

Understanding Video Conference Equipment



Video Conference (VC) Equipment

Microphone

MUTE at all times unless you wish to speak and be heard

Red lights = Muted

Green lights = unmuted and other people can hear all your conversations

No lights= Not connected to a call

How to mute:

- Press the center button on the Microphone
- Press the mute button on your Polycom Remote



↑ This is what a typical microphone will look like

This symbol will appear on the screen when you are muted

This microphone is not connected to a call (there are no lights on)

Polycom Unit/ Video Conference Unit

This is the black box located in each VC room or cart, this is the power unit to all VC equipment

Before and after each VC make sure the BLUE LIGHT is on. **Blue light**= Power



A Typical Polycom Unit located in each VC room

Camera

Make sure your Camera is covered AFTER each session with the camera cap

If there is no camera cap contact the TELEHEALTH team (888-999-3356 or vchelp@firstnationsth.ca)

You may need to move your camera to make sure everyone is visible during a VC, please do this with your remote ONLY.



This is the camera located in each VC room

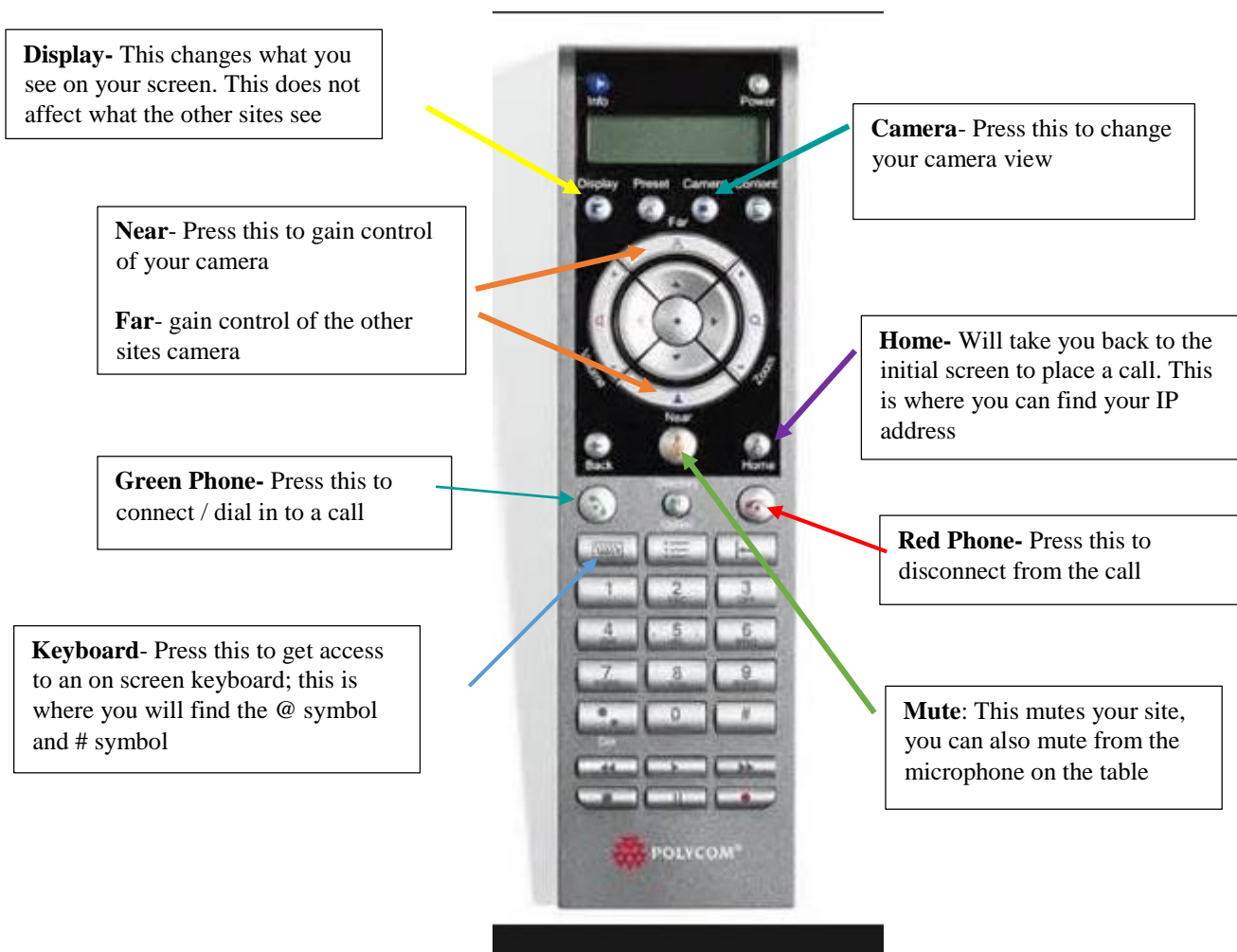
Television (TV)

Make sure your TV is turned to the right input so you can see the VC screen. If the TV is on and you can't see anything get your TV remote and find the SOURCE or INPUT button to change the input.



You know you are on the right input when you see either the POLYCOM setup sign or you see the other site

POLYCOM (VC) REMOTE


These are the buttons you will be using most often



Step by Step Guide on Equipment Setup

- 1) Check Telehealth portal and verify time, date, and connection information (firstnationsTH.ca)
- 2) Go in to the booked room at Connection time indicated on the Portal
- 3) Make sure Video Conference Unit Is on (**Blue light**), if it's off turn it on. If there is an **Orange Light**, just move your Polycom Remote, the unit is just sleeping
- 4) Take the lens cap off of camera
- 5) Turn on the TV- Make sure your TV is on the correct input
- 6) Make sure microphone is muted (it's on mute when you see red lights)
- 7) Make or receive the call
 - If you are in a site to site conference and are required to dial out.
 - ≈ Press the button (On the VC Remote) with a **GREEN** phone  and enter the number you are calling (this is where you enter the IP Address, VMR Address or search the directory for the site you wish to contact)
 - ≈ Press the **GREEN** phone  once the numbers are entered to call
 - If you are in a bridge call, simply wait for the bridge to connect you.
 - If another site is calling you it will auto answer the call if your equipment is on

IF YOU ARE NOT CONNECTED WITHIN 5 MINUTES OF YOUR START TIME: call 1-888-999-3356

- 8) YOU ARE CONNECTED WHEN YOU SEE THE OTHER SITE
- 9) End your call by pressing the **RED** phone button  the on the remote,
- 10) put on the camera lens, **LEAVE VIDEO CONFERENCE EQUIPMENT ON**
- 11) Turn off your TV