

Videoconferencing With a Polycom Device

1. Please contact Staff Services (x7100) to reserve a conference room. A list of rooms with video conferencing capabilities can be found on the video conferencing webpage.
2. Locate the Polycom device in the room and power it on. The power switch should be located on the rear of the device.
3. Depending on the room you have reserved, there may either be a large flat screen television or 2 smaller ones. If you are in a room with a flat screen, power it on and change input mode until you see the Polycom welcome screen. If you are in a room with two smaller televisions, they should be set on the current mode to display the Polycom device when powered on. If the main menu does not show, press the "menu" button on the remote.
4. On the Polycom system remote control, the red buttons move left, right, up and down. The "." button makes selections. The right red button will also place a period (.) between the numbers when you enter in the dial up numbers.
5. If the video conference is for one time only, select the Video Call area on the menu screen. If you plan to video conference the same number on more than one occasion, select the Address Book option. From here, you can enter a number to be saved or select one that has been previously stored.
6. If you selected the Video Call area, input the number you wish to call. The right red arrow button will place a period in the appropriate places within the number. Select the speed of the conference once the number has been entered and press the select button to start the call.
7. For further assistance on video conferencing, please contact the IT Division Help Desk at x7155.