QUICK GUIDE: POLYCOM HDX

GET READY

WAKE UP THE DEVICES
1. Pick up the remote.
2. If applicable, power on monitor/television, computer, document camera, DVD/VCR, or other devices. If using your own PC, plug in to VGA cable and power on.

GET SET

SET UP THE DEVICES
1. If you have a movable microphone, place it as near to the center of the room as possible.
2. Ensure that applications/files are open and ready on PC.
3. Ensure that People+Content IP application is open on PC, and address is typed.
4. Place object/paper on document camera.
5. Insert DVD/VHS and cue up segment.

POSITION THE NEAR SITE CAMERA
On the remote:
1. Use \( \bigcirc \) to pan & tilt. Use \( \bigcirc \) to zoom.

GET VTT HELP
Hotline: (352) 588-7400
Pager: (352) 898-7994
Web: www.saintleo.edu/VTT

GO!

CHOOSE WHAT YOU SEND TO THE FAR SITE
On the remote:
1. Press \( \bigcirc \) while you look at the videoconference screen to select another camera, a PC, a document camera, a DVD/VCR, or other source. Icons on the screen will indicate different sources to send.
2. Press \( \bigcirc \) to choose your selected source.
3. Press \( \bigcirc \) to begin sharing your screen,
4. Now use the controls for the source that you selected.
5. If using People+Content IP application, press \( \bigcirc \) to start/stop sending content (PC, etc.)

MUTE & UNMUTE THE MICROPHONE
On the remote:
1. Press \( \bigcirc \) on your remote -or- press \( \bigcirc \) on the microphone.
2. On the videoconference screen, an icon and the word “Near” will indicate whether or not your microphone is muted.

FINISH

MANUALLY END THE CALL
1. Press \( \bigcirc \) on the remote.

CONTROLS

- Press repeatedly to cycle through different SCREEN LAYOUTS.
- Press once, then use the inner circle and center buttons to select a CAMERA, DOCUMENT CAMERA, DVD/VCR, PC, or other INPUT source.
- Press to control the FAR camera.
- Press to control the NEAR camera.
- Press + or - to ZOOM in/out.
- Press to PAN/TILT the camera.
- Press to start/stop sending CONTENT (PC, etc.).
- Press + or - to increase/decrease VOLUME that you hear.
- Press to MUTE/UNMUTE the microphone.
- POWER the system on/off
- Manually DIAL a call
- Manually END a call
- Press to NAVIGATE through different options in menus.
- Press to SELECT the highlighted option in a menu.
- Press to go BACK to the previous screen in a menu.
- Return to the HOME screen.
- Display the ONSCREEN KEYBOARD.
- ERASE letters or numbers.
- Type LETTERS or NUMBERS, or use in conjunction with the preset button.
- Enter a DOT, COLON, or ASTERISK.

OTHER FUNCTIONS