Administrative Conference Room
AV Equipment Instructions

Desktop Computer

1. Locate TV remote control.
2. Aim the remote control toward the wall monitor and press the red power button.
3. On TV remote control, press the input button and use the up/down arrows to select PC. Press ENTER.
4. Power on computer located in the cabinet.
5. Remove wireless keyboard and mouse from the middle drawer and place on table.
6. Enter username and password.
7. Navigate to program

Laptop Computer

1. Locate TV remote control
2. Aim the remote control toward the wall monitor and press the red power button.
3. On TV remote control, press the input button and use the up/down arrows to select Laptop. Press ENTER.
4. Connect VGA/Audio cable to laptop and to the table top pop up located at the end of the table closest to TV. Cable can be found in the middle drawer.
5. Press Fn + F8 to mirror the image on laptop to LCD monitor.

Blue Ray/VCR Player

DVDs can be played on this device.

1. Locate TV remote control
2. Aim the remote control toward the wall monitor and press the red power button.
3. On TV remote control press the input button and use the up/down arrows to select Blu Ray/VHS. Press ENTER.
4. Locate the Blu Ray/VHS remote control and press the power button.
5. On the remote control press the function button and use the up/down arrows to highlight VHS or Blu Ray Disc. Once highlighted press the OK button. Blu Ray Disc is always the default.
6. Insert media into Blu Ray side or VCR side.
7. Use remote control to fast forward, rewind or skip chapters.
8. Volume control is via the TV remote control.
**Teleconference (To place a call)**

1. Locate the TV remote control.
2. Aim the remote control toward the wall monitor and press the red power button.
3. On the TV remote control press the input button and use the up/down arrows to select POLYCOM. Press Enter.
4. Locate the Polycom remote, aim toward camera on top of TV and press the Home Button.
5. Use remote control to enter the far site phone number. You do not need to dial 9.
6. Press arrow down button to call quality, auto, and press the center button. Arrow down and select phone and press center button.
7. Press the green call button.
8. If call requires a pass code, press #, enter code, press # again.
9. Press the volume control to increase/decrease volume. If needed, press the red mute button.
10. Once the call is placed and tested turn off the TV monitor.

**Teleconference (To answer a call)**

The Dial-in number is 217-757-3648.
Follow steps 1-4 above.
Wait for call. Press green call button or select Yes using keypad.

**Teleconference Bridge (sharing call with several sites)**

1. Aim the TV remote control toward the wall monitor and press the red power button.
2. On the TV remote control, press the input button and use the up/down arrows to select POLYCOM. Press Enter.
3. Locate the Polycom remote, aim toward camera on top of TV and press the Home Button.
4. Arrow down and select Teleconference Bridge and press center button to activate call.
5. Pass code required. Obtain pass code from Linda or Marilyn. Press #, enter pass code, press # again.
6. If moderated code is required, obtain code from Linda or Marilyn. Press, enter pass code, press # again.
7. Press the volume control to increase/decrease volume. If needed, press the red mute button.
8. Once the call is placed and tested, turn off the TV monitor.
**Videoconference** (To place a video call)

1. Locate TV remote control.
2. Aim the remote control toward the wall monitor and press the red power button.
3. On TV remote control, press the input button and use the up/down arrows to select POLYCOM. Press Enter.
4. Locate Polycom remote, aim toward camera on top of TV and press the home button.
5. Use the remote control to enter the far site IP address or arrow down to the directory and select the correct site.
6. Press the green call button.
7. Press the volume control to increase/decrease volume.
8. Press the red button to end call.

**Videoconference** (To answer a call)

The Dial-in IP address is: 64.150.79.245 X22309.
Follow steps 1-4 above.
Wait for call. Press green call button or select yes using keypad.

**Sharing Content**

1. Follow videoconference instructions #1-6.
2. Use desktop computer.
3. Power on computer located in the cabinet.
4. Remove wireless keyboard and mouse from the middle drawer and place on table.
5. On Polycom remote control, press the content button located on upper right.
6. Enter username and password.
7. Navigate to program.
8. Press Display button to view content plus far sites.
9. To turn off content, press content button again.
10. Press the red button to end call.