Video Conferencing Quick Guide

Pick up the Polycom video remote control (see left)
This activates camera and TV menu if systems powered up
If necessary, power up TV’s and Polycom unit (switch at rear left as you face camera)

To choose a TV menu item from the remote control:
First highlight item using arrow buttons,
then select item with button.

Placing a Single-Site Call

1. If Speed Dial Menu (see left) already displayed, go to step 6, else:
2. Press Menu until Top Menu (see left) appears
3. Highlight Address Book icon
4. Select icon with
5. Speed Dial Menu should now be displayed
6. If site you need is one of the six in this menu, dial it by pressing the number button for its current menu position (1 - 6). If site you need is NOT in Speed Dial Menu, proceed to Address Book Menu:

Placing Multi-site Calls (CV-aud, CV-conf, SO-conf hubs)

• Place first call, press Menu
• Place second call, then (if a third call is needed):
  Press Menu again, place third call
• Only three calls can be placed from any hub, setting up a 4-way meeting
• 5-way meetings require use of two video hubs
Hanging Up a Call

- Press \textbf{Call/Hang-up}
- Highlight \textbf{Disconnect Video Call} icon (top center of screen)
- Select

Selecting Video Input

- Press \textbf{Near} until icons for different inputs appear on TV screen
- \textbf{Near} to highlight desired icon, \textbf{Select} with

Saving Camera Presets

- Press \textbf{Near} for \textbf{Near} camera
- Select
- Set camera to desired position and zoom
- \textbf{Select} again
- Press a number button to store preset at that number
- Numbers on screen in \textbf{yellow} already have a preset, but can be overwritten
- To end selection process, \textbf{Select} again

Standard Camera Presets (Site-Specific)

1:  
2:  
3:  

4:  
5:  
6:  

7:  
8:  
9:  

0:  

\textit{Last modified on 2003-Mar-7 by Alan Bridle}