

# Videoconferencing Instructions

## Advance Preparation

**Staff planning to participate in a video conference should be sure to do three things in advance:**

1. Contact the video conference sponsor and make sure that Yamhill County has been programmed in as a participant for the particular video conference. They will need our IP address, which is **206.212.234.23**.

**If connecting with the State of Oregon contact them 2 days in advance. They can be reached at the State video conferencing help desk (503-378-6382).**

2. Schedule with the FY front desk in advance and make sure that room 25 (off FY lobby) is available during the time of your video conference and have them reserve the room.
3. If this is your first video conference, make sure you give yourself 30 minutes ahead of the meeting to make sure everything is working properly and that the room is set up appropriately for the video conference. You may want to “test drive” the system a couple days ahead of time to make sure you are familiar with it’s operation.

It is not uncommon to lose a connection during a conference call – If that happens be sure to have the contact information necessary to reach the other party by phone.

## Using the Videoconferencing Unit

Turn on the TV if it is not already turned on.

The screen should show “LINE” at the top right; if not, use TV remote control by pressing the TV button until it shows the LINE setting.

Look in the back of the Polycom unit for a switch to power up the Polycom. It takes around a minute to warm up and will display the Polycom triangle shaped logo when it finishes initializing.

The button on the remote that says “call” is used to place a call or answer a call. However, when the unit comes up it is already in default answer mode so it’s possible nothing except powering up the TV and Polycom unit is required. Other organizations only need the address **206.212.234.23** to link to the videoconferencing unit.

Picking up and setting down the remote turns on and off the “picture in picture” view that shows the room monitor in addition to the remote site.

If there are volume issues it works best to adjust the volume on the TV using the volume up or down buttons.