WNDLC Mobile DL Cart Operating Instructions

The mobile distance learning carts used by the WNDLC system offer many of the features that you'll find in the regular DL rooms.

All of the features of the carts are controlled with the remote control. The following pages detail what each button on the remote does.

We will also cover:

1. Making a call
2. Switching video sources
    a. Main Camera
    b. Document camera
    c. DVD/VHS player
    d. Laptop computer
3. Switching video displays

1. Placing a Video Call

You can use your system to place a video call in any of these ways by entering a name or a number. The preference would be to use an IP address (number). It will be much cleaner. You can also choose a site from:

    — Recent Calls list
    — Contacts list
    — Sites or Speed Dial list
    — Directory

Calling by Entering a Number

In the dialing field on the "place a call" screen, enter the dialing information. Most times the address will look like this:
— 10.11.12.13 (IP address—make sure to include the dots)

Press the **Call button** (see remote control diagram) to place the call.

Call Quality – Specify the call rate or call type for this call. For most calls, choose **Auto** to let the system determine the best quality for the call. The Call Quality options are on the "place a call" screen right below the dialing field.

Calling from the Recent Calls List

You may be able to choose a number to call from a list of the sites you have called recently. The Recent Calls screen provides details of all incoming and outgoing calls, including the time of the calls.

To place a call from the Recent Calls screen:
1. Select **Recent Calls.**
2. Scroll to the entry you want to call.
3. Press the **Call button** (see remote control diagram) to place the call.

Calling from the Directory

The directory is a list of sites stored locally on the Polycom HDX system.

To place a call from the directory:
1. Press **Directory** on the remote control.
2. Find the entry to call.
3. Press **Call button** to place the call.

Ending a Video Call
To hang up from a call:
1. Press **Hang Up** on the remote control.
2. If prompted, confirm that you want to disconnect from the far site(s).

2. Controlling What You See

Selecting and Adjusting a Camera or Other Video Source

You can use the remote control to select and adjust the main camera or any other near-site or far-site video sources, such as document cameras, computers, VCRs, or DVD players. You may be able to adjust far-site cameras that support pan, tilt, and zoom movement. You can adjust the far-site camera only if it is configured to allow you to control it.

To adjust a camera using the remote control:
1. Press **Near** or **Far** to select either near-site or far-site control. During a multipoint call being hosted by a system in the call, you can only adjust a camera at the far site that is currently speaking.
2. Press the arrow buttons on the remote control to move the camera up, down, left, or right.
3. Press **Zoom** on the remote control to zoom out or in.

Video Display Options (without content)

Your system has what is called Dual Monitor Emulation which gives you control of how you display the remote sites during a video conference; you can press the **Display** button on the remote control to scroll through the following screen layouts:
1. Near and far sites, same size, side by side
2. Far site big, near site small
3. Near site big, far site small
4. Near site, full screen
5. Far site, full screen

Video Display Options (with content)
During calls using Dual Monitor Emulation with content, you can press the Display button on the remote control to scroll through the following screen layouts:
1. Content big, far and near sites small
2. Content big, far site small
3. Content and far site same size
4. Content, full screen

Muting the Microphone
You can mute the microphone if you do not want the far site to hear you.
To mute or unmute the microphone:
Press **Mute** on the remote control.
If a Polycom microphone is connected to your system, you can also mute the call by pressing on the microphone.

3. Showing Content

You may be able to show the following to the far sites:
- Any information stored on a computer
- A paper document or object placed on a document camera
- A videotape or DVD

You can show one type of content and one people video source at a time, and you can switch to a different type of content or people video source if you need to. Participants at other sites can also show content or people video sources.

Depending on how your system is configured, you may be able to show content that is stored on a computer. When you show content from a computer, the far site can see you and what you see on the computer screen.

To show content press either the Camera button or the Content button on the remote. Once you press the button, then on the keypad press the number of the video source you want (Camera, Doc Cam, or Computer).

To play a DVD or VHS, It is run through the Document Camera.

Using the Remote Control

You use the remote control to place calls, adjust the volume, navigate screens, and select options.

Access the online help; see system status in a call

Store camera presets (when followed by a number); delete all camera presets

Cycle through display layouts

Select a far-site camera or video source

Navigate through menus

Increase or decrease the sound you hear from the far sites

Select a near-site camera or video source

Return to the previous screen

Place or answer a call

Display the onscreen keyboard to enter text

Display menu of optional features

Press once for a dot, twice for a colon, three times for an asterisk

Press to power the system on; hold to power off

View button presses and various menus

Select a camera or other video source

Start and stop sending content to far sites

Confirm your current selection; perform functions on highlighted items

Zoom the camera in or out

Mute the microphone audio you're sending to the far sites

Return to the home screen

View or manage directory entries

End a call

Delete letters or numbers

Enter letters or numbers; move the camera to a stored preset position

Control a programmed recording device

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