**PolyCom video conferencing in the Boardroom**

1. Obtain the key to the boardroom (Block 1, second floor) from Zhen Yan
2. Turn on the air conditioners.
3. Turn on the power switches for the PolyCom system (the last two close to the screen on the back wall).
4. Turn on the power for Presentation XXX (VP23 on the third self of the AV system) and make sure the VC Audio and TV buttons are all lit up.
5. Turn on the power for VSX8000 (on the second shelf).
6. Turn on the power for the plasma TV using the remote control (Panasonic).
7. Turn on the projector and select RGB1.
8. Connect the Lumen documentation camera to RGB1.
9. If we need to show content on a computer, connect the laptop computer to RGB1.
10. To make the call, key in the i.p. address by using the remote control. Right arrow key for “.”.
11. To share the view on from the documentation camera or the computer, press a switch button on a switch board.
12. After the conference, turn off the powers in the opposite order: Documentation camera → Projector → Plasma TV → VSX8000 → VP23.

Common addresses:

- Yan Lab-Duke 152.16.199.202
- Yan Lab-Duke (old) 152.16.239.42
- GMS Board Room 137.132.59.14
- Yan Office-GMS 192.168.12.61
- Yan Laptop 137.132.59.26
- Matthew 192.168.12.25