

# POLYCOM AT A GLANCE GUIDE

## USING THE REMOTE

### **ARROW KEYS**

Using the arrow keys to navigate through menu items and icons shown with the gold box

### **CENTER SELECT BUTTON**

Allows users to select an icon

### **CALL HANG-UP**

Allows users to place calls, end calls and to add additional video and audio calls

### **FAR BUTTON CAMERA CONTROL**

Allows users to control the far-end camera

### **NEAR BUTTON CAMERA CONTROL**

Allows users to control the near-end camera

### **AUTO BUTTON**

Allows users to activate automatic camera tracking. There are two types:

1. Auto tracking to voice
2. Auto tracking to pre-sets

### **SNAPSHOT BUTTON**

Allows users to take a still image from any of the camera sources. The still image is sent at 4X CIF.

### **SLIDE BUTTON**

Allows users to view pre-loaded Power Point presentations

## PLACING A CALL

### ADDRESS BOOK

Frequently called numbers may be stored in the address book or speed dial.

1. Select **Address Book** from the main menu
2. Select a number from the speed dial list or address book list
3. Press the **Center Select**
4. **Button** to place your call

### MANUAL VIDEO CALLS

Use when the number you want to call is not stored in the address book.

1. Select **Video Call** from the main menu
2. Enter the video number
3. Select the desired speed
4. Press the green **CALL HANG-UP** button to place your call



## CAMERA CONTROL

### NEAR END

To move your Near-Site camera

1. Press the **NEAR** button on the remote
2. Use the red arrow keys to move your camera around your room
3. Zoom +/- will zoom your camera in/out
4. The Near End is always your video location
5. When the camera icon on the TV monitor points towards you, Near End camera control is enabled.

### FAR END

To move your Far-Site camera

1. Press the **FAR** button on the remote and follow the same steps above.

## USING PERIPHERALS

- While in Near End mode, press the **NEAR** button twice.
- Use the red arrow keys to select the desired peripheral input (VCR, Document Camera, etc.)
- Press the **Center-Select Button** to change highlighted input

## VIDEO ETTIQUETTE

Good videoconferencing etiquette is actually common sense behavior and thinking before acting. Extend the same courtesy and respect to the people at the far site that you would if they were in the same room with you.

### **HERE IS A BRIEF LIST OF VIDEO ETIQUETTE SUGGESTIONS FOR SUCCESSFUL CONFERENCING.**

- Introduce all conference participants
- Make sure you can see and hear the far end
- Make sure you can be seen and heard
- No need to shout!
- Try not to tap your pencil, shuffle books or bang on surfaces
- Do not stay on PowerPoint Slide or Document Camera too long
- Start on time (make sure to introduce EST/CST/PST when informing participants of conference)
- Announce/introduce yourself when speaking
- Mute all non-speaking sites in a MP call