

# Video – Conference Instructions

## Step 1 : Position Unit

- Place the conference unit at on of these marked locations:
  - o Meeting Room: wall opposite projector screen
  - o Seminar Room: corner to the left of projector screen

## Step 1 : Cable Connections

- Connect *power lead* to an available outlet
- Connect *network cable* to one of the following ports:
  - o Seminar Room: **g036** (left of projector screen, on floor)
  - o Meeting Room: **g005** (centre of main table, on floor)
- Connect *vga cable* to laptop, if needed (extension & splitter provided)
- Push main power button on remote or front of Polycom unit (There will be a brief delay ~ 5 seconds)

## Step 3 : Conference Dial-In

- To dial using GDS :
  - o Dial 003530110051168
  - o Use PIN 5977
- To dial using an IP Address :
  - o Dial 193.1.31.196
  - o Browse for your desired room, or Press #, enter Room No. 168 followed by the # key again
  - o Use PIN 5977
- To dial in using an external browser on any machine:
  - o Go to <http://hdmcu.heanet.ie>
  - o Enter Conference ID : 168
  - o Enter PIN : 5977
  - o Select the *QuickTime 768k* option
- To dial in using a conferencing application such as **NetMeeting**:
  - o Dial 193.1.31.196
  - o Press #, enter Room No. 168 followed by the # key again. You may use the keypad, or these standard keyboard combinations:
    - Ctrl+shift+3 for '#'
    - Ctrl+<any numer> for any number
  - o Use PIN 5977, followed by the # key

- To dial using ISDN VC :
  - o Call *01-4490889*
  - o Wait for “Please dial your party’s extension” prompt
  - o Dial the GDS No. *003530110051168* , then the # key

## Step 4 : Camera Operation and Adjustment

- Use keypad numbers to access preset camera angles:

Meeting Room		Seminar Room	
Preset 0	Full Room	Preset 5	Screen and Speaker
Preset 1	Camera Right	Preset 6	Audience wide angle
Preset 2	Camera Left	Preset 7	Back board & speaker
Preset 3	Projector screen zoom	Preset 8	Free
Preset 4	Left whiteboard zoom	Preset 9	Free

- ...or manually adjust the camera angle and zoom, use the cursor and zoom keys on the Polycom remote

## Step 5 : Content Switching

- Check that laptop is connected and outputting to vga. Note that your laptop **must** have it’s output resolution set to at least 1280x1024
- To display laptop content (such as slides, etc.), press ‘*content*’ then select ‘*pc input*’
- To return to live video feed, press ‘*content*’ then select ‘*pc input*’ once more

## Conference Recording and Downloading

- 24 hours prior to meeting, email [multimedia@heanet.ie](mailto:multimedia@heanet.ie) with the **start time, finish time** and **date** of your session. Also provide our room number, **168**
- On dial-in, your conference will be automatically recorded, and will become available for download in 12 hours
- To download, open a browser and enter <http://193.1.31.230> in your address bar.
- Your video will be listed for download, along with a date, time and name