Steps to start a Video Conference in Kanwal Rekhi Building Room # SIC106

1. Power ON the Samsung LCD TV

2. Switch on the Polycom Video Conferencing Device by pressing “Power” button from Polycom remote.

5. Place microphone on the table.

6. After complete boot-up of the polycom device, 3 options can be seen.
   I. Place a call
   II. Directory
   III. Recent calls

7. Use 'up' or 'down' arrow keys to navigate. To call, select Place a call.

8. Using number keys enter IP address or telephone number to connect the call.

9. Press 'Dial' button (green colour) to start the call.

10. **Camera Movement**
    I. Use 4 arrow keys to rotate the camera (up, down, left, right).
    II. Use Zoom Button to zoom in or out.

11. **After finishing the call**
    I. Press 'call disconnect' button (red button on the Polycom remote).
    II. To power off the Polycom device, press ‘Power’ button on the remote.
    III. Power off the Samsung LCD TV

12. **Other Info**
    I. Public IP (for conferencing outside campus): 103.21.127.111
    II. Internal IP (for conferencing within campus): 10.129.144.93
    III. ISDN Telephone Number: +91-022-25720185

Access the online help; see system status in a call
Press to power the system on; hold to power off
View button presses and various menus
Select a camera or other video source
Start and stop sending content to far sites
Confirm your current selection; perform functions on highlighted items
Zoom the camera in or out
Mute the microphone audio you're sending to the far sites
Return to the Place a Call (home) screen
View or manage directory entries
End a call
Delete letters or numbers
Enter letters or numbers; move the camera to a stored position
Control a programmed recording device