Michigan Supreme Courts Video Project
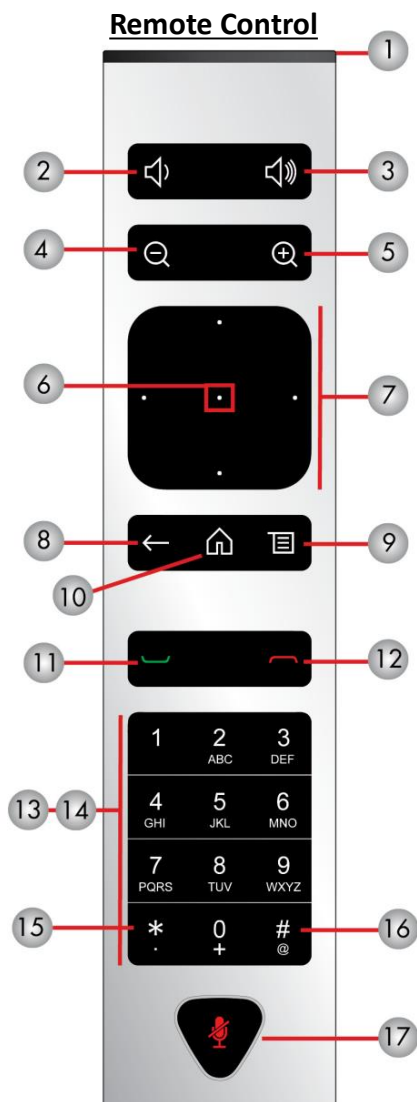## Polycom Group Series Quick Tips Reference Information
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Remote Control

Remote Control Description

1 LED IR emitter
2 Decrease speaker volume
3 Increase speaker volume
4 Zoom camera out
5 Zoom camera in
6 Select
7 Menu navigation and Camera Control (Up, Down, Left, and Right)
8 Backspace and Previous Page
9 Soft Menu
10 Home Screen (Main Menu)
11 Place or answer a call (Also Power On)
12 End or reject a call (Also Power Off)
13 Keypad – numbers or letters
14 Preset camera selection in camera mode
15 * or dot
16 # or @ symbol
17 Mutes microphone
18 Rechargeable Battery (Not Shown)

Placing Calls and Call Control

1. Speed Dial - Select entry on the **Home** Screen
2. State Directory – Press **Place a Call -** Select **Contacts** and then either select the desired entry through the **alphabetic list** OR use the **Search** field to do a partial name search for the desired contacts entry.
3. Manual Call - Press **Place a Call** and enter the destination dialing string in the field and press the **Place a Call** button
   o Dialing String Formats:
     ➤ Extension@IP (e.g. 135@12.232.9.10)
     ➤ IP##Extension (e.g. 12.232.9.10##135)
     ➤ IP Only (e.g. 75.41.109.236)
4. Answer a Call -Press **Answer** on the remote control.
5. End a Call - Press **End** on the remote control.
6. Mute Your Microphone - Press **Mute** on the remote control or on the Mic Array
7. Adjust the Volume - Press **Speaker Volume** on the remote control.
8. Change Camera View – Quickly press and release Preset number during a call to change views
9. Display Content – Connect content HDMI cable to PC or alternate device. Audio and video play .

Test Calls (Also in Directory)

- Test 4000 HOJ – 12.232.9.10##135
- Test JE 8000 – 75.41.109.236
- Test 6000 MDOC - 167.240.254.175##67002
- Devices auto answer 24 x 7

Supreme Court Video Support Resource

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