User’s Guide

ILE Station Service Support Information

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<th>Call Center Phone Support 816-235-2000</th>
<th>On-Site Assistance</th>
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<td>7:00 am – 7:00 pm</td>
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Please leave this manual at this Ideal Learning Environment station. For an extra copy, contact Classroom Technology Services at ext 5586.

Revised: 08/01/06
Introduction

The purpose and goal of the Ideal Learning Project, a Blue Print Project, was to upgrade classroom technology per faculty’s wish lists. In this vein, the Ideal Learning Environment (ILE) was born.

This document is meant to be utilized as a user’s guide when using a classroom equipped with this technology. For comments or suggestions about this guide, please contact Classroom Technology Services at (816) 235-5586.

The features covered include:

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Environment

The setup for each ILE station will be similar to the one shown below.

1. Flat-screen monitor
2. Microphone
3. Laptop hookups
4. Keyboard
5. Mouse
6. GyroMouse
7. Document camera
8. Remote or LCD Touch Panel
9. VCR
10. CPU (Central Processing Unit)
11. AMX Accent 3 (integrator of entire system)
12. NTI-VGA routing switcher
13. Amplifier
14. Pull-out drawer that will contain slide carousel (if available) and wireless microphone
Remote Controls for the ILE System

Many of the operations for the ILE system configuration will be controlled through a **32 button remote control device** or **LCD touch panel**, available at the ILE workstation.

**IMPORTANT:**
If the ILE workstation is equipped with a **LCD touch panel**, skip to page 10 for instructions on using this type of remote.

### 32 Button Remote Control Functions

The configuration of the remote shown below is an example of the remote. The remote found in your particular classroom may vary slightly.

The usage of these buttons is described in detail under each specific topic.
Projector

The projector is mounted from the ceiling of the classroom. It is controlled by using the appropriate button in the Projector section of the remote.

As illustrated, the first button (On/Off) turns the projector on or off. The projector will need a moment or two to warm up before the image will appear on the screen.

After the projector is turned on, the other buttons are used to switch the image on the screen between the computer, laptop, VCR, or document camera.

**NOTE:** The image on the screen will be the image displayed on the monitor, with the exception of the VCR. If VCR is chosen, it will run on the screen, but the monitor will display what was active before selecting VCR on the remote.

To turn off the projector, press the On/Off button. A popup box will appear on the screen asking if you want to turn off the projector. Press the On/Off button a second time to turn the projector off.
Screen

Screens will operate either manually or have a motor that will lower and raise it.

If the screen has a pull cord, you may assume that you are going to have to pull the cord to lower and raise it.

If the screen is motor-driven, use the **Up** and **Down** buttons in the **Screen** portion of the remote to lower and raise the screen. All electronically operated screens also have a switch on the wall. Holding the switch down lowers the screen, and holding the switch up raises the screen.

Logging onto the system

The ILE environment can be used with either a
- CPU (provided with the ILE setup), or
- Laptop (brought by instructor)

Using the CPU

To use the CPU, sign on to the system using your UMKC Single Sign-On (SSO). This will require your:

- User Name: Your UMKC User Name
- Password: Your password
- Log on to: Your UMKC Domain (choose from drop-down box)
Logging onto the system (continued)

Using this method will grant access to your network drives, and allow use of the CD ROM and all other drives in the CPU.

As an alternative, a generic ILE sign-on is available that will allow network access to the internet and all drives in the CPU:

- User Name: umkc-ileuser
- Password: Lecture$ (this is case sensitive)
- Domain: UMKC-USERS

Press the Computer button in the Projector section of the remote to display the computer screen on the projector screen.

Using a laptop

If you will be bringing your laptop, use the hookups provided with the ILE system. There will be three cords to the left of the flat-screen monitor. The picture below illustrates the hookup configuration. Press the Laptop button in the Projector section of the remote to display the laptop screen on the projector screen.

NOTE: If you are using a Mac laptop, the physical connections will be the same as those for a PC. The Mac laptop will have to be either off or in sleep mode while the connections are being made. Once the Mac is booted up (or awakened), it may be necessary to enable or disable video mirroring in the Display control panel, as appropriate.
VCR

Make certain the setting on the VCR is set to **A1** or **F1**, depending on the make of the VCR. (This is not a channel setting.) If the setting is not correct, press the channel **Up** or **Down** buttons until **A1** or **F1** is displayed.

