Polycom Video Conference System Manual

The remote control has several important sections:

Press this button once to call.

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.

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

"Enter" or "Select"

Snapshot

Zoom-IN

Zoom-OUT

Volume-INCREASE

Volume-DECREASE

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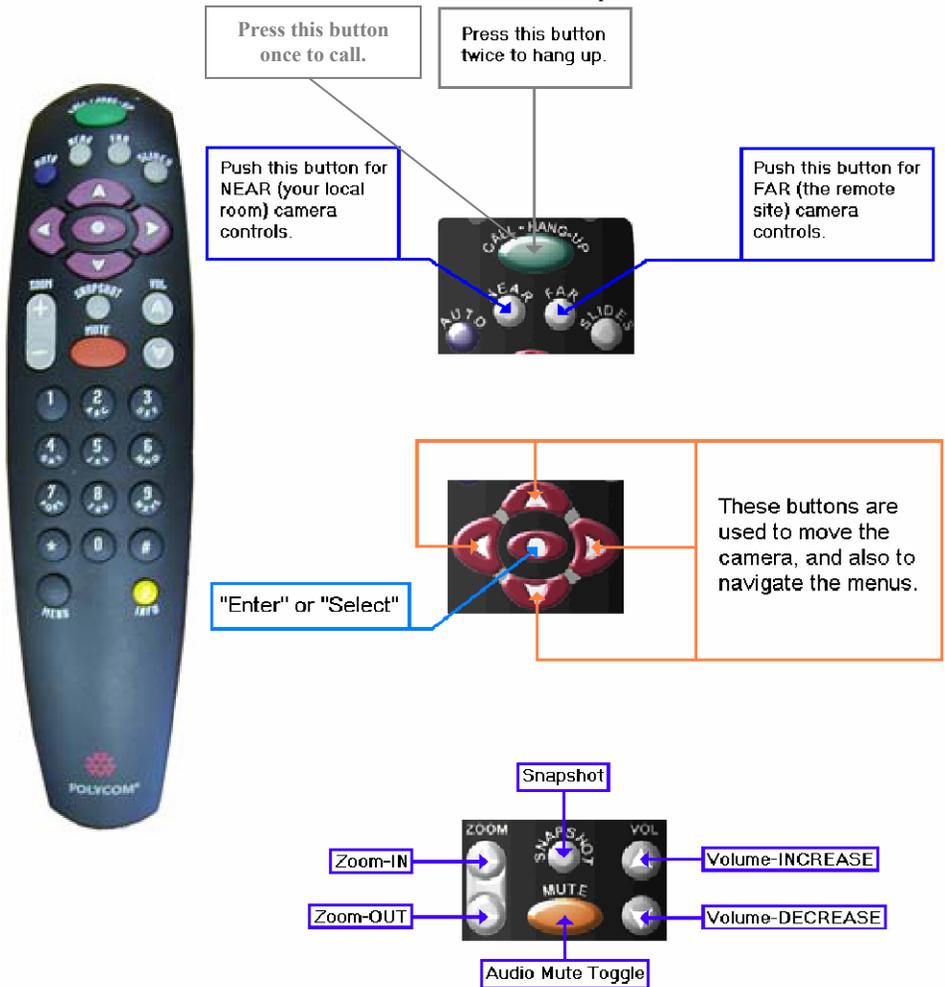
Pick up the remote. A screen similar to this will appear:

Use the directional keys to place the yellow highlight box around the Address Book and press Enter.

A screen similar to this will appear:
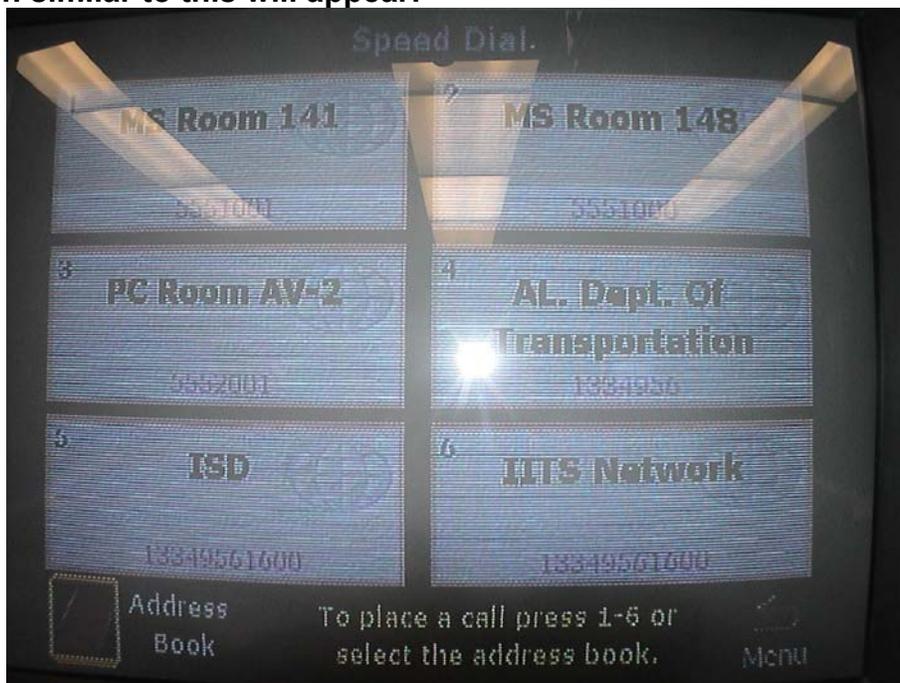
Highlight box to the entry you are looking for and press Enter. The unit will immediately begin dialing your call.

