POLYCOM VSX7000e

USER GUIDE

HELP, HINTS, and TIPS
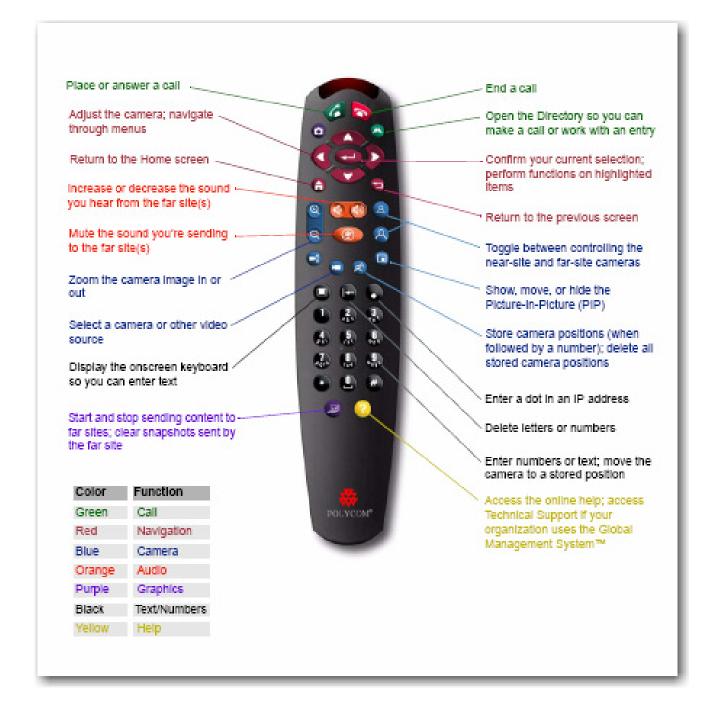
TABLE OF CONTENTS

For additional help, go to www.polycom.com, Support, Learning Center and Training, VSX End User Training.

POLYCOM REMOTE

Place or answer a call

Adjust the camera; navigate through menus

Return to the Home screen

Increase or decrease the sound you hear from the far site(s)

Mute the sound you're sending to the far site(s)

Zoom the camera image in or out

Select a camera or other video source

Display the onscreen keyboard so you can enter text

Start and stop sending content to far sites; clear snapshots sent by the far site

End a call

Open the Directory so you can make a call or work with an entry

Confirm your current selection; perform functions on highlighted items

Return to the previous screen

Toggle between controlling the near-site and far-site cameras

Show, move, or hide the Picture-In-Picture (PIP)

Store camera positions (when followed by a number); delete all stored camera positions

Enter a dot in an IP address

Delete letters or numbers

Enter numbers or text; move the camera to a stored position

Access the online help; access Technical Support if your organization uses the Global Management System™

Color	Function
Green	Call
Red	Navigation
Blue	Camera
Orange	Audio
Purple	Graphics
Black	Text/Numbers
Yellow	Help

PLACING/RECEIVING CALLS

1. Calls can be placed manually, from the Directory, or from Recent Calls.
2. The Home screen on the Polycom system is always the Place a Call screen. Pressing the red Return to Home button on the remote will always return the user to the Place a Call screen.
3. To place a call manually, type in the IP address using the keypad on the remote control. Make sure to enter the IP address exactly as shown, including the dot, then press the green Call button on the remote control.
4. To place a call using the Directory, select the Directory button on the screen or press the green Directory button on the remote control. Scroll using the up/down arrows, select the entry desired, then press the green Call button on the remote control.
5. To place a call using the Recent Calls list, select the Recent Calls button on the screen. A screen will display up to 99 of the last calls made and/or received, date call was made, time call was placed, and if the call was outgoing or incoming. Scroll using the up/down arrows, select the entry desired, then press the green Call button on the remote control.
6. To end a call, press the red End a Call button on the upper right side of the remote control.
7. When receiving a call, the Polycom system can be set to Auto Answer or to give a prompt asking if you want to answer the call.
8. It is recommended that the system be set to Auto Answer calls.
9. Volume can be adjusted by pressing Volume on the remote control. Changing the volume affects only the sound heard at your site.
10. To mute or unmute the microphone, press Mute on the remote control. (Muting the microphone does not mute audio being sent to the far site from a VCR/DVD or computer.

