

Polycom Instructions

Table of Contents

Getting Started.....	2
Calling ISDN.....	2
Calling IP	3
Microphones.....	3
Camera & Volume Control	4
Camera Presets	4
VCR	5
Ending a Call and Shutting Down	5

POLYCOM ViewStation Series

Getting Started

Turn **Monitor** on.

Turn on the **Polycom** (back upper left).

Pick up **Polycom Remote**.

Point the remote at the camera on the Polycom after the system has booted up.

Take the **microphone** out and lay on the table.



Calling ISDN

To Place an ISDN Call

Press **Green Button** once on the remote control.

Type in profile number #00X
and the ISDN phone number (no spaces) 206732XXXX

Example #007206732XXXX.
(The left arrow key will erase)

Below the dial box you will find a dial protocol box.
V.35 is for ISDN calls and IP is for Internet Protocol calls.
You can use the arrow keys to get to the appropriate
box and choose source of **V.35**.

Make sure speed is 384.

Press **Green Button** to dial.



Calling IP

To Place an IP Call

Verify with your network administrator that your firewall settings are correct before placing your first IP call.

Press **Green Button** once on the remote control.

To Place a Point-to-Point IP Call

Type in the IP address

The **left** arrow key will erase the **right** arrow key will give you the "." **Example 164.116.2.51**

To Place a Multi-Point K20 IP Call

You **must** register your equipment with K20.

For the ViewStation Series of Polycoms:

- Go to System Info

- Choose Admin Setup (you will need your password)

- Choose LAN/H.323 -> H.323 -> Gatekeeper

The [K20 Guide to H.323](#) has the current settings to use.

You will dial a 7 digit extension provided by K20, i.e. 0320327

Below the dial box you will find a dial protocol box.

V.35 is for ISDN calls and IP is for Internet Protocol calls.

You can use the arrow keys to get to the appropriate box and choose source of **IP**.

Make sure speed is 384.

Press **Green Button** to dial.



Microphones

To Mute the Mic

On Polycom Remote, press **Red Mute Button**.

On the Mic, press the **Button on top**.
The button will remain lit red.

To Unmute the Mic

On Polycom Remote, press **Red Mute Button**.

On the Mic, press the **Button on top**.
The button will remain unlit.

Make sure the mics are moved away from the monitor on a table.

Be sure and leave the mics muted unless you are talking.



Camera & Volume Control

Camera Control

Push the **Gray NEAR** button.

Move Cameras

Use **Red** Directional Arrows

Zoom

Use the **Gray Zoom Buttons**

Hold down the + to **Zoom In**

Hold down the - to **Zoom Out**



Volume Control

On Polycom Remote
Press **Gray Volume
Buttons**

Camera Presets

To Set Presets

Press the **Red Button** in center of directional arrows.
This toggles presets on and off. **Balls numbered 0-9** will
appear at the top of the screen.

Move camera to desired position. Press the **Red Button**
in the center of the directional arrows again and
Press **0 - 9** to set preset.
Repeat above to set each additional preset.

To Use Presets

Use the Number Keys **0 - 9**, camera will move
to preset assigned to selected number.

To Cancel Presets

Use **#** Button to cancel all presets.



VCR

Choosing the VCR

Press the **Gray** Near button

Three icons will appear. The first is the main camera, second is the second camera and the third is the VCR. With the **Red** directional arrow choose the third icon and push the center **Red** button.

To play a tape put a tape in the VCR and press play on the unit or the remote control for the VCR.

NOTE: When playing a tape you must leave the **mic unmuted** so the other sites can hear.

With the remote for the VCR press play or record.

When done showing the video tape, to move back to the main camera, press the **Gray** Near button and use the **Red** directional arrow to choose the first icon for the main camera and press the **Red** center button. This will select the main camera.

To record put a tape in the VCR and press play/record on the VCR or on the remote control for the VCR.



Ending a Call and Shutting Down

To Hang Up a Call

Press **Green Button** twice, the system will hang up the call.

To Shut Down

Put **Remote Control** down -**face up**, this will keep the batteries from dying.

Turn the switch on the back of the Polycom off (back upper left).

And turn the monitor off.