If you plan to use additional video equipment (i.e. video cam) by plugging it into an auxiliary plug-in in the front of the VCR, change this setting to **A2** or **L1**.

**NOTE:** The options for this setting will either be **A1** and **A2** or **F1** and **L1**.

To use the VCR, insert the tape into the VCR, and then press the VCR button in the **Projector** section of the remote to switch the display on the screen to the video.

**NOTE:** If **SVideo** appears on the upper-right portion of the screen, press the VCR button a second time until **Video** is displayed.

Use the VCR section on the remote to control the display of the video. The options are **Play**, **Stop**, **Pause**, **Fast Forward**, and **Rewind**. You will only be able to see the video on the screen. The video will not appear on your monitor.

**Important:** Use the Volume section of the remote to control the volume for the VCR – up, down, and mute.
Document Camera

The document camera can be used to display
- printed pages,
- transparencies, or
- small objects.

Press the Doc Cam button in the Projector section of the remote to display the contents on the document camera on the projector screen.

The document camera should be left on at all times. This switch is a toggle button in the upper right of the face of the document camera. To turn the lamps of the camera on or off, press the Lamps On/Off button in the Doc Cam section of the remote.

To display a printed page

Lay the document face-up on the document camera. Use the Zoom In or Zoom Out button in the Doc Cam section of the remote as necessary. If the image on the screen is fuzzy, try using the Auto Focus button on the remote.

To display a transparency

Place the transparency face-up on the document camera. Press the Base button in the Lamp section on the front of the document camera panel. Press the Upper button in the same section to return to the “printed page” mode. Use the Iris Up or Iris Down button on the remote to adjust the screen lighting as desired. (This feature is not available on the Elmo brand of document camera.)

To display an object

Make certain the Upper button is selected in the Lamp section on the front of the document camera panel. Place the object on the face of the document camera. This object will be displayed on the screen. Use the Zoom In, Zoom Out, and Auto Focus buttons in the Doc Camera section of the remote, as needed.

NOTE: Pictures cannot be taken with the document camera.
Slide Projector

If a slide projector is provided with the ILE classroom in which you are teaching, it can be found in the drawer on the right side of the ILE cabinet.

Pull out the drawer, insert the carousel containing the slides, and then use the buttons in the Slide section of the remote to go Forward, Reverse, or turn it On/Off.

NOTE: When returning to the slide projector, after accessing another feature using the remote, press either the FWD or REV button in the Slide section of the remote to advance to the next slide or return to the previous slide. If On/Off is inadvertently pressed, the slide projector will be turned off. If this occurs, simply press On/Off again to reactivate.

Volume

To control the volume associated with using the VCR, playing CDs or DVDs, or using the computer, use the buttons in the Volume section of the remote.
LCD Touch Panel Functions

The configuration of the touch panel shown below is an example. The touch panel found in your particular classroom may vary slightly.

The usage of the touch panel functions is described in detail under each specific topic.
**Projector**

To turn the projector on, press the projector icon. The projector must go through a warm-up process. This process can last for over a minute and no other functions are available during this time.

After this warm-up process is complete, the main touch panel screen is available.

**NOTE:** The image on the screen will be the image displayed on the monitor, with the exception of the VCR. If VCR is chosen, it will run on the screen, but the monitor will display what was active before selecting VCR on the remote.

To turn the projector off, press the projector icon. The projector must go through a cool-down process. This process can last for over a minute and no other functions are available during this time.
Screen

Screens will operate either manually or have a motor that will lower and raise it.

If the screen has a pull cord, you may assume that you are going to have to pull the cord to lower and raise it.

If the screen is motor-driven, use the **Screen Down** and **Screen Up** buttons on the top portion of the main screen to lower and raise the screen. All electronically operated screens also have a switch on the wall. Holding the switch down lowers the screen, and holding the switch up raises the screen.

