

# PolyCom

## Getting Started

### *Organizationally*

- Coordinate an off-campus location.
- Schedule the equipment on-campus to match the off campus scheduling.
- You may want to consider the size of each class location.

### *Technologically*

- Turn On Big-Screen TV
- Make sure the input is to S-Video (The screen will say S-VID 1)
- The Big-Screen TV may have been used by a VCR viewer and left to the VCR.
- Turn on the PolyCom: The switch is located on the back of the PolyCom

### *Three Options:*

#### ***1. The session is initiated from K-State-COE to one other site:***

- Place the microphone in the middle of the group you will be teaching.
- Using the remote control move until the center screen [Video Call] is highlighted in yellow and press the select button in the middle of the navigation buttons.
- A window appears for you to type in a the IP number of the remote site.  
(The format of the number will be xxx.xxx.xxx.xxx.)
- Click on Call/Hang Up button.
- If you will be regularly calling this location you can build it into the address book.

#### ***2. The session is being initiated from a distant site(s):***

- Turn on the PolyCom and Big-Screen TV.
- The other site will appear when they have initiated the call.

#### ***3. The session will be initiated from K-State-COE to multiple other sites:***

At this time we do not have our own ability to initiated multi-point video conferences, but we can go through the Great Plains network for multi-point conferences. Please visit with Mike Ribble to help set up such a conference.

## General Usage Directions

- MUTE if you do not want the far site to hear discussions.
  - AUTO for the camera to track the speaker at the local site.
  - NEAR to control the local camera.
  - FAR to control the camera at the remote site.
  - ZOOM to move in or out on a subject.
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- Speak to the camera not the microphone.
  - Wear a plain shirt with a contrasting color.
  - Use the K-State sign if you are working with multiple sites.