Using Polycom Real Presence and Logitech Camera in BML Conference Room
To Connect to Rooms CMSI 1347 or EVE 2342

Set Up

- Connect the mini display cable and USB hub to the Surface Pro tablet/laptop.
  - Connect the miniDP cable to the surface (miniDP cable is @ cable cubby in the middle of the conference room table).
  - Connect the USB cable (@ cable cubby, center of table) to the Surface USB hub, and connect Ethernet cable (@cable cubby) to the port at the end of the hub.
- Connect the labeled cables to the camera and speaker.
- Place the camera and speaker appropriately.
- Turn on/wake up the Surface.
- Turn on projector, lower screen, window shades, etc.
- If necessary make sure that the projector source is HDMI - use the remote for the DELL projector - source button to select the correct source (HDMI).
- Access the Polycom Real Presence desktop application via the W8 tile or desktop shortcut.
- The Polycom BML room account should be logged in to the application automatically.
- Once in Polycom, you will see what the camera is capturing. Make necessary adjustments to the camera with the remote or use the controls on the speakerphone.
- Reposition the camera and speaker appropriately for your meeting.

Make your call

If the CMSI room is going to call you, specify that the BML conference room dial address: bmlconf

To call CMSI room 1347 – the dial address is cmsiconf - enter the address in the Polycom dial pad, hit call.

To call EVE room 2342 – the dial address is eveconf - enter the address in the Polycom dial pad, hit call.

Note that the device at the far end of the call must be logged in to Polycom to receive your call.

Sharing Content

Once connected with Polycom Real Presence, you can share your desktop or share an open presentation. When you share content, the group at the other end of the call can see both your content and your video feed.

1. On the bottom right of the Polycom app, click the icon that looks like ••• for more settings

2. Choose the option for sharing content: 📺

3. Choose one of the following:
   - To share your desktop, select an option under **Monitor**.
   - To share a running application, select an option under **Share Application**.
   - If your application doesn’t appear in the list, be sure the file is open and click the refresh button in the “share application” selection area in Polycom.
   - Note the green outline that surrounds the content is what the remote audience will see.

Note that you cannot see the video feed when you are sharing content in a full screen slideshow (i.e. PowerPoint), you must be in edit mode to see the video feed window while in your presentation application. Also note that PPT **Presenter mode (with speaker notes) doesn’t work in Polycom- the far end of the meeting will see your notes.**

OVER ->
To stop sharing content
- Click Stop Sharing at the top of the screen from Monitor 1 or an application.
- Click Stop Sharing from other monitors.

Ending a Call
- Click to end a call.

Closing and Exiting the Polycom Real Presence Application
Closing the Real Presence Application by clicking the X in the upper right corner will only close the window. The application will continue to run in your system tray.

To close or exit Real Presence Desktop
1. Click on the application's title bar.
2. Choose an option from the menu:
   - Select Close to keep the application running in the system tray.
   - Select Exit to shut down the application.

Tips
If you are getting feedback on the conference phone, please adjust the volume down on both ends of the meeting (CMSI and BML) - then increase it, stopping short of where the feedback returns.

On the Surface, the default camera, speaker and mic are all set to be the Logitech ConferenceCam CC3000e.
- To confirm that these are selected in the Polycom Real Presence app, choose the gear symbol (lower right in Polycom app) to access settings
- Select audio device and select the inputs to verify the following:
  - Audio Input - Auto-Echo Cancelling Speakerphone Conferencecam CC3000e
  - Audio Output - Auto-Echo Cancelling Speakerphone Conferencecam CC3000e
- Select camera to verify the following
  - Video Device - Auto-Camera Conferencecam CC3000e

SKYPE

Note - You cannot have more than one application utilizing the mic and camera at the same time. i.e. you cannot have Skype and Polycom operating at the same time. Quit the application that you are not using for the conference or they will be competing for control of the inputs.

- In Skype, check inputs to ensure that the Logitech Conferencecam CC3000e is specified for the camera, mic and speaker.
- Skype account name for the CMSI meeting room 1347: cmsi1347

Note that the Conference Room laptop, aka the Surface, is re-imaged at reboot, any files that you copy to it will be wiped. Proceed accordingly.

Please address questions to BML - bmlithelp@ucdavis.edu   CMSI - kentran@ucdavis.edu