



PROCEDURES TO USE VIDEO CONFERENCING IN O'CONNOR HALL (N106)

Connections can be made to McEntegart (Library) or St. Angela Hall.

STARTUP

1. Place the microphone on the table. You can speak normally. The microphone is a round-black metal sphere with little holes.
2. Open the front flap of the I Power Polycom Box on the Cart.
3. Press the **black button** on the left to turn on the I Power Polycom Box.
4. Wait for the computer system to display on the screen. You will get an indication on the bottom of the screen stating Ready To Dial.
Note: If you do not see anything display, turn on the monitor using the NEC Remote Control
5. When the **Ready to Dial** is displayed, using your keyboard, press the **Green Call/Answer button** on the top left of the keyboard to dial. Only one side has to press the Call/Answer button. It doesn't matter which side presses it.
6. Using your mouse on the keyboard (the **red ball**), point to the directory button on the screen and select it with the left mouse button (the **large red oval button** on the left side of the keyboard). A window will appear for you to select the location on the opposite campus that you would like to connect to.
Note: Make sure the wireless keyboard is facing the monitor in order for it to work properly.
7. Using the mouse on the keyboard, select your location. Then press the enter key on the keyboard.
8. Select the **Call Now button** on the screen with the mouse on the keyboard if the other side is not calling.
9. The system will automatically connect and display the other side on the other NEC monitor if their computer is turned on.

TO DISCONNECT / HANG UP AND SHUTDOWN

1. To end your connection, press the **Grey Hang Up button**  that is next to the call/answer button.
2. To completely shut down the system, press the Window key () or click start on the taskbar (bottom of screen) and select Shut Down.
3. The system will ask you if you want to **End the Program**. Press the **Enter key** on your keyboard to say yes.
4. Leave the NEC monitors on.
5. The I Power Polycom Box on the desk will shut down automatically when the system has completely shut down.

Turn Over for Instructions on Adjusting the Camera

Technology Help Desk: Call x1263

KEYBOARD FUNCTIONS

Adjusting the Camera

You can adjust the camera of the room you are currently in. Press the **Near/Far button** to make sure the **yellow outline** around one of the people figures is indicated on the display .

Use the arrow keys to move the camera left, right, up or down.

To adjust the display of the other side, press the **Near/Far button** again and the **yellow outline** around the shape of one of the people figures will move to the second one on the right and will be displayed on the screen. Now you can adjust the screen of how the other side looks to you by using the arrow keys to move the camera left, right, up or down

Zooming In or Out


This works the same way as the **Near/Far button**. Click the button to make sure the yellow outline around the shape of the left people figure.

Then press the arrow keys to move in or out left or right.

Full Screen

If you want Full screen, press the **RED full screen button** on the top right side of the keyboard. To turn off Full Screen, press the button again.

Voice Recognition

To activate the camera to move to whoever is talking, press the **Auto Camera Light blue button** (the one with the shape of an eye ) and it will activate the voice recognition to be turned on and the camera will turn to the voice that is speaking.

Point Button – The **Blue Point Button** has 4 arrows to move the camera to the left, right, up or down. You can move the camera for the other side by pressing the **Near/Far button**. Pressing the **Near/Far button** again will switch you back to your side to make any adjustments.

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

Technology Help Desk: Call x1263