



User Guide

Making a call

- Press the green button at the top of the remote marked “Call · Hang-up”
- Using the number pad begin typing the IP/E164 of the endpoint you are attempting to reach.
- Tap the right arrow key to make a period.
- Press the green call button again to connect the call.
- To end the call press the green “Call · Hang-up” button and the screen will show you a prompt asking you to end the call, press the “Call · Hang-up” button again to confirm and finally end the call..
- To mute a call press the orange button between the volume and zoom controls labeled “Mute.” A symbol of a microphone with a red circle-slash over it will appear on the screen if you are muted.

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.

The volume key is down and to the right 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 change the camera source press the “Near” button at the top of the Polycom remote several times until icons appear on the lower part of the screen showing what video sources you can choose from. Select the source by pressing the matching number displayed on each icon on the remote’s number pad.

On the Polycom VS 4000 these numbers match up to the following video sources:

1. Main Camera
2. ELMO or Document Camera
3. VCR or DVD Recorder
4. Second Camera

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 “●” key in the centre of the remote’s camera control arrows 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.