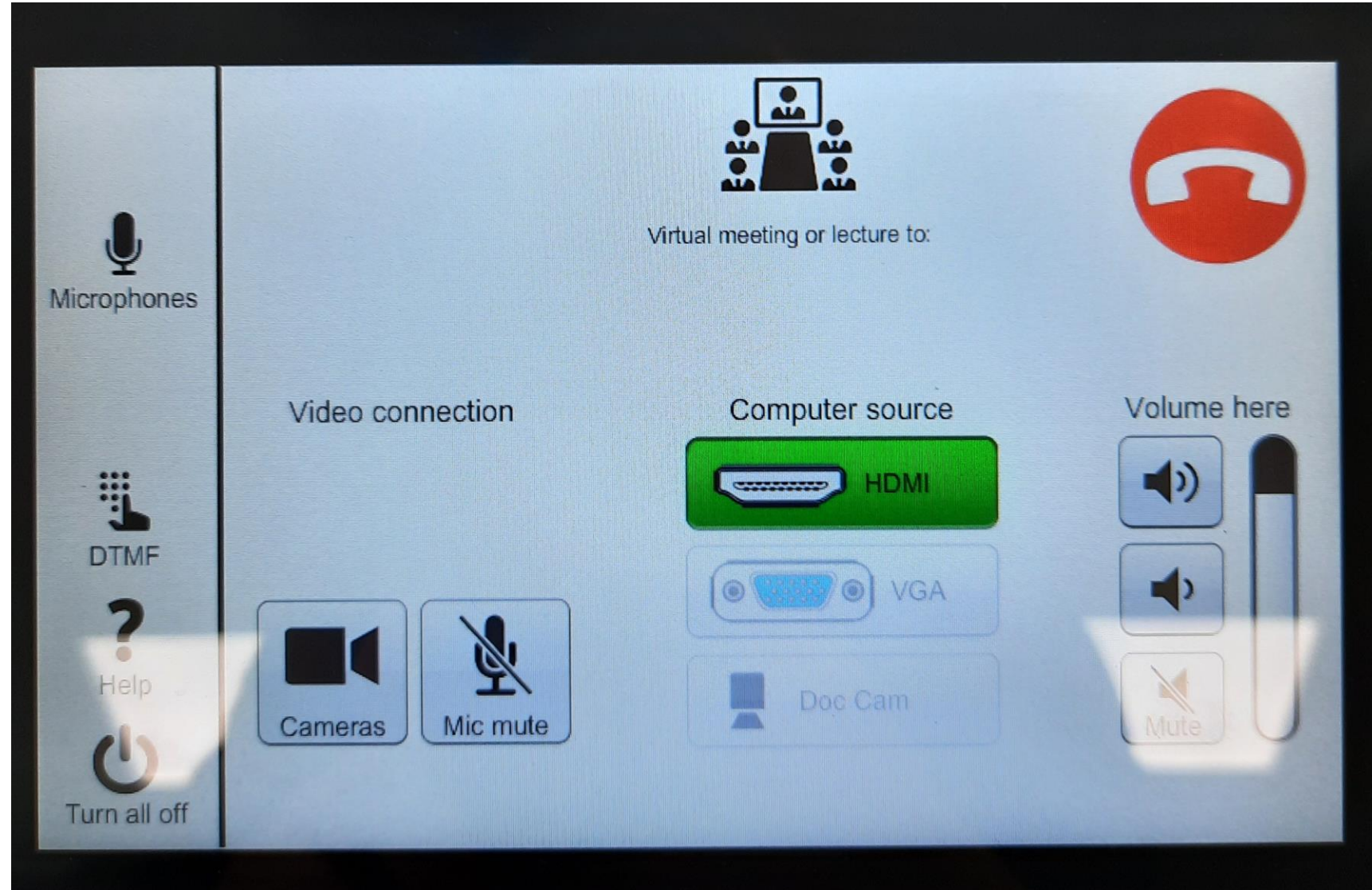
Using Videolink to Call a Virtual Room

- Enter the Meeting ID number and press green phone icon to call



Using Videolink to Call a Virtual Room

- Videolink menu during call to a virtual room
- Same options as before



Final Notes

- End call by pressing the red phone icon
- Remember to turn off the system by pressing "Turn all off" in the lower left corner.
- Make sure to have the people who are watching from another physical room or a virtual room in mind:
 - Can they hear you loud and clear?
 - Can they see you and is it easy for them to see what you are writing on the whiteboard?
 - If the other room is muted, make sure to unmute them and ask if they have any questions