

UNHCE Polycom/Ptel

Power User Guide

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1/05



Getting Started Guide

Using This Guide

Before you conduct your first videoconference with our Polycom 970 “iPower” videoconferencing system you may need basic “how-to” information. This *Getting Started Guide* provides you with that type of information. For example:

For information about how to...	See...
Log on to the iPower system	<i>Logging On</i> on page 5
Answer a call manually or automatically	<i>Answering a Call</i> on page 5
Make a call by entering a number or by using the Local, Central, or Personal Directory	<i>Making a Call</i> on page 6
Hang up from a call	<i>Ending a Call</i> on page 12

This *Guide* also includes overview information that you may find helpful when you’re just starting to learn about the capabilities of the system or when you have experience, but you need a quick refresher.

The following table lists the sections that include this type of information:

For overview information about...	See...
Accessing the online help	<i>Using the Online Help</i> this page
The differences between the keyboards and remote controls and what you can do with the buttons on the iPower keyboard	<i>Using the Keyboard and Remote Control</i> on page 4
The audio, camera, multipoint, and other features available with the iPower system	<i>Using System Features</i> on page 9
How to optimize your video collaboration experience	<i>Collaboration Tips</i> on page 13

Using the Online Help

Once you start using your system for collaboration, you may run into more questions: “How do I share online documents?”, “Can I move the picture-in-picture window to a different position on the screen?”, and so on. You can find answers to these, and many of your other questions about how the system operates, online. To access the online help, press **F1** on the keyboard.

Using the Keyboard and Remote Control

The iPower system includes both a keyboard and a remote control. Most of the time, you can use whichever you prefer to perform common tasks. However, when you use the administrator applications (such as AdminTools or Hardware Diagnostics) or when you need to type text, use the keyboard.

iPower Keyboards

Both the iPower 9000 and the iPower 600 and 900 keyboards let you enter text using the standard keyboard character keys and an integrated trackball.

iPower Remote Controls

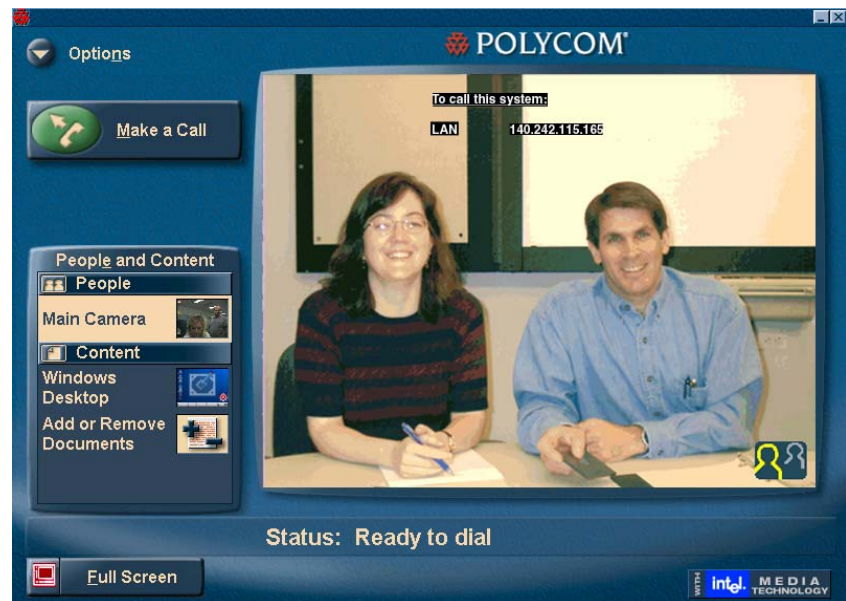
Both the iPower 9000 and the iPower 600 and 900 remote controls are designed to let you perform meeting tasks, such as making a call and zooming the camera.

Logging On

Each of our Picturetel "iPower" systems are set with automatic logon enabled. With automatic logon, you don't have to do anything to log on to your system except push the "Start" button on the computer located in the Picturetel cabinet behind the doors on the front of the Picturetel cart.

If you do not see anything on screen, someone may have turned off the monitor. To turn it on, press the blue button on the front of the monitor (TV).

After you log on, the system is automatically configured. You'll know the configuration is complete and you're ready to be added to a conference or make a call when you see this screen:



Answering a Call

- The system answers incoming calls automatically
- The system is configured to automatically mute the microphone on startup.

