The department’s Video Conferencing room is configured for both hosting and joining single or multi session video conferences with any IP based hardware video conferencing system. If there any problems getting connected, or if a third party intermediary needs to be used (such as NJEdge) please contact the CCB Helpdesk (helpdesk@dls.rutgers.edu)

Setting up and Powering on the Room

1. Turn on the Projector using the small white remote.
2. Turn on the Polycom using silver remote.
3. Roll out the microphone from the rack in the corner to the table.

Hosting a Video Conference

The Polycom will automatically connect to any incoming calls. The remote site just needs to initiate the connection for the conference to start.

Information to Give the Remote Site:

- **System Type:** Polycom HDX 8000 HD
- **IP Address:** 128.6.71.3
- **GDS Address:** 0017324452290

Joining a Video Conference

1. From the Home screen select **Place a Call**
2. In the dialing field, enter the dialing information.

**Dialing Examples:**
- 10.11.12.13 (IP address—including the dots)
- stereo.polycom.com (DNS name)
- 19782922854 (GDS Number)

To enter letters, press **Keyboard** on the remote control.

To delete a number, press **Delete** on the remote control.
3. Select the Call Quality (786 is a good starting point)

4. Press \textit{Call} on the remote to initiate the call.

Call progress indicators appear on the screen to show that the call is in progress. When the indicators turn \textit{green}, the call is connected.

\textbf{Controlling What You See In a Call}

\textbf{Controlling the Camera}

1. Press \textit{Near} button on the remote.

2. Press \textit{Camera} button the remote to start controlling the camera.

3. Use the Arrow keys to move the position of the camera.

4. Use the \textit{Zoom} button to adjust the zoom level of the camera.

To Toggle Picture in Picture Position

1. Press the \textit{Display} button on the remote control.

To Swap the Views Shown in the PIP on the Screen:

1. Press \textit{Camera} button then select the \textit{Swap PIP} icon.

\textbf{Displaying Images from your Computer}

1. Connect your Laptop to the VGA cable in the desk.

2. Toggle your Laptop to use the Connection (Fn + F4 or Windows Key + P)

3. Press the \textit{Content} button on the remote.
Troubleshooting Video Conference Calls

1. Try dropping the call quality from 512 or 384
2. Reboot the Polycom HDX system
3. If you are trying to host the call, try initiating the connection instead.

If you have problems after the above steps please contact the helpdesk:

**Phone:** 732.445.2290
**Email:** helpdesk@dls.rutgers.edu

Polycom Remote Reference Guide