Quick Tips
for ViewStation EX, ViewStation FX, and VS4000

Using the Remote Control

- Capture an image from a camera and send it to the far sites as a still image
- Adjust the camera; navigate through menus
- Return to the main (home) screen
- Increase or decrease the sound you hear from the far sites
- Mute the sound you’re sending to the far sites
- Zoom the camera image in or out
- Turn automatic camera tracking on or off
- Select a camera or other video source
- Display the onscreen keyboard so you can enter text
- Start and stop sending content to far sites when using the Visual Concert™ FX device; select PowerPoint® presentations
- Place or end a call
- Open the address book so you can make a call or work with an entry
- Confirm your current selection; perform functions on highlighted items
- Return to the previous screen
- Toggle between controlling the near-site and far-site cameras
- Show or hide the Picture-in-Picture (PIP)
- Store camera positions (when followed by a number); delete all stored camera positions
- Enter a dot in an IP address
- Delete letters or numbers
- Enter numbers or text; move the camera to a stored position
- Access the online help; access Technical Support if your organization uses the Global Management System™

Answering a Video Call

Ending a Video Call
2. Select Disconnect Video Call.

Placing a Video Call

Entering a Name or Number
1. Select Video Call from the main screen.
2. Enter the ISDN number, system name, or IP address.
   - To enter text, press Keyboard to access the onscreen keyboard.
3. Enter a second ISDN number, if necessary.
4. Select the call type.
5. Select the call speed.

Using the Address Book
2. Use the arrow buttons to scroll to the name of the site you want to call.

Using the Speed Dial List
1. Select Address Book from the main screen.
2. Press the speed dial number of the site you want to call.
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### Placing a Multipoint Call
1. Select **Video Call** from the main screen.
2. Select **Multipoint** from the Video Phone screen.
3. Enter the names of the sites you want to call by using the Address Book or by manually entering the phone number of the site.
4. Press **Call-Hang Up**.
   
   If you are already in a video call and would like to add more sites to that call, press **Call-Hang Up** and select **Add a Video Call**.

### Adding a Phone Call to a Video Call
1. Press **Call-Hang Up** after your video call is connected.
2. Select **Add Telephone**.
3. Enter the telephone number of the audio participant that you want to add to your video call.
4. Press **Call-Hang Up**.
5. Once the call connects, press **Near or Far**.

### During Your Videoconference

<table>
<thead>
<tr>
<th>To do this...</th>
<th>Press this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute the microphones</td>
<td><strong>Mute</strong> (or press <strong>Mute</strong> on the microphone)</td>
</tr>
<tr>
<td>Increase or decrease the volume</td>
<td><strong>Volume</strong></td>
</tr>
<tr>
<td>Turn the PIP on and off</td>
<td><strong>PIP</strong></td>
</tr>
<tr>
<td>Enable automatic camera tracking</td>
<td><strong>Auto</strong></td>
</tr>
</tbody>
</table>

### Selecting and Adjusting a Camera or Other Video Source

1. Press **Near or Far**.

<table>
<thead>
<tr>
<th>If you see this...</th>
<th>You can select and adjust this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Near-site camera or video source</td>
<td>Near-site camera or video source</td>
</tr>
<tr>
<td>Far-site camera or video source</td>
<td>Far-site camera or video source</td>
</tr>
</tbody>
</table>

2. Press the number button that corresponds to the video source you want to select.

<table>
<thead>
<tr>
<th>Press this...</th>
<th>To select this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main camera</td>
</tr>
<tr>
<td>2</td>
<td>Document camera</td>
</tr>
<tr>
<td>3</td>
<td>VCR or DVD player</td>
</tr>
<tr>
<td>4</td>
<td>Auxiliary pan/tilt/zoom camera</td>
</tr>
</tbody>
</table>

3. To adjust the main or auxiliary camera:
   - Press the arrow buttons to move the camera up, down, to the left, or to the right.
   - Press **Zoom** to zoom the camera in or out.

### Setting and Using Camera Presets

To store a preset:
1. Press **Near or Far**.
2. Move the camera as needed using **Zoom** and the arrow buttons.
3. Press **Preset**.
4. Press a number from 0 to 9.

To move the camera to a preset position:
>> Make sure the camera is pointing towards you and press a number from 0 to 9.

### Presenting Content

To show any content (such as a slideshow or document) stored on your laptop:
1. Connect the laptop to the optional Visual Concert FX device.
2. Make sure the laptop video is configured to a supported resolution and refresh rate.
3. Press **on the Visual Concert or press **Graphics** on the remote control.

### Getting Help

If you need help using the ViewStation® system, go to www.polycom.com/videodocumentation to access other documents (such as the ViewStation Getting Started Guide), or contact your system administrator.