Logging onto the system

The ILE environment can be used with either a
- CPU (provided with the ILE setup), or
- Laptop (brought by instructor)

**Using the CPU**

To use the CPU, sign on to the system using your UMKC Single Sign-On (SSO). This will require your:

- **User Name**: Your UMKC User Name
- **Password**: Your password
- **Log on to**: Your UMKC Domain (choose from drop-down box)

Using this method will grant access to your network drives, and allow use of the CD ROM and all other drives in the CPU.

As an alternative, a generic ILE sign-on is available that will allow network access to the internet and all drives in the CPU:

- **User Name**: `umkc-ileuser`
- **Password**: `Lecture$` (this is case sensitive)
- **Domain**: `UMKC-USERS`

Press the **CPU** icon on the main screen of the remote to display the computer screen on the projector screen.
Logging onto the system (continued)

Using a laptop

If you will be bringing your laptop, use the hookups provided with the ILE system. There will be three cords to the left of the flat-screen monitor. The picture below illustrates the hookup configuration.

![Monitor Hookup, Audio Hookup, LAN Hookup](image)

Press the Laptop icon on the main screen of the remote to display the laptop screen on the projector screen.

**NOTE:** If you are using a Mac laptop, the physical connections will be the same as those for a PC. The Mac laptop will have to be either off or in sleep mode while the connections are being made. Once the Mac is booted up (or awakened), it may be necessary to enable or disable video mirroring in the Display control panel, as appropriate.

VCR

![Insert Tape](image)

Make certain the setting on the VCR is set to A1 or F1, depending on the make of the VCR. (This is not a channel setting.) If the setting is not correct, press the channel Up or Down buttons until A1 or F1 is displayed.

If you plan to use additional video equipment (i.e. video cam) by plugging it into an auxiliary plug-in in the front of the VCR, change this setting to A2 or L1.
**VCR (continued)**

**NOTE:** The options for this setting will either be A1 and A2 or F1 and L1.

To use the VCR, insert the tape into the VCR, and then press the **VCR** icon on the main screen of the remote to switch the display on the screen to the VCR.

**NOTE:** You will only be able to see the video on the screen. The video will not appear on your monitor.

The remote will display the VCR screen with the controls for the VCR. The options are **Play**, **Stop**, **Fast Forward**, and **Rewind, Pause, and Eject**.

**NOTE:** The **Eject** icon will only function in rooms equipped with a VCR/DVD combination unit.

**Important:** Use the **Volume** - and + icons on the bottom of the screen to control the volume for the VCR. A mute icon is also available.
In rooms equipped with a VCR/DVD combination unit, you can access the DVD controls by pressing the DVD icon on the main section of the remote.

The remote will display the DVD screen with the controls for the DVD. The options are Play, Stop, Fast-forward, Rewind, Pause, Eject, Skip Forward, and Skip Back.

**Important**: Use the Volume - and + icons on the bottom of the screen to control the volume for the VCR. A mute icon is also available.
Document Camera

The document camera can be used to display
- printed pages,
- transparencies, or
- small objects.

Press the **Doc Cam** icon on the main screen of the remote to display the document camera on the projector screen.

The document camera should be left on at all times. This switch is a toggle button in the upper right of the face of the document camera. To turn the lamps of the camera on or off, press the **Top Light On/Off** icon and/or the **Base Light On/Off** icon on the **Document Camera Controls** section of the remote.

**To display a printed page**

Lay the document face-up on the document camera. Use the **Zoom In** or **Zoom Out** icon in the **Doc Cam** section of the remote as necessary. If the image on the screen is fuzzy, try using the **Auto Focus** icon on the remote.
Document Camera (continued)

To display a transparency

Place the transparency face-up on the document camera. Press the **Base Light On** icon on the document camera panel. Press the **Base Light Off** icon to return to the “printed page” mode. Use the **Brightness Up** or **Brightness Down** icon to adjust the screen lighting as desired. (This feature is not available on the Elmo brand of document camera.)

To display an object

Make certain the **Upper** button is selected in the **Lamp** section on the front of the document camera panel. Place the object on the face of the document camera. This object will be displayed on the screen. Use the **Zoom In**, **Zoom Out**, and **Auto Focus** buttons in the **Doc Camera** section of the remote, as needed.

