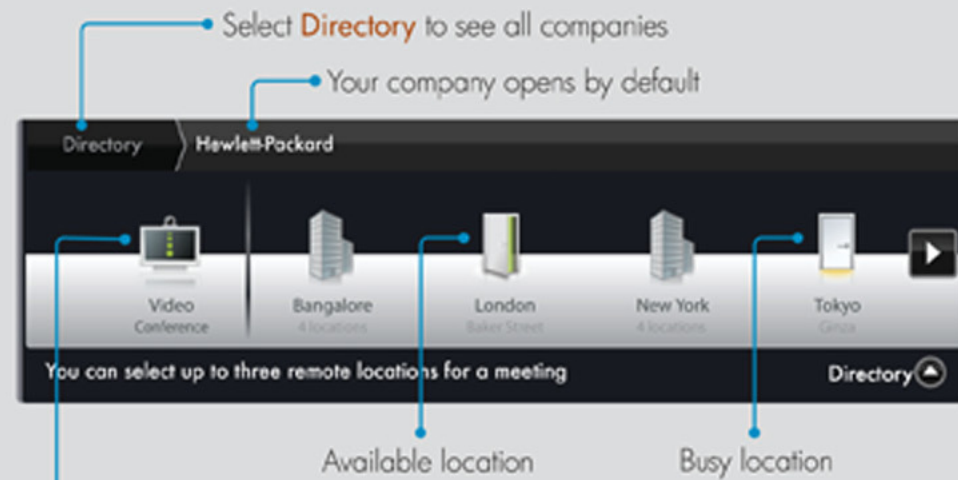


Halo Quick Start

GETTING STARTED

Set up your meeting

You can select up to 3 remote Halo locations (or 2 Halo locations and 1 non-Halo video conference connection) for a meeting. You can also conference in 1 phone line at each location.



1 From the Halo directory, click your first location.

Halo places the location tab in the setup screen (as shown in the graphic to the right). If you need to remove a location, point to the room tab and click **Remove**.

2 Repeat step 1 to connect up to 3 remote locations.

You can go back to the directory at any time to add another location. Just click the new location, and then click **Invite** next to your location tab.

Start your meeting

For fastest connection, select all of your meeting locations before starting the meeting.

1 When you have selected all locations, click **Start** next to your location tab.



Halo invites and connects you to the locations you selected. This may take a few seconds. Once connected, you will see participants on screen and the **Start** button will change to **End**.

If one of your meeting locations is a non-Halo video conference, you will need to complete the next step: "Connect a video conference".

Get more information and training

The Halo User's Guide is located in your Halo table. You can find complete step-by-step instructions in the User's Guide.

Connect a video conference

The non-Halo video conference screen appears on one of the displays when the meeting starts.

1 Connect participants using the non-Halo video conference user interface and the wireless remote control.

Add a phone participant

Each location can connect 1 phone line.

1 Point to the **Phone** icon in the upper left corner of the display.

2 From the phone keypad, enter the phone number.

3 Click **Call**.

End a meeting

There are two ways to end a Halo meeting.

- Click **End** next to your location tab.

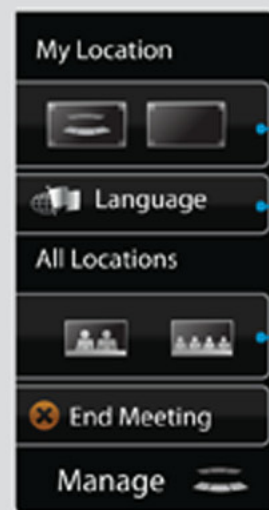
- From the Manage menu, click **End Meeting**.

Halo Quick Start

DURING A MEETING

Manage your meeting

Point to the **Manage** icon in the lower left corner of the screen.



Click here to change the upper display between Setup and Share view (for your location only).

Click **Language** to change the language on the upper display for your location.

Click here to change the number of people on screen for all locations in the meeting.

To do this

Click this

Switch to Setup view



Switch to Sharing view



Change the language (your location only)



Show 2 people on screen (all locations)



Show 4 people on screen (all locations)



The upper display

Open menus by pointing to the icons in the four corners of the screen. The Halo **Directory** is located at the top center of the screen. This is the Halo Setup view where you set up, start, and end meetings.



Share content

Point to the **Share** icon in the upper right corner of the screen. Table and Video Conf sharing are only available on some systems.



Share content from a laptop computer. Plug the VGA cable into your laptop and turn on the VGA output (for example, FN+F4), and then click **Share, Laptop**.

Share content from the Halo overhead camera. Place the object you want to share in the center of the Halo table, and then click **Share, Table**.

Share content from a non-Halo video conference. After non-Halo video conference system presents shared content, click **Share, Video Conf**.

To do this

Click this

Share content from a laptop computer



Share an object from the overhead camera



Zoom the overhead camera in or out



Automatically focus the overhead camera



Turn the overhead camera light on or off



Share content from a video conference system



Preview share content

Halo always lets you preview your content before sharing with all locations.



When ready, click **Share Now** and all participants will be able to view.

Get help

Point to the **Help** icon in the lower right corner of the screen. The Halo concierge is available to assist you 24 hours a day, 7 days a week.



Calling the concierge uses your room phone line. If you have a phone participant conferenced in, ask another location to call the concierge.