Polycom VSX 7000 Video Teleconference Instructions
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Polycom Remote Control

- Place or answer a call
- End a call
- Adjust the camera; navigate through menus
- Confirm your current selection; perform functions on highlighted items
- Return to Place a Call (home) screen
- Return to the previous screen
- Increase or decrease the sound you hear from the far sites
- Select a far-site camera or video source
- Mute the sound you’re sending to the far sites
- Select a near-site camera or video source
- Zoom the camera in or out
- Show, move, or hide the Picture-in-Picture (PiP)
- Turn automatic camera tracking on or off
- Store camera positions (when followed by a number); delete all stored camera positions
- Select a camera or other video source
- Enter a dot in an address
- Display the onscreen keyboard so you can enter text
- Delete letters or numbers
- Start and stop sending content to far sites
- Enter letters or numbers; move the camera to a stored position
- Access the online help; see current system status while in a call

<table>
<thead>
<tr>
<th>Polycom Camera</th>
<th>Polycom Microphone</th>
<th>Polycom Visual Concert</th>
<th>DOP VTC Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Polycom Camera" /></td>
<td><img src="image" alt="Polycom Microphone" /></td>
<td><img src="image" alt="Polycom Visual Concert" /></td>
<td>IP Address: 168.105.44.141</td>
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<td></td>
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<td>ISDN Number: 808-585-7980</td>
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</tbody>
</table>
1. **Turn on the LG Plasma Television** by pushing the Power button on the LG remote control.

   *Note: The following steps are done on the Polycom remote control.*

2. The Polycom unit is always on, but may be in sleep mode. Move the Polycom remote control to wake it.
3. **Setup the camera** for the Near (your) side
   a. Press the Near button to view yourself in full screen mode
   b. **Adjust the camera**
      i. Zoom
      ii. **Pan & Tilt** with the Left/Right, and Up/Down directional buttons
4. **Position the Polycom microphone** to the middle of the table
5. **Optional: Connect a laptop** to the Visual Concert module
   a. Connect the laptop to the VGA monitor cable
   b. Connect the audio cable if you need to transmit sound to the Far (remote) sites
   c. Change the video output on your PC
      i. If you see a “PC input resolution and/or refresh rate is not supported” error on the TV, go to your PC’s Display Properties and change the resolution to 800x600 pixels.
   d. Press the Graphics button to toggle between your PC and the camera view
6. **Make a VTC connection:**
   a. Press the Call button
   b. Enter the IP address or ISDN number of the Far site and press the Call button
      i. IP Addresses are entered in ###.###.###.### format
      ii. ISDN numbers are entered the same as phone numbers without dashes. Do not dial “9” first.
   c. Or, press the Directory button, select an existing site, and press the Call button
7. **Answer an incoming call**
   a. Wait for the Far site to call
   b. When you hear ringing and see the prompt, select to answer the call
8. **Change the volume** you hear from the far site
9. **Mute/Unmute the microphone**
10. **Move or hide PIP** (Picture-in-Picture)
11. **End a VTC connection**
    a. Press the Hang Up button
    b. Turn off the TV
    c. The Polycom unit will go into sleep mode automatically