3

CAMERA CONTROL

1. The blue buttons on the remote control operate the cameras at both the near (your site) and far site (the receiving site), the ability to preset the camera locations, to zoom in using the selected camera, and to switch between the cameras and other equipment (camera button).

2. Once a particular camera is selected, the red arrows will move the camera left or right and tilt the camera up or down.

3. When focusing the camera on the teacher, try to fill the screen with the teacher rather than the wall and table. Be careful of extreme close-ups as well. What ever is appropriate in a face to face classroom is appropriate for a videoconferencing classroom.

4. Always face the camera, talking into the camera. This way the far site feels as if you are looking at them. If students will be seen on camera, make sure they face the camera as well.

5. The microphones are very sensitive, so talk normally looking into the camera.

6. Pressing the camera button and using the left/right arrow keys, will allow the selection of the front camera, back camera, or the DVD/VCR. Press the center Enter button once the desired device is selected.

7. The site that initiates the call has control of the far cameras. (It is recommended that the sending teacher initiate the call, unless there are problems doing so. When controlling the far camera, the onscreen camera icon will be pointing away from you.)

8. Camera presets should be used once needed camera locations are established. (It is recommended that one setting be the ceiling in case of an emergency.)

9. To clear previously set camera presets, press Preset on the remote control, then Delete.

10.To set camera presets, move the camera to the desired position, press Preset, then hold down the number desired. (Note the same numbers are used for front and back camera.)

MULTIPOINT CALLS

1. Point to Point calls are when only two sites are connected. Multipoint calls are when several sites are connected in a call. The VSX7000e can connect up to four sites, your site and three others.

2. To add second site to a call, press the green Call/Hang Up button. Highlight Add Call, and either manually type in the IP address or choose the address from the Directory.

3. When in a multipoint call, there are four different viewing modes for the remote site, automatic, discussion, presentation, and full screen.

4. To change the multi-point mode, select System (lower left corner on the Place a Call screen), select Admin Settings, select Monitors, select Multipoint Setup, the scroll to the desired Multipoint mode and select it by pressing Enter.

5. Automatic is the default mode and switches between discussion and presentation modes automatically based on the interaction between the sites.

6. Discussion mode will show all sites involved in a call in a split screen, which all sites can see. (This will be shown on the back monitor.)

7. Presentation mode shows the teacher full screen on the far site's screen. The teacher will see the far site on the back monitor. (This is usually the recommended setting for teaching.)

8. Full screen mode is voice activated and will show whichever site is speaking full screen.

9. A multipoint call can be ended by hanging up all calls at the same time or individually.

6

MONITORS

1. When sending a course, the front monitor displays the teacher and should be facing the teacher so that he/she can see what the far site is seeing and the back monitor displays the far site so that the teacher can see his/her students.

2. When receiving a course, usually the front monitor shows the teacher and the back monitor displays a self view. The content can be displayed on the front monitor (instead of the teacher) or through the LCD projector.

3. What is displayed in the Picture-In-Picture (PIP) depends on how the Polycom system has been configured.

4. To show, move, or turn off the PIP during a call, press the PIP on the remote control.

5. While the PIP has a yellow border, press PIP repeatedly to move it to different corners of the screen.

6. After a brief pause, the PIP border turns blue. After the border turns blue, press PIP to turn the PIP off.

7. If the PIP is not showing, press IP on the remote control and then press Near twice and select the Swap PIP icon.

8. To specify when the system displays the PIP, select System from the Place a Call screen, then select User Settings, scroll to PIP, select a setting (explained below), press Enter on the remote control, then press Home to save any changes and return to the home screen.