Making a Call

You can use our system to make a video call in either of these ways:

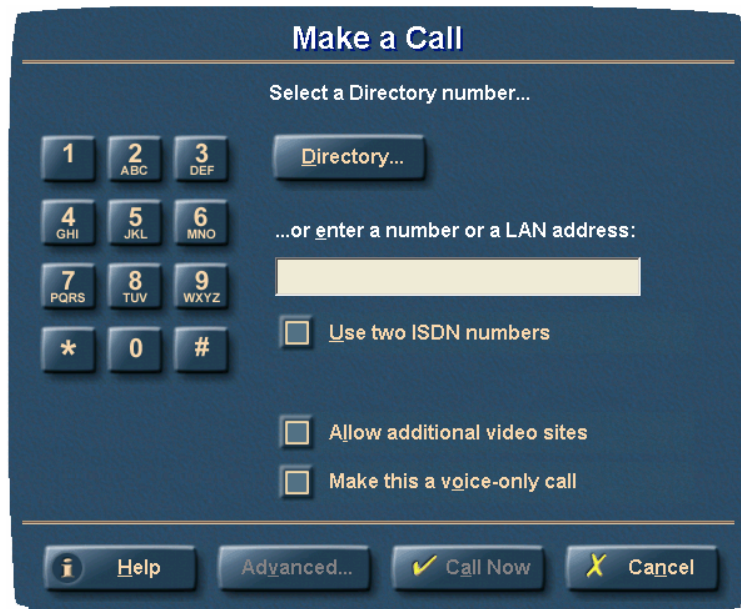
- You can make arrangements with David Foote (862-1498) to set up the UNH Bridge to facilitate a meeting amongst several in-state locations using our Granite State Distance Learning Network. In this scenario, all you need to do is to contact David Foote and then turn on your system when the time comes.
- You can make arrangements with David Foote (862-1498) to set up the UNH Bridge to facilitate a meeting amongst several in-state locations and **out of state locations** using our Granite State Distance Learning Network and the UNH Bridge to accept calls from other states. In this scenario, all you need to do is to contact David Foote and then turn on your system when the time comes.
- If you are using the Taylor Hall videoconferencing system, you are connected to Internet II and you can dial other states to establish a point-to-point conference. This type of conference is known as an IP (Internet Protocol) conference call or an H.323 call. These IP conferences can use a Directory, which is like picking a name from a phone book and having the system automatically dial the number for you.

Making an IP Call by Entering a Number

To make a call by entering a number:

1. Press  **Call/Answer** or click **Make a Call**.

The Make a Call dialog box appears.

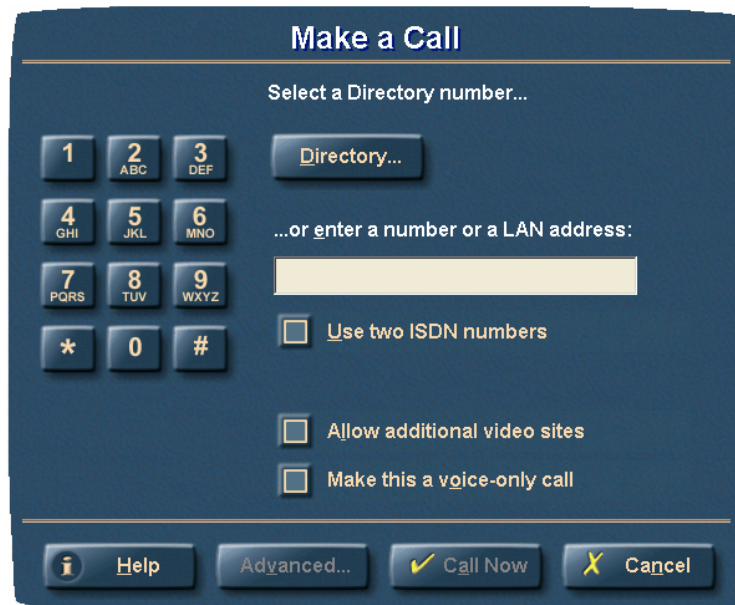


2. Enter the number or the LAN address (for example, 103.32.24.5) of the system you want to call.
3. Click **Call Now**.

Making a Call Using the Directory

The Directory is a list of recently dialed Internet II sites that are stored on the collaboration system. Each name appears with its corresponding number, system name, or LAN address.

You can save call information to the Local Directory, and any other user of the system can access that call information. Only the system administrator can remove or edit names or dialing information in the Local Directory.



1. Click **Directory**.

The Local Directory dialog box appears.



2. Enter the name you want to search for or highlight a name on the list.
3. Click **OK**.

The Make a Call dialog box appears, showing the number or LAN address associated with the name you selected (the actual name does not appear). You can change the values displayed by using the keyboard.

4. Click **Call Now**.

Using System Features

The following tables list system features that can expand your capabilities while you are conferencing. Many of these features are available through the Options menu.

For complete information about each of these features, see the online help, which you can access by pressing **F1** on your keyboard.

Audio Features:

What feature is available?	What does this feature let me do?
Adjust the volume	Increase or decrease the volume of the sound you hear during a conference.
Mute the microphone	Stop sending sound from the main and auxiliary microphones.

Camera Features:

What feature is available?	What does this feature let me do?
Aim the camera	Adjust the main and, depending on the camera and system configuration, adjust the auxiliary and far-end camera as well.
Use Automatic Camera Pointing (ACP)	Enable the camera to automatically locate and frame the current speaker(s).
Set and use presets	Automatically point a camera at pre-defined locations in a conference room or show a Content source (such as a laptop, a VCR, a document camera, or an auxiliary camera) with the press of a button.

