

Revised: 5/10/18

Guide for Operation of Polycom Videoconferencing System Room S751 Scaife Hall

**Call Information: 157.229.149.215 or 7-Scaife-Pathology-Conf-Rm
or outside UPMC/Pitt 128.147.237.237##0001**

Technical Problems Contact:

Bob Stoeckle, Media Services

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Phone: 412-647-5085

General Questions Contact:

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To start a videoconferencing session you will need to have the appropriate call in number (IP address) for the room to which you are connecting. See attached **Video Conferencing Site** sheet listing some commonly connected rooms for neuro conferences.

- To turn on the system **Touch** the console screen. This automatically turns on the projector.
- After the system is connected **Touch** the **Video Conferencing** button on the left.
- On the **projection screen** you should see three icons at the bottom.
 - If prompted for login credentials type **Username: admin** and **bypass the Password field**.
 - If nothing appears on the screen the Polycom system may be shut down. Press the HOME button on the console (the cameras in the room should rotate). If this does not resolve the problem check to see if the box in the podium is powered on (blue light). If not, touch power button. This will take a few minutes to reboot the Polycom system.
- If the **phone** icon is selected press **OK** on the console. (If needed use arrows on the console to navigate screen)
- Using the number pad on the console type the appropriate **IP Address** or **Name** for the room you are connecting then press **Call** on the console or navigate to **Place a Call** on the projection screen.
 - **OR** - navigate with the arrows on the console to the list of recently called numbers.
 - Using the arrows navigate to the **left** side of the projection screen then arrow down to what looks like a **clock** icon and press **OK**.
 - Select the room to call and press **OK**
 - Press **OK** again to call
- Once you are connected to a room you can share content from your **PC** or connected **Laptop** by pressing either **Podium PC**, **Podium HDMI**, **Podium VGA** or **Table Connections**
- Volume can be adjusted by using the controls on the console
- Selecting **Front Camera** or **Rear Camera** can change the room view
 - Press **Camera Control** to adjust the angle of each camera
- To end a videoconferencing session press **Hang Up** on the console.
- At the end of your conference or meeting it is important to completely shut down the system and turn off the projector. From the console:
 - Touch **Master Shutdown**
 - Touch **Confirm**

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This room is **Chorus Call** certified. This service can be used in instances where videoconferencing is needed with multiple sites. The charge is 60 cents per minute for each site.

For more information contact **Bob Stoeckle** at Media Services:

Email: stoeckler@upmc.edu

Phone: 412-647-5085

Instructions for turning off the **Gatekeeper** on the Polycom system (need to do this if using Chorus Call)

In a web browser type in the IP address for the S751 Polycom system: 157.229.149.215

- Click on **Admin Settings**
- Click on **Network**
- Click on **IP Network**
- Go to **Use Gatekeeper** field and select **Off**
- After the Chorus Call is completed you would need to turn the **Gatekeeper** back on by following the above steps.
- In the **Use Gatekeeper** field select **Specify**
- **Save**

As per Bob Stoeckle the “codec on the UPMC global directory is set as follows:

Administrator Name: ADMIN

Password: 123456