

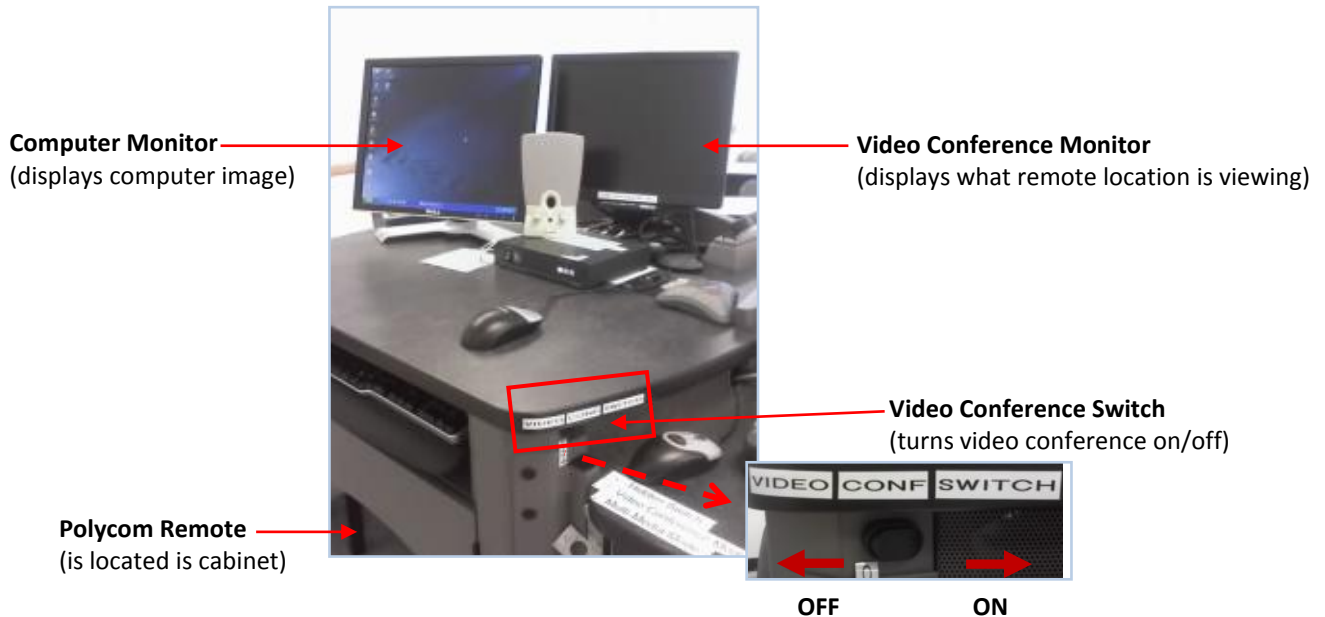
This guide will provide an overview to video conferences by covering the following:

Video Conference Console
Starting Video Conference
Placing a Video Call
Navigating Cameras

Ending Video Conference
Troubleshooting Tips
Remote Features

Detailed Information



VIDEO CONFERENCE CONSOLE



START VIDEO CONFERENCE

- Turn **Video Conference Switch** on
- Retrieve cabinet key and remove **Polycom Remote** from cabinet
- Turn **projector** on using remote or switch – projector is located on ceiling in center of room
- **Log in** to computer if using PowerPoint or other visuals
- Turn **Video Conference Monitor** on
- **Place call** to Burleson or AMB (make sure MIC is on)

PLACING A VIDEO CALL

- The **Video Conference** at **Remote location** must be **ON**
- On the **Remote Control** press the **Directory** button 
- Select the **Remote location IP** that is saved in **Directory**
Burleson = 10.100.3.25
AMB = 10.100.7.42
- On the **Remote Control** press the **Call** button 

NAVIGATING CAMERAS

- On the **Remote Control** press **Camera button** to select camera



- There are two cameras - icon on screen lets you know which camera you are controlling

Near -



Far -



- On the **Remote Control**, use **Camera Toggle** button to switch between cameras



- Use **Arrow** buttons on **Remote Control** to move Camera **up, down, left, or right**

- Use **Zoom** button to zoom in and out



- To save **Camera position** press **and hold for 3 seconds**, the number to store the preset - Each time a camera position is stored it deletes the previous preset



ENDING VIDEO CONFERENCE

- On the **Remote Control** press the **End Call** button



- Turn off **Video Conference Switch**

- Turn off **Projector** using remote or switch

- **Log off** computer

Make sure you **log off** and not just turn off – this will lock the computer for the next user

- Turn off **Video Conference Monitor**

- Place **Polycom Remote** in cabinet and lock

TROUBLESHOOTING TIPS

- Frozen or Disconnecting Calls:

Most problems are resolved by ending the call then calling again

- No sound at remote location:

Make sure **speakers** are **on**

Make sure **Mute** is **off**

REMOTE CONTROL FEATURES

