

Polycom VSX7000s Video Conference Unit Quick Install Guide



**Manitoba First Nations SchoolNet
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**Author: Theodore Baschak
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Introduction

Whats in the box?

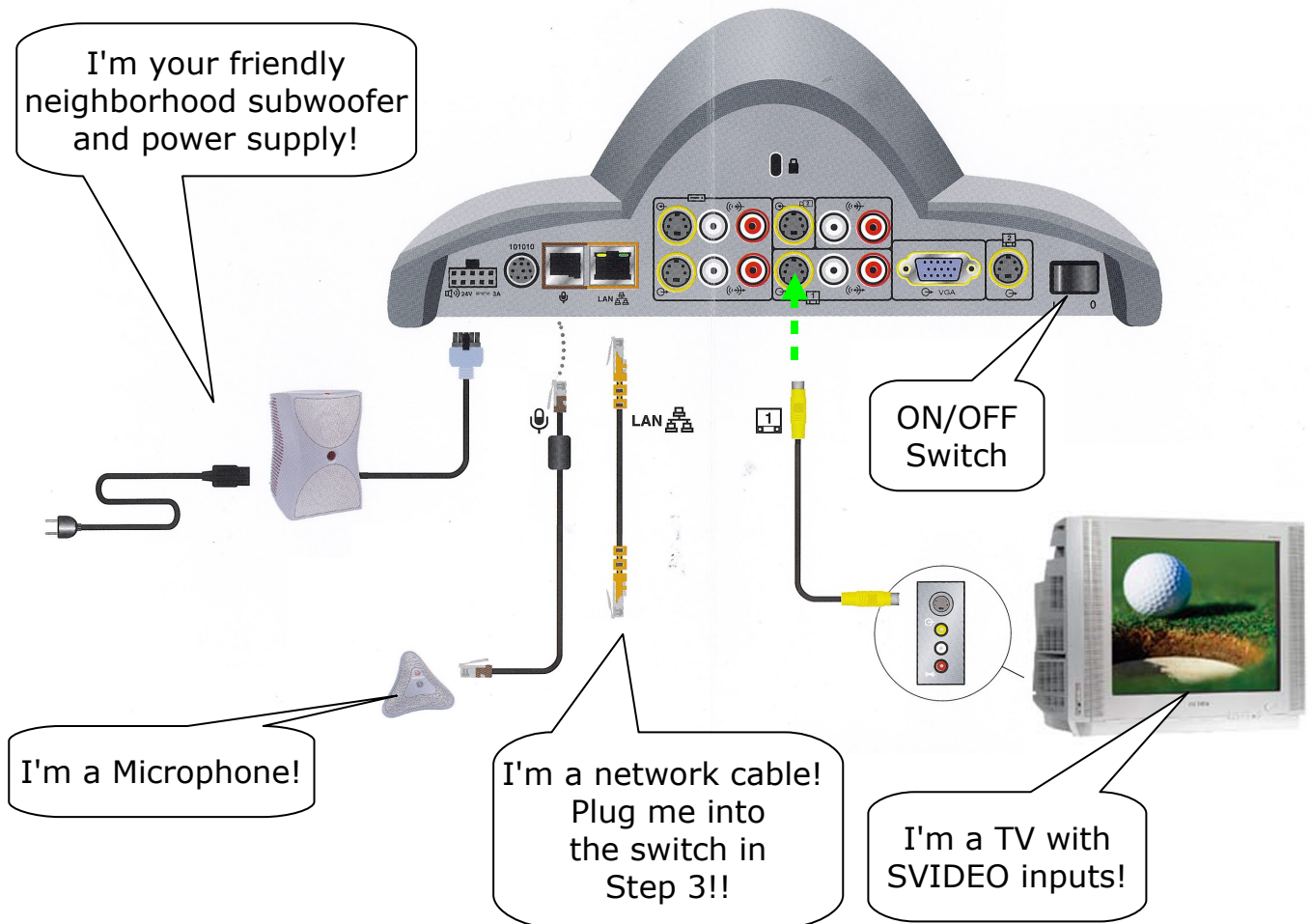
- ✓ Polycom Video Confere
- ✓ subwoofer/power unit
- ✓ microphone
- ✓ remote control
- ✓ power cord
- ✓ svideo cable
- ✓ microphone cable
- ✓ network cable
- ✓ documentation CD
- ✓ accessories



This video conference unit will allow you to:

- conduct teacher interviews remotely
- participate in distance education initiatives
- participate in meetings without leaving your community
- bring guest speakers into your classroom who are otherwise not able to travel to your community

Step 1 – Connect Polycom Video Conference Unit



The only things to watch out for here is that you've got the TV plugged into the correct output (the one marked [1] on the back of the unit as show with the GREEN arrow). If it is not plugged into the correct output you will see what the camera is seeing, but won't be able to see the menus to make calls and go into the address book.

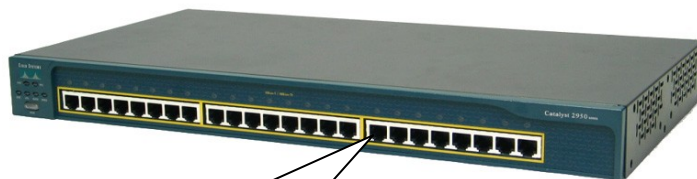
Step 2 – Locate Switch/Router

Find your switch. It will either be a Fortigate (picture A) with a built in switch, or a Cisco switch and router combo (picture B). If there is more than one Cisco switch, then you will be able to identify it because a cable will run from port 1 to a cisco router.

Picture A: Fortinet



Picture B: Cisco



Ports 10 and up should be free



Step 3 – Plug Polycom into Switch/Router


If you have the fortigate unit you want to plug the network cable from the video conference unit into one of the available ports shown below:



If you have the Cisco setup you want to plug the network cable from the video conference unit into one of the available ports numbered from 10 and up (do not unplug any of the ports)

Step 4 – Make a test call

- Power on the unit and let it initialize.
- When its done it will be at a screen that says “Place a Call” on the top, a small view of whats visible to remote viewers on the right, a field to enter a number to call, buttons for the address book (Directory) and a list of Recent calls.
- To test out that everything is working properly hit the **Directory** button on the remote, and use the **arrow keys** on the remote to go down to “MFNS –

KTC Winnipeg” and hit the  key in the center of the arrows (we call this key the “enter” key). This will call our office in Winnipeg. **Since this call isn't using the video booking system the quality of the call may not be optimal**, but it will ensure that the conference unit is working and hooked up correctly.

- If no one answers please call our help desk at **1-866-397-5446**. You will want to make sure that your microphone isn't muted, but hitting the button in the center of the microphone (and making sure it isn't lit up red).
- If you have any problems setting up the unit or completing a test call please call the help desk as well: **1-866-397-5446**.

Step 5 – KNET Video Booking System

All video conference calls need to be booked with KNET's Video Booking system to ensure proper quality. The web address for that is <http://videobooking.knet.ca/>

Please call Lyle @ 1-877-737-5638 extension 51387 to get your video booking system username and password. Please write that information down in the provided blanks below for future reference.

A video will soon be provided on the above website containing step by step instructions on how to use the video booking system.

Username: _____

Password: _____

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