

K20 Video Equipment Setup and Configuration

- 1. See your technical staff person in your building for scheduling and assistance in setup.**
- 2. Communicate with other site if point to point in district to coordinate time and place.**
- 3. Move polycom unit with television system to room for setup**
- 4. Plug unit into Jack at site and ask technical staff to make sure jack is online.**
- 5. Turn on television and polycom unit to be sure both are ready for connection.**
- 6. Use polycom remote to login to other site. (See technical staff or go online to district technology page for list of site numbers for login.**
- 7. Address Book should also work for all in district locations for login.**
- 8. After connection adjust cameras near and far for best visual and adjust sound for incoming and outgoing.**
- 9. Be sure to mute sound near when not communicating.**
- 10. Attach and additional device to second connection (S-Video) computer, overhead camera etc.**
- 11. Switch between input devices with polycom remote.**
- 12. When completed, be sure to hangup connection with polycom remote.**
- 13. Power down polycom unit and television.**
- 14. Disconnect power cable and Ethernet from jack.**
- 15. Return Polycom unit and television system to location where stored.**