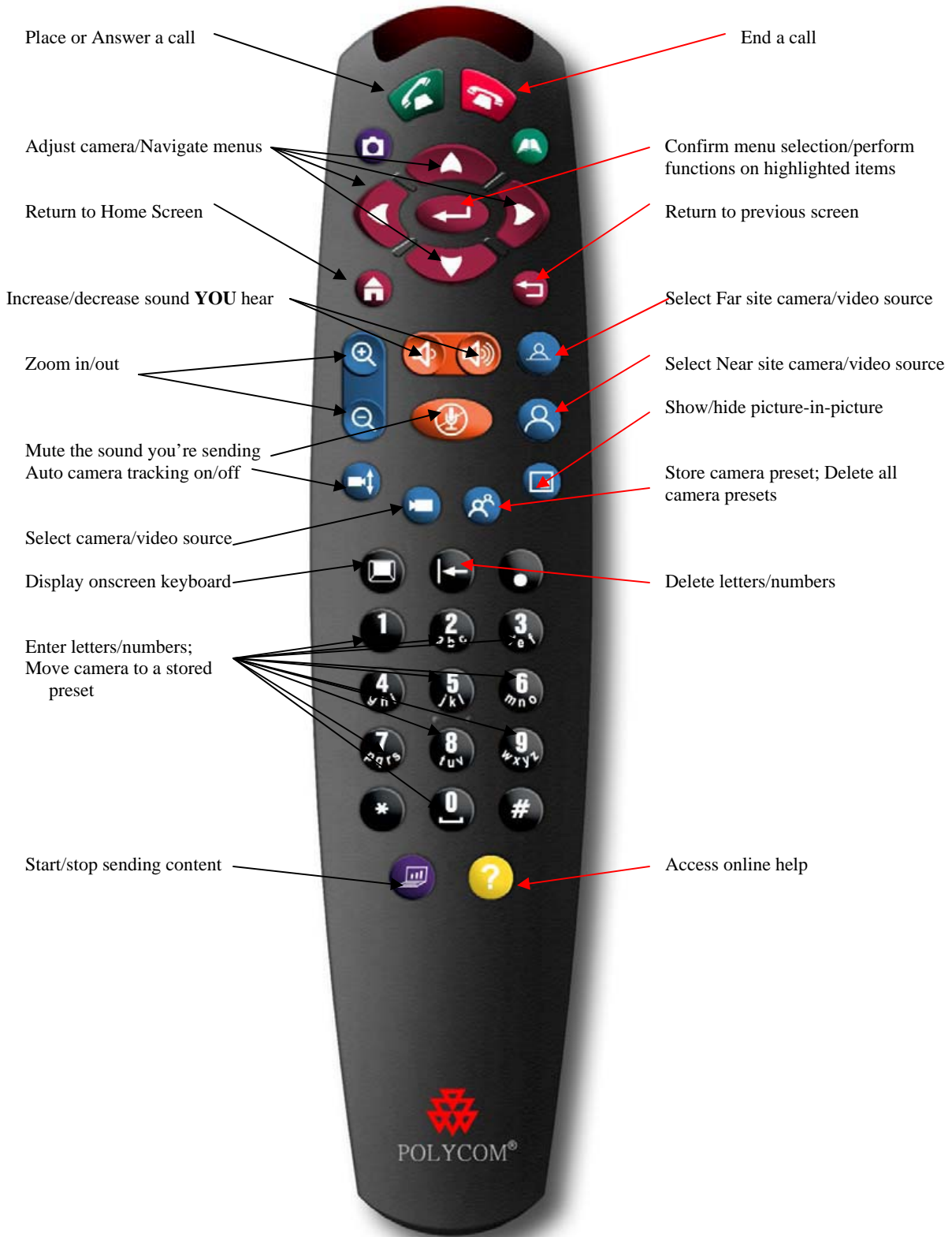


The Polycom™ Remote Controller



General Operating Instructions

System Turn-On:

Turn on the monitor

Turn on the Main Power Switch (Will illuminate when “On”)

System Shut-Down:

Turn off the Main Power Switch

Turn off the monitor

(**CAUTION:** The monitor is a projection system similar to an LCD projector. The fan may continue to run after the switch is turned off. This is normal and necessary to properly cool the projection bulb. Unplugging the unit prior to the fan shutting down may result in incomplete bulb cooling and shortened bulb life and/or damage.)

