Polycom Directions

1. Check out the “Polycom Key” from the Dean’s Office in MH 250. If using the Polycom in a room other than Miller Hall 158, please indicate such on the clipboard when checking out the key. **Please check in with the front desk, then sign the key out on the clipboard**

2. Use the key to unlock the glass door on the Polycom cart. Place the key on a shelf inside the cabinet until you are finished and ready to lock up the cart.

3. Turn on the power on the Display-TV.
   - Press the **power button** at the bottom right-hand corner of the television screen.

4. Turn on the **power** on the back of the Webcam unit, which is located on top of the Display-TV.)
   - Press the power button at the bottom right-hand corner on the back of the Webcam.

5. Take the **remote** unit in your hand; click the blue “**Camera**” button between the Auto and Preset buttons that are just above the keyboard and number buttons.

6. Use the “**Near**” button on the remote to view the conference room that you are in.
   - Use the remote’s red scroll buttons to scroll to the left, right, up, or down.
   - Use the Zoom button (with a + on the magnifying glass) to zoom in closer and closer.
   - Use the Zoom button (with a – on the magnifying glass) to zoom out and expand your view.

7. Click the “**Home**” button to display your choices.
   - Select **Directory** and choose the location that you want to “**Place a Call**” to.

8. When the other site joins the videoconference you will see the location or room of the site.

9. Use the red “**Volume**” button on the remote to decrease or increase the volume. As you adjust the volume, you will see a volume slider displayed on the television screen.

10. Use the “**Far**” button on the remote to change the view of the other location/site’s room.
    - Use the remote’s red scroll buttons to scroll to the left, right, up, or down.
    - Use the Zoom button (with a + on the magnifying glass) to zoom in closer and closer.
    - Use the Zoom button (with a – on the magnifying glass) to zoom out and expand your view.

11. To go “**Back**” click the Back button across from the Home button.

12. To discontinue the videoconference, click the red “**Hang Up**” button.

13. Complete the reverse steps of 4, 3, 2, 1: Power off the units, remove the key from inside of the cabinet and return the key to MH 250 closet, checking in at the front desk.
POLYCOM

VSX 7000 Advanced System

Woodring College of Education Technical Services
Web Cam (rear view)

Power On

The Web Cam

Web Cam (front view)
Sound System

LEDs

- **Green**: Your call is in progress
- **Blinking Green**: A call is incoming
- **Red**: Your call is muted
- **Blinking Red**: Your call is on hold
Access Directory
(to Connect to another Polycom site)

Click “Far” to see the other site
Click “Near” to see your site
To change the camera’s view, use scroll buttons to go up, down, left, and right.

Zoom in closer
Zoom out for more distance
First, click the “**Home**” button
Visual Concert VSX

Connect PC or Mac laptop computers, data video projector, multiple monitors and other devices.