Instructions for equipment in DM 258

Connecting laptop to t.v. and showing it on t.v.:
Use the VGA cable labeled “Laptop direct to TV”
Press Menu to go to Setup, Input Source, RGB-PC

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

Polycom Instructions

Turning on Polycom:
Switch the Power button behind the camera from 0 to 1

Switching t.v. to show Polycom camera:
On the t.v. press Menu to go to Setup, Input Source, Video.
Exit menu by pressing Menu button.

Dialing with Polycom:
Press , type in IP address, press Dial.
For call history, press Home, Recent Calls.
Polycom address for DM 258 = 131.94.38.29

Showing laptop screen on Polycom conference call:
Use the cable labeled “Laptop with Polycom”
While the call is running and laptop is connected, on the Polycom remote press Graphics, 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 258:
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.