

# Quick Reference Guide

## ITV Equipment Operation

Polycom Group 700

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### To Turn on Equipment

- Tap the screen once to wake it up, and then tap the "Southeast ITV" icon.
- The televisions will turn on.
- After the system starts the Activities screen will appear.

### Selecting Cameras

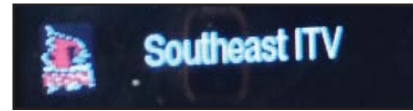
- Tap the appropriate selection on the screen

### Sending/Stopping Content

- Tap content on the screen, select PC/Doc Cam on the ELMO

### Devices Screen

- If you accidentally touch "Devices" on the remote you will see a screen similar to this. Simply touch "Activities", then swipe the screen to the left once to return to the normal screen.



**Southeast Missouri State University**  
**Media Services**  
**School of Extended Learning**

FOR TECHNICAL SUPPORT  
Phone: 573-986-6880  
From Malden - Speed Dial 271  
From Sikeston/Kennett - Speed Dial 71  
<http://itv.semo.edu>

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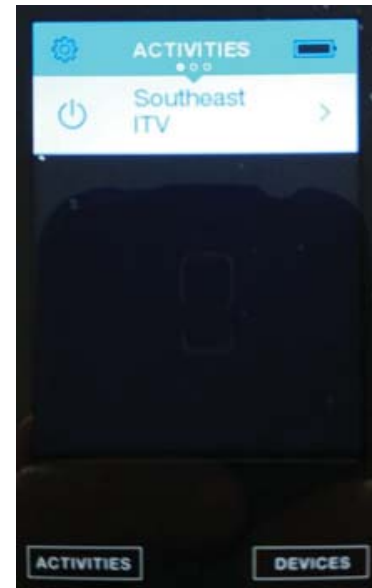
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### Activities Screen

- Swipe the screen to the left once to return to the normal control screen.



### Local Room Volume

- To increase or decrease local room volume: VOL button

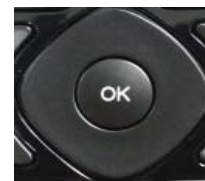
### Zoom

- To zoom in and out use the CH/PG arrow keys on right side of remote.



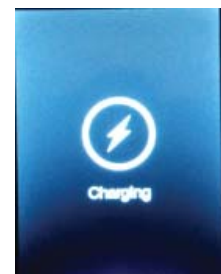
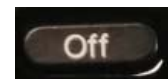
### Camera Pan/Tilt and Menu Navigation

- Diamond shaped button surrounding the "ok" button: controls the Pan and Tilt of the selected cameras



### Turning off Equipment After every class

- Set the camera to Student Cam.
- Press the Off button on the remote to turn off all the televisions.
- Return the remote to its charging base. Ensure the charge screen appears on the remote.



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