The system is generally in auto answer mode to allow for incoming calls.

Camera adjustments

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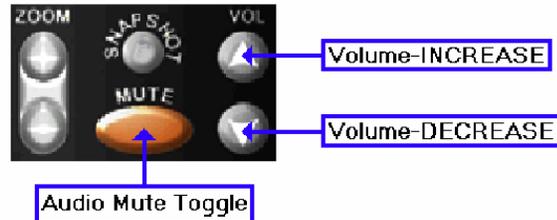
Zoom

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

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.

Volume-INCREASE

Volume-DECREASE

Audio Mute Toggle

To chose 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.

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.

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.

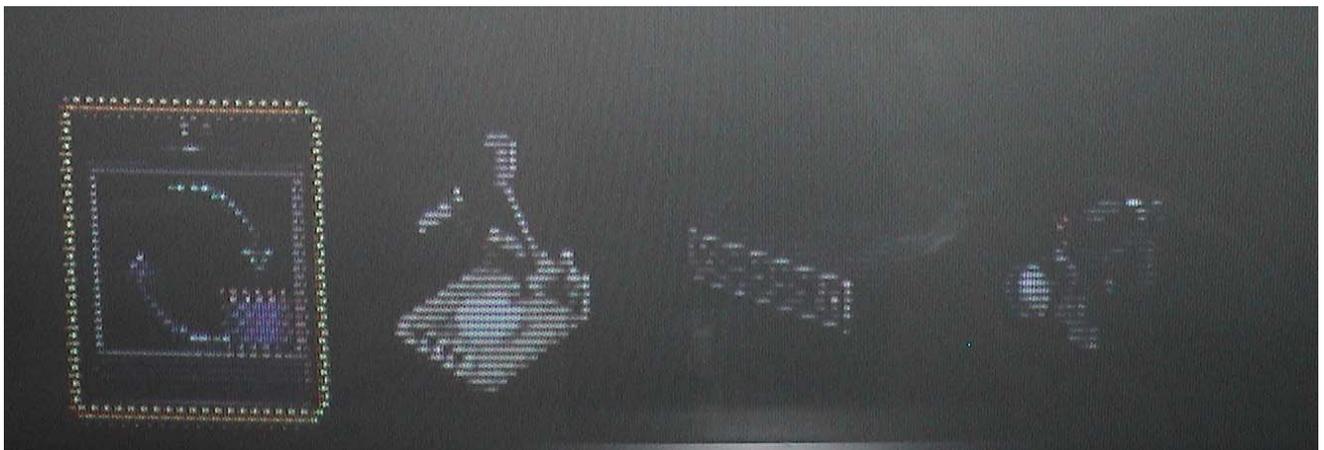**This symbol indicates the sound is muted on the far side.**

**You cannot <u>unmute</u> the far side with the remote!

Phil Campbell Campus Only!
Switch must be on A for Computer and
B for Elmo.

You do need to have the Elmo on and
*the "AV1" button pressed to activate*
the Scan Do.
Test button light must be
off in order to use the Elmo.

Choose Near on the remote and these icons appear on the screen. Use remote arrow key to highlight appropriate icon for application you intend to use: Elmo, VCR, Computer, Near or Far Camera.

Shoals Campus Elmo
Elmo is located in the drawer on the right side of podium cabinet.
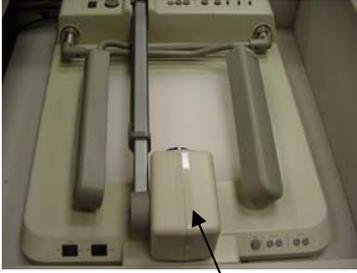
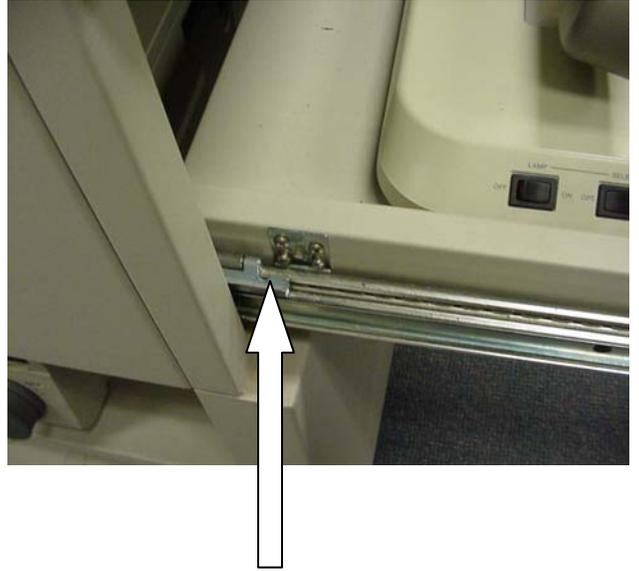To raise camera head, hold down the "Unlock" button at the top right of the Elmo.

