POLYCOM®

VSX 8000

Place or answer a call

End a call

Adjust the camera; navigate through menus

Confirm your current selection; perform functions on highlighted items

Return to the Place a Call (home) screen

Return to the previous screen

Increase or decrease the sound you hear from the far sites

Select a far-site camera or video source

Mute the sound you're sending to the far sites

Select a near-site camera or video source

Zoom the camera in or out

Show, move, or hide the Picture-in-Picture (PIP)

Turn automatic camera tracking on or off

Store camera positions (when followed by a number); delete all stored camera positions

Select a camera or other video source

Enter a dot in an address

Display the onscreen keyboard so you can enter text

Delete letters or numbers

Start and stop sending content to far sites

Enter letters or numbers; move the camera to a stored position

Access the online help; see current system status while in a call

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See the back of this booklet for the basic steps for preparing for a videoconference session

System Basics

Using the Remote Control

You use the remote control to place calls, adjust the volume, navigate screens, and select options.

If you need to enter text, you can press number buttons, using the text-entry method commonly used with cell phones. For example, to enter a

"b", press the number 2 button twice. Alternatively, you can press **Keyboard** and use the on-screen keyboard to enter text.

Calling and Answering

Answering a Video Call

The VSX system can answer incoming calls in one of these ways:

❑ The system prompts you to answer the calls manually.
❑ The system answers incoming calls automatically.

When a call comes in, you hear a ringing sound, and you may see a message that includes the number of the person calling. If the person is listed in the system directory, you'll also see the person's name.

To answer the call manually:

\>\> Press **Call** on the remote control.

If your system is set up to automatically answer calls, the call connects automatically.

If you see **Near** on your screen, your microphone is muted. To unmute your microphone, press **Mute** on the remote control. For VSX set-top and component systems, you can also press on the microphone.

Placing a Video Call

You can use your system to place a video call in any of these ways:

❑ Entering a name or number
❑ Choosing a site from:
  - The Recent Calls list
  - The Contacts or Speed Dial list
  - The Directory

Calling from the Directory

The directory is a list of names and numbers that's stored locally on the VSX system.

If the system is registered with a global directory, the directory also includes entries from the global directory. Global entries are marked with

. For both types of entries, the name appears with its corresponding number, IP address, or both.

To place a call from the directory:

1. Press ⬤ **Directory** on the remote control.
2. Find the entry to call.
3. Press 📞 **Call** to place the call.

Ending a Video Call

To hang up from a call:

1. Press 📞 **Hang Up** on the remote control.
2. Confirm that you want to end the call.

> If you don't confirm that you want to hang up, the system disconnects the call automatically after 60 seconds.

Controlling What You See

Adjusting your cameras lets you show conference participants what you want them to see. You can adjust cameras and other video sources before the meeting starts and while the meeting is in progress.

Selecting and Adjusting a Camera or Other Video Source

You can use the remote control to select the main camera or any other near-site or far-site video sources, such as document cameras, laptops, VCRs or DVD players.

To select a near-site or far-site camera or other video source:

1. If you are in a call, press 🧑 **Near** or 🧑 **Far** to select either a near-site or far-site camera or other video source. The icon on the screen indicates which you can select:

	If you see this, you can control a near-site camera or video source
	If you see this, you can control a far-site camera or video source

2. Press 📷 **Camera** on the remote control. Then press the number for the camera or other video source you want to select at the near or far site. For example, press **1** to select the main camera.

   The image from the camera or video source you selected appears on the screen.

To adjust a camera using the remote control:

1. Press 🔵 **Near** or 🔵 **Far** to select either a near-site or far-site camera.

2. Press the arrow buttons on the remote control to move the camera up, down, to the left, or to the right.

3. Press 🔵 **Zoom** to zoom out or in.

Setting and Using Camera Presets

Camera presets are stored camera positions that you can create ahead of time or during a call.

To move the camera to a preset:

1. If a call is connected, press 🔵 **Near** or 🔵 **Far** to choose a near-site or far-site camera or other video source.
2. Press a number on the remote control.

   The camera moves to the preset position for the camera or other video source.

To view your near-site presets (VSX set-top and component systems):

>> Press 🔵 **Preset** on the remote control.

   Icons for presets 0-9 are shown on the screen. The colored icons indicate stored camera positions, and the gray icons indicate available presets.

To store a preset:

1. If you are in a call, press 🔵 **Near** or 🔵 **Far** to choose a near-site or far-site camera or other video source.
2. If you selected a camera that supports electronic pan, tilt, and zoom, you can adjust the camera's position:
   - Press the arrow buttons on the remote control to move the camera up, down, to the left, or to the right.

   - Press 🔵 **Zoom** to zoom the camera out or in.
3. Press 🔵 **Preset** on the remote control.
4. Press and hold a number to store the preset position. To store a double-digit preset, hold the second number down. Any existing preset stored at the number you enter is replaced.

   The system uses preset 0 as the default camera position.

To delete all presets:

1. If a call is connected, press **Near** to choose a near-site video source.

2. Press **Preset** on the remote control.

3. Press **Delete** to delete all presets.

Switching Between Full Screen Video and the Home Screen

Before the call connects, you see the near video in a small window on the Place a Call (home) screen. When the call connects, the system automatically shows the video in the whole screen. You can switch back to the Place a Call screen during a call, for example, if you need to adjust a user setting, and your system is configured to allow you to do so.

