

Video Conference Instructions

There are two video conference units in the Ephrata School District, the Polycom VSX-8000, and the Tandberg 1000.

The Polycom unit is connected to a flat screen TV located in the Beezley Meeting Room. (Please check with the District Office to reserve the room.) The Polycom is not mobile and is suitable for large groups.

The Tandberg is an all-in-one unit located in the District Office Small Conference Room. The Tandberg has a small screen and is best suited for small audiences. *(Note: KORRS has moved to DNS, however the Tandberg only supports Gateway by IP#. You must know the Gateway IP# in order to use the Tandberg.)*

In the K20 system video conference sessions are managed through the KORRS reservation system. Please refer to the KORRS Instruction Sheet to make and confirm a reservation. You will need the Dial-in number from KORRS to make your connection.

It is a good idea to arrive early and check the connections. The TV and Polycom must be plugged into power. Also check to be sure that a network cable is plugged into the back of the Polycom and into a live network port on the wall. Flashing green and yellow lights on the back of the Polycom indicate a good (live) network connection.

Most video conference sessions ask that you make connections 30 minutes early.

Polycom VSX 8000 Step-by-Step:

- Confirm the network connection
- Locate the remote
- Position the microphone on the table
- Power on the TV**
- Power on the Polycom unit (button turns green when ON)
- Use the remote to enter the Dial-in number (on the printout from the KORRS reservation system)
- Click the **Call** button on the remote or microphone
- Verbally check in, "This is Ephrata checking in."
- Hit the **Mute** button on the remote
- Toggle the **Mute** button on and off to speak
- When finished click **Hang Up** button on remote



Notes:

It is important to understand that the live camera goes to whoever is speaking. If you forget to mute the microphone, everyone at the video conference sees the camera in Ephrata and hears the conversation in Ephrata.

There can be active participants and view only participants at a video conference. If you are only viewing a session there is no need to verbally check in. You should hit the **Mute** button as soon as your connection is made.

A small microphone will appear on the lower left corner of the screen. A strike through the icon means your microphone has been muted.

**The input on the TV must be set to "RGB" to see the Polycom:

On the TV remote click the Menu button, choose Input, choose "RGB".