

Quick Tips

for ViewStation EX, ViewStation FX, and VS4000



Using the Remote Control

Capture an image from a camera and send it to the far sites as a still image

Adjust the camera; navigate through menus

Return to the main (home) screen

Increase or decrease the sound you hear from the far sites

Mute the sound you're sending to the far sites

Zoom the camera image in or out

Turn automatic camera tracking on or off

Select a camera or other video source

Display the onscreen keyboard so you can enter text

Start and stop sending content to far sites when using the Visual Concert™ FX device; select PowerPoint® presentations



Place or end a call

Open the address book so you can make a call or work with an entry

Confirm your current selection; perform functions on highlighted items

Return to the previous screen

Toggle between controlling the near-site and far-site cameras

Show or hide the Picture-in-Picture (PIP)

Store camera positions (when followed by a number); delete all stored camera positions

Enter a dot in an IP address

Delete letters or numbers

Enter numbers or text; move the camera to a stored position

Access the online help; access Technical Support if your organization uses the Global Management System™

Answering a Video Call

>> Press **Call-Hang Up**.

Ending a Video Call

1. Press **Call-Hang Up**.
2. Select **Disconnect Video Call**.

Placing a Video Call

Entering a Name or Number

1. Select **Video Call** from the main screen.
2. Enter the ISDN number, system name, or IP address.
To enter text, press **Keyboard** to access the onscreen keyboard.
3. Enter a second ISDN number, if necessary.
4. Select the call type.
5. Select the call speed.
6. Press **Call-Hang Up**.

Using the Address Book

1. Press **Directory**.
2. Use the arrow buttons to scroll to the name of the site you want to call.
3. Press **Call-Hang Up**.

Using the Speed Dial List

1. Select **Address Book** from the main screen.
2. Press the speed dial number of the site you want to call.

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Placing a Multipoint Call

1. Select **Video Call** from the main screen.
2. Select **Multipoint** from the Video Phone screen.
3. Enter the names of the sites you want to call by using the Address Book or by manually entering the phone number of the site.
4. Press **Call-Hang Up**.

If you are already in a video call and would like to add more sites to that call, press **Call-Hang Up** and select **Add a Video Call**.

Adding a Phone Call to a Video Call

1. Press **Call-Hang Up** after your video call is connected.
2. Select **Add Telephone**.
3. Enter the telephone number of the audio participant that you want to add to your video call.
4. Press **Call-Hang Up**.
5. Once the call connects, press **Near or Far**.

During Your Videoconference

To do this...	Press this...
Mute the microphones	Mute (or press on the microphone)
Increase or decrease the volume	Volume
Turn the PIP on and off	PIP
Enable automatic camera tracking	Auto

Selecting and Adjusting a Camera or Other Video Source

1. Press **Near or Far**.

If you see this...	You can select and adjust this...
	Near-site camera or video source
	Far-site camera or video source

2. Press the number button that corresponds to the video source you want to select.

Press this...	To select this...
1	Main camera
2	Document camera
3	VCR or DVD player
4	Auxiliary pan/tilt/zoom camera

3. To adjust the main or auxiliary camera:
 - Press the arrow buttons to move the camera up, down, to the left, or to the right.
 - Press **Zoom** to zoom the camera in or out.

Setting and Using Camera Presets

To store a preset:

1. Press **Near or Far**.
2. Move the camera as needed using **Zoom** and the arrow buttons.
3. Press **Preset**.
4. Press a number from 0 to 9.

To move the camera to a preset position:

>> Make sure the camera is pointing towards you and press a number from 0 to 9.

Presenting Content

To show any content (such as a slideshow or document) stored on your laptop:

1. Connect the laptop to the optional Visual Concert FX device.
2. Make sure the laptop video is configured to a supported resolution and refresh rate.
3. Press on the Visual Concert or press **Graphics** on the remote control.

Getting Help

If you need help using the ViewStation® system, go to www.polycom.com/videodocumentation to access other documents (such as the *ViewStation Getting Started Guide*), or contact your system administrator.