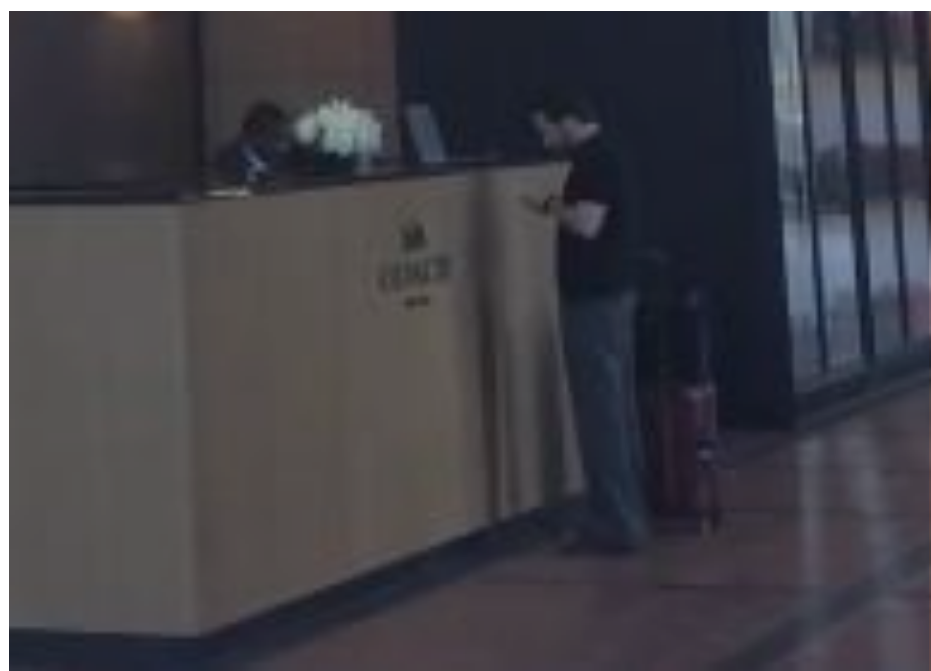
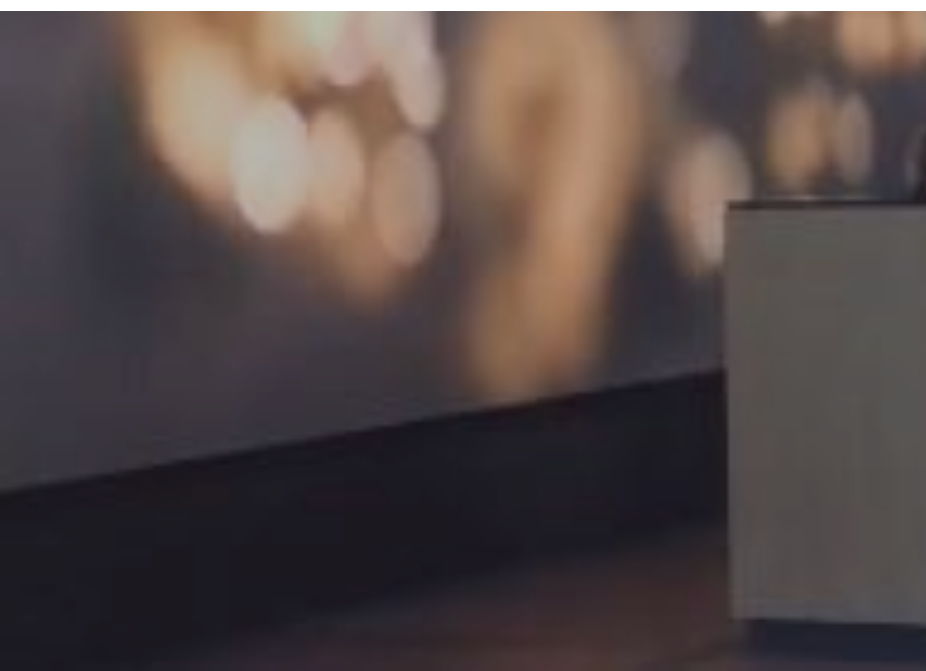


