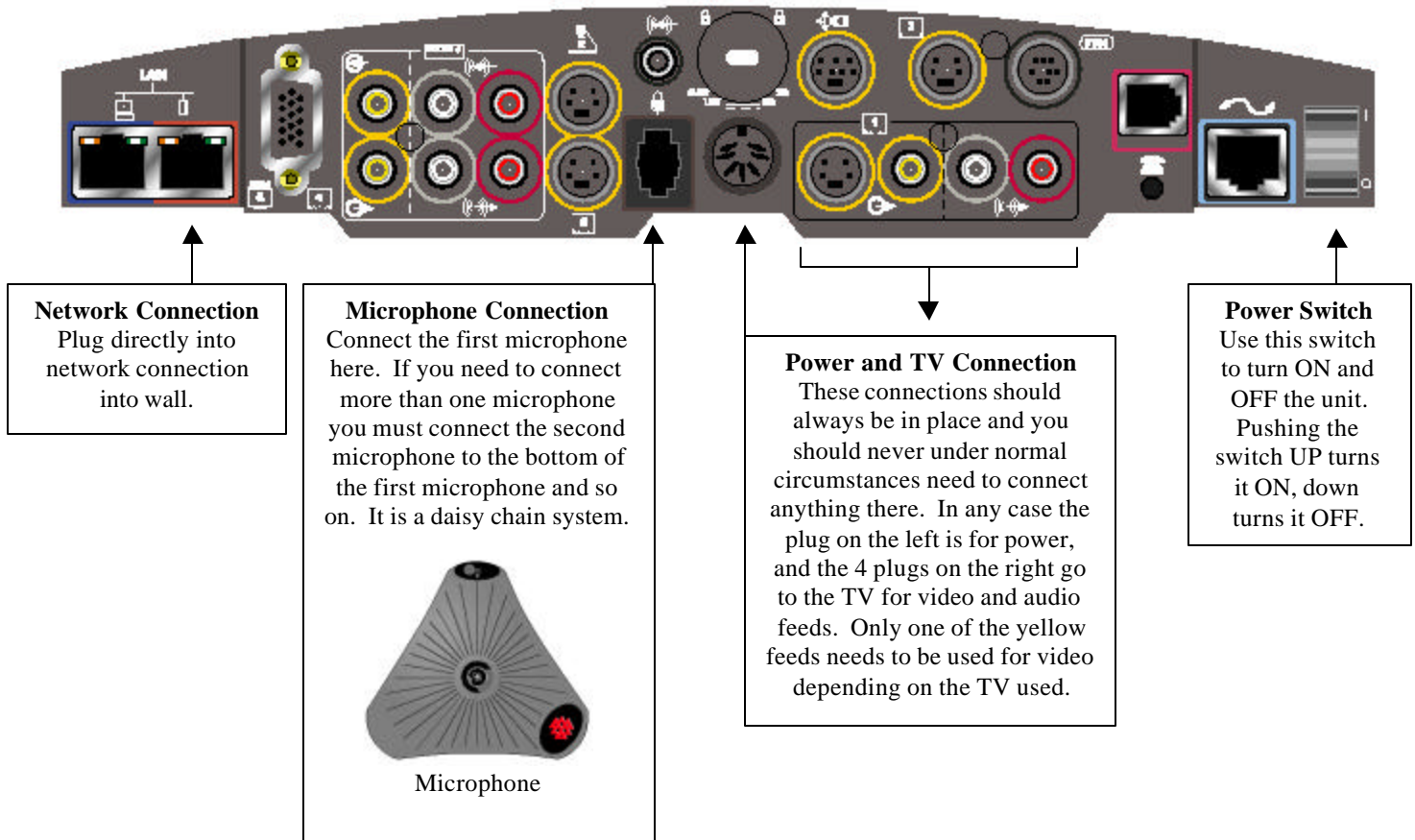


Videoconferencing Instructions



Step One – Setting up the hardware.

In most instances the wiring should be already setup, but in the case you need to move the unit from one location to another or if you need to troubleshoot you will need to know what gets plugged in where.



Step Two – Turning on the equipment.

You must turn on the following.

-Television

-Polycom Unit (Power switch is on the back and you can refer to the diagram above for help)

When you first turn on the Polycom unit the camera on it begins to swivel and a light on the front of the unit turns amber. Please wait a minute for the unit to finish initializing and for anything to be displayed to the television.

