Instructions for equipment in DM 140

Important: Make sure equipment under the table is on (green light switch).

Turning on projector:
Use the remote, click Devices, Projector, scroll to PwrToggle, press it. Projector light should turn green. Wait for it to warm up (about 1 minute).

Connecting laptop to projector and showing it on projector:
Use VGA cable from corner pocket; from remote click Activites, Laptop.

If image does not show, check graphic properties on the laptop. If using departmental laptop, press Fn + F8.

Polycom Instructions

Switching projector to show Polycom:
Use remote, click Activites, Polycom. If Polycom is OFF (camera facing backwards), use the Polycom remote and press Power.

Dialing with Polycom:
Press Directory, type in IP address, press Dial . For recent calls, press Home, Recent Calls.
Polycom address for DM 140 = 131.94.48.158

Showing laptop screen on Polycom conference call:
While the call is running and laptop is connected, on the Polycom remote press Content, that toggles views between camera and laptop.

Moving camera on the other Polycom:
Press Far, adjust camera with arrows and Zoom buttons.

Moving camera in DM 140:
Press Near, adjust camera with arrows and Zoom buttons.

To mute/unmute your microphone:
Press the button above Directory: if you see this symbol on your screen on Near it means you are muted.