

PolyCom Cheat Sheet

Q. What do I need to do to set up a conference?

- A.**
- 1. Schedule a PolyCom Room(s) at a distant site.**
(If more than one site is involved special arrangements are possible through ECC at Dole Hall. While there is no charge for using the services in the College of Education, the ECC may charge a fee.)
 - 2. Check on the physical location of the of the distance sites and insure they have the needed equipment to make a PolyCom conference.**
 - 3. Schedule Bluemont 16E**

Q. What will happen next?

- 1. You will be receive a printed confirmation of your PolyCom worksheet.**

Q. How do I start my class or meeting?

- A.**
- 1. Come to Bluemont 16E.**
 - 2. Start the ceiling-mounted projector**



On-Off
(Please Turn Off when done.)

You will want to choose Video
for the source

3. Turn on the PolyCom Camera- the switch is located on the back.



4. This is the controller for the PolyCom unit. This is the basic control device for the Polycom Unit. You will use it to:



- Initiate/hang up calls
- Control near and the far camera
- Choose which devices will be shown to the far audience
- input IP numbers.

5. The microphone for PolyCom can be placed in the center of a table. There is a button in the middle of the microphone to mute the call or it can be muted by using the remote.



6. There is a conference phone in the room. The number in this room is 785-532-6599 for incoming calls. If you wish to place an out-going long distance call you will need your departmental account number.



7. You will NOT need to use any of the other Adobe Connect Equipment to conduct PolyCom conference. With PolyCom you can connect Elmo and Video Equipment. Computer images such as points or web pages can be connect, but may be better viewed when project on the wall and then having the camera focus on the projected image.