

Connecting to a Videoconference

First things first. Before any videoconference, both sites should always reset all equipment to assure proper working order.

1. Reboot/restart PolyCom, scan converter and computer, if one attached.
 - a) Looking at PolyCom, back left-side, toggle switch off (5 secs) and back on.
 - b) If attached, locate scan converter. Push power switch off and back on while computer is rebooting. May also pull power supply to turn off / on.
 - c) Power down computer and back on to restart. Log-in to computer.
2. Frame subject by adjusting scan converter
 - a) Occasionally after reset, the scan converter will need to be adjusted using directional arrows on top of scan converter box.
 - b) Similar to moving picture within range on television.
3. Remote control function
 - a) The remote control is the interface that controls the base camera unit.
 - b) External "Camera" sources possible [computer, document camera, VCR, DVD, etc.]
4. First step is framing speaker on picture of monitor display.
 - a) The PolyCom camera will automatically adjust the focus.
 - b) Functions of controlling "Near" and "Far" camera.
 - c) "Directional Arrows" and "Zoom" button.
5. Scroll the address book
 - a) "Directory" button on remote.
 - b) Global and local entries in address book.
 - c) "Directional Arrows" to navigate.
 - d) "Select" button to pick or choose an entry.
6. Dialing remote site
 - a) Select entry from address book and push round middle "Select" button.
 - b) May also press numbers on keypad to dial IP address of remote site.
 - c) For period or dot, use right directional arrow. To delete or backspace, use left arrow.
 - d) If using Directory > once entry is highlighted, press the green "Call/Hang Up" button.
7. Connected call
 - a) Set "Volume" control.
 - b) When connected with another site, test audio by talking to far site to adjust sound level.
 - c) Use "Mute" control when do not want far site to hear what is being said on your side and to silence sound going to remote site.
8. To end call
 - a) When call is complete, press "Call/Hang Up" button twice to end the call.
 - b) Leave equipment turned on at all times, may turn off display monitor.