**NOTE:** Pictures *cannot* be taken with the document camera.

Slide Projector

If a slide projector is provided with the ILE classroom in which you are teaching, it can be found in the drawer on the right side of the ILE cabinet.

Pull out the drawer, insert the carousel containing the slides, and press the **Slides** icon on the main section of the remote.
Slide Projector (continued)

Use the Forward and Reverse icons to change slides. Control power to the projector with the Projector On or Projector Off icons.

**NOTE:** When returning to the slide projector, after accessing another feature using the remote, press either the Forward or Reverse icon in the Slides section of the remote to advance to the next slide or return to the previous slide. If the Projector Off icon is inadvertently pressed, the slide projector will be turned off. If this occurs, simply press the Projector On icon to reactivate.

Volume

To control the volume associated with using the VCR, playing CDs or DVDs, or using the computer, use the icons on the bottom of the main section, VCR section, and DVD section of the remote.

The volume is adjusted by pressing the Volume – or + icons. A mute icon is also available.
Help Page

A Help page is available on the LCD touch panel remote by pressing the HELP icon. This will show the contact information for the UMKC Call Center.

HELP MENU
FOR SERVICE CALL UMKC CALL CENTER

816.235.2000
7am-7pm MONDAY-FRIDAY
OR
816.235.8000
7pm-9pm MONDAY-FRIDAY
7am-6pm SATURDAYS

ilesupport@umkc.edu
**Microphone**

A microphone is provided on the desktop. To activate this microphone press the **Push** area, at the front of the base of the microphone. A green light will appear to indicate the microphone is on. Press this area a second time to turn off the microphone.

The volume has been preset to accommodate the room size. The volume will be increased for a theatre environment.

**NOTE:** If speaking privately with someone in the general vicinity of this setup, make certain the microphone is off.

**Wireless Microphone**

The wireless microphone can be found in the pull-out drawer on the right side of the desk. Use this when you want to travel around the classroom, but still want the benefit of a microphone.

Use the small plastic clip to attach the microphone to your clothing, for instance somewhere in the lapel area of a suit, or where a shirt buttons.

Attach the battery pack portion of the apparatus on your belt, or some other convenient location on your person.

The controls for the wireless microphone are on the side. To activate the wireless microphone, switch the button from **OFF** to **PWR**. A green button will light up. To mute the microphone, switch the button from **ON** to **MUTE**.

**NOTE:** When finished with the microphone, please switch the power to **OFF**. This microphone runs on one 9-volt battery.
GyroMouse

If you prefer to travel around the classroom and still have access to mouse features, you can use the GyroMouse. It can also be used on the desktop like a regular mouse. The GyroMouse rests in a cradle on the ILE desktop.

To use the GyroMouse, remove it from its cradle (this example is for a right-handed person). Grasp it from the top between your thumb and index finger (the words "GyroMouse Pro" will be facing you). Rest your thumb on the left mouse button (you will use your thumb to click). Wrap your fingers around the right side of the mouse, resting them on the underneath side on the Activate Button. Left-handed persons can adjust these directions accordingly.

When away from the ILE desk, aim the mouse toward the screen, hold down the Activate Button with your finger(s), move your wrist to move the mouse pointer around the screen, then use your thumb to click the left mouse button when appropriate.

UMKC Cable Link
UMKC Information Services provides a web page that enables viewing select cable stations on a computer connected to the UMKC network.

Visit [www.umkc.tv](http://www.umkc.tv).

The choices are numerous and encompassing. Click the desired link to view the associated channel choices. The results will be a live broadcast or a recorded show from the previous week.

**Technical Support**

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Transporting Files

Transporting files to a classroom can present a dilemma. What is the best method? You need to consider your options before making that decision. The options listed below are in order by desirability.

**Network Drive**
The needed files can be saved on your personal network drive, and then accessed via the ILE computer or a laptop by using your personal single sign-on. Check with your IT Liaison to make certain that your network drive is accessible in this manner.

**CD ROM**
A file(s) can be burned onto a CD. If CDs can contain an entire dictionary, there should be no problem saving your needed files to one. CDs are easy to transport, and all desktop computers and laptops have CD drives available.

