




Quick guide to Polycom Group videokonference

How to call, when teaching from this room



Start up

Press **Local** (when teaching from the room), Press **Remote** (when receiving teaching via Videoconference), on the control panel.

To make a call

1. Press  on the remote.
2. Select **Contacts**.
3. Select **Global Entry** Choose the desired contact from the list or press the **Search field** to search
4. Press  to make the call
5. To end the call press  on the remote control

If the contact is not listed in **Contacts**:

1. Press  on the remote.
2. Enter the IP address, name or extension number.
3. To enter text, select .


For someone to call you.

Inside AAU: call extension number on the screen or use directory.





Outside AAU: Call extension number on screen followed by @v.aau.dk.

e.g.: 650xxx@v.aau.dk

How to send PowerPoint (Content)

Use the remote to select the content sharing  (remember to select source on the panel)

Adjusting the camera

1. Navigate  to camera control
2. Press  or  to zoom in or out
3. Press the **Select** button  (Center button) to switch between near and far cameras during a call