

ViIP

Bowen → Moultrie



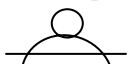
Getting Started:

1. Turn televisions so you can see them

To view Moultrie on large screen:

1. From main menu, scroll to Moultrie 103
2. Call [button] on remote
3. IP: 10.129.64.240 will appear temporarily on TV screen

Controlling camera:

1. Camera in Bowen:
 - a. Near [button] 
 - b. Camera [button]
 - c. Select desired camera using left or right arrow then  arrow in center
 - i. 1: camera in front of room (viewers will see students' faces and side view of instructor, but not board)
 - ii. 2: camera in back of room (viewers will see students' backs, front view of instructor and board)
 - iii. 3: Elmo, computer or VCR/DVD (viewers will see document on Elmo, PC monitor or VCR/DVD)
 1. Elmo
 - a. Power on
 - b. Lay document on Elmo
 - c. Choose DOC button on Elmo
 - d. Zoom: use telephoto or wide angle toggle switch
 - e. Elmo will auto focus, but can adjust manually, too
 2. PC Monitor
 - a. Power on Elmo
 - b. Choose PC button on Elmo
 - c. Use PC as you normally do
 3. VCR/DVD
 - a. Power on Elmo
 - b. Choose VCR/DVD button on Elmo
 - c. Play VCR or DVD as usual
 - d. Zoom to areas of room: (useful when student giving a presentation, etc)
 - i. Zoom [button]
 - ii. Use arrows (up, down, left, right)
2. Camera in Moultrie
 - a. Far [button] 
 - b. Choose camera 1,2, or 3 as directed above

Sending a FAX to Moultrie:

1. Place document face down on FAX
2. Dial 2014
3. Start/Enter [button]

If Audio/video problems cannot be resolved with remote – you MUST reboot

1. Using remote, hang up
2. Hold oval button on far right of Polycom ® unit until it turns from red to blue
3. Press same button again to turn on (takes about 3 minutes to come back up)
4. Polycom ® icon will appear on left television screen when unit rebooted
5. Scroll to Moultrie 103
6. Call [button] on remote

Leaving:

1. Hang up [button] on remote
2. Do **NOT** turn anything off except lights in room