

Leavey Library Videoconferencing Instructions

Initial Setup

- **The Polycom remote control should have been checked out from the Circulation Desk**
- **Make certain the Polycom VSX 5000 conference unit (camera) is switched on**

The power button on the Polycom VSX 5000 is located at the rear left of the unit. Once the Polycom is on and working, it may be kept powered on. It will go to sleep when idle. The mechanical shutter must be open (on the front of the camera unit).

- **Turn on the Olevia LCD monitor display (if necessary)**

The display may be turned on with the button at the lower right of the screen. Be sure to check the small on/off switch located at the rear right of the display. The front panel blue LED is lit when the monitor is OFF. The LCD monitor input should be set to "S-Video 1".

- **Adjust the video camera to include all participants in the video call**

Use the Polycom remote control. Press "Near" to select the in-room camera control. Press the "Arrow Keys" on the remote to move the camera up or down. Press the "Zoom" button to zoom in and out.

Placing a Video Call (Manual)

- **Enter the IP address or endpoint's host name**

Use the on-screen dialing field to enter the IP address or endpoint's host name. You may need to delete the previous address using the "delete" button. Then press "Call" on the remote control.

Placing a Video Call (Directory)

- **Press the "Directory" button on the remote control**

Using the "Arrow Keys" on the remote control, find the entry to call and press "Call" on the remote control.

Answering a Video Call

- **The system is set to automatically answer incoming calls**

When the Polycom VSX 5000 automatically answers a video call, the overhead microphone will be muted. For the remote location to hear the in-room participants, you must un-mute the overhead microphone by pressing the “mute” button on the remote control. When a video call is received, you will hear a ringing sound and may also see an on-screen message that includes the number of the person calling.

During a Video Call

- **Check and adjust the picture from the in-room camera as well as the picture from the remote camera**

You adjust both cameras with the remote control. Press the “Near” or “Far” buttons on the remote control to select either your camera (near) or the camera at the remote site (far). Press the “Arrow Keys” on the remote control to move the camera up, down, left or right. Press the “Zoom Keys” on the remote control to zoom in or out. Do not be surprised if your in-room camera is also adjusted by the remote site.

- **Position the PIP (Picture In Picture) on the screen**

Press the “PIP” button repeatedly on the remote control. The Picture In Picture window will be turned on and off as well as moved to each corner of the screen.

- **Adjust the video call audio level if necessary**

The volume is adjusted via the “Volume” buttons on the lower right of the LCD monitor.

Ending a Video Call

- **Press the “Hang Up” button on the Polycom VSX 5000 remote control**

This will disconnect the video call.

- **Close the Polycom VSX 5000 camera shutter**

Close the camera shutter on the front of the Polycom VSX 5000 (push lever to the left).

- **Turn off the Olevia LCD monitor display**

The display is turned off with the button at the lower right of the screen. The blue LED is lit when the monitor is OFF.

- **Return the remote control to the Circulation desk on the first floor**

Be certain that the remote control is returned by the person who originally checked it out.