Polycom Video Conferencing
User Guide

AHNR-IT
Ag Help Desk
(540 231-4865, aghelp@vt.edu)
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How do I turn on the Polycom?

• Power is always on for all CALS Polycom sites.
• Pickup the remote and the Polycom will wake up from power standby.
How do I answer a call?

• All CALS Polycom sites are setup to answer calls automatically.

• The Polycom will wake up from power standby when it receives a call.

• The video quality of the call will vary with the amount of bandwidth available to your site.
How do I place a call to a CALS site?

All CALS Polycom sites are listed in Favorites.

1. **Highlight and select the **Favorites** tab on the **Home** screen.**
   - Use the arrow keys to highlight items on the screen.
   - Press to select an item.

2. **Highlight and select the site you want to call.**
   - Press the **Home** button to display the **Home** screen.

3. **Press the **Call** button.**
How do I call a site not listed in *Favorites*?

1. Enter the number for the site on the remote control. For example, 128.173.69.4

2. Press the **Call** button.

Press to enter a dot.
How do I place a multipoint call?

CALS Polycom sites support up to 4 sites in a multipoint call (1 local + 3 remote).

Place a call then press Call on the remote control to place a call to the next site. Repeat until all sites are connected.
How do I end a call?

Press the Hang Up button.
How do I adjust the volume?

Press the **Volume** button to raise or lower the volume.
How do I mute my microphone?

In a multipoint call, mute your microphone when you are not speaking.

Press the Mute button on the remote control or the table microphone.

The LEDs on the microphone will turn red.
How do I select a camera?

Applies only to the 1810 Litton-Reaves and Alson H. Smith AREC sites.

1. Press the Near button.
2. Press the Camera button.
3. Use the arrow keys to highlight the camera that you want to use.
   - Camera 1: Front Camera
   - Camera 2: Rear Camera
4. Press the Select button.
How do I adjust my camera?

1. Press the **Near** button to adjust your camera.
2. Press the arrow keys to pan or tilt the camera.
3. Press the **Zoom** button to zoom out or in.

Press the **Far** button to adjust the far-site camera.
How do I show content from my laptop?

Option 1: Use the VGA cable.

Make sure your laptop is configured to output video to the external VGA connection – just like connecting to a digital projector.

Connect your laptop to the Polycom with the VGA/audio cable. The audio portion of the cable plugs into the headphone jack.

You can use the VGA cable to display your laptop screen on the TV even if you are not in a call.

1. Press the Content button.
2. Use the left/right arrow keys to highlight the computer icon on the TV.
3. Press the Select button.
How do I show content from my laptop?

Option 2: Use the Polycom People + Content IP application.

With Polycom People + Content IP software, you can share your Windows laptop display through the wireless network.

You will need to know the IP number for your site. It is listed on the Home screen. Press the Home button to view the screen.

Download the free software. The software only works with Windows! http://downloads.polycom.com/video/ppcip/PPCIP_v1_2_1.zip

Start the application, input the IP of your video conference system (for example: 128.173.69.4), and click the application’s purple Play button. Your PC content will then display for all participants. Audio cannot be used with the People + Content IP application.

- One participant at a time can use People+Content IP to connect to a video conferencing system. When you stop showing content, People + Content IP disconnects automatically so that another participant can connect.

- When another participant in the conference starts showing content, the new content replaces any other content. If you were showing content, People + Content IP automatically stops showing content.

- You can choose to show the whole screen as it appears on your laptop or you can select just a part of the screen by clicking the Magnifying Glass button. Stop sharing your display by clicking the purple button again.
How do I setup the document camera?

1. Connect the VGA cable.
2. Press the release button to raise the camera arm.
3. Rotate the camera head so it faces the base of the stand.
4. Rotate the lamp.
5. Power on.
7. Autofocus on.
How do I show the document camera?

Connect the document camera to the Polycom with the VGA cable.

1. Press the Content button.
2. Use the left /right arrow keys to highlight the computer icon on the TV.
3. Press the Select button.
How do I stop showing the laptop screen or document camera?

1. Press the **Content** button.
2. Use the left /right arrow keys to highlight the **computer-off** icon on the TV.
3. Press the **Select** button.
What if the equipment is not working?

• Check to make sure the power is on for all equipment.
• Check to make sure the TV is set to the correct input to display the Polycom.
• Check to make sure the sound volume on the TV is not set too low.
• Check to make sure the Polycom audio is not muted.
• Check the batteries in the remote. It uses 4 AAA batteries.
• Call the Ag Help Desk (540 231-4865, aghelp@vt.edu).

Our site uses TV input: ________________
Tips

- Make sure you know the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Adjust your camera so that the far site can see you.
- Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don’t tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.