

# Systems Office Video Conference Systems Quick Reference

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## **SETTING UP YOUR LAPTOP FOR PRESENTATION:**

1. Turn units on in Executive Conf. Room (Room 321) or Room 407 by pressing one switch either under or on top of the Polycom screens. If using Project Enterprise room (205), the on/off button is right behind the camera unit itself. In that room, you also need the silver remote control for the projectors.
2. Connect laptop to the computer cord (gray cord) in the center of the table if in Executive Conference Room on 3<sup>rd</sup> floor (Room 321), or black cable in the wall if you're in Room 407 on 4<sup>th</sup> floor, or the ERP Conference room (room 205) on the 2<sup>nd</sup> floor. These cords are equipped with 15 pin VGA connectors.
3. If you need audio, make sure the plug attached to gray cord is in the back of the laptop as well.
4. Using the essential control remote (the Polycom remote - black w/ color keys), press the purple graphics button (make sure remote is pointing to the screens)
5. The connection between the PC and the Polycom should be made. An image of the PC screen will display on the right monitor

## **IF IT DOESN'T CONNECT....**

- Press pc button on silver remote
- Try FN/F5, FN/F7 or FN/F8, depending on the type of laptop you have

Tip: You may have to toggle back and forth with FN keys and the purple graphics button to make a connection

## **IF IT STILL DOESN'T CONNECT.....**

- Try pressing the input button on the top of the silver remote This is a three-way toggle that will change the plasma display's resolution.

## **WHEN ALL ELSE FAILS.....**

- Shut down computer and re-start the process again

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## **RETURNING TO POLYCOM meeting after you're done with the PowerPoint presentation: Press the "home" button on the essential remote**

Tip: When people can't hear you from the remote location, check your mute feature on the microphone to make sure it's off. Red light indicates the mics are muted. Also helpful to ask remote sites to mute their mics unless they have something to say to reduce background distractions (side conversations, paper shuffling, etc.).

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## **TO SELECT THE MULTIPOINT BRIDGE:**

- Press the small green directory button on the top of the essential remote
- Scroll down to Multipoint bridge (usually last option in address book)
- Press green call button to connect and disconnect

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## **POINT TO POINT CALL**

On the main menu, select "video call". Then dial the IP address of the other unit you're calling. The IP address usually begins with 130.111. Press green call button to connect.

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## **MAKING A PHONE CALL USING THE POLYCOM UNIT**

At the main menu, select the phone icon using the arrows on the essential remote. Arrow to the right until you hit the picture of the telephone. Press that icon. Dial the phone by using 9 and the number, no spaces or characters in between the numbers or 9 1 and the number if you're calling long distance. It dials the same as if you were making a call from your phone.

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## **ADDING ADDITIONAL CALLERS**

Once you have the first caller on the line, press the flash button on the screen, using essential remote arrows. At dial tone, dial next caller, when they're on the line, press flash again. And

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## **ADDING A CALLER TO A VIDEO CONFERENCE (Multipoint bridge or point to point)**

- After making the video connection to other sites, return to main menu, select phone icon, dial number (using 9 and no spaces in between) and press the call button.
- If you would like a caller to be added to a multipoint bridge conference, it is best to ask for that to be included when your request the conference.
- If you need assistance and do not get an answer at the help desk, you may dial 623-3233. This should not be a regular practice over calling the 1-800-696-4357 number. Feel free to contact Jeanie at 973-3350 for on site assistance if needed.