Sending Your PowerPoint Presentation in HBS 215 to the Far End

When you’re conducting a video conference in HBS 215, you have the ability to send your PowerPoint presentation over to the far end.

1. Click **Advanced**.

2. Press `1 2 3 4` and then press `Enter`.

3. Press the presentation type.
   
   **Note:** If you’re planning on sharing your data, such as your PowerPoint presentation, then we recommend that you press **Dual Screen w/Conferencing**.
4. You need to decide if you’re going to capture your session. (In this white paper, we will not be capturing our session, so we will be clicking on No.)

5. Make sure that Video Conf button is selected as the source.

6. Using the numeric pad enter in the Far End’s IP address. 
   **Note:** To enter in a period, press the asterisk (*). 
   Tandberg portable’s unit IP address is 10.200.30.24
   HBS215’s IP address is 10.200.30.23
7. Press the Connect button.
8. You should now see the Far End’s image on the left screen. On the right screen, you should be seeing the front Sony camera image of your room.
9. On your instructor machine, open your PowerPoint presentation and then start the slide show.

10. Back on the Crestron panel; press the Instructor PC button below Sources.

11. Press the Right Projector button.
12. The PowerPoint presentation should now be displayed on the right screen.

13. Press the Send – Far End button.
14. The users at the far end should be seeing your PowerPoint presentation.
Stop Sharing Your PowerPoint Presentation with the Far End

15. Make sure that the Video Conf button is still selected below Sources.

16. Press the Presentation button.

17. The users at the far end will no longer see your PowerPoint presentation. They will now be seeing the image of your room.