Capitol Crossing Advisors

Poly G7500 BYOD Training

Washington D.C.
The Congress



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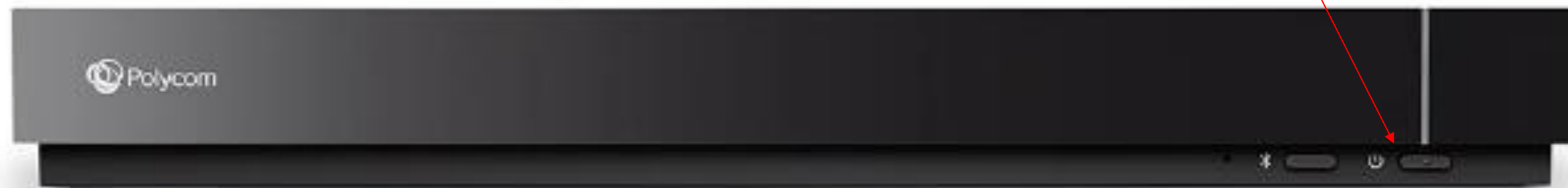
Overview:

- Overview of the Poly G7500 System
- Room Touch Panel Controls & Functionality
- Local Presentation Content Sharing
- Bring Your Own Device (BYOD) Video Conferencing

Poly G7500

This system should always be powered on and is located in the Rack Room.

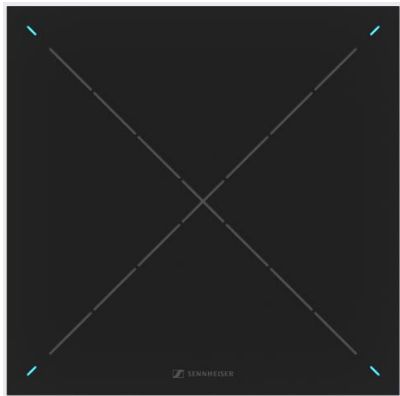
For IT Team: If for any reason, the system needs to be powered down, please note that it will need to be unplugged or the entire rack powered down as it does not have a power button. If the system needs to be restarted for any reason, the system restart button is located on the front of the codec on the lower right.



