



## Your Business Phone Company

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### Video Conferencing

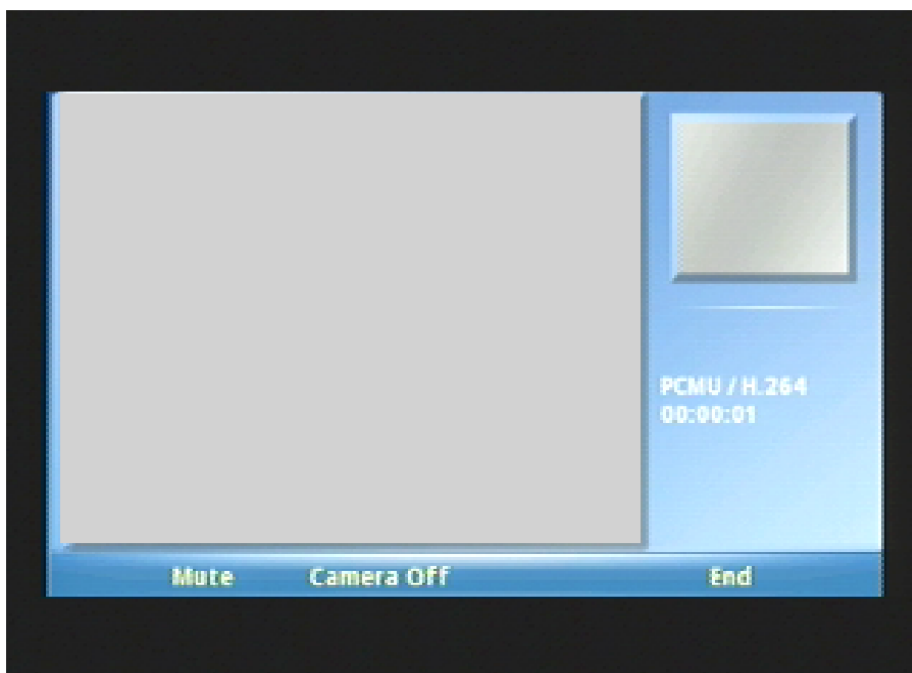
The Red Road Telecom Video Conferencing Service enables SIP video phones to participate in multi-party video conferences.

To set up a video conference, first contact Red Road Telecom to request a conference bridge for your company. You will receive two extension numbers for the two types of video switching, explained below. For purposes of this document we'll use 999 and 888.

#### **Manual Video Switching**

Use this type of switching if your video conferences tend to have everyone talking at once, or a lot of brief statements and lively conversation. This type of switching allows you to control which person you're looking at.

Let's say you're calling from the phone called "Hilo". Begin by dialing 999 (or the assigned number for your manual switching conference). If you are the first person into the conference, you will see the idle screen:



Note the controls: "Mute" turns off your microphone, so no one can hear you. "Camera Off" turns off your camera, so no one can see you.

When another person enters the conference, you will hear an announcement, for example: "Kona at extension 302 has joined the conference." And you will see "Welcome Kona" on your screen for a few seconds. Then you see the video display:

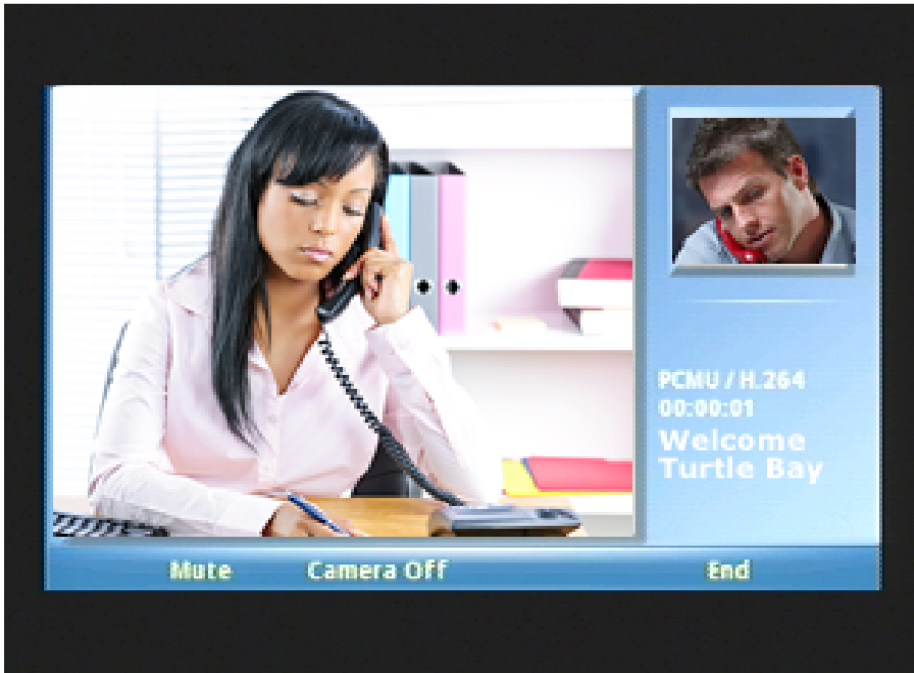


The small inset image is your camera – this is what others will see. The larger image is the new person who just joined the conference.

Notice the text on the right, that says "0: Hilo 1: Kona". This tells you that if you press 1, you will see the Kona image, and if you press 0, you will see the Hilo image (which is you in this example).

You and Kona are in the conference and can hear each other as well as see each other.

Now, let's say Turtle Bay joins the conference. You'll hear an announcement like "Turtle Bay at extension 301 has joined the conference", and you will see the "Welcome" message, and the new person's video like this:



After a few seconds, the display goes back to your selected image, Kona. Notice the updated text on the right:



Now you can select 1 or 2 to view Kona or Turtle Bay. All three of you are in the conference together and you can all hear each other. Each person can select independently which video image they want to watch.

## **Automatic Video Switching**

To enter this type of conference, dial 888 instead of 999 (or use the number assigned to you by Red Road Telecom). The only difference with this type of conference is that the video switches automatically to the person who is speaking.

It's best to use this type of conference if one person at a time is doing a presentation, or if you have a more orderly sequence of one person speaking at once.

You can use the "Mute" button on all but the speaker's phone to be sure that the video will not switch away from the presenter until the presentation is complete.

**NOTE:** Be sure that everyone uses the same type of conference. If you mix them, the video switching will be confusing and unpredictable.