

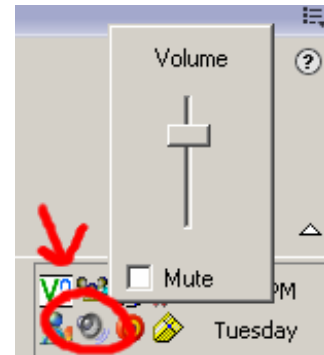
Answering a Scheduled Desktop VTC Call

You have scheduled a videoconference call with a colleague or ECSU student. This person has agreed to call your computer at a specified time. These instructions explain how to prepare for and answer your incoming call.

Getting Ready:

1. **Plug your headphones into your computer.** *Where?* – Some computers have a place for headphones to plug-in in the front. Otherwise, you may need to unplug your speakers at the back of the computer. **Note:** Some desktop speakers allow you to plug headphones directly into one of the speakers.

2. **Check to make sure the audio is coming through your headphones.** To do this, click on the volume icon in the system tray. When the volume box pops up, move the slider. If you hear a sound when the volume is adjusted, your headphones are working properly.



3. **Make sure the blue USB key is plugged into a USB port.** This may be plugged into the back of your computer. If you have never touched this key, you can ignore this step.

4. **Open the VCON vPoint HD software on your computer's desktop.**



5. **Adjust the position of your web camera, if necessary.**

6. **Wait for your call to come in.** When someone is trying to reach you, you will hear a ringing sound through the headphones and see a message similar to the one below. Click on the Accept button to connect.