Peripherals In Room

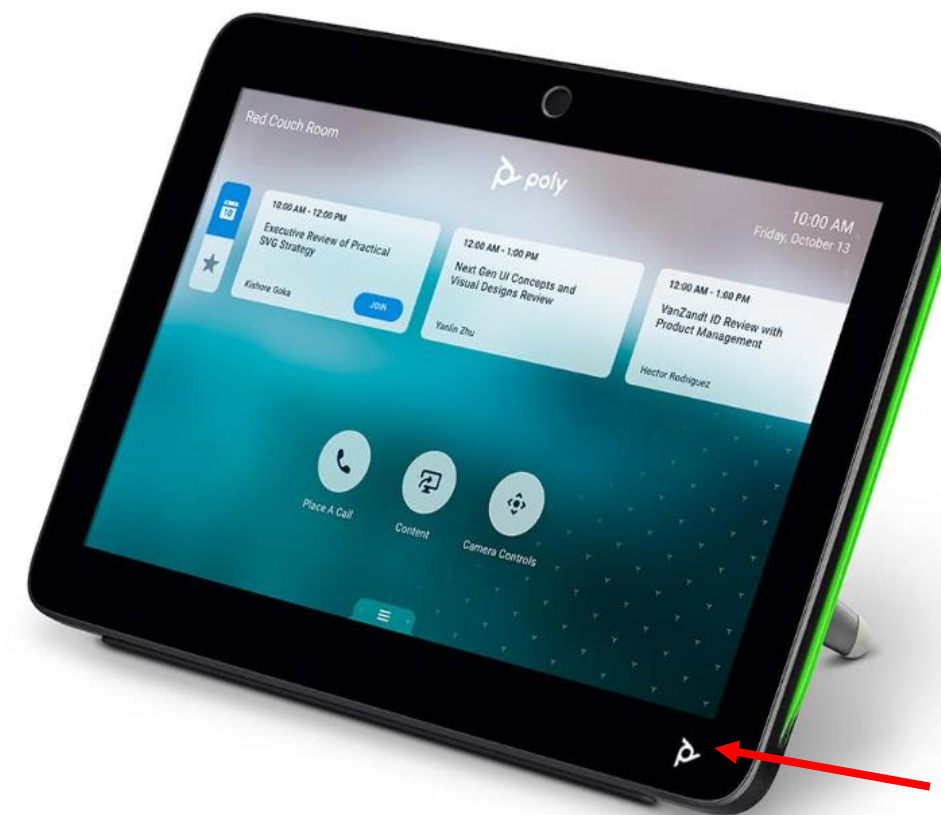


- **Display:** Three 98" Display on front wall.
 - **Presentation Mode:** all three displays will mirror each other.
 - **Video Conference Mode:** all three displays will mirror each other
- **Camera:** Two Lumen PTZ cameras. One in the front of the room mounted in the ceiling to right of middle display and one in the rear of the room also ceiling mounted in center of room.
 - Rear camera is default in video meetings.
- **Microphone:** Four Sennheiser Ceiling Microphones are installed in this space. There are lights on the microphones to show the state: red lights on the mics will indicate muted and green lights will indicate un-muted. You can mute using your device or the touch panel.
- **Speakers:** Twelve ceiling speakers are installed in this space. The volume in the room can be controlled using the touch panel



Poly TC10 Touch Panel

The controller for this system is the TC10 touch panel. This is how you will join/leave meetings, adjust the volume of the speakers in the room, mute/unmute the microphones in the room, enable content sharing, etc.



Poly soft touch button referenced in later slides

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Poly TC10 Touch Panel

The main menu of the TC10 will allow you to choose:

Content – to share content locally in the room

Place a Call – No functions in your current setup. (This is a standard manufacturer button that cannot be removed.)

Camera – No functions in your current setup. (This is a standard manufacturer button that cannot be removed.)

Device Mode - used for BYOD Video Meetings – This will only show when the cameras are powered on after displays are woken up.

Environment Mode - used for Room Controls including powering on displays

Speaker Volume Control

Mute Microphones (When using BYOD Video meetings, you must un-mute the microphones using this button at start of meeting)

