Overview
You have requested to use a Mobile TelePresence unit. This guide will show you the steps and screenshots on how to use it properly.

Important note:
Please check in advance if the data port in the room you are using is “live”. If not, please request for data port activation by calling IT Helpdesk through (408) 924-1530.

Plug the power adapter from the back of the unit into a power source located on the wall.

Locate the ethernet cable at the back of the unit and plug this into a “live” data port, located on the wall. Make sure the Ethernet cable is plugged in securely.
Turn on the TV manually on the left hand side of the screen or with a remote.

It will take the system a few minutes to boot up after you press the start button.

To dial into your meeting, select the dial button and dial the bridge number.

If you have guests that are calling in, you will be asked to accept the calls by selecting “Accept”.

For calling a person within the SJSU system, please dial their SJSU campus phone number (e.g., 4-1530).

To call another TelePresence unit or room, find the SIP ID# of the unit in the directory. The number is typically in this format: . sjs-cl-540-p65d@sjsu.edu.
When your meeting is over, select **END**. This will close your meeting.

**PRESENTATION OPTION:**

You have the ability to present through the TelePresence Unit using a laptop.

1. Plug the VGA or HDMI cable into your laptop.

2. Select your choice of input:
   - HDMI
   - PC DVI (VGA)

3. Select "Share" from the touchpad.

4. Your screen should show your laptop screen. You are all ready to present!

5. To stop presenting, select “Stop Presenting”. 
We hope your experience was successful.
Thank you for using the Mobile TelePresence Unit!