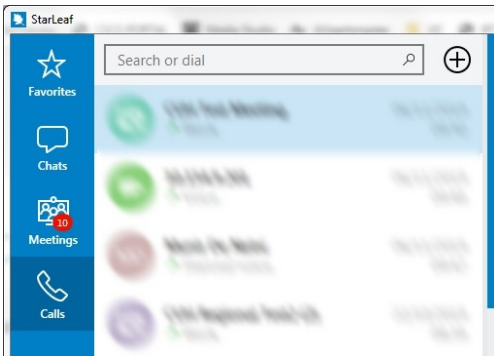


Starleaf Application Setup Guide

FIRST USE

The first time you use Starleaf it will prompt you to enter your email address –
PLEASE USE YOUR ADDENBROOKES.NHS.UK address
otherwise it will not register on our system. ** nhs.net users see note at end of document

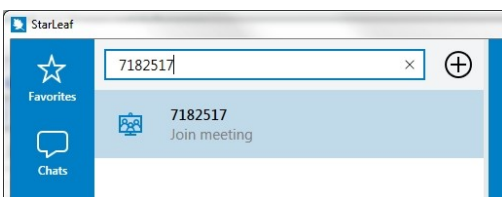
A code will be sent to your email to enable the software.



Making a call

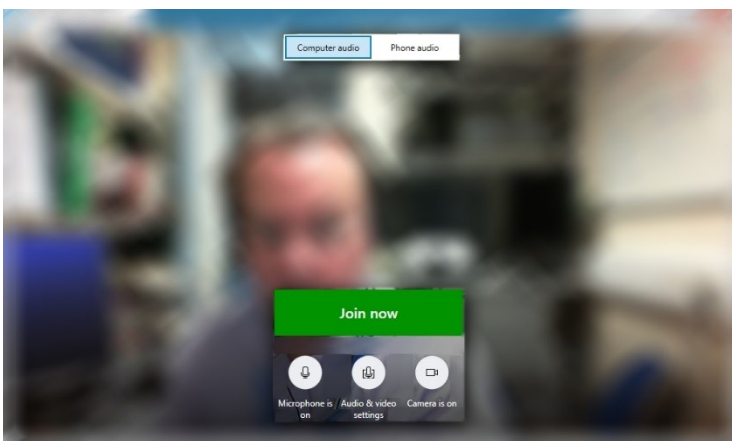
Go to CALLS

Enter Starleaf Meeting ID in search box
this a 7 digit number provided by the meeting organiser



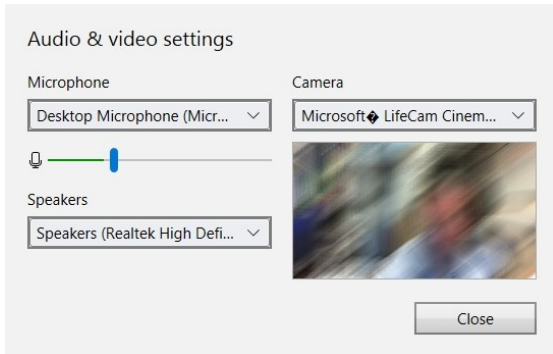
If it is a valid meeting it will appear below the search box

Click on the meeting to join



If you can see yourself, your camera is working.

Click on Audio & Video Settings to set audio
(first time use only really)

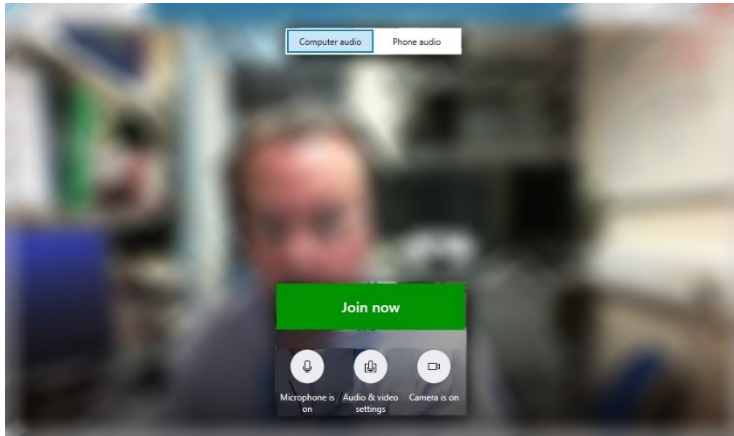


Audio & video settings (not applicable on mobile devices)

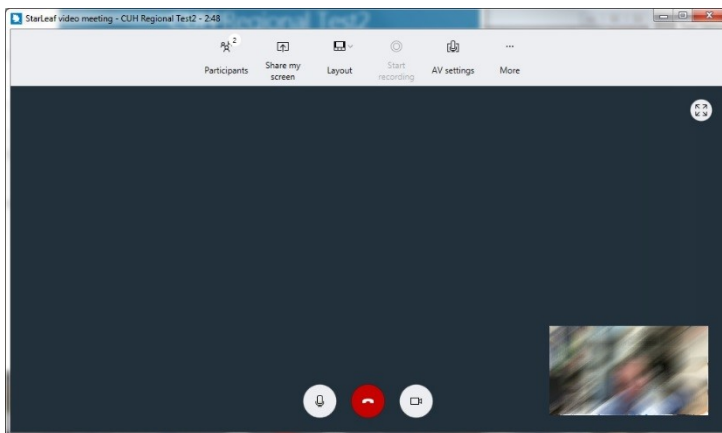
Ensure the microphone is the correct device and the green bar reacts to your voice and goes no higher than 70% up the bar when you speak.

Ensure the 'Speakers' are the correct output device if you are using a headset select the correct one.

Click Close to return to the call join screen.



Click Join Now



View when connected

Most button functions are obvious when you hover over them. The Share my screen button gives you a choice to share any open application or the full screen view of any attached screens.

Note: The black background shown in the image here would actually be the other people on the call.

**** nhs.net users**

If you use an nhs.net email address as your primary email address then please use this to login to the Starleaf application. Then email Audio Visual Services to advise us of your contact details and we will migrate you over to our solution.