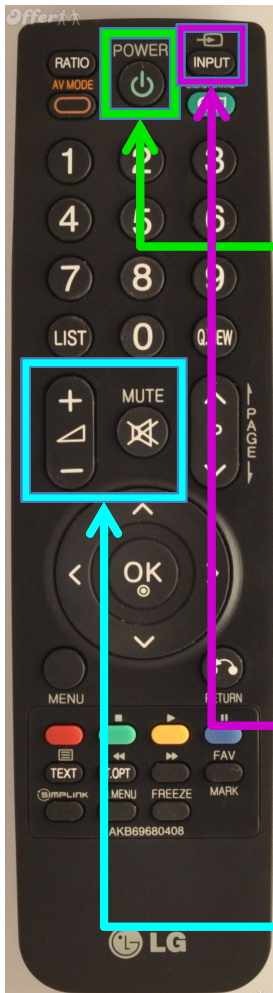# UOW Vivid VC TV Instructions

Turning on the TV

1. Make sure the TV & Polycom unit are plugged into the wall and switched on.
2. If the TV is plugged in to an active power outlet, but not on (i.e. 'Standby' mode), you should see a red light, underneath the bottom right of the screen. Press the **POWER** button on the LG TV Remote; the TV status LED will change to blue. Note that remote might be attached to rear of TV (If the TV Remote is missing, you can use the buttons on the right side of the TV – the lowest button is power key).
3. Pick up the Polycom Remote, and wave it at the camera; the Polycom VC unit will automatically start to turn on. (If the unit has recently been powered off at the wall, it will take a couple of minutes to 'boot up'. This unit is a black-and-silver box mounted behind the TV; it displays a blue LED when on.)
4. You should soon see the Polycom Home Screen (see the other side of this card) on the TV screen. If not, press the **INPUT** button on the TV remote. The Vivid VC input will be either the COMPONENT (Wgtn) or HDMI (other sites) input – if you get 'No Signal' indicated on one of these, you can try the other (and double-check that the Polycom unit is on).
5. Make sure the TV volume is NOT **MUTED**. Use the Volume + and – to adjust (the recommended volume setting for the TV is 42; once this level is set, make any further volume adjustments with the Polycom remote).

For technical assistance, please call:
Technology Services UOW: 04 918 6891
James Millington: 021 425 403

PLEASE BE A CONSIDERATE VIDEO CONFERENCE USER

- **Ensure that your local camera is pointed and zoomed in close on participants in your room. Don't be afraid to zoom in close on yourself (Yes, we know you're self-conscious – most of us are – but think of your tutor and class mates at other sites, and do what's best for them!).**
- **Make sure that your microphone is muted if no-one at your site is speaking. The microphone will pick up coughing, papers shuffling, AirCon fans, etc. from your room; this can disturb the Video Conference for others. Always mute before moving the microphone while in a VC call.**
- **Use the 'Content' button to stop sharing PC Display when you don't need to, so that participants can see each other clearly.**
- **Ensure cables and remote are left somewhere safe and easy to find after using the equipment.**

UOW Vivid VC Polycom Instructions

To connect to ALL sites (Standard/Default Teaching VC Connection)
Select UOW Teaching Room 1

On-screen View
To change and arrange windows on the screen, press the **Display** button to cycle through the available layouts (each change takes a few seconds – please wait between presses).

UOW VC1 Wellington Campus
POLYCOM
28-09-2012 09:51

Welcome to the Vivid VC Network 0800-835363

Place a Call
Directory
1 UOW Teaching Room 1

My IP: 10.230.45.2   My Extension: 654502

Polycom Home Screen

VOLUME Up/Down

Selecting a Menu Option
Use the **Arrow** buttons to highlight the choice you want (it turns yellow).
Press the **Central** button inside the circle of buttons to Select.

To connect to ONE site (or a 'Favourite' Virtual Meeting/Teaching Room)
Select Directory,
➜   Select Favourites,
➜   Select the other location

Press **Content** to turn the sending of a connected computer's screen On and Off.

Camera Zoom

Aim Camera with arrow keys (when not in Home Menus)

Direct Dial Connection (if no Favourites/Speed Dial Option)

Select Place a Call, enter the number and press the **Central** button.

For UOW Teaching Room 1, enter: 08054570

Hide/Display Home Screen Menus

HANG UP

MUTE/UNMUTE Local Microphone

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