Beebe Hall Conference Room
Video Teleconferencing Directions

Preparation Prior to Use
Contact the remote site of the other party to get their video teleconference information and a name of a technical contact person. Try to do this as far in advance as possible to allow ample time for testing the connection. You may request assistance with coordinating and testing the connection by contacting John Hill (see bottom of page).

Set Up for Video Teleconference (VTC)
1. Turn on the Polycom VTC unit. The power button is located on the left side, on back of the unit (A).
2. Using the “Display” (Sony) remote, press the “On” button (B) and select the Video button from the Input section (C).
3. If the home screen of the Polycom unit does not display after a few minutes, use the “S-Video” remote to switch the source by pressing 1.
4. Place the microphone and/or Visual Concert VTX on the table. (The Visual Concert is only needed if you will be sharing laptop images.)

To connect to remote site(s), adjust the camera angle, and disconnect from the remote site, refer to the “Using Your Polycom VSX Room System” instruction sheet.

Laptop Presentation
1. To display the laptop image, locate the “VTC Laptop (VGA) Connector” cable connected to the Visual Concert VTX. Connect the other end to the VGA output on the laptop.
   If needed, use the proper key sequence on the laptop to activate the laptop video output.
2. If you have sound in your presentation, insert the cable labeled VTC Laptop Audio (headphone) Connector” into the headphone jack on the laptop.

When Finished
1. Disconnect from the remote site (Call*Hang Up button on the Polycom remote).
   1. Using the “Display” (Sony) remote, press the “STBY” (Standby) button (B) to turn off the display.
2. Turn off the power to the Polycom VTC unit (see above).

Contact John Hill (jeh24@cornell.edu, 5-1128), College of Human Ecology Computing Services Group, with questions, problems or assistance.