

**HOW TO USE THE POLYCOM REMOTE CONTROL ..... 2**

**MAKING A CALL FROM THE ADDRESS BOOK ..... 3**

**ANSWERING A CALL ..... 4**

**HANGING UP A CALL ..... 4**

**REDIALING A CALL ..... 4**

**CAMERA CONTROLS ..... 5**

**AUDIO CONTROLS ..... 5**

**VIDEO INPUT ..... 6**

**SELECTING FAR END SOURCES..... 6**

**OTHER ADJUSTMENTS..... 6**

**SNAPSHOT: ..... 7**

**PERIPHERALS..... 8**

**SLIDES AND GRAPHICS: ..... 8**

**SAMSUNG SVP-6000 DOCUMENT CAMERA: ..... 8**

**VCR..... 8**

**SYSTEM OPERATION CHECK-LIST ..... 9**

**TECHNICAL TROUBLESHOOTING TIPS..... 9**

**TECHNICAL RELATED INFORMATION ..... 10**

**FORMS ..... 11**

**VIDEOCONFERENCE REQUEST FORM..... 11**

**How to use the Polycom Remote Control**

The remote control has several important sections:



Press this button twice to hang up.

Push this button for NEAR (your local room) camera controls.

Push this button for FAR (the remote site) camera controls.

A close-up of the directional pad (D-pad) on the remote control, showing the four arrow keys and the central 'Enter' or 'Select' button. Arrows from the text boxes point to these buttons.

These buttons are used to move the camera, and also to navigate the menus.

"Enter" or "Select"

A close-up of the bottom section of the remote control, showing the 'ZOOM' buttons (Zoom-IN and Zoom-OUT), the 'SNAPSHOT' button, the 'MUTE' button, and the 'VOL' buttons (Volume-INCREASE and Volume-DECREASE). Arrows from the text boxes point to these buttons.

Zoom-IN

Zoom-OUT

Snapshot

Audio Mute Toggle

Volume-INCREASE

Volume-DECREASE

## Making a Call From the Address Book

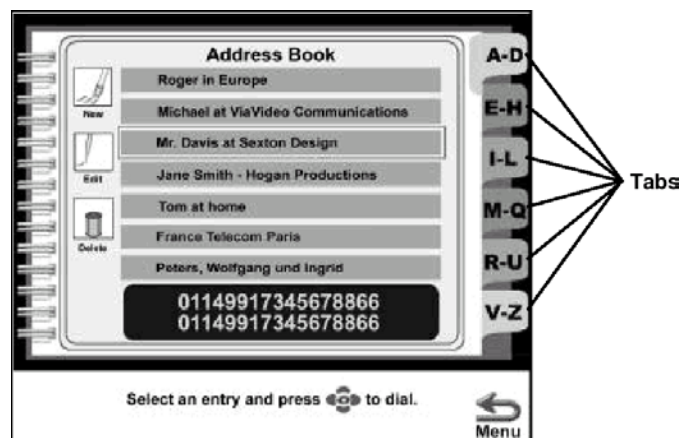
Pick up the remote. A screen similar to this will appear:



Use the directional keys to place the yellow highlight box around the Address Book and press Enter. A screen similar to this will appear:



Once again, use the directional keys to place the yellow highlight box around the Address Book and press Enter. A screen similar to this will appear:

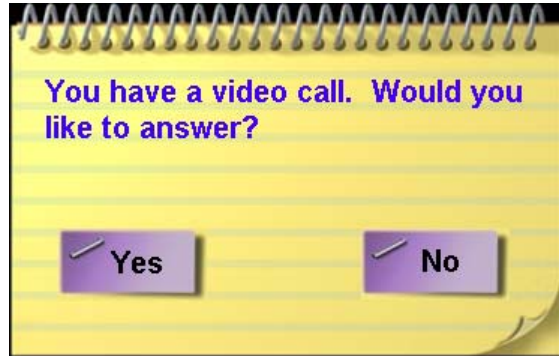


You can use the alphabetic tabs therefore to jump up or down the list 20 entries at a time. Once you are in the right group, move the yellow highlight box to the entry you are looking for and press Enter. The unit will immediately begin dialing your call.

## Answering A Call

The system is generally in auto answer mode to allow for incoming calls. For all other systems you will have to manually answer the incoming call. Here's how:

In addition to the ringing sound, a dialog box similar to this will appear:



The highlight box will already be around the "Yes". Press the Enter button if you want to accept the call. Move the highlight box to "No" and press the Enter button if you DO NOT want to accept the call.

## Hanging up a Call

Press the green "CALL \_ HANGUP" button twice.

## Redialing a Call

Pick up the remote. Use the directional keys to place the yellow highlight box around the Address Book and press Enter. A screen similar to this will appear:





Use the directional keys to place the yellow highlight box around the "1" square and press Enter. You can also just press "1" on the remote keypad to make the call from this screen.