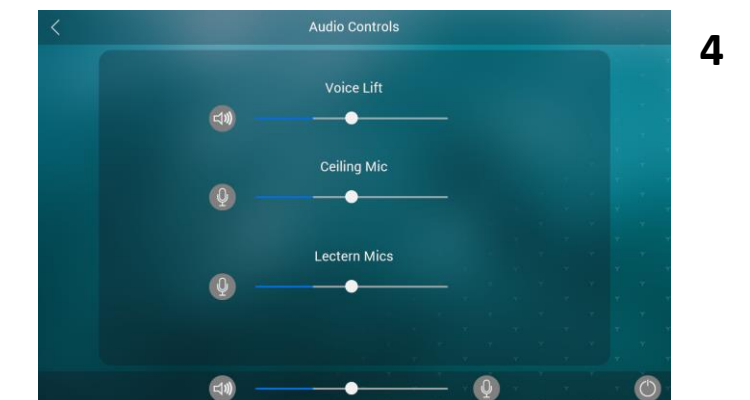
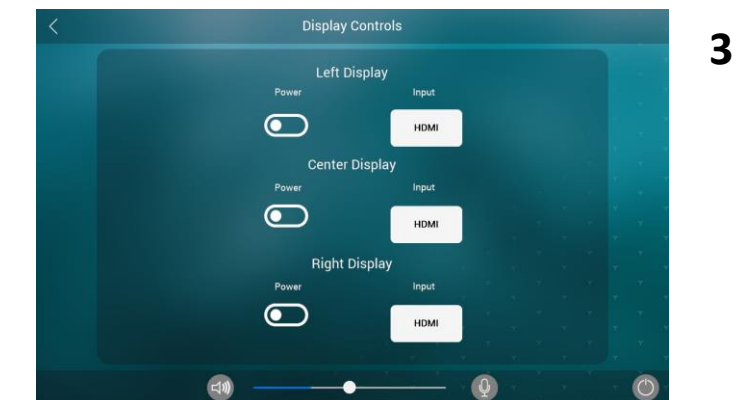
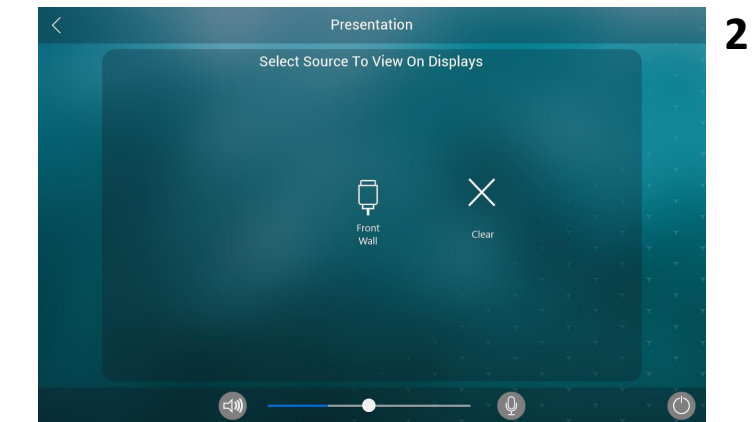
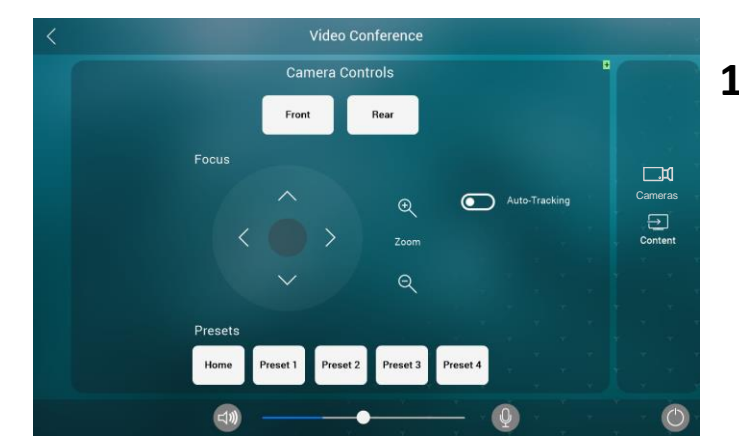


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Environment Mode - Room Control Pages:

From the home page, you can select Environment Mode to access:



1. **Video Conference** – Camera Controls while in a BYOD video meetings
2. **Presentation** – to share content locally in the room from this menu
3. **Display controls** – power on/off the left, center or right display
4. **Audio controls** – adjust voice lift; control muting and level adjustments of the ceiling or lectern mics.

