**QUICK GUIDE: POLYCOM VSX**

**GET READY**

**WAKE UP THE DEVICES**
1. Pick up the remote.
2. If applicable, power on the monitor/television, computer, document camera, DVD/VCR, or other devices. If using your own PC, plug in to VGA cable and power.

**GET SET**

**SET UP THE DEVICES**
1. If you have a movable microphone, place it as near to the center of the room as possible.
2. Ensure that applications/files are open and ready on PC.
3. Place object on document camera.
4. Insert DVD/VHS and cue up segment.

**POSITION THE NEAR SITE CAMERA**
On the remote:
1. Press \( \) to pan & tilt
2. Press \( \) to zoom in/out

**MUTE & UNMUTE THE MICROPHONE**
On the remote:
1. Press \( \) - or -press \( \) on the microphone.
2. On the videoconference screen, an icon and the word “Near” will indicate whether or not your microphone is muted.

**CHOOSE WHAT YOU SEND TO THE FAR SITE**
On the remote:
1. Press \( \)
2. Press \( \) while you look at the videoconference screen to select another camera, a PC, a document camera, a DVD/VCR, or other source. Icons on the screen will indicate different sources to send.
3. Press \( \) to choose your selected source.
4. Now use the controls for the device that you selected.

**GET VTT HELP**
Hotline: (352) 588-7400
Pager: (352) 898-7994
Web: www.saintleo.edu/VTT

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**MANUALLY END THE CALL**
1. Press \( \) on the remote.

**GO!**

**CONTROLS**