

Cheat Sheet for Video Conferencing.

Firstly, the university's firewall has to be considered when making calls. If the call is incoming, the call has to be booked using the ITR help desk, 1818. They prefer **one week's** notice in advance. If the call is outgoing, no booking is necessary. See Julie on ext 2190 for booking our facility.

The video conferencing help, ext 3111 suggest making a test call a few days before the conference date to make sure there are no problems.

The IP address of our video conference room is **131.217.51.111**

If calls are to be made internationally, use the time and date of the call in your time zone and the other time zone during correspondence.

Get the remotes 'plasma' and 'video conf' from the drawer next to smart board.



The left screen is used for local content, and the right screen is used for far content.



Turn on the polycom pvx 7000 unit, there is a rocker switch hidden at back of unit. When turned on, the camera will swivel

Push on/standby on 'plasma' to turn on each screen – watch for the lights on the bottom left of the screens to change colour.

Note that the left screen uses input '3' and the right screen uses input '1'

To reset these inputs, hold the remote close to the sensor in the bottom left of the screen that needs changing.



After the pvx7000 status light changes to green press 'home' on the 'video conf' remote

Type in the IP address of the video conference you are connecting to.

Press 'call'

Use the near/far buttons to select the camera.

Use the arrow buttons to pan, zoom etc.

To finish press 'end call'

After use

Turn off the polycom pvx7000 at power switch

Turn the plasma screens to stand by

Put the remotes into the drawer.