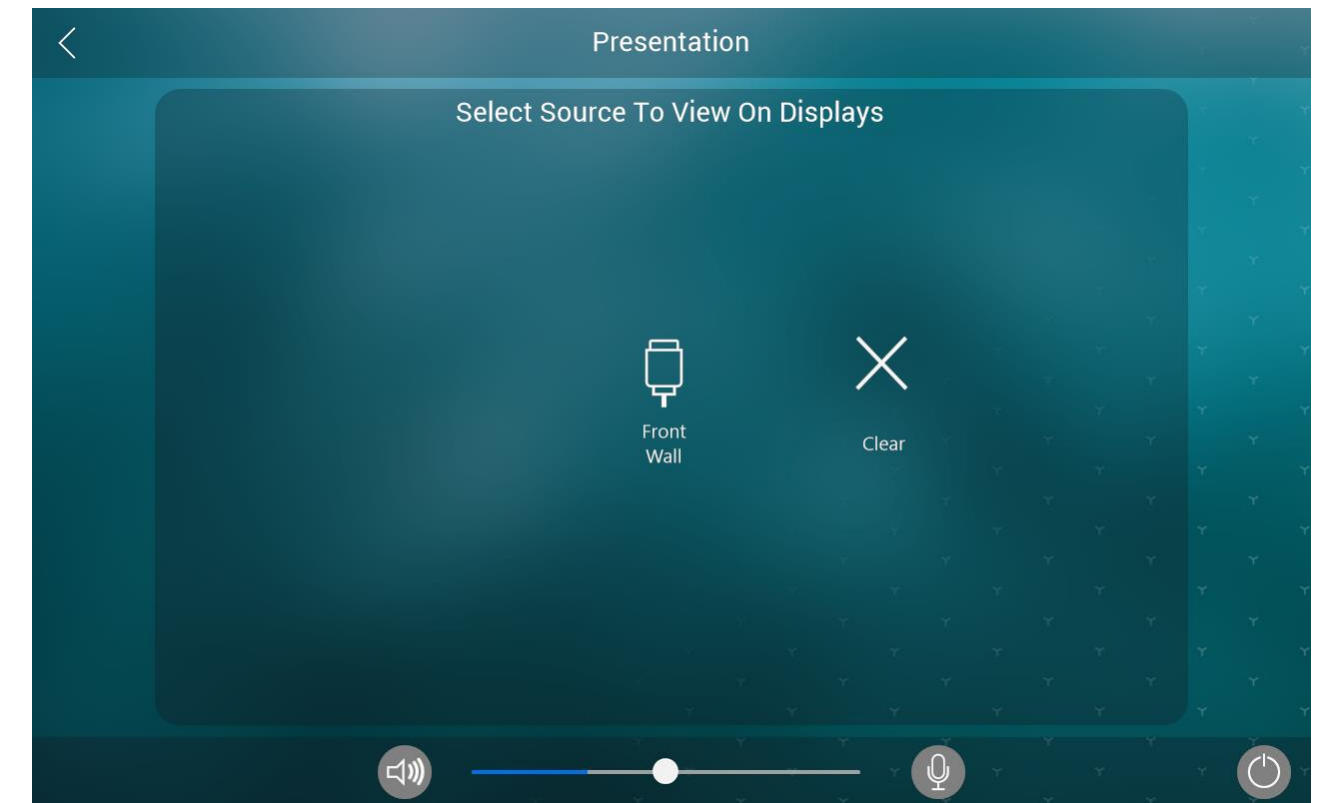
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Local Presentation Content Sharing

1. If the displays are asleep upon arrive, press the Environmental Controls button on the touch panel and go to Display Controls. Toggle power on for each of the three displays.
2. Once the displays are on, swipe left and press Home or press the Poly logo on the lower right corner and press Home to return to the main menu.
3. Connect the HDMI cable located at the front of the room to your laptop.
4. If your laptop does not display automatically on all three screens, you can press the Content button or Presentation button on the touch panel home page and select Front Wall input.

All three displays will mirror each other. You cannot share different images on each screen or extend your desktop.



