1303

Turning Equipment On

Turn on in any order:

1. Computer
2. Document Camera
3. Video Projector
4. Videoconference Equipment (Polycom)
5. Televisions under Polycom

(The Polycom should always be left on)

Switching Between Sources:

NOTE: The A/V equipment in this room runs through the Videoconference Equipment (Polycom). The Polycom must be used to switch A/V sources.

From Polycom Camera to Document Camera or Computer

(Note: the Computer runs through the Document Camera. The Document Camera must be on to view Computer)

(To Document Camera) Switch Polycom to the icon that looks like a Document Camera by hitting the "**Near**" button on the Polycom remote until a menu appears on screen. Use the red arrows on the remote to arrow over to the "*Document Camera*" icon.

(To Computer) With Polycom switched to "*Document Camera,*" switch the Document Camera to "*Ext 1*" with the "**Int/Ext**" button on the front of the Document Camera

From Polycom Camera or Document Camera to VCR

Switch Polycom to the icon that looks like a VCR by hitting the "**Near**" button on the Polycom remote until a menu appears on screen. Use the red arrows on the remote to arrow over to the "*VCR*" icon.

Turning Equipment Off

Turn off in any order:

1. Computer
2. Document Camera
3. Video Projector
4. Televisions under Polycom

(The Polycom should always be left on)

In case of emergency, call Media Services at x3295.