TELY QUICK REFERENCE CARD

PROJECTING LAPTOP CONTENT ON SCREEN
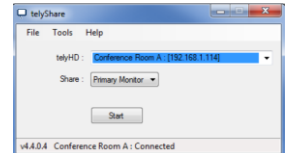
A) USING HDMI CABLE:

    a. Connect the HDMI cable to your laptop

    b. A "Device detected on HDMI input. Do you wish to share now?" window will appear

    c. Select "Yes" and press "Enter" on remote control to project desktop onto the screen

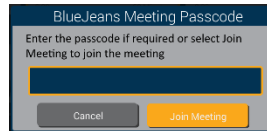**B) USING TELYSHARE APPLICATION:**

    a. Launch telyShare application on your laptop or if it is already running, you can find it in the system tray

    b. Select your Tely from the list or enter the IP address shown on the bottom right corner of the Tely screen

    c. Click start to project your desktop

CONNECTING TO YOUR SCHEDULED MEETING

A) ON SCREEN "UPCOMING EVENTS" CALENDAR LISTS SCHEDULED MEETINGS
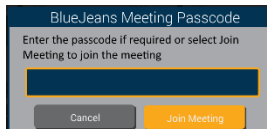
    a. Select your scheduled meeting from the calendar and press "Enter" on the remote control

    b. Enter the passcode if required or select "Join Meeting" and press "Enter" on remote control to start meeting

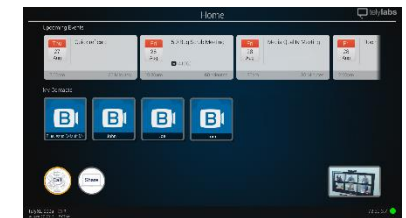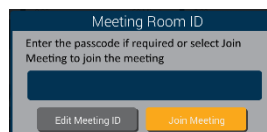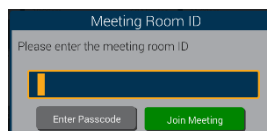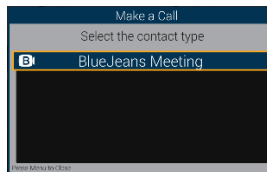## CONNECTING TO YOUR UNSCHEDULED OR AD-HOC MEETING

A) ON SCREEN "MY CONTACTS" LISTS THE CONTACT CARDS SAVED

    a. Select the desired contact card and press "Enter" on the remote control

    b. Enter the passcode if required or select "Join Meeting" and press "Enter" on remote control to start meeting

B) ON SCREEN "CALL" CIRCLE

    a. Select the "Call" circle and press "Enter" on the remote control

    b. Press "Enter" on the remote control to accept "BlueJeans Meeting"

    c. Enter the Meeting Room ID

    d. Select "Enter Passcode" to enter passcode or select "Join Meeting" if no passcode is required, and press "Enter" on remote control

    e. If passcode required, enter it in this window, select "Join Meeting", and press "Enter" on remote control

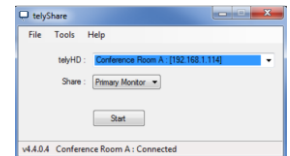## SHARING YOUR LAPTOP CONTENT DURING A VIDEO CONFERENCE

A) USING HDMI CABLE:

   a. Connect the HDMI cable to your laptop
   b. A "Device detected on HDMI input. Do you wish to share now?" window will appear
   c. Select "Yes" and press "Enter" on remote control to share desktop

B) USING TELYSHARE APPLICATION:

   a. Launch telyShare application on your laptop or if it is already running, you can find it in the system tray
   b. Select you Tely from the list or enter the IP address shown on the bottom right corner of the Tely screen
   c. Click start to share your desktop

TIPS FOR A SUCCESSFUL MEETING

A) CAMERA CONTROL

   a. Select the camera preview window on the bottom right corner of the screen
   b. Press "Enter" on the remote control

   c. The camera settings screen will appear
   d. Select "Pan/Tilt/Zoom" on the settings overlay and press "Enter"

   e. Make the desired zoom, pan, or tilt selection with the remote control
   f. NOTE: You first must zoom before you can pan or tilt