Content Features:



What feature is available?	What does this feature let me do?
Share Content	Enable all sites in the conference to see the same document, media, object, or other type of Content.
Collaborate on online documents	Enable all sites in the conference to see a document and to change the content of the document.
Connect a laptop to the iPower system through an ImageShare™	Connect a laptop to the collaboration system using an ImageShare or ImageShare II device so that all sites in the conference can view slide shows, presentations, spreadsheets, and other information from the laptop.
Show the Windows® desktop	Use the iPower system as a presentation device to show slides, spreadsheets, and any other type of file.
Use a VCR	Play or record videotapes during conferences.
Control a document camera, VCR, or projector	Control a document camera, VCR, or projector using the controls within the collaboration system, if the iPower system has been set up to use Meeting Tool Assistant.

PIP and Other On-Screen Features:

What feature is available?	What does this feature let me do?
Show or hide the Picture-in-Picture (PIP)	On iPower systems with one monitor, make the PIP appear or disappear from the monitor; on iPower systems with two monitors, make the PIP appear or disappear from the second monitor when the main monitor is being used to show Content.
Move the PIP on single-monitor systems	On iPower systems with one monitor, change the position of the PIP by dragging the PIP to move it.
Move the PIP on dual-monitor systems	On iPower systems with two monitors, change the position of the PIP on the People monitor by moving it to one of several pre-defined positions.
Swap the PIP and the main video	Show far-end People in the PIP and near-end People in the full screen.
Temporarily hide the cursor	Adjust the amount of time the cursor stays visible when it is not in use.
Turn Full-Screen view on or off	Make the video fill the entire screen or view the on-screen controls along with the video.
Show or hide on-screen elements when the system is in Full-Screen view	Hide or show the Status Bar, Control Bar, PIP, or People and Content List when the system is in Full-Screen view.
Choose which readiness messages to display	Specify which messages about potential problems you want to see.

Ending a Call

To end a call:

1. Press  **Hang Up** on the remote or click on the **V** (down arrow icon) on the screen using the keyboard and then click on **Hang Up**.
2. A dialog box appears asking you if you really want to hang up. Press  **Hang Up** again or click **Yes**.
3. Now you will see the Polycom Main screen. **Quickly**, using the keyboard, close the window by clicking on the **X** in the upper right hand corner of the window and answer **Yes** when prompted. **Note: If these steps are not performed quickly, the UNH bridge will call you back and reconnect the call. (if this happens go back to step 1 and start the Hang Up process again).**
4. Once the call is completed, you will need to shutdown Windows on the computer by clicking on the Start button (lower left corner) and selecting Shutdown just as you would on your PC. After windows is shutdown, a message will appear stating it is safe to "power down" the computer. **Press and hold the power button** (the one to the right) for a few seconds until you hear the fan shut off and release the button.

Collaboration Tips

Read through these quick tips for ideas on how to optimize your collaboration experience. You'll find general tips for a better meeting, as well as simple suggestions for improving video and audio quality, and for sharing documents.

Tips for Great Meetings

- Make sure you have the phone number(s) of the sites you want to conference with (in case they are not connected when the conference begins and you can call them) and the UNH Bridge Help Number (862-8439).
- Set your camera presets before you start your call so that you can quickly use them during the call. (You can set up to nine near-end and nine far-end presets.)
- Add peripherals to your system to expand its use. For example, you can add a VCR if you want to show a videotape, or you can connect a laptop or desktop PC if you want to share data, Powerpoint slides, etc.
- Avoid wearing bright colors, all-light or all-dark clothing, or very "busy" patterns (such as small checks or narrow stripes). Light pastels and muted colors look the best on the screen.
- If there are windows in the room, close any drapes or blinds. Daylight is a variable light source and can conflict with interior room lighting.
- Use natural gestures when you speak.
- When adjusting your cameras during the meeting, try to fill the screen as much as possible with people rather than with the table, chairs, walls, or the floor.

Tips for Great Audio

- Place the PowerMic™ microphone on the table in front of the people in the meeting. If your room is very large, consider adding another PowerMic.
- Speak in your normal voice without shouting.
- Ask the people at the other site if they can hear you. Have them introduce themselves so you can be sure that you can hear them.
- Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.
- Don't place papers or other objects on or in the way of the microphone, and don't rustle papers or tap on the microphone or table.
- As with any meeting, try to limit side conversations.
- With an iPower 600 system, attach a headset to your system if you want to keep conversations private.

Tips for Sharing Documents

- Attach a laptop or a desktop PC to your system (use the ImageShare or ImageShare II to attach your laptop or PC). You can then show documents that are stored on that laptop or PC to the other people in the conference.
- Check that your system has the application you need to share your documents, such as Microsoft® PowerPoint®, Project, or Word. If not, talk to your system administrator before installing new applications on your system.
- Before the conference, copy the documents you want to share to your iPower system hard drive, to a Document Server, to a diskette (for iPower 900 systems only), or to a network drive. For more information about the Document Server, see the Document Server Help.

Site Info

System Administrator's Name	Phone Number
David T. Foote	603-862-1565 603-312-8033 cell

Help Desk Number
603-862-VIEW (603-862-8439)

System Room Location	Room Phone Number
Taylor Hall	603-862-3437

Type of System
Polycom (Picturetel 970)