

Call-Out / Answer

Hang-Up

Volume

Camera Control

Camera Zoom

Control Far End

Mute/Un-Mute Microphone

Control Near End

Picture-In-Picture Control

Video Source Selection

Camera Preset Control



User Guide

Making a call

- Press the green button at the top-left of the remote marked “Call”
- Using the number pad begin typing the IP address or E.164 alias of the endpoint you are attempting to reach.
- Press the green “Call” button again to connect the call.
- To end the call press the orange “Hang-up” button at the top-right of the remote and the screen will show you a prompt asking you to end the call, press the “Hang-up” button again to confirm and finally end the call..
- The orange volume key is directly below of camera controls. It will use the Polycom system to change the volume. *Note:* do not use the TV remote to change the volume level on the monitor as this can cause echo on the other end of the call.
- To mute a call press the orange button below the volume controls labeled “Mute.” A symbol of a microphone with a red circle-slash over it will appear on the screen if you are muted. Pressing the button again will un-mute you.

Camera Controls

To move the camera up, down, left and right use the red arrow keys located near the top of the remote. Camera controls are in the circle with an arrow at each cardinal direction.

The zoom button is located below and to the left of the camera control arrows. The “+” zooms the camera in while the “-” zooms the camera out.

To change the camera source press the blue “Camera” button below and to the left of the mute button s until icons appear on the lower part of the screen showing what video sources you can choose from. Select the source by using the camera control arrows to highlight the appropriate icon and then pressing the enter key at the center of the camera control arrows.

Cameras can also be set to static preset positions using the preset function

To set presets move the camera to the desired location and press the blue “preset“ key below and to the right of the orange “Mute” button until a row of number icons appear at the top of the screen.

Hold down a number key 0-9 until the screen says preset stored

To use an already configured preset you need to be in a call and press the number corresponding to the location you have already programmed.

Example: If you program preset number 1 to a wide shot of the room and the camera is currently focused on the presenter, you press the number 1 on the keypad of the remote and the camera automatically changes to a wide shot of the room.