9. There are four settings from which to choose: selecting Camera will show the PIP when any of the camera control buttons are pressed; selecting Auto will show the PIP on connection and when the remote control is picked up; selecting On will show the PIP on connection and during the call; and Off will show the PIP only when PIP is pressed on the remote control.

7

USING OTHER PERIPHERALS

1. To show content using the computer, make sure the computer video is configured to the same resolution and refresh rate as the Polycom system.

2. The Elmo is connected to the computer using a USB cable. Therefore the content shown on the document camera (Elmo) is displayed on the computer screen and can be used with any program on the computer.

3. Press the blue ImageShare selection button to start and stop displaying content from the computer or document camera.

4. To show a VCR/DVD, make sure the VCR/DVD is powered on before the call is placed. Press Camera on the remote control and select a video source. Press Enter on the remote control, then Home to save settings and return to the Place a Call screen.

5. To switch back to camera, press Camera on the remote control and select Camera for the video source. Follow steps above to save changes.

6. To use the document camera, the program loaded on the teacher's computer, must be started before content can be sent using the document camera.

CONFERENCING TIPS

1. Have a list of numbers handy for troubleshooting. Numbers needed are school tech coordinator, system tech coordinator, T2 Technical Support (for help with Polycom problems) 877-847-7000 x2292, Interwrite Learning Support 800-856-0732, and your ACCESS Support Center.

2. When sending a class, it is helpful to have IP addresses of the sites to be called pre-programmed into the Directory.

3. Set your camera presets before the call so that they can be quickly accessed during the call.

4. Have all needed materials ready for use and all peripherals (computer, document camera, and/or VCR/DVD) to be used on and ready. If possible, test the equipment with your content beforehand.

5. Avoid wearing bright colors, all light or all dark clothing or very busy patterns. Light pastels and muted colors look the best on the screen. Also avoid wearing noisy jewelry.

6. Close any drapes or blinds in the room as daylight is a variable light source and can conflict with interior room lighting.

7. Talk to both sides about noise during the call. The microphones are sensitive and can pick up side conversations or whispers easily. All noises are amplified and paper crumbling can sound like a volcano!

8. Speak normally as the microphones will pick up your voice. If you are a fast talker, you may need to speak slower and clearer.

9. Since each side's volume acts independently, ask the students at the far site if they can hear you. Have them introduce themselves so that you can be sure you can hear them.

10. If in a multipoint call, it is sometimes helpful to have the receiving sites (far sites) mute their microphones while teaching or giving notes.

9

11. Avoid muting the near site microphone and only addressing your students.

12. Sometimes the audio has a slight delay, so pause briefly for others to ask or answer questions, participate in discussions, or make comments.

13. Try to keep the screen filled with people or content rather than the wall, table, etc.

14. Have the students make name cards and display them prominently so that you can learn their names. Call on them as if they were in the room with you.

15. Make a sign to display in the room to identify your school.

16. The sending teacher should initiate the connection calls unless there is a problem connecting. This gives the teacher control over when the call is placed and knows when the other students are connected into the call.

17. Remember if it works in your face to face classroom, it will work in the IVC classroom.

18. Establish rules, guidelines, and standards of behavior for videoconferencing and go over them with all sites and students involved.

19. Students at all sites should sit where they can be seen in a camera shot. At no time should students be allowed to sit off to the side out of camera view.

20. Use natural gestures without a lot of movement. It takes the camera about 15 seconds to re-adjust the focus. Remember body language is intensified on camera and can easily be misread by students who don't know your reputation or your personality.

21. Maintain eye contact with the far site by looking into the camera above the back monitor. Since your students are displayed on the back monitor, this is easy to do so that the students feel as if you are looking at them.

22. Be animated and change activities often to keep the student's attention and to involve the students actively in their learning. Do not give notes or talk the entire time.

10

23. Plan ahead for interruptions and have a plan on how to handle them. Interruptions should be kept to a minimum for optimal class time.

24. Being prepared is the key to successful videoconferencing. Making sure that all materials needed are on hand and that the receiving site has their materials also. This means organization, planning, and sending information and materials to the receiving site ahead of time.

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com