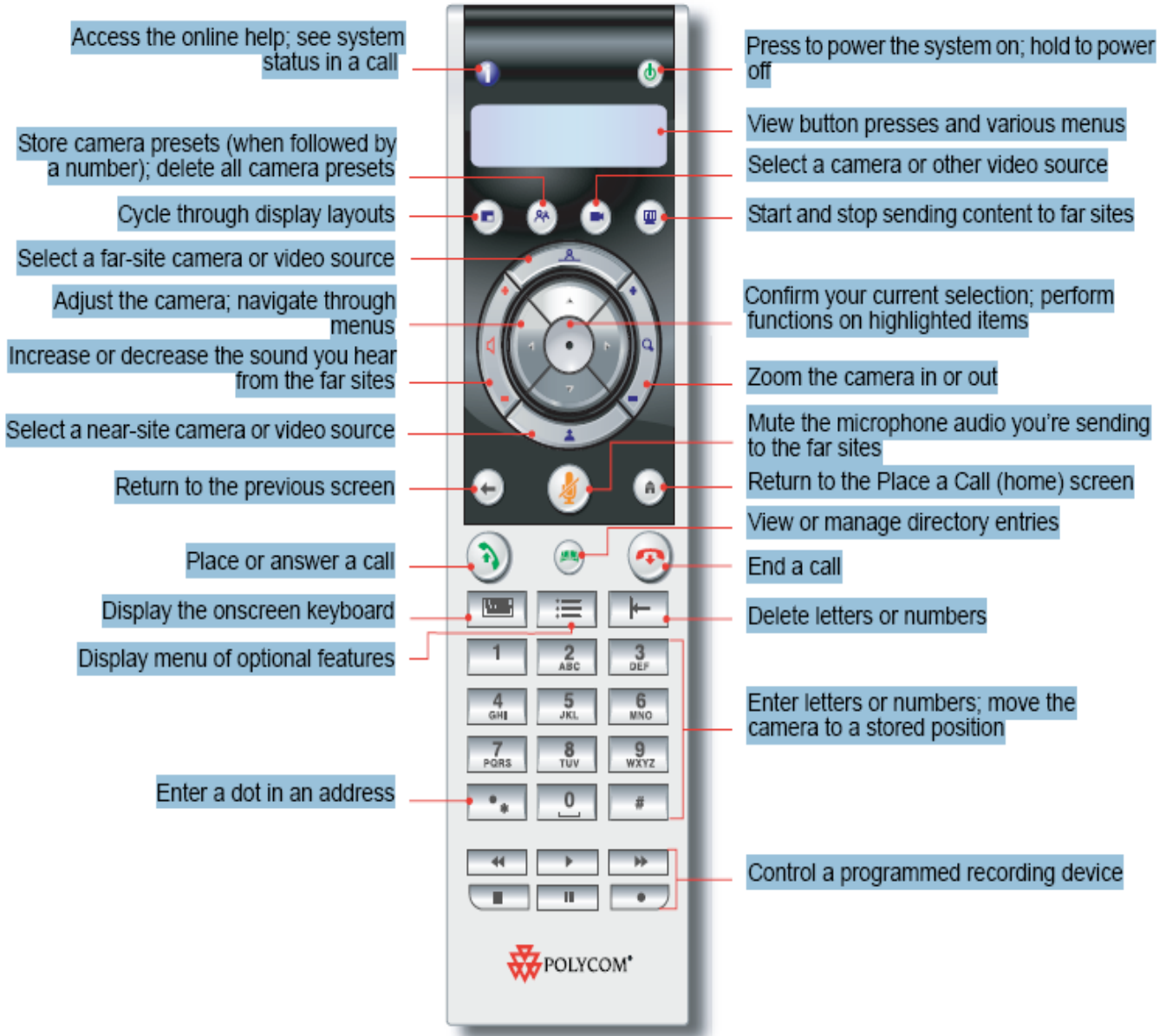


# Using the Remote Control



**OIT Video Conferencing Services**  
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# User Guide

## Remote Controls

1. **MUTE** your microphone by pressing the orange button with the microphone with a slash on it located below the camera controls.
2. **VOLUME CONTROLS** are to the left of camera controls. Use the Polycom system to change the volume NOT the TV. The volume level on the monitor is set to eliminate echo on the other end of the call.
3. **CAMERA CONTROLS** are near the top of the remote, in a circle with arrows indicating the four directions the camera can move. Press the arrow to move the camera the desired direction.
4. **ZOOM** button is located to the right of the camera control button. The “+” zooms the camera in while the “-” zooms the camera out.
5. **VIDEO SOURCE OPTIONS** are accessed by pressing the Camera button on the remote. This allows you to change which device is displayed on the monitor.
  - a. The buttons are as follows from left to right  
Main Camera  
Document  
VCR/DVD  
Auxiliary sources
  - b. To return to the main camera, press the Camera button and select Main.
6. **NEAR END** button is located beneath the camera controls. This button allows you to view the room you are in on the monitor.
  - a. To change from self view back to the far site, press Far, located above the camera controls.
7. **FAR END** button is located above the camera controls on the remote control. Press this button to view the far site (the site you are connected to). Also on some systems this allows you to move the far site camera.
8. **CAMERA POSITION PRESETS** can also be set using the preset function
  - a. To set presets move the camera to the desired location and press the preset key at the top of the remote
  - b. Hold down a number key 0-9 until the screen says preset stored
  - c. Any existing preset stored at the number is replaced.
  - d. Press the number corresponding to the location you have already programmed to use a stored preset. \*For this function to work you must be in a call.
    - I. 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.

## Connecting a PC for a presentation.\*

1. Connect the white DVI with blue VGA adapter attached to the Polycom to the external monitor port on the laptop. Mac computers use DVI and PC laptops use the blue VGA connector.
2. If using a PC, make sure your laptop is turned off before you plug in the adapter. Then restart your laptop once it is connected.
3. If using a Mac, make sure you have enabled mirrored images. To mirror images: Go to systems>Displays>Detect Displays. Set the resolution to 1024x 768.
4. If using a PC, place laptop in presenter mode (usually fn + F8).
5. Press the Content button on the top right side of the remote.
6. To stop sending the pc presentation, press Content again.

\*Note you do not have to be in a video conference to use the Polycom system for a presentation. Simply press the Content button located on the top right side of the remote and follow the same procedures outlined above any time you wish to use the system for this purpose. Adjust the volume using the volume controls on the Polycom remote, NOT the tv remote.