

DET Video Conference

Network

Polycom

VSX Series 7000

The screenshot displays the Polycom Global Management System interface. On the left is a navigation menu with icons for System Management, Global Directory, Software Update, Provisioning, and Account Management. The main area is titled 'System Management' and contains a list of system names with status indicators.

Name	Status	Connection	Network/Home IP	Connection Type	Audio	Video	Bytes Left	Channel #	Aggregation	ID
ACC Rivernia 1 OP_0003	Connected	30.42.124.22		Dialin			0			4
Ardelean CS 1	Waiting for dialin	30.13.119.22		Dialin			0			2
Arish Park CS 1	Waiting for dialin	30.11.114.22		Dialin			0			3

Below the table is a satellite map of a region in Australia. In the foreground, a Polycom video camera is shown, and a 'Connect' dialog box is open. The dialog box contains the following fields:

- Conferencing System Address: 172.28.22.26
- Meeting Password: (empty field)
- Connect button

System Basics

Using the Remote Control

The remote Control is used to:

- Make calls
- Adjust volume
- Navigate screens and
- Select options

To enter text you use the same method you use on your mobile phone. For example if you wish to type the letter 'e' press the number 3 button twice. You can also use the keyboard button on the remote control.

DET Video Conference Network

VSX Series Remote Control



Reference: Polycom Getting Started Guide for VSX Series

www.polycom.com/common/pw_cmp_updateDocKeywords/0,1687,2088,00.pdf

VSX Series Remote Control



Making and Answering a Calls

Making a Video Call






This can be done in a number of ways

Method 1 - IP Address

1. Entering the IP address of the site you wish to call
e.g. 10.12.14.16
2. press the green call button on the remote control

Method 2 - Directory

The directory is a list of sites currently registered on the DET network

1. Locate the site you wish to call by:
 - Spelling the name using the number buttons on the remote control
 - Pressing 'keyboard'  to use the on screen keyboard
 - Scrolling through the list of sites using the up'  and 'down'  arrow buttons
 - Paging through the list using the 'zoom in'  and 'zoom out'  buttons
 - Using the alphabet tabs then scrolling to the site you want
2. Press the green call button on the remote control

Ending a Call

To hang up a call

- Press the green call button twice to hang up

Answering Calls

Incoming calls are handled in 2 ways depending on the specific site requirements

- The system answers the call automatically
- The system prompts the use to answer the call



Controlling What You See

You can adjust the camera prior to and during your meeting, conference, workshop etc



Using the remote control you can select and control:


- Main camera
- Additional cameras
- Far site cameras
- Document cameras
- VCR's, DVD's

Controlling the camera or video - near and far site




1. Press 'near'  or 'far'  to select either your camera or the far site camera or video source.

N.B. An icon on the screen indicates which source you are controlling

	Near site camera or source
	Far site camera or source

2. Press 'camera'  on the remote control, then the number of the video source you want to select. E.g. camera and 1 selects the main camera.

Adjusting the camera using the remote control

1. Press 'near'  or 'far'  to select either your camera or the far site camera or video source.
2. Press the arrow buttons on the remote control to move up, down, left and right.
3. Press 'zoom'  to move in and out


Setting and Using Camera Presets

Camera presets are stored camera positions that you can create ahead of time or during a call.

Presets allow you to:



- Set the camera to a pre-defined location
- Select a video source such as a DVD


To view your near-site presets

Press  Preset on the remote control.

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

Storing presets

1. Choose a near-site or far-site camera or other video source using the 'near'  or 'far'  buttons on the remote control
2. Adjust the camera position using the arrow buttons on the remote control, up, down, to the left, or to the right.




3. Press  Zoom to zoom the camera out or in.
4. Press and hold one of the number keys on the remote control until you see the onscreen message advising you the preset has been stored. The preset will be assigned to this number. To store a double-digit preset, press the first digit quickly and hold the second number down

N.B. The system uses preset 0 as the default camera position.

Moving the camera to a preset

1. Press the number on the remote control you assigned the preset to.
2. The camera moves to the preset position for the camera or other video source.

Deleting all presets

1. Press 'near'  to select the near site camera.
2. Press 'preset'  on the remote control.
3. Press 'delete'  to delete all presets.

N.B. You cannot delete just one preset. If you need to change just one override an existing preset with the new camera position.

Switching Between Screens

When you are in a call the system shows you the video on full screen. You may need to for example go back to the main screen to look at a setting or view the directory

Viewing full video

1. Press the 'near'  button or the 'camera'  button

Viewing the Directory

1. Press the 'directory'  button on the remote control



Viewing the Home Screen

1. Press the 'home'  button on the remote control

Picture in Picture (PIP)

During a call the PIP shows what the main camera is sending to the far site(s)

To move, turn on/off PIP

1. Press 'PIP'  on the remote control
2. If PIP window has a yellow border, you can move it to each corner by pressing 'PIP'  repeatedly.

N.B, After a short pause the border turns blue and won't move any more

Swapping what is shown in the PIP window

1. Press 'camera'  and select 'swap pip icon' 



Managing What You Hear

Use the polycom 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.

Adjusting the Volume

1. Press  Volume.

Muting and Unmuting the Microphone

1. Press  Mute on the remote control.
2. Press  on the microphone.




N.B. Muting the microphone does not mute audio from a VCR or DVD player being sent to the far site.

Showing Content


Before your conference starts make sure you have connected and powered on the document camera, VCR, DVD player, digital camera etc.

Using a Document Camera, VCR, DVD Player, 2nd digital camera

1. Press  Camera on the remote control.

Select the appropriate video source from the onscreen menu using the numbers on the remote. '1' is the main camera.

2. To stop showing a document, object, videotape, or DVD and return to the main camera:

Press  Camera '1' on the remote control