

Using the SKC Mini-Polycom System

Getting Started

1. **Logon** to the PC connected to the Mini-Polycom unit
2. **Double-click** on the Green Icon labeled ***Polycom CMA Desktop***
 - a. If in the Curtis Building in Topeka, please check to see if the system is automatically attempting a sign-in to the system. If it returns a message saying that server is not found, refer to ***Instructions for Video Equipment Initialization***
3. **Click** the blue box located near the bottom that says sign-in
4. **Enter** the number you are wanting to dial for your video conference in the text box located directly below the blue chat icon and the green phone icon.
 - a. If in the Curtis building, please only dial ***2000 plus the virtual room number***
 - b. If not located in the Curtis building, please follow the traditional dialing convention for dialing through the RMX using the ***165.201.60.4##2000 plus the virtual room number***

Conducting the Meeting/Using the System

1. The controls for the system are located across the top of the screen starting from the left. These controls offer the same functionality that the remote control does while using the large dual-monitor Polycom system. Following are the definitions and use of the icons starting from the upper left.
 - a. **Hang-Up** – This icon is a red phone and provides you the opportunity to end your conference at any time.
 - b. **Instant Message** – This icon is used if you want to IM people during the videoconference.
 - c. **Mute** – this icon resembles a microphone with a slash through it and will mute your end of the videoconference so that others cannot hear you. This feature will be used when you are a viewer of a presentation style videoconference.
 - d. **Volume** – This is a sliding scale icon that allows you to adjust the volume of the audio feed.
 - e. **Content** – This icon resembles a purple bar graph and will allow you to present content during a videoconference
 - i. Once you have the document or application opened on the PC, select this icon.
 - ii. **Click** the magenta colored arrow (play button) labeled send monitor.

- iii. **NOTE:** when having multiple panels open on your desktop, other locations will only be able to view your content if that is the top layer on your display.
- iv. **NOTE:** when you are using a Power Point presentation, your presentation will cover the whole screen and you will not be able to see the other locations attending your meeting.
- v. **To end content,** select the blue (stop button) labeled stop monitor.
- f. **Picture in Picture** – This icon is a blue box with a small white box in the lower right hand corner. Selecting this icon will allow you to open a small view box of your camera feed in the lower corner of the screen.
- g. **Full Screen** – This icon looks like a large black “X” and allows you to make the video feed go full screen. The controls will move from the upper left part of the screen to a centralized located at the top of the screen.
- h. **Far Camera** – This icon resembles the image of two people and allows you to control the camera of other attending locations. Once you’ve selected this icon, the control arrows for this functionality will appear on the screen.
- i. **Tone Pad** – This icon resembles a Green Grid. Once you’ve selected this icon, you have the ability to use it much like the remote control’s number pad for placing video calls.

Ending your call/Meeting

1. **Click** on the red phone icon located in the upper left corner of your display to hang-up and end your call.
2. **Logoff of the PC attached to the Polycom Unit.** Others will be using this PC and if you remain logged in they will have access to your profile.