

CONNECTING TO THE BROOKLYN CAMPUS – McEntegart Library or St. Angela Hall

1. Pick up the **Polycom remote control** to move the system out of sleep mode. If the system does not come out of sleep mode after a few moments, press the **Power button** on the remote and wait for the system to boot up.
 - a. If you have determined ahead of time that the Brooklyn campus is calling in, please wait for the connection.
 - b. If you are calling the Brooklyn campus, continue with steps 2 and 3 below.
2. Use the up or down arrow to select a room location.
3. Press the **Green Call button**, located in the middle of the Polycom remote, to connect to the other site.

CONTROLLING THE CAMERA

1. Using the Polycom remote, select a camera to control. Press the **Near** or **Far** button (*see image on the back*).
2. Press the blue plus sign (+) to zoom in or the blue minus sign (-) to zoom out (*see image on the back*).
3. Press the arrow buttons on the remote control to pan the camera up, down, left, or right.

ADJUSTING THE AUDIO

1. Using the Polycom remote, select a site to control. Press the **Near** or **Far** button (*see image on the back*).
2. Press the red plus sign (+) to increase audio or the red minus sign (-) to decrease audio (*see image on the back*).
3. Press the orange **Mute button** on the remote control to mute the audio you are sending to the far site. You cannot mute the audio coming from the far site.
4. To un-mute, press the orange **Mute button** again.

SHOWING CONTENT (DVD, VHS tape, or LAPTOP)


1. Choose a content source to display to the far site:



- LAPTOP:**
- a. Connect the black cable (hanging on the cart) from the Polycom box to the serial port on the laptop.
 - b. Connect the black audio cable from the Polycom box to the line out jack on the laptop.
 - c. Turn on the laptop.



- DVD/VHS:**
- a. Turn on the JVC DVD/VCR player found on the cart.

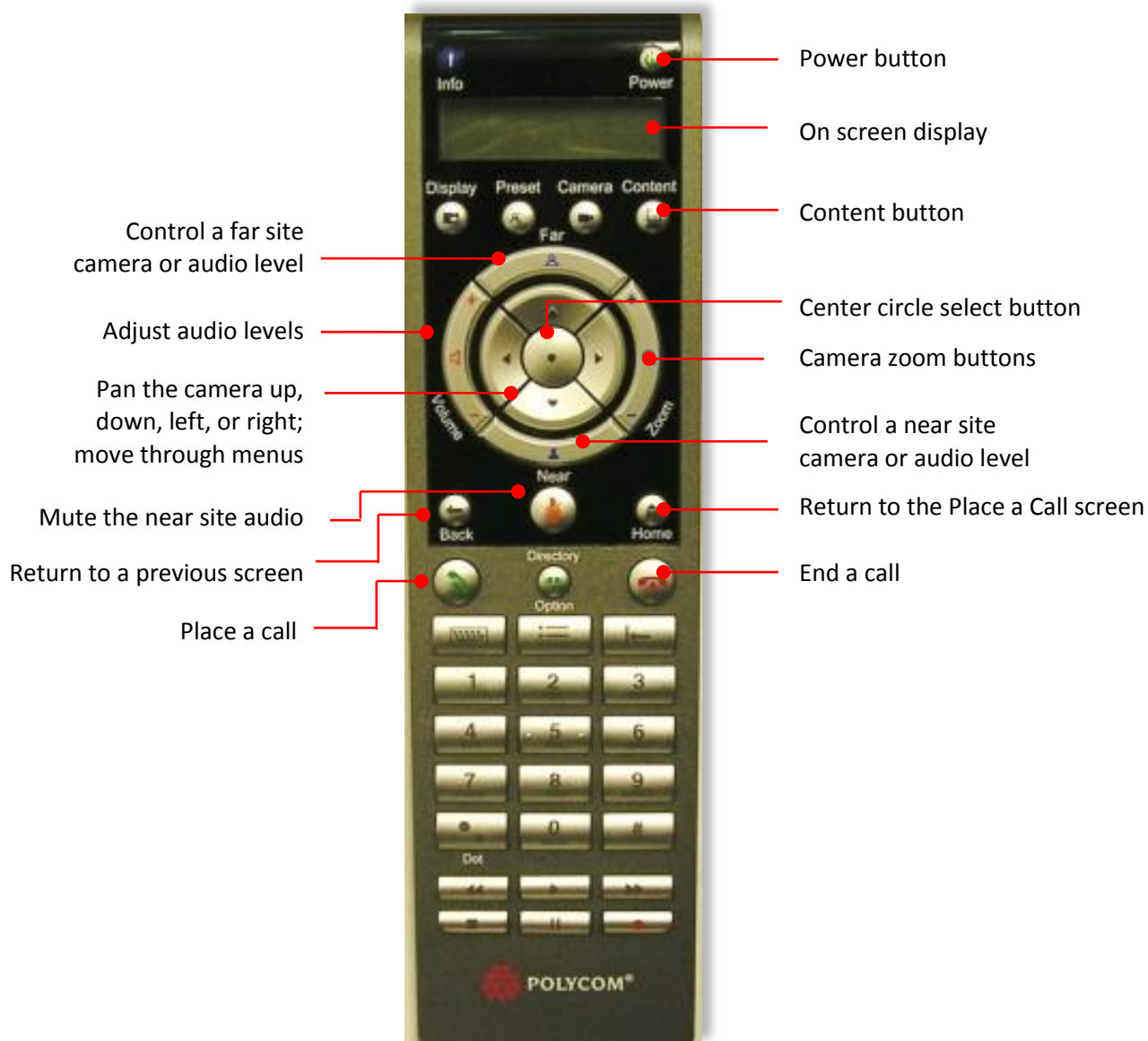
2. Using the Polycom remote, press the **Content button** in the upper right corner (*see image on the back*).
3. Select the correct source (**either VCR/DVD or Laptop**) using the arrow buttons. Press the center circle button to select the source.
4. Wait for the laptop to display, or the video from the DVD/VHS, on far site. Use the JVC remote to control the playback of the DVD or VHS tape.
5. When finished displaying the content to the far site:
 - a. Press the **Content button** on the Polycom remote.
 - b. Arrow over to the item marked with the red circle and a line  and press the center circle button to select the source and return to the camera mode.
 - c. Turn off the laptop (disconnect the black cables and return them to the cart) or JVC DVD/VCR player.

TO DISCONNECT (HANG UP) AND SHUTDOWN

1. To end your connection, press the red **End Call button** in the middle of the Polycom remote control.
2. Leave the system on; it will automatically go into sleep mode.

Turn over for remote button descriptions, conference room phone numbers, and troubleshooting tips.

USING THE REMOTE CONTROL



VIDEO CONFERENCE ROOM TELEPHONE / FAX NUMBERS

Brooklyn

St. Angela Hall: 718-399-1753
McEntegart (Library): 718-636-6871

Long Island

Business & Technology Building (BT 1-7): 631-447-5203
O'Connor Hall (N106): 631-447-3327

Troubleshooting Tips

1. Press the **Back button** (blue left facing arrow) to back out of any on screen display.
2. If you mistakenly call the wrong campus site, press the **Home button** to return to the site listing display to redial the call.
3. If the video conference system goes into sleep mode, simply pick up the Polycom remote control.

Technology Help Desk: Call x1263