

CONTACT NUMBERS

PolyCom-IP address is **129.79.29.40, 0018128561388** (You may use either one)

Speakerphone- **812-856-1388** which is the same as the PolyCom number. Make sure the phone line is plugged into the box on the floor. If not, the phone will not work.

Power Up

Make sure that all the components you are using are on. Here is how you can tell!

The Mac Mini has a small light on the front, bottom, right corner. There is a white button on the back of the mini you can press to turn on if needed.

The TV has a green light on the front, bottom, right corner. There are buttons on the right side of the TV to turn on if needed. There is also a remote.

The projector has a steady green light on the control panel. There is a control panel on the projector and a remote.

The PolyCom has a green light on the front under the camera. Pick up the Remote and it should turn from **Amber** to **Green**. There is a power switch on the back of the PolyCom, although it should always be on.

Changing Input Settings

Use the remote to change your input. Press the TV/VIDEO button until you get to the proper number shown below.

Input Settings

Mac Mini- Input # 9

PolyCom- Input # 1

SOUND

The Mac Mini plays sound through the TV. The TV must be on Input #9 to play sound.

The PolyCom has its own speakers for sound and you should not have to make changes.

MAC MINI

Log In

The password for the VonLee username is **vonlee vonlee**.

F.Y.I. - The mouse is a left and right click mouse. Simply use the left side for left clicks and the right side for right clicks.



Parallels

We have a copy of parallels on the Mini which allows you to use windows on the Mini.

Once you have logged into the mini you simply click on the Windows XP Icon that has two gold ring shaped icons. You use your ADS username and password to log in to this virtual machine. Once you have logged in you may maximize the screen for better view, you will need to click on the square icon to do so. To return control of the mouse back to the Mac you need to use CTRL + ALT.



Using the Mini with the TV

After setting the TV for Input #9 you should see the Mini on the Screen. You can change the setting of the screen using the 1024, and 1280 60 Hz settings. Here is how you change it. Under Preferences

The standard for both the Projector and the TV is 1024, 768, 60Hz.

You may use 1280, 768, 60Hz for the TV, but the Projector will not look as good.

Playing DVD's

The Mini has a DVD-Rom. You can see the slot on the front of the Mini. Push the CD or DVD into the slot until it takes it in. It will go in 85% of the way before grabbing it so don't think that it's broken.

POLYCOM

Making a Call

The PolyCom is set for sleep mode when not in use. Pick up the remote to activate the PolyCom. Remember that you will have a blank screen on AV-9 until you activate the PolyCom.

- You can input the number manually
- You can select the directory on screen or use the green button on the remote
- You can browse the recent calls list from the main screen

You can use the IP address or the Phone number, they act the same.

Our numbers are located under the main video screen or at the top of this document.

Once you have the number dialed in you should be able to select call on the Remote.

The speakerphone is mobile with a 25 foot cord so you should have plenty of line to move it.

Please be careful while moving the speakerphone!

Joining or Creating Instant Conferences:

Instant conferences can be created on-the-fly by any H.323 videoconferencing system without advance scheduling.

To create an Instant conference:

From the IU Video Directory, connect to: "Video Auto Attendant" or connect to IP: **156.56.240.9**.

Activate the touch tone keypad:

Polycom/Tandberg group systems: Press **#**.

Polycom PVX/ViaVideo: click **Controls**, then the **Keypad** tab. XMeeting: click **Tools**, then **Remote Control**, and verify that you are in DTMF mode.

Press *****. The "Conference Number to Create" screen appears.

Enter a conference ID number, then **#**.

Enter an (optional) conference PIN number, then **#**. The meeting is now activated.

LAPTOP



There is a connection by the door that will allow you to setup a laptop with the projector.

Using the Projector remote

- Press the Input button

- Navigate down to Analog **PC-2** and press OK.

You may need to use the **Fn + F8** button on your laptop to send the video out to the projector. Sound will only play from the laptop, Not through the speakers.

NOTE: You cannot use the wireless keyboard and mouse with your laptop. This is for presentations only.

BREEZE

To be a host of a session you must already have a breeze account. To request an account go to <https://www.indiana.edu/~breeze/request.html>

To sign into a breeze session you must know the address.

The address for Host is: <http://breeze.iu.edu/>

The address for User is: <http://breeze.iu.edu/xyz> (xyz represents the rest of the address that the host created)

A session on how to use Breeze is online and can be view by anyone.

We are working on audio for recording sessions.

TECHNICAL SUPPORT

PolyCom Support -- UITS VicOps 856-2020

Breeze Support – breeze@indiana.edu

Indiana University's Breeze Meeting Service <http://www.indiana.edu/~breeze/>

Getting Started <http://www.indiana.edu/~breeze/breeze5.html>

Manager User Guide

http://download.macromedia.com/pub/documentation/en/breeze/5/breeze5_manager_ug.pdf