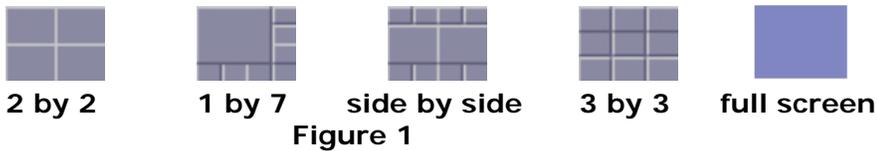


Changing the Screen layout during a class

1. Adjusting the Conference View using the polycom remote control

Once connected to a conference, users have the ability to change “how they see” the other sites. Display options vary from one site at a time to a number of continuous presence displays (see figure 1).



To adjust the conference view, users need to: (*pointing remote at the polycom hd camera*)

1. Press the # button followed by * * to see the screen options which will appear on the left side of your screen.
2. Press the number of the screen layout shown that you would like to select while the options still appear on the tv.
3. To move sites to the bigger box, press the # button as needed. (again, while the screen options still appear on the tv)

note: A change to the conference view only affects the local site. It does not change the views at any of the other sites in the conference.



2. Focusing on a Specific Site

Once the layout has been selected (from above directions), users have the ability to change which site they would like to have in the largest screen or full screen. (depending on which layout was selected) Normally the teacher is the “focused” (or appears in the largest screen) site.

1. While the screen options still appear on the tv, (if not, press # * * again) press the # button and each time you press it, a different remote site will be placed in the larger screen area.
2. Use the left or right navigation keys to scroll through the sites that are connected to the conference. The focused site will be the image in the largest screen or upper left screen

See below for examples:



Step 1

Pressing the # key on your Polycom remote will give you a keypad icon.



Step 2

Pressing the * * keys (asterisk key twice) will bring up a variety of screen options on the left side of the tv.



Close up of the screen option bar. Notice the # symbol. Pressing the # button allows you to move a remote site to a larger square (or full screen if in the full screen mode)



Option 6 is shown at left. This is considered a 1 by 5 layout with the 1 being the bigger box and 5 remote sites available on the side and bottom.