

**The Coastal Institute IGERT Video Conferencing System
Policy and Instructions
Rev: May 5, 2006**

Policy:

1. The PolyCom system should support meetings and conferencing in coastal science and resource management. Scheduling the CIK unit should be done using the CI room scheduler at <http://cik.edc.uri.edu/>. Scheduling use of the CI Bay Campus unit should be done through Deb Coty (debim@gso.uri.edu, 874-6513).
2. The CIK unit is stored in the EDC. The Bay Campus unit is stored in the CI Directors Office room 124. Conferencing can be done (with permission) in room 124. Conferencing should NOT be done in the EDC (disruptive to people working in the lab). The system should be rolled to the meeting venue.
3. If you have not received instructions on using the system, don't use it.
4. Under no circumstance are any of the electronic peripheral devices (computer projector, DVD burner, plasma screen) to be separated from the carted system. There are no exceptions to this rule.
5. Systems must be kept inside the CI buildings. They are not to be moved to other buildings on campus.
6. The PolyCom unit and monitor should be left plugged in and turned on at all times. The system should be connected to the Ethernet at all times.
7. Do not remove or change wiring.
8. IGERT students and faculty have highest priority of use.
9. We encourage use of the system to facilitate meetings and interaction with users off campus. When setting up a meeting tell the other party you use a PolyCom system (VSX 7000) and must be compatible with a H.323 IP based video conferencing. We are not setup to do ISDN communications.



Basic Instructions:

1. Be sure the plasma screen and PolyCom are turned on. The Plasma screen "on/off" switch is (facing the screen) on the lower left corner. Be sure the green light is on. The PolyCom switch is (facing the eyeball) on the back left side of the device.
2. Everything is controlled by the remote (see next attached).
3. To make a connection, hit the HOME button, arrow down to DIRECTORY, hit RETURN, choose a location (either CI site) and press the PLACE A CALL button.
4. To disconnect hit the END A CALL button.
5. You can toggle between local and remote camera control with the SELECT A FAR SITE, SELECT A NEAR SITE buttons.
6. The ARROW buttons navigate on the screen or move the camera.
7. The button in the middle of the ARROWS is the ENTER button
8. The RETURN TO THE PREVIOUS SCREEN button acts like as ESC key and backs you out of where you are.
9. Tap the PIP (picture in picture) button to make the PIP go away. Tap it a few times and you can move it over the screen.
10. The orange volume control buttons adjusts the volume you hear from the remote site.
11. The orange mute button or the button on top of the omni-directional microphone mutes your site. Be sure to mute yourself if you make rude and disparaging remarks about the people on the other site.
12. Keep your omni-directional microphone near you. Talk using normal volume.
13. Watch out for backlighting. An artificially lit room works best.
14. The blue zoom buttons zoom you in or out. What gets zoomed depends on whether you are local or remote camera.
15. Our IP addresses are:
 - a. Bay Campus System 131.128.108.35
 - b. CI Kingston Campus System 131.128.90.239

You can get more documentation on this system at:

Conferencing Overview: www.ci.uri.edu/ciip/polycom/tips.pdf
System Specs: www.ci.uri.edu/ciip/polycom/specs.pdf
Basic Instructions: www.ci.uri.edu/ciip/polycom/GettingStarted.pdf

Questions -- contact Pete August (pete@edc.uri.edu), Q Kellogg (Q@edc.uri.edu), or Deb Coty (debim@gso.uri.edu). Or call 874-6513