**Zip Drive**
This is a removable drive that can be transported from machine to machine. The ILE computer has a 250 mb zip drive that also supports a 100 mb zip drive.

**Hard drive (C:) of a laptop**
This is an excellent option if the file resides on the laptop you will be taking to use in a classroom.

**A: drive (floppy disk)**
This option is a good one because almost all laptops and desktop computers have a floppy drive. The bad news is, a floppy disk will hold only 1.4 megabytes of data, and some files can well exceed that. Check the size of your file before utilizing this method.

**Hard copies**
If you bring hard copies of documents to class, you can utilize the document camera.

**Email**
As a last resort, you can email a document to yourself. Open Outlook using Web access, [www.umkc.edu/exchange](http://www.umkc.edu/exchange). Use your SSO (Single Sign-On) to access the email attachment in your Inbox. If the **Save As** option is used to transfer a document attachment to the hard drive of the ILE computer, delete it before leaving class. Do NOT store documents on the hard drive of the ILE computer. Others would then have access to this document, or if the machine fails for any reason and is subsequently rebuilt, the files would no longer be available.
Leaving the ILE Station

Before leaving the ILE station, please remember to:

- Raise the projection screen
- Remove any floppy discs, zip discs, CDs, or DVDs from the ILE computer
- Remove any tapes from the VCR
- Remove your slide carousel
- Logoff the ILE computer (do not Shut Down)
- Turn the Desktop microphone off
- Return and switch the wireless microphone to off
- Turn the lights on the document camera off (do not Shut Down)
- Place the GyroMouse and Touch Panel in its recharging cradle
- Turn off the projector
- Remove all chalk, erasers, and other teaching materials from the ILE station
- Turn off the room lights
Using A Polycom ILE Classroom

One of the latest additions to the ILE workstation is the incorporation of a Polycom distance learning device. The Polycom uses the sound from the standard ILE desk along with the addition of several video cameras to connect to and communicate with a group in another location(s) via the internet. The primary functions of the ILE station are the same as in the other ILE rooms, but you will notice the addition of the Polycom logo on the Main screen of the touch panel.

The following pages will walk you through how to use the Polycom system, it will show you the touch panel screens that you will encounter throughout the process, and instruct you on how to use some of the more advanced tools that were built into the system.

The Polycom section of the touch panel is password protected in order to keep unauthorized users from making inappropriate calls. If your meeting requires the use of the Polycom you will have to contact a member of Classroom Technology Services or your department’s administration.

Setting up the room:

Once you get situated at the ILE workstation it is best to go ahead and log into the computer, lower the projection screen, and turn on the projector. Once these steps are done, you can continue by pressing the Polycom symbol on the touch panel. A keyboard screen will appear on the touch panel and you can use the stylus (located on left side of touch panel) to enter in the password for the system and press “Done”; it will then display the Polycom Page. The correct password will activate the cameras and microphones and set up the rest of the equipment to be used through the Polycom system.
You will notice that the computer monitor is displaying the home screen of the Polycom and the touch panel has switched to a page labeled “Polycom Controls”. This page is split into several sections; system functions, Polycom source, volume controls, and page switching buttons.

We will start with the orange section called **System Functions**. The top two buttons here are the “End Call” and “Call” buttons. In order to start your session you will need to press the call button to dial a number with the dialing pad page. Your number might be pre-programmed onto the Polycom home page and you can use the keypad on the right side of the panel to highlight your connection point and press the middle button to make the call.

The **End Call** button will end the call, but remember that pushing the **End Call** button also resets the entire ILE system to its default status and if KP 201 is included in the conference, it will disconnect and completely shut down KP 201’s system.

The four orange buttons control what video signals are being sent through the Polycom system. The “**Camera Control**” button is used to single out one of the three cameras and make minor manual adjustments to the automatic presets. When you press the “**Camera Control**” button another pop-up screen appears that asks which camera you would like to control (see left). Note: *You must choose the camera that is on screen, or you will not be able to see what changes are being made.*

Once you choose which camera to control another pop-up screen with an arrow pad and other control buttons will appear (see right). The numbered buttons signify each of the preset camera zones in the selected room. When a preset is manually selected, it will temporarily turn off the automatic camera function and will only allow sound from that particular camera zone’s microphone.
You can use the blue arrow keypad to make small adjustments to the camera view. The other buttons allow you to zoom in, zoom out and auto-focus. The blue buttons on this page are touch sensitive, meaning the longer that the button is held the faster the action will be performed.

