Polycom
VSX 700
Notes

Polycom VSX 7000

Speaker / subwoofer

Microphone

Remote
Place or answer a call
Adjust the camera; navigate through menus
Return to the Place a Call (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 in or out
Turn automatic camera tracking on or off
Select a camera or other video source
Display the onscreen keyboard so you can enter text
Start and stop sending content to far sites
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
Select a far-site camera or video source
Select a near-site camera or video source
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 address
Delete letters or numbers
Enter letters or numbers; move the camera to a stored position
Access the online help; see current system status while in a call
Using the Remote

Placing a call
There are 3 options for placing a call-
  1. Enter the IP number of the site you wish to call and hit the green call button. Use the number and dot buttons on your remote to enter the IP address.
  2. Enter the meeting number of the meeting you wish to join and hit the green call button.
  3. Click on Address book, find the number you wish to call and hit the green call button.

End a call
Press the Red End Call button.

Find a number
There are several places you can find IP numbers.
  1. First the entire directory for UF has been added to your directory but it is outdated (before the new polycoms were installed. To get to the directory either click on Directory on the polycom main screen or click the directory button on your remote.
  2. The numbers for IFAS polycoms can be found on the videoconference notebook at http://video.ifas.ufl.edu/sites.htm
  3. The numbers for Northwest District and it’s counties can be found at http://nwdistrict.ifas.ufl.edu/IT/nw_district_polycom_sites.htm

Using the Mouse keys
In the center of your remote are 4 direction keys with an enter key in the center. Use the direction keys to move the near and far cameras, like a backspace key to erase an entry, and to navigate through the menus or the directory. The enter key in the middle is used just like the enter on your computer. It accepts the current entry.

Getting back to the Home screen
You can return to the home screen from any other screen by hitting the home button. If you are in a live video conference going back to the home screen will not interfere with your session. You can make most changes and adjustments without interfering with or disrupting your session. You will get a warning if you are about to make a change that will cause the polycom to restart.
Return to the previous screen
If you have gone to the home screen while in a conference, or are at any screen where you wish to go back to the screen you were last at, hit your return to previous screen key.

Polycom sound controls
In the center of your remote you have volume control keys for the polycom. The left key turns the sound down and the right key turns it up. However, most of the time you will want to control your sound through your TV. If adjusting the sound on the TV does not work then use the polycom adjustment.

Mute button
Use the mute button to mute your microphone so that the far side cannot hear what you are saying. When in a conference you should always mute your mike except when you wish to speak. When you hit your mute button you will get an icon on the polycom of a microphone with an X over it to indicate that your mike is muted. You will also see the red light come on on your microphone. When the red light is on the microphone no one can hear you.

Camera Controls
There are a number of buttons on your remote used to control the far and near cameras.

On the right you have two buttons, the top one selects the far site camera, the bottom one selects the near side (your) camera. Select the camera you wish to adjust and then use the mouse keys to move the camera up and down and from one side to the other.

On the left side you have zoom keys. The top one zooms the selected camera in and the bottom one zooms the camera out.

Below the zoom keys you have a camera tracking on or off key. By default camera tracking is on, which means the camera will follow the sound, moving to whomever is speaking, but you can turn this feature on or off.

If you have multiple cameras at your site the select camera button can be used to choose between them.
Camera Presets
You can preset multiple camera positions. Once you set a camera position the camera will always return to exactly that spot when you select that preset. For instance you have a podium in your meeting room that is never moved. You may want to set a preset that focuses on the speaker at the podium. To store a numbered camera position hit the preset button and enter a number (1-9). If you hit the preset button and the backspace all presets are erased.

Picture in Picture
You can have a small picture of one site display inside of the main picture. You have several options of where you want that small image to appear on the screen. Hit the picture in picture button to move between the different picture in picture options and to show or hide the picture in picture.

Entering Letters
There will be times when you will need to enter letters onto a polycom screen. To do this use the keyboard button to bring up the keyboard. Use your mouse keys to move around the keyboard and the enter key in the center to select a letter. The big arrow on the bottom left is a shift key. If you hit the key twice it will lock the keyboard in upper case mode. You have a space bar and an enter key on the keyboard just like a normal PC keyboard.

Backspace
Use the backspace key on your remote to delete letters or numbers.

Dot Button
When you are dialing using an IP number you will need the dot button.

Number Pad
Use the number keypad to enter numbers, an asterisks or a pound sign. You can enter a letter by pressing the number key like you would for a cell phone (to enter a b press the number 2 twice rapidly).

Content button
If you have a visual concert or other device that will show content you can use the content button to stat or stop sending content to the far site.

Help Button
Use the help button to access the online help or, if in a call, to view the system status.

Note: When in a bridged call you cannot control the far side camera.
Setting up the Polycom

### VSX 7000s Back Panel

- **Conference link**: Plug your brown microphone cable in here.
- **Power connector**: Plug the blue cable end from your speaker/subwoofer in here.
- **LAN port**: Plug your network connection in here.
- **VCR/DVD input to system**: For VCR/DVD to play content into calls.
- **S-Video input to system**: For additional camera.
- **Audio output from system**: For external speaker system.
- **S-Video output from system**: For second S-Video monitor.
- **VCR/DVD output from system**: For VCR/DVD to record calls.
- **Power switch**: Plug your yellow svideo cable in here and to the svideo port on your TV.
- **If you will be using a LCD projector for content**: plug your black video cable in here and to your projector.

### Television

On your television remote use the **Input** key (below the 7) to select **SVIDEO**
Adjust your sound to a comfortable level.

### Showing Content

If you have a visual concert you can show content to the far side using it.

1. Connect your computer to the visual concert.
2. Connect the extra speaker cable to the visual concert and into the speaker.
3. Take the network cable from the polycom and plug it into the front of the visual concert.
4. Press the arrow on top of the visual concert or press the content key on the remote.

If you do not have a visual concert you can download the people plus content software from [http://nwdistrict.ifas.ufl.edu/it/polycom.shtml](http://nwdistrict.ifas.ufl.edu/it/polycom.shtml) there are directions for use on the page.
Setting up a Conference

If you will be having more than 2 sites in a conference you will need to use the bridge. To use the bridge you must fill out a request form and submit it to the bridge as far ahead of time as possible. The request form and other information can be found at [http://nwdistrict.ifas.ufl.edu/it/polycom.shtml](http://nwdistrict.ifas.ufl.edu/it/polycom.shtml)

If you are dialing point to point, that is just calling one other person, you do not need the bridge, just dial the IP number for the person you need to call.

You can set up an Ad Hoc conference without going through the bridge of up to 10 sites. Ad Hoc conferences are conditional on room availability on the bridge. For directions to set up an Ad Hoc conference see the above web site.

Setting up a Digital Projector on Monitor 2

1. Connect the black VGA cable to the VGA port on your polycom.
2. Connect the other end of the black VGA cable to your projector.
3. Your cable is long so you can move your projector as far away from the polycom as you need to. Use Caution, the VGA cable is heavy and can pull on your polycom when you move it possibly causing it to fall.
4. In System Settings, under Monitors, set monitor 2 to VGA and Near, Far and Content.
5. You can take the content off of monitor 1 but it is not necessary and will save you having to go back and reset it when you do not want to use your projector.