Once everything is on and initialized the following screen will appear.

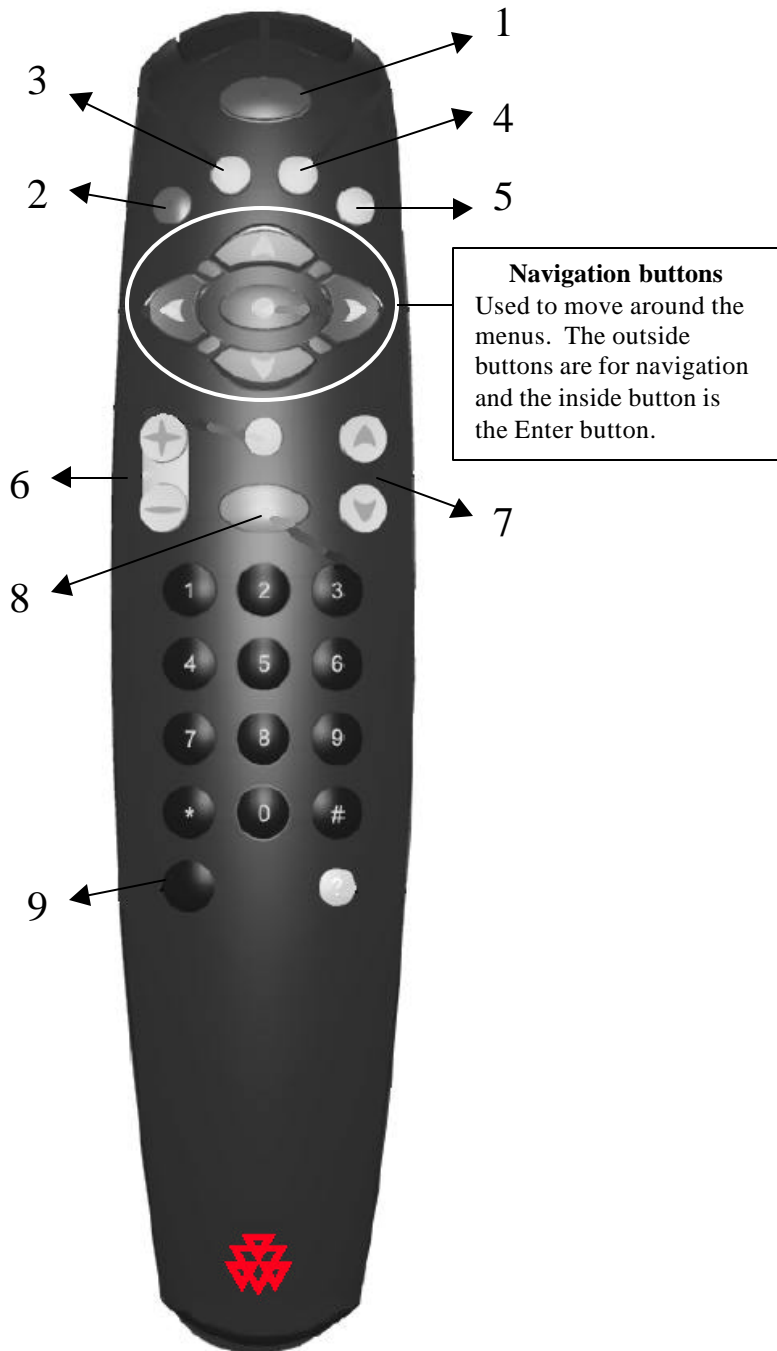


Note: If you are a site that is going to be connected too, you can stop right now. The unit is set to auto-pickup on any incoming calls so the other site will call you and unit will connect to it automatically. However if you need to call a site continue to Step Three.

Step Three – Dialing a remote location

Most common locations can be found in the speed dial section of the “Address Book”. If the site does not appear there you will need to know the IP Address of the remote site you wish to connect to, an IP address is akin to a phone number. IP address’s are commonly in this format XXX.XXX.XXX.XXX where an X is a number between 0 and 9.

In order to navigate the menus in the Polycom you must know how to use the remote control.



1 Call/Hang-up Button

Used to make manual video calls and to hang-up on either failed attempts at connecting or to end a connection.

2 Auto Button

Makes the camera automatically pan to whoever is speaking.

