


Video Conference Guide – Getting Started

Turning on

Pick up the silver coloured Polycom remote to automatically turn on the video conference system. The light on the front of the unit will turn blue, the camera will turn to face the table and both screens will turn on. For the best quality video, it's recommended the room lights be switched on and the windows blinds closed.


To make a call / connect to a meeting


The video conference system can make calls directly to other conference systems. To make a call, select "Place a call" or press  and enter the details given to you by the other party. This will normally be in the form of a meeting ID and IP address.

If you have scheduled a group meeting through the Convene service, you should have an email which includes a "Meeting ID". Select place a call and enter the number as shown in the email. NOTE: This number will be different for each meeting.


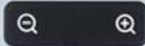

To receive a call

For other callers calling in directly, they will need to enter the following IP address into their video conference system: **131.111.183.100**



When you receive the incoming call, select Answer or press 

When you're finished on the call, press  to end it.

The camera

The camera's default is set to a wide shot of the whole table. If you wish to change it during a call. Press the menu  button on the remote, select "Camera" then "Camera Control" using the joypad. Move the camera using the up-down-left-right on the joypad and the  buttons on the remote to zoom in/out. Press the back  button to return to the call.

Presenting content

You can connect your PC or Mac laptop for presentations as a call is underway. To do this during a call press the menu  button on the remote, select "Content" and then select "Clickshare". One of the displays should change to show the ClickShare instructions page. Follow the instructions to connect the ClickShare button to your computer and finally press the ClickShare button itself to start. To stop sharing the content, press the menu  button on the remote, select "Content" and then select "Stop Clickshare".

Turning off

There is no need to do anything. Just replace the silver coloured remote back on to the shelf. After 15 minutes the system will turn off and the screens will go into standby.