The “Done” and “Cancel” buttons at the bottom of the screen will return the camera system to its fully automatic state and return the touch panel to the main Polycom control page.

The “Send Source” button is used to transmit one of the sources from the “Polycom Source” section to the receiving party. In order to transmit a selected source, push the “Send Source” button, then the “Polycom Source” you would like to be viewed. When you are ready to return to the desk camera, press the “Send Source” button.

The “Desk Cam” button switches the transmitted source back to one of the local cameras. There are two cameras linked to the “Desk Cam” button, the camera on the desk and the camera on the wall in KP 301. In order to view or send either one of these cameras you must be in the “Desk Cam” mode.

The “PIP” toggles the picture-in-picture function and also rotates the picture window around the screen. When you first begin your session you will only be able to see what is being transmitted by the far side. By pressing the “PIP” button once you will then see one of the local camera’s, then each subsequent “PIP” button push will rotate the image to one of four corners of the screen. Note: When you send a source, the PIP window displays the far end and the master screen shows your content.

The green “Polycom Source” (right) section of the main Polycom page will allow you to choose which of the available video sources to transmit to the receiving party. In order to send the video source you simply select which source you want, then press the orange “Send Source” button.

Note: Video sources sent through the Polycom are heavily compressed and result in a degradation of video quality. Please refer to your teaching guide for content creation tips.
You will see that there are two volume control functions on the main Polycom Controls page. The **yellow Room Volume control** on the left hand side of the controls all audio in the local rooms (KP 201 and KP 301). Then there is a blue section on the right hand side of the screen (see picture) that controls just the volume that is coming from the connecting party. This allows you to turn up the received audio without affecting the rooms overall volume when one of the local microphones are used.

There is also a button labeled **“Mic Mute”** in this section. This particular button will not allow any of the sounds from the local microphones to be transmitted through the Polycom. This does not mute the microphones from playing over the speakers in the room; it simply stops any transmission of sound to the receiving end. When you press this button a little mute symbol will appear on the screen. **Note:** If the microphones are muted you will be able to hear the far end, but they will not be able to hear you.

Across the bottom of the main **Polycom Controls** screen you will see a series of blue oval buttons (pictured below). These buttons lead to pages that control the functions of the DVD player, the document camera, the VCR, and the projection source. You will also see a button that says “Help”. This button can be found on every page and will direct you to the appropriate contacts in case of technical difficulties.

The functions of the Document camera, VCR, and DVD pages are self explanatory and operate like any other ILE classroom at UMKC. The **Projector Source Selection** page though is a new feature installed in this system. These controls let you determine what video source is being viewed through both the projector and the computer monitor. When you navigate to the Projector Page (picture) you will see two boxes labeled “Projector” and “Monitor” and a series of buttons underneath depicting what video sources are available. From this page you may select a different source to play on the projectors than what appears on the computer monitor at the desk in KP 301. **Note:** When KP 201 is in use, it shares the same source as the projector in KP 301.
This allows the instructor or facilitator in KP 301 to allow the class to view the content coming through the Polycom on the projector while watching the camera view of KP 201 on the desk monitor. This function is also useful in the initial set up of the Polycom session by viewing KP 201 and seeing that the screen did drop down and the projector turned on. When you leave this page, simply press the blue oval button at the bottom of the screen labeled “Polycom Page”. **Note:** If you would like the projector and monitor to be synced, you must manually match them before you exit the Projector Page.

This document provides the basic outlines for the functions of the Polycom system found in Katz Pharmacy 301/201. If you have any further questions or would like to set up addition training, please contact the Call Center at 235-2000. A member of CTS will contact you to set up a convenient training session.

If you experience any problems with the ILE system, please contact the Call Center at 235-2000 to issue a trouble ticket.