

# Instructions for video-conferencing use

## ***Hardware required***

You will need: Polycom remote to **call/hang up** the remote site, **mute/unmute**, send **graphics** and control camera, projector remote to turn projector on and wireless keyboard and mouse of PC (if used) or laptop.

## ***Initial set up***

If you are going to send data during your conference, turn the projector on.

If you are going to use the PC as the source of your data, ensure that the Belkin switchbox's channel 02 is flashing. Press button on front of switchbox to select. Log on to PC with your SLAC Windows userid/password and map any drives that you need to access your data. Note that to use the touch screen features of the SMARTboard, you need to use the PC to display your data.

If you are going to use a laptop, attach laptop to beige cable plugged into channel 01 of Belkin box and press button. Channel 01 should be flashing. Log on to your laptop and do any initial setup (VPN, etc). Note that the SMARTboard's touchscreen features are not available since the SMARTboard software is not loaded on your laptop.

## ***Incoming video-conferencing calls***

The equipment is set up to automatically answer incoming calls, so no action is required to connect. You may need to unmute the system via the **mute/unmute** toggle button on the Polycom remote if the call comes up muted.

## ***Outgoing video-conferencing calls***

Use the Polycom remote to select the number you want from either the directory or list of recent calls. If the site you want to conference is not in the directory, you will need to enter either the IP address or ISDN phone number. Press the **call/hang up** toggle button. You may need to press the **mute/unmute** toggle button on the Polycom remote if the call is initially muted.

## ***To send data over video-conferencing***

At any time during the video-conference, you can send the data displayed on the projector by toggling the **graphics** button on the Polycom remote. Toggle it again to stop sending data and return to sending camera output.

## ***Clean up***

Press **call/hang up** toggle button to end the video-conference  
Turn off the projector

## ***Troubleshooting***

If switchbox is beeping (like a smoke-detector), toggle the button that specifies the channel.