## Camera Controls

You can adjust the pan, tilt and zoom of local and far end cameras.

Cameras with automatic voice tracking will track to location of a camera preset.

To select the camera to control, use the remote control and do the following:

- To move **your** main local camera, press NEAR. A camera icon facing toward local viewers () will appear in the top right corner of the main monitor.
- To move the main far end camera of the **site you are calling** while in a call, press FAR. The camera icon in the top right corner will face away from local viewers. ()

**NOTE:** All far end controls require you to be in a call.

- To select another local camera, press NEAR twice to bring up icons for all the connected local cameras; then use the arrow buttons to highlight the appropriate icon. Note that some icons appear regardless of the connection or availability of cameras; verify the connection of auxiliary devices before attempting to use them.

### Pan and Tilt

To adjust the pan or tilt of a camera use the arrow keys on the remote controller. The camera will pan, tilt, or zoom only when the camera icon appears on-screen.

- To pan left, press the LEFT arrow button.
- To pan right, press the RIGHT arrow button.
- To tilt up, press the UP arrow button.
- To tilt down, press the DOWN arrow button.

### Zoom

To zoom in, press the top of the ZOOM button.

To zoom out, press the bottom of the ZOOM button.

### To Program a Camera Preset,

1. Use the NEAR button on the remote control to select the local camera to set.
2. Position the camera by using the arrow buttons and the ZOOM control on the remote control.
3. Press SELECT.
4. A message “Press 1-9 to store a preset” will appear on the main monitor.
5. Press one of the number buttons on the remote control to assign that button to the preset.  
(Note: You only have 9 presets for both the main camera and instructor camera.)

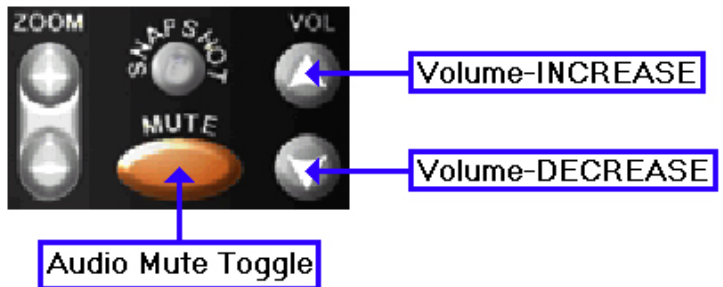
### To go to a particular preset,

1. Press auto button to obtain tracking to camera presets.
2. Use the NEAR or FAR buttons on the remote control to determine which camera to activate a preset.
3. Enter the appropriate number button on the remote control.

## Audio Controls

You can control the Far and Near End volume by pushing the up and down arrow buttons.

To toggle the mute on your end, press the orange MUTE button.



## Video Input

To choose between the three available input video sources, press the “NEAR” button (you may have to do it twice) until a series of icons appear at the lower left side of the screen:



Use the arrow buttons to position the yellow highlight box around the source you want. Main camera, the middle one is the document camera, and the right one is the VCR. There is also an instructor camera if you have a second camera.

NOTE: This menu remains visible for only a few seconds if you don’t make a selection! You have to move the selection quickly!

If (and only if) you also want your local monitor to show the newly selected source, press the Enter button WHILE THE MENU IS STILL VISIBLE. Pressing the “FAR” button once will cancel the preview mode.

## Selecting Far End Sources

NOTE: Selecting sources for the FAR end works only when you are in a call.

Pressing the “FAR” button twice will bring up a series of 5 icons representing *POTENTIAL* video sources at the remote site:



The leftmost one typically will represent the far end’s main camera. If you choose one and receive no video, or a blank screen, try another selection. There won’t necessarily be active sources on all 5 selections.

## Other Adjustments

## Picture in Picture (PIP)

Picture in Picture is an automatic feature that becomes active in both single or dual-monitor configurations.



## Single Monitor

When a video call is first completed, the picture from the main camera at the far end is displayed as the large image in the main monitor and the picture from the local main camera is displayed on the main monitor as a small picture (a PIP) in the lower right corner of the main picture.

To remove the PIP, put the remote down.

For those who prefer to leave the PIP turned on, you can do so by setting the remote down on either side instead of on its back.

## Snapshot:

Taking a snapshot: Sending a snapshot allows you to take a freeze frame of any picture the camera sees. Pressing snapshot again allows the picture to be sent to the receiving site. If pressed again, the camera takes another snapshot. Pressing near site button will allow for camera to return to normal.