To see the video in the full screen:

>> Press **Near** on the remote control.

To see the Place a Call screen:

>> Press **Home** on the remote control.

Showing, Moving, and Turning Off the PIP

To show, move, or turn off the PIP during a call:

❑ Press **PIP** on the remote control to display the PIP on screen.

❑ While the PIP has a yellow border, press **PIP** repeatedly to move it to different corners of the screen.

❑ After a brief pause, the PIP border turns blue. Then, press **PIP** to turn the PIP off.

To swap the views shown in the PIP and the main screen:

1. If the PIP is not showing, press **PIP** on the remote control to display the PIP on screen.

2. Press **Camera** and select the **Swap PIP** icon.

During calls using a single monitor and the Dual Monitor Emulation feature (split-screen viewing), without content, you can use the PIP button to scroll through the following screen layouts:

1. Near and far sites, same size, side by side
2. Far site big, near site small
3. Near site big, far site small
4. Near site, full screen
5. Far site, full screen

Controlling What You Hear

Adjusting Volume

Use the remote control to raise or lower the volume of the sound you hear. Changing the volume affects only the sound you hear at your site.

To adjust the volume:

\>\> Press 🔈 🔊 **Volume**.

Muting the Microphone

You can mute the microphone if you do not want the far site to hear you. For example, you might mute the microphone if you want to speak to someone privately.

To mute or unmute the microphone:

\>\> Press 🎤 **Mute** on the remote control.
For VSX set-top and component systems that use a Polycom microphone, you can also mute the call by pressing 🔘 on the microphone.

Including Multiple Sites in Calls

You can use the VSX system to participate in multipoint conferences. During a multipoint conference, a multipoint conferencing unit (MCU) enables the video to switch between sites so that you can always see and hear the participant who is speaking. You can also share content in a multipoint call, just as you can in a point-to-point call.

Placing a Multipoint Call

To place a multipoint call by adding sites to a call:

1. Call the first site.
2. When the call connects, press 📞 **Call** on the remote control.
3. Select **Add Video Call,** and place a call to the next site.
4. Repeat steps 2 and 3 until all sites are connected.

To place a multipoint call using a multiple-site directory entry:

1. Press 🔔 **Directory** on the remote control.
2. Find the multiple-site entry in the directory list.
3. Press 📞 **Call** to place the call.

To place a cascaded multipoint call:

1. Place a multiple-site call from the Directory, or place calls one at a time to up to three other video sites.
2. Ask each site to call up to two additional sites.

About Multipoint Viewing Modes

Your system will be configured to display sites during a multipoint call in a particular way. For example, you may be able to view all of the sites at the same time, or you may only see the site where the speaker is located.

The following table describes the different multipoint viewing modes. What you see during a multipoint call can vary depending on how the VSX system is configured, the number of sites participating, and whether content is shared.

Setting	Description
Auto	Allow the system to switch between Discussion and Presentation modes, based on the interaction between the sites. ▪ If more than one site is talking at the same time, the system uses Discussion mode so that all speakers can be seen. ▪ If one speaker talks without interruption for about 15 seconds, the system uses Presentation mode so that all participants can see the speaker in a larger picture.
Discussion	View all of the sites at the same time, including your own site. This is also known as continuous presence. **Systems with:** **See this:** Single monitor All sites, each in its own window Dual monitors Speaker on second monitor with all other sites on first monitor, or one far site on each monitor
Presentation	View the person who is speaking. This is also known as voice activated switching. The current speaker always sees all sites, each in its own window, on the first monitor. **Systems with:** **See this:** Single monitor Speaker in full screen Dual monitors Speaker on the first monitor and near site on the second monitor
Full Screen	Enable every site in the call to see the speaker full screen.

Basic steps for setting up a Videoconference session (without the SmartBoard):

1. Turn on televisions and main projector

2. Pick up the Polycom remote control

3. Call the far site or wait to be called (as per the instructions in this manual)

4. Use this manual for operating the Videoconference cameras and remote

5. Using the SmartBoard and Bridgit software:

   a. Log onto the computer that operates the SmartBoard

   b. Turn on the SmartBoard projector

   c. Once you are logged on, you will need to create or join a Bridgit session (Bridgit allows the remote site(s) to see/interact with what is showing on your SmartBoard, or you to see/interact with what is showing on the remote site's SmartBoard)

Steps for creating (or joining) a Bridgit session:

1. Double click on the "Bridgit" icon

2. If the server name doesn't appear, type in "bridgit.wolfcreek.ab.ca"

3. Click on "Create" (click on "Join" if you are joining an existing session, then click on the name of the conference you would like to join)

4. Give the conference a name (the remote site will need to know what the name of the conference is)

5. If your content is sensitive or confidential, you will want to give the session a password

6. Type your name or your site name into the user information box, then click "Okay"

7. If you are going to share your desktop, click on "Share my desktop". Your desktop will appear on the SmartBoard screen at the remote sites

At the end of the session, before you leave:

1. Exit the "Bridgit" session (if you are in one), close any running applications, then log off the workstation

2. Turn off the televisions and projector(s)

3. Put away the Polycom remote **(you do not turn the camera (codec) off, it goes to sleep automatically)**