Connecting to a Video Conferencing Using Bring Your Own Device (BYOD)

Connect to MS Teams, Zoom, WebEx, or any other Cloud Meeting Platform quickly using BYOD technology:

1. If the displays are asleep upon arrive, press the Environmental Controls button on the touch panel and go to Display Controls. Toggle power on for each of the three displays.
2. Once the displays are on, swipe left and press Home or press the Poly logo on the lower right corner and press Home to return to the main menu.
3. Select Device Mode.
4. Connect the USB cable at the front of the room to your laptop. This allows you to use the room microphones, speakers and cameras.
5. Connect the HDMI cable to your laptop which will share your laptop screen to all three displays automatically.
6. Open the cloud/virtual meeting that you would like to use on your laptop and connect to the meeting.
7. Your laptop may auto-detect the room peripherals. If not, adjust your laptop's Camera, Microphone, & Speakers to use the room's video conference system.
 - You can locate these settings on your laptop in the cloud platform application in device settings.
 - Most common setting names are:
Camera: PolyG7500Video Microphone: Echo Cancelling Speakerphone Poly G7500 Speakers: Echo Cancelling Speakerphone Poly G7500
 - You may also want to activate Noise Suppression / Noise Reduction on cloud platform under the microphone/speaker settings if applicable.
8. **For security purposes, the room connects to video meetings MUTED. You will need to unmute on the room touch panel to be heard. You may also have your cloud application auto mute. Ensure you have un-muted on your cloud meeting platform and the room touch panel at the start of your meeting.**

If you need to make additional room adjustments, follow these next steps:

- To adjust the camera, press the poly logo on the lower right corner and press Home. Press the Environmental button, then the Video Conference button and last Camera button. You can now select your preferred camera: front or rear, use presets and pan, tilt and zoom.
- To adjust the advanced microphone settings, press the poly logo on the lower right corner and press Home. Press the Environmental button then Audio Controls button. You can now adjust voice lift, control muting, and level adjustments of the ceiling or lectern mics.
- Mute and unmute the room using the cloud application on your laptop or the mute button on the bottom of the touch panel.

Video Conference Best Practices

- Recommended to bring a laptop power cable with you and ensure your PC power management settings are configured to allow longer duration video meetings.
- Be familiar with the technology you are using for your meeting. We recommend joining a meeting early, if possible, to familiarize yourself with meeting controls. Or if you are hosting a meeting using technology you are not familiar with, try setting up a test run prior to the actual meeting.
- Keep your microphone muted when you are not presenting to keep background noise to a minimum.
 - When the microphone is unmuted, be conscious of background noise (i.e., coughing; side conversations). The microphones are sensitive and will pick up noise.
 - When possible, close any doors to the meeting space to keep exterior room/hallway noise to a minimum.
 - Keep electronics and papers away from the microphones to prevent any interference or disruptions.
- Silence all cell phones, devices, and other technology in your meeting space.
- Be conscious of your background and clear the space behind you of clutter and excess light.
 - Sun coming in through a window will make the space appear darker. We recommend you close the blinds if possible.
- Keep your camera turned on/active during your meeting so you can be visible.
 - If you are in a video conference room and your camera needs adjusted, please use the touch panel controls to change your camera angle.
 - Physically trying to move the camera by hand could cause damage.
- Lastly, it may not be something you think of however, busy clothing (i.e., thin stripes, plaid, loud patterns) can be distracting in meetings and the camera can sometimes distort the image. Solid clothing and simplicity are best when choosing your attire for a video meeting.

If you need assistance with any issues in the room, please feel reach out to the
IVCi Helpdesk 24/7.

Our Technical Support Representatives will assist you with any issues/concerns
you are having.

800-224-7083
Option #2

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Any Questions?

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Troubleshooting Recommendations

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Camera Troubleshooting Recommendations

If the cameras do not wake up, locate the camera remote located behind the display to manually wake the cameras up for a meeting connection.



Select the yellow “1” button then the power button, this will turn on the front camera.

Select the yellow “2” button then the power button, this will turn on the rear camera.

Once cameras are activated the “Device mode” icon will appear on the touch panel.

Touch Panel Cannot Find Environment - Room Controls Troubleshooting

Recommendations:

If you press Environment button to get to the Room Controls page and you get a *Connection Error message*, take the following steps:

- Press Cancel on the touch panel screen.
- Then press anywhere on the touch panel screen and it will attempt to reconnect.
- You should not need to take this action more than 1 time to reconnect.

