Polycom instruction Sheet

Setting up and powering on:
1. The power cord and Network cord are located at the back of the cart. Plug the power cord into any available outlet. The Network cord should be plugged into the lower opening on the Network outlet.
2. The power button for the Polycom is located in the back of the unit, on the right side (if you are looking at the back). Turn this on, and you should hear a startup noise. See illustration below:

Power Switch

3. Turn on the two monitors, either by hittimg the power button or with the TV remote. The TV remote is the long black one. You should see yourself on the right screen, and the polycom startup screen on the right. The system is ready to go!

Making and receiving calls:
1. Information about this station to give to remote sites:
   Equipment Type: Polycom VSX 6000 – IP based
   IP Address: 134.174.152.34
2. Information you should get from a remote site to call them:
   Equipment Type (any IP based video conferencing system should be compatible)
   IP Address (This is what we will use to contact them)
3. Receiving calls: Make sure the system is turned on. The incoming call will be connected automatically, although the microphone will be muted. Press the Mute button on the Polycom remote control, it is orange and located under the arrow keys.
4. Initiating call: Enter the remote sites IP address into the box on the start screen, using the polycom remote. Above the numbers on the right is the '.' (dot) button. After the address is entered, hit the green 'Connect' button located at the top of the remote.

During a call:
1. The arrow keys will adjust the camera, and the grey zoom buttons will zoom in and out.
2. There are volume and mute controls on the Polycom remote as well.

To disconnect:
1. Hit the green 'connect' button at the top of the remote.
2. Turn off polycom and monitors.
3. Unplug power and Network from the wall, and return the cart to the corner.