---

## Peripherals

### Slides and Graphics:

1. Powerpoint: Powerpoint graphics can be set up on a computer to load into the Polycom system.
  1. On the internet enter the IP address for the Polycom Video system you want to load the presentation into.
  2. A web browser will load and then Click on Select A Presentation
  3. Click: Press here to select a presentation
  4. Enter your name and click select presentation
  5. Browse for presentation, and hit ok or load to load into system.  
(System must be on for it to load)

### Samsung SVP-6000 Document Camera:

The visual presenter has a camera to show documents on-screen, just as an overhead does. It also allows for images to be taken from a computer display to the video monitor including slides, X-Rays and overhead transparencies.

1. Operate, turn on camera, and place documents on base to project.
2. Use zoom and focus button to adjust picture
3. Use the Iris button to adjust picture contrast

If a laptop computer is attached to document camera, press int/ext button to select computer

### VCR

A VCR is located in the equipment cabinet to record any class session or videoconference. You can also play a tape to the remote site.

To operate, make sure VCR is on , place tape in machine and hit the record button



## System Operation Check-list

### Power Up

1. Make sure Polycom system is turned on from back of unit
2. Make sure TV monitor(s) are turned on and on video input
3. Hit display on tv remote to turn off on-screen video display if needed.
4. Make sure Audio mixer is turned on for instructor microphone.
5. Make sure Polycom Unit is turned on: Light on front of unit should be turned on

### Microphone Connections

1. Microphones connect to audio snake on floor or back of system via mic pod
2. Microphones connect to end of microphone cables.
3. For best results, place microphone on table directly in front of person.

### Peripherals

Turn on Visual Presenter and/or VCR

Make sure to remove lens cap from presenter

### Batteries

1. Make sure remote controls have fresh batteries for proper operation

## Technical Troubleshooting Tips

### Audio Problems:

#### No Audio: Sent or Received

1. Make sure monitor volume is turned Up
2. Make sure microphone pod is not muted.
3. Make sure microphone mixer is turned on
4. Turn up volume on remote control
5. Check to make sure external microphones connections are secure

#### Audio Feedback

1. Keep microphone pod away from tv monitor

#### Video Problems: No Video

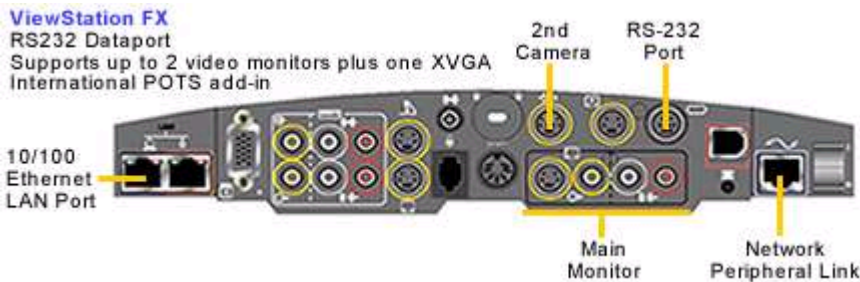
1. Make sure monitor is turn on and on video input #1
2. Make sure correct camera source is selected on Polycom remote
3. Make sure connections are secure on back of system
4. No picture on document camera: remove lens cap

## Technical related information

- A. Edison is able to videoconference calls using the H.323 communication protocol and below.
- B. Edison can receive ATM & ISDN calls by connecting through Oarnet. Other systems may need to connect via Department of Administrative Services (DAS) to Oarnet before Edison can make the connection.
- C. If you are going to be doing an ISDN call it is best to use the speed of 384K if possible.

## Polycom Technical Connections

Polycom FX: Main unit with MCU



## Type of Systems

- A. Polycom FX: Main system used to connect upto 4 sites at 384kbps over H.320 or H.323
- B. Polycom Viewstation 128: Can only connect point to point. The system can initiate or receive a call.
  - Clear images at 15 fps at 128 kbps
  - Maximum clarity full duplex digital audio with noise suppression and echo cancellation
  - H.323/H.320 flexibility for Internet, intranet or ISDN conferencing
  - Voice-tracking camera and track-to-preset function focuses automatically on the speaker.

**Videoconference Request Form**

Requested information 2 weeks prior to conference if possible

**Requestor's Information**

1. Person requesting conference \_\_\_\_\_
2. Date of conference \_\_\_\_\_
3. Room requested \_\_\_\_\_
4. Number of participants \_\_\_\_\_
5. Conference start/End time \_\_\_\_\_
6. Length of conference \_\_\_\_\_
7. Is conference to be recorded? \_\_\_\_\_
8. Peripherals requested (VCR, Document camera, computer)  
\_\_\_\_\_

**Technical Contact Information**  
(For site to remote site connection)

1. Institution or name of organization \_\_\_\_\_
2. Technical contact name \_\_\_\_\_
3. Contact phone number \_\_\_\_\_

(If more than one site)

1. Institution or name of remote organization
2. Technical contact name
3. Contact phone number

1. Institution or name of remote organization
2. Technical contact name
3. Contact phone number