Using the PolyCom System to receive broadcasts at IFA

These instructions are for dialing from the Fern Room (IFA) to the Waterhole (PSB211, Manoa Campus) for the UHNAI Astrobiology seminar series. However, they work for any other polycom connection - you just need to know the relevant IP address (and not even this if your desired connection is listed on the QuickDial list). Any problems, please contact Steve Freeland, freeland@ifa.hawaii.edu, room B106 at IFA or tel: 808-956-9848

1. Switching on the Polycom System
When you arrive, the Polycom unit (above the TV: looks like a satellite receiver with a camera attached) will probably be “sleeping” - facing away from you. Simply pick up the remote control, and wave it at the camera. The unit should “wake up”: the camera will swivel to face you, and the TV screen will switch on.

**IF NOTHING HAPPENS:** check that the unit is switched on! There are three possible places that someone may have switched it off: (i) the TV itself - “on” button located lower middle; (ii) the main power supply - a white adapter with multiple outlets located on the cart shelf underneath the TV; (iii) the official “on” button for the Polycom, located at the left side, back of the Polycom - a small label marks its location! If this still does not help then contact Steve Freeland (top of this page) or in emergency Ming Hui (6-6438).

2. Dialing a connection to the desired location
You can use either (a) the “Speed Dial list; or (b) the appropriate IP#:

**2(A) Dial from the QuickDial list**
Use the red arrow keys (remote control top) to navigate on the TV screen to the “address book” icon (lower left). When this icon is highlighted, press the button located in the middle of the red arrow keys ⬇️ to bring up the Speed Dial list of 6 popular locations. Again use the red arrow keys to select the “Waterhole” for PSB211 and press the GREEN button at the top of the remote to connect. You should hear a telephone ring, and the Waterhole system will then pick up, broadcasting to your TV screen.

**2(B) To dial using the IP address of the receiving location:**
You may directly enter an IP address for the location to which you wish to connect. Use the red arrow keys on the remote control to navigate to the main menu of the Polycom system. (You may need to navigate to the “menu” icon, usually at the lower right of the TV screen).

(i) Select “Video Call” option (top center of the main menu screen)
(ii) Press the remote control button located at the center of the red arrow keys
(iii) The IP call window will now appear, showing the IP address of the most recent connection. If this is not the IP address of the Waterhole then use the left (red) arrow on the remote to delete the existing IP, and then type in the correct IP address: for the Waterhole this is **128.171.178.2**
(iv) Press the GREEN button at the top of the remote to make the call

3 Disconnecting at the end of a call
Press the GREEN button (top of the remote), then the red ⬇️ button on the remote to confirm.