# Library Seminar Room 3746 Usage Instructions

**IP Address for LSR 3746 Polycom Unit:** 129.105.110.80

Supported by NUIT Academic & Research Technologies

## Starting the Videconferencing System

<table>
<thead>
<tr>
<th>Crestron Touchscreen</th>
<th>Polycom Microphone</th>
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</table>

**Turn ON the flat panel display by pressing the “TV ON” button on the Crestron touch screen.** From there you will want to select “Videconference” as your source.

If the touch screen is unresponsive, please call 7-ROOM (847-467-7666) immediately and notify the person who answers the call.

The Polycom microphone you will use for your videconference can be found on the conference table.

**NOTE:** A videconference call can be initiated by the dial pad on the Polycom microphone or via the Polycom remote control (pictured in the next section). Regular phone calls can be made using this dial pad provided you have an NU issued “dial out” code.

### Making a Videoconference Call Using Polycom Remote

- Press the center button on the Polycom remote to “wake up” the system.
- Press the “Home” button if the dial screen does not show up.
- Use the keypad on the remote to enter an “IP Address” or “MCU number”.
- Hit the “call button” (green phone icon).
- To end a call, hit the “hang up” button (red phone icon).

### Volume Control

- Volume adjustments can be made by pressing the red + and - icons (red speaker icon/button) on the volume button.
- You can “Mute” your microphones by pressing the red “Mute” button (red microphone icon/button).

**NOTE:** Volume controls are also available on the Crestron touch screen.

### Sharing Computer Content

- Connect the VGA pullout cable to the laptop computer (this may require a VGA to DVI or mini-VGA to VGA adapter depending on what type of laptop you have. NUIT does not provide these adapters).
- Adjust your laptop display settings to Mirror, Clone, or Dual Display depending on your laptop and its display card’s configuration.
- You will need to set your laptop display resolutions to 1024x768.
- Hit the “Display” button on the Polycom remote to change your videconference display options.
- Hit the “Content” button to display your laptop’s content.
- To END your call, hit the “hang up” button (red phone icon) to end the call.

### Shutting Down the Videconferencing System

- After you have ended your call by pressing the “hang up” button on one of the two Polycom units, you may shutdown the system by pressing the “TV OFF” button on the Crestron remote touch panel.

### Camera Control

- Use directional buttons (arrow buttons) to adjust camera angles.
- Use blue + and - icons (blue magnifying glass icon) to zoom camera in and camera zoom out.
- Hit the “Display” button to change how you are viewing the videconference.

If camera does not respond to the pressing of camera control buttons, please call 7-ROOM.

### Room & Videconferencing Support Information

**Smart Classroom Phone Support**

Call 7-ROOM (847-467-7666) if you need immediate videconferencing support, if you would like to make a training request, or if you need general information regarding Smart Classroom Support.

**Smart Classroom Phone Support:**

7-ROOM (847-467-7666)