3 Near Button

Gives the user control of their or the near camera, you use the Navigation buttons to move the camera around.

4 Far Button

Gives the user control of the remote or the far camera, you use the Navigation buttons to move the camera around.

5 Slides Button

Used to display slides that are preloaded, also turns on and off the Visual Concert FX if it is being used.

6 Zoom Button

Zooms the camera in (+) and out (-). Press either the Near or Far button before using.

7 Volume Button

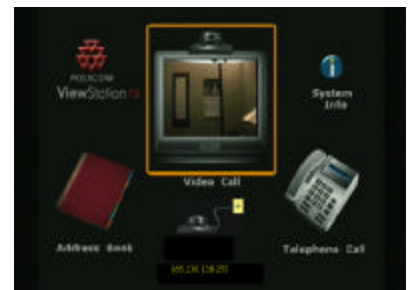
Adjusts volume for the Polycom and not the television that it is attached to, you will need to use the TV remote for that.

8 Mute Button

Mute sound on your end, a microphone with a cross though it will appear when the unit is muted. Also a red light will light up on the microphone pods.

9 Menu Button

Will bring you back to the Main Menu screen as seen below.

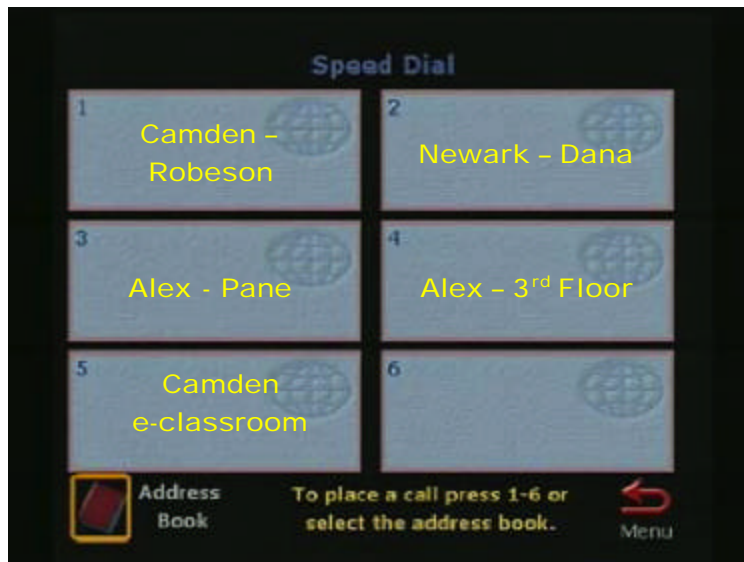


Step Four – Using Speed Dial

Starting out from the initial screen you will want to use the *Navigation buttons* to go to the *Address Book*. When you press a *Navigation Button* the box outlining *Video Call* will move, move the box so it is around the *Address Book*. You will then want to press the *Enter Button*, the button in the middle of the *Navigation Buttons*.



You will then be brought to the Speed Dial screen. It will list the last six locations you have connected to that are already in your address book. Use the *Navigation Buttons* to highlight the location you wish to connect to and then use the *Enter Button* to start dialing the location.



If the connection you are looking for does not appear simply navigate to the *Address Book* icon in the left corner and press the *Enter Button*.



Navigate this menu using the *Navigation buttons* once again, and use the *Enter Button* to select a location to connect to.

Multi-point Calls

Once the Polycom dials and connects to the other site in order to add another site into the meeting press the *Menu Button*, then navigate to the *Address book* just as you did before selecting the next site and pressing the *Enter Button*. You can connect to 3 other units in total.

Step Five – Dialing a number not found in the Address Book

From the Menu screen highlight the *Video Call* icon and press the *Enter Button* to access the Video Call screen.



Once in the *Video Call Screen* use the number pad on the remote to enter the IP you wish to dial, if you need to enter a .(dot) use the *Right Arrow Navigation Button*. To backspace/delete use the *Left Arrow Navigation Button*.

When the number is entered and complete press the *Call/Hang-up Button* on the top of the remote to start dialing.

Multi-point Calls

Once the Polycom dials and connects to the other site in order to add another site into the meeting press the *Menu Button*, then navigate to the *Video Call* icon just as you did before. Then enter the next IP you wish to connect to just as you did above. You can connect to 3 other units in total.