Once the camera head is raised, lift the two lamp arms.

To activate the Elmo on the system, move the "Power" switch to the "on" position.

Then, press the "Internal" button.

The latch on the drawer is broken frequently. You have to lift up and hold the latch while closing the drawer.
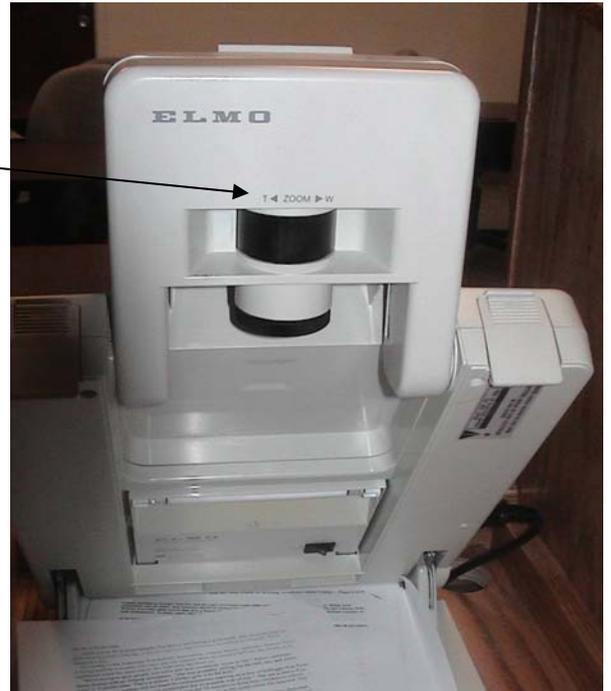
Phil Campbell Campus Elmo

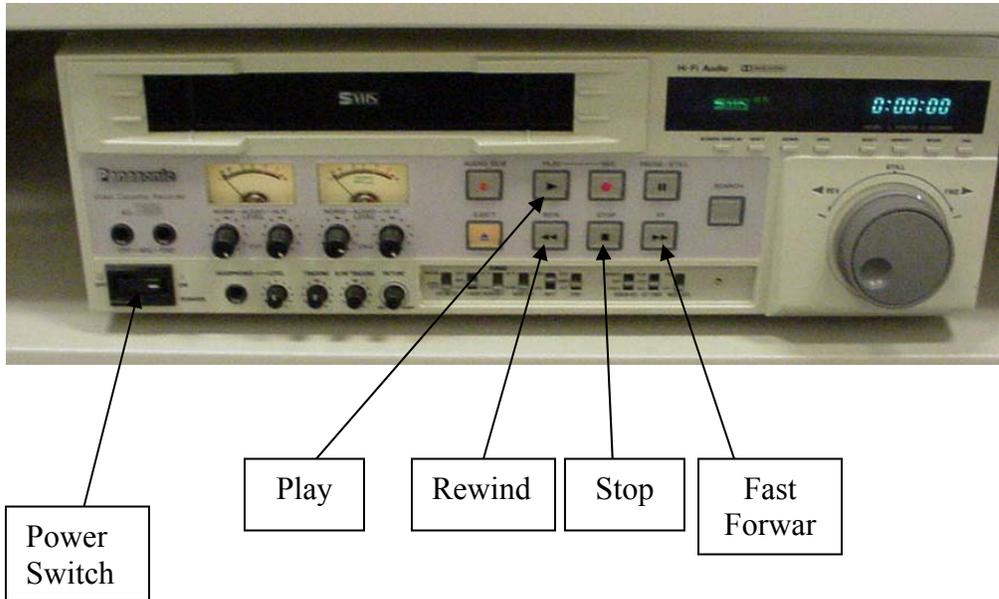**The Elmo has a camera to show documents on-screen, just as an overhead does.**

1. Operate, turn on camera, and place documents on base to project.

2. Use zoom and focus button to adjust picture

Computer Presentation

1. Powerpoint: Powerpoint graphics can be set up on a computer to load into the Polycom system.

Play | Rewind | Stop | Fast Forwar

Power Switch

VCR Operation

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 play button

Audio Problems:
No Audio: Sent or Received
1. **Make sure monitor volume is turned Up**
2. **Make sure microphone pod is not muted.**
3. **Turn up volume on remote control**

Video Problems: No Video
1. **(PC Campus) Make sure TV on the Right is turned on and on video input #3**
2. **(PC Campus) Make sure TV on the Left is turned on and on video input #1**
2. **Make sure correct camera source is selected on Polycom remote**