

Guide for Operation of Polycom Videoconferencing System

Room S751 Scaife Hall

**Call Information: 157.229.149.215 or outside UPMC/Pitt
128.147.237.237##0001**

Technical Problems Contact:

Bob Stoeckle, Media Services

Email: stoeckler@upmc.edu

Phone: 412-647-5085

General Questions Contact:

Karen Weber, Rm S701 Scaife

Email: weberkm@upmc.edu

Phone: 412-624-7897

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 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** 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**

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:

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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**