Video Conference Room Quick User Guide

For technical support contact IVCi at 800-224-7083 Opt 2

CONNECTING YOUR VIDEO CONFERENCE MEETING

Bring Your Own Device (BYOD) for All Cloud Video Conference Meetings

Use BYOD to connect to MS Teams, Zoom, WebEx, Google Meeting or any other Cloud Meeting Platform

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 & 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 it does not, adjust your laptop's Camera, Microphone, & Speakers to use the room's video conference system..
   a. You can locate these settings on your laptop in the cloud platform application in device settings.
   b. Most common setting names are:
      i. Camera: PolyG7500Video   Microphone & Speakers: Echo Cancelling Speakerphone Poly G7500
   c. 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.**
9. 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.
10. 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 of certain audio features, and level adjustments of the ceiling or lectern mics.
11. Mute and unmute the room during your meeting using the cloud application on your laptop or the mute button on the bottom of the touch panel.

SCREEN SHARE OPTIONS

Sharing using the HDMI Cables:

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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**.**

TOUCH PANEL CONTROLS

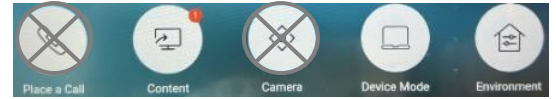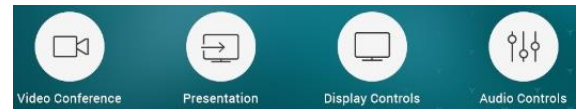**The following options are available on the Home Page of the TC10 touch panel:**

Note: Place a call & Camera buttons have no functions in your current setup. (This is a standard manufacturer button that cannot be removed.)

When in Environment Mode you have access to the following options:

- Video Conference – Camera Controls while in a BYOD video meeting

- Presentation – allows for content sharing locally on the displays

- Display controls – power on/off the left, center or right displays

- Audio controls – adjust voice lift; control muting and level adjustments of the ceiling or lectern mics.

Below are the touch panel screen options the above menus will display: