

### Getting started

If the Polycom is turned off, turn it on by pressing the **power button** on the Polycom remote. The Polycom requires a few minutes to start and is ready for use after the Polycom logo is displayed and a startup chime sounds.



### Making a call

#### - By typing the IP Address

- On the onscreen menu select **“Place a Call”**.
- Using the number pad on the Polycom remote, type in the IP address of the remote site you want to connect to, then select the onscreen call button.

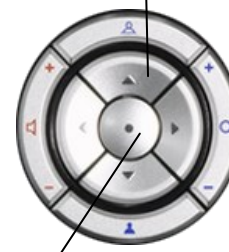
#### - Using the Polycom Directory

- On the onscreen menu select **“Directory”**.
- In the directory select the **“Favorites”** folder
- Using the directional arrow buttons on the remote, highlight the site you want to call, then push the Select button.



Number Pad

Arrows / Navigate



Select / Enter

### Receiving a call

If the remote party is dialing in, the Polycom will automatically answer the call and mute the microphone. Press the **mute button** on either the Polycom remote or table microphone to start the conference.



Mute Button

### During the conference

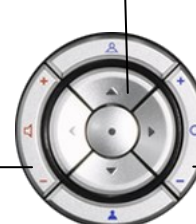
Audio can be muted at any time by pressing the **mute button** on the remote. The Polycom will indicate a muted condition with red lights on the microphones.

The camera can be adjusted by pressing the arrow keys in the center of the remote and zoom buttons to the right of the arrow keys (button with icon of a magnifier lens).



Mute Button

Arrows / Navigate



Volume

Zoom In/Out

### Connecting a laptop

To display content from your laptop during a call, connect your laptop using the VGA cable in the center of the conference table. Also verify that your laptop is sending video to the external VGA port. To turn the content sharing on or off at any time, press the **content sharing button** (button with an icon of a computer) on the Polycom Remote.

If your laptop does not have a built-in VGA port, adapters are available. Please contact Information Services at (x88444).



Content Button

### Ending the conference

Press the **Disconnect button** (The button w/ icon of a red phone receiver & arrow pointing down) to end the call.

At the end of your call please turn off the Polycom system. To turn off the Polycom, press and hold the power button on the remote for three to five seconds.



End Call

