StarLeaf Room System Quick Start

Internal extension number

People in your organization can use this to dial you

Meeting room name

Camera control

You can preset up to five camera positions

Keypad

To dial an **IP address, URI** or **characters**, press the blue **call** button then * (star)

Direct-dial number

For inbound and outbound calling to and from the global telephone network (available if your organization uses **StarLeaf VoiceConnect**)

External video address

People who have their own video conferencing equipment can use this to dial you

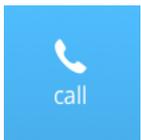**Join** a **scheduled meeting** with one press
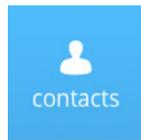
Mute audio and/or video

Home

Volume control

Answer/Make call

Hang up

StarLeaf

4:50pm

Amsterdam
3034
020 7946 0973
amsterdam@xampleco.call.sl

Sales review - John Harvey

starts in 9m

call

contacts

invite

camera control

Thursday 08 March

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call — Dial someone, view recent calls, or enter a meeting ID to join a meeting

contacts — Company directory and favorites

invite — Invite someone to call you. Enter their email address and select **invite**
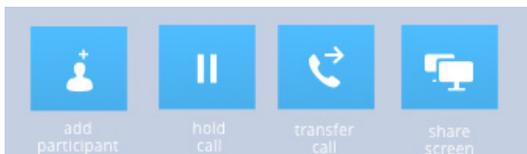
StarLeaf

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What can you do in a video call?

Add **more people** to the call

Put the call **on hold**

Transfer the call to another person

Show your **computer screen** to the people in the video call

Share your computer screen

Select **share screen**
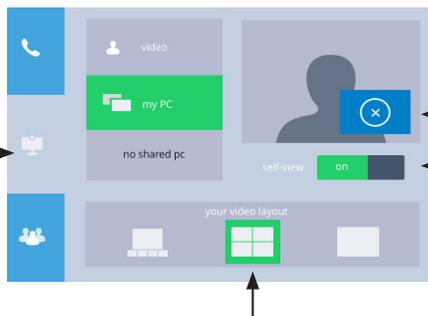
The other people in the call can now see your screen

You need to connect your computer to the meeting room system. Usually, there is a HDMI cable (and adaptors) on the table

Change your view in a video call

To change what you see in a video call, click the **display tab** to access more controls

Swap between a view of your own computer, the main video, and a shared computer

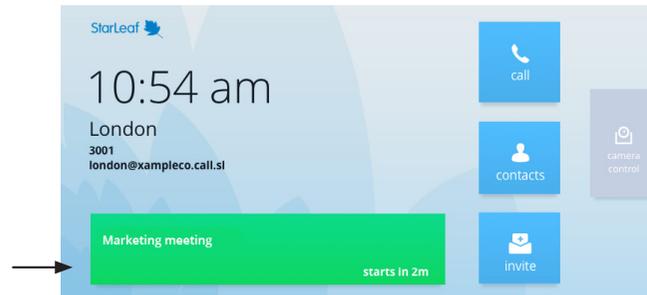Move the **picture-in-picture** view around the screen

Toggle **self-view** on and off

If you are in a conference, you can change the layout of the speaker and other participants onscreen

Join a meeting

If a meeting room system has been invited to a scheduled meeting, a **green** button appears on the home screen when the meeting is due to start or has already started
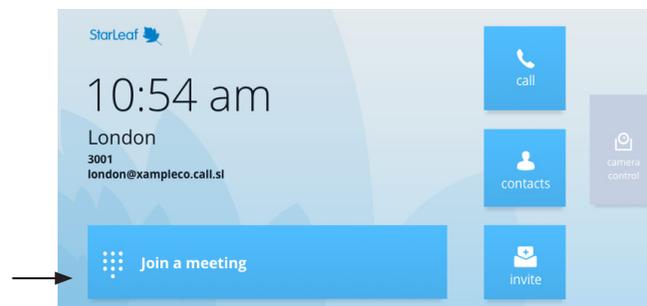Press this to join the meeting

If a room system has not been invited to a meeting, you can still join from the room system using the 7-digit meeting ID
Press **Join a meeting** and enter the meeting ID
You can find the meeting ID in your invite email

Who can you call?

- anyone in your company, either from the StarLeaf app or from a StarLeaf room system. Everyone in your company can be found in contacts

- anyone outside your company who uses the StarLeaf app or a StarLeaf room system

- anyone else. If someone does not have a StarLeaf endpoint, you can still have a video call with them. Send them an invite. It contains all the information they need to call you

- To dial an IP address or any other letters and characters, press the blue call button then * (star)

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