Recording a Session:

Click  **Camera** button and select VCR.

Using the VCR remote control, press **REC**.

To place a call:


There is no need to place a call. Your video unit is set up to auto answer. The Video Bridge will initiate the call at the scheduled time. Make sure your video unit is on before the conference start time.


To hang up from a call:

There is no need to hang the call up. The Video Bridge will disconnect at the end of the conference. If you hang it up before the end of the conference the Video Bridge will keep reconnecting your site until the end of the conference


Camera Control

You can use the remote control to select the main camera or any other near-site video sources, such as document cameras, laptops, VCRs or DVD players.

1. If you are in a call, press  **Near** to select your video sources. Far-end camera control is not supported.

2. Press  **Camera** on the remote control. Then press the number for the camera or other video source you want to select at the near or far site. For example, press **1** to select the main camera. The image from the camera or video source you selected appears on the screen.


Press the arrow buttons on the remote control to move the camera up, down, to the left, or to the right.


Press  **Zoom** to zoom out or in.

Setting and Using Camera Presets:

To store a preset:


1. Adjust the camera's position:
 - Press the arrow buttons on the remote control to move the camera up, down, to the left, or to the right.

- Press  **Zoom** to zoom the camera out or in.

2. Press  **Preset** on the remote control.
3. Press and hold a number to store the preset position. To store a double-digit preset (10-99), hold the second number down.


Note: Any existing preset stored at the number you enter is replaced.

To view your presets:

Press  **Preset** on the remote control.



Note: Icons for presets 0-9 are shown on the screen. The colored icons indicate stored camera positions, and the gray icons indicate available presets


To move the camera to a preset:

1. If a call is connected, press .
2. Press a number from 0 to 99.

Note: The camera moves to the preset position for the camera or other video source.

To delete all presets:

1. If a call is connected, press  **Near**
2. Press  **Preset** on the remote control.

3. Press  **Delete** to delete all presets.

Note: You cannot delete just one preset. Instead, override an existing preset with the new camera position.

Changing your view

Your unit is set up for Dual Emulation. You have several choices on how you view your video display. Pushing the Picture-in-Picture (PIP) button will allow you to scroll through the different views.

Adjusting Volume:

Use the remote control to raise or lower the volume of the *sound you hear*. Changing the volume *affects only the sound you hear* at your site. You cannot adjust your outgoing audio. If the other sites have turned up their volume and your audio level is low, check the placement of your microphones


To adjust the volume:



Press  **Volume**.

Muting the Microphone:

It is important to mute the local audio during a conference to prevent interrupting the main presenter or teacher. Remember the video is switched based on sound, and that all sites in the conference will see your location if someone speaks, coughs or rustles paper if your audio is unmuted.

To mute or unmute the microphone:

Press  **Mute** on the remote control.

Note: If you see  **Mute** on your screen, your microphone is muted. To unmute your microphone, press  **Mute** on the remote control.

Showing Content and Video Sources

You may show the following to the far sites:

- Any information stored on a laptop or PC
- A paper document or object placed on a document camera
- A videotape or DVD

You can share one type of content or one video source at a time, and you can switch to a different type of content or video source if you need to. Participants at other sites can also share content or video sources.

Showing Content from a Laptop or PC:



You can attach a laptop or PC and show content that is stored on the computer. If your computer is connected, you can also share content from network locations. When you share content from a laptop or PC, the far sites see just what you see on the computer screen.

Using a Document Camera, VCR, or DVD Player:



Before the call begins:

1. Make sure the document camera, VCR, or DVD player is connected and powered on.
2. Position your document or object in the document camera or insert the videotape or DVD.

To start showing a document, object, videotape, or DVD in a call:

1. Press  **Camera** on the remote control.
2. Select a video source.
3. Press  on the remote control.

To stop showing a document, object, videotape, or DVD in a call:

1. Press  **Camera** on the remote control.
2. Select the main camera.
3. Press  on the remote control.

IF YOU ARE EXPERIENCING
VIDEO PROBLEMS, TECHNICAL
SUPPORT IS AVAILABLE AT
THE FOLLOWING NUMBERS:

TROUBLE LINE: 1-800-567-8345

Available during scheduled conferences

OR

DDN: 605-773-3333 Available Monday – Friday
8:00 am to 5:00 pm