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### **Use of the a laptop with the Polycom**

A faculty or staff member may use their own laptop to do their presentation however, below are the requirements that are needed on it in order to use it with the Polycom:

- Internet Explorer 5.0 or higher
- S-video or baseband-video out on the laptop
- S-video cable
- Microsoft Office (specifically PowerPoint)

### **Connecting the laptop to the Polycom**

#### **Step 1:**

Connect the S-Video cable to the S-Video out on the laptop (on left side) and to the second camera output on the back of the Polycom.

#### **Step 2:**

- Power up the laptop and click Start.
- Go to "Settings"
- Go to "Control Panel"
- Then click "Display"
- In the Display Properties box click the "Settings" tab
- In the Settings window click "Advanced"
- In the "Multiple Monitors and ATI Mobility M4 Properties" click "Displays"

There are three selections on this window: Monitor (computer), Panel (laptop), TV (Polycom)  
When the S-video cable is connected to both the Polycom and the laptop the tab for the TV will be green. Double click on that and then click "apply"

Your screen on the laptop will appear smaller.

**Now you can make your call to the remote site.** Once in the call and you are ready to give your presentation:

On the Polycom remote switch to your second camera by:

- Press the "near" button twice
- Using the right arrow key on the remote tab over to the document camera icon on the screen.
- Your laptop screen should now appear on the TV screen
- You can now open up your PowerPoint presentation and proceed with your presentation.

## Document Camera

A document camera connected to the Polycom provides an excellent way to view x-rays or other images and requires an S-Video connection. To connect a document camera to the Polycom follow these steps.

### **Step 1:**

Connect the S-Video cable to the S-Video out on the document and to the second camera output on the back of the Polycom.

### **Step 2:**

On the Polycom remote switch to the document camera by:

- Pressing the "near" button twice
- Using the right arrow key on the remote tab over to the document camera icon on the screen.
- The white screen of the document camera should now appear on the TV screen.

## Examination Camera

A examination camera connected to the Polycom provides excellent maneuverability and the ability to view images closeup. Highly recommended for patient consults.



type of examination camera

### **Step 1:**

Connect the S-Video cable to the second camera output on the back of the Polycom.

### **Step 2:**

On the Polycom remote switch to the examination camera by:

- Pressing the "near" button twice
- Using the right arrow key on the remote tab over to the document camera icon on the screen. .

## **Taking a Snapshot**

Often there will be images that a physician would like to capture to reference at a later time and Polycom makes this possible. The following are the steps in which to follow for capturing an image from either the local or remote site.

### **Capturing a remote image**

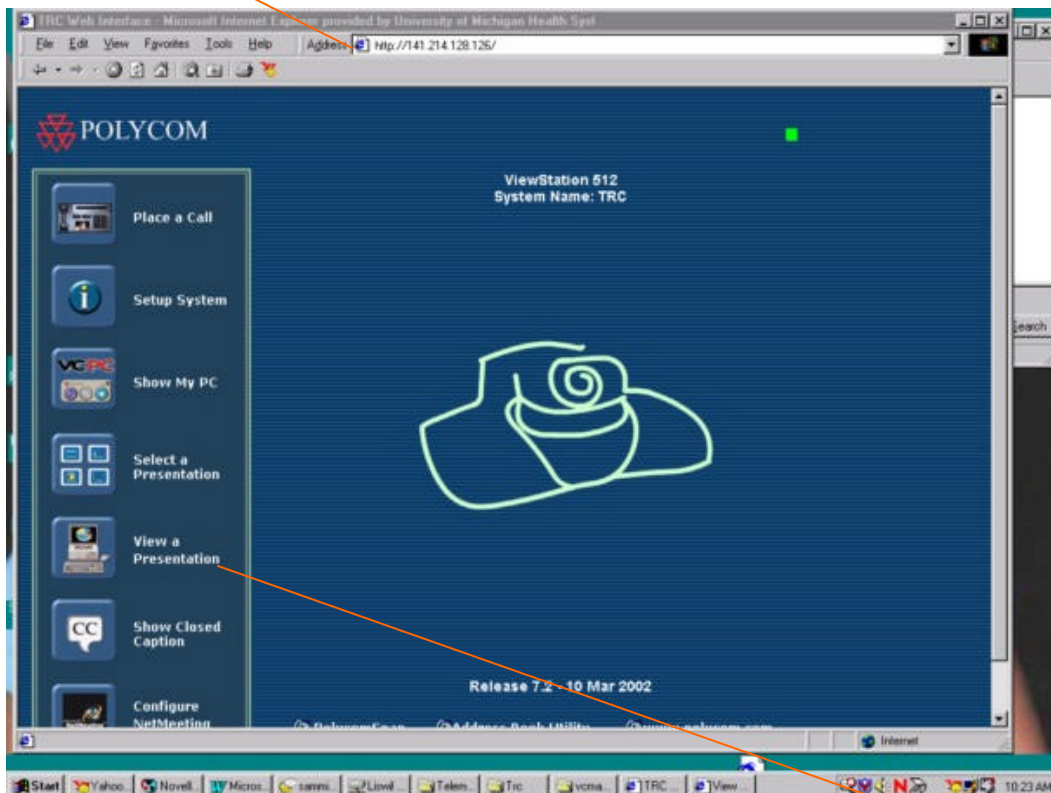
From the handheld remote press the red “Snapshot” button. Then “0”. You will hear the clicking as if an actual camera was taking a photo. Repeat this for every image that you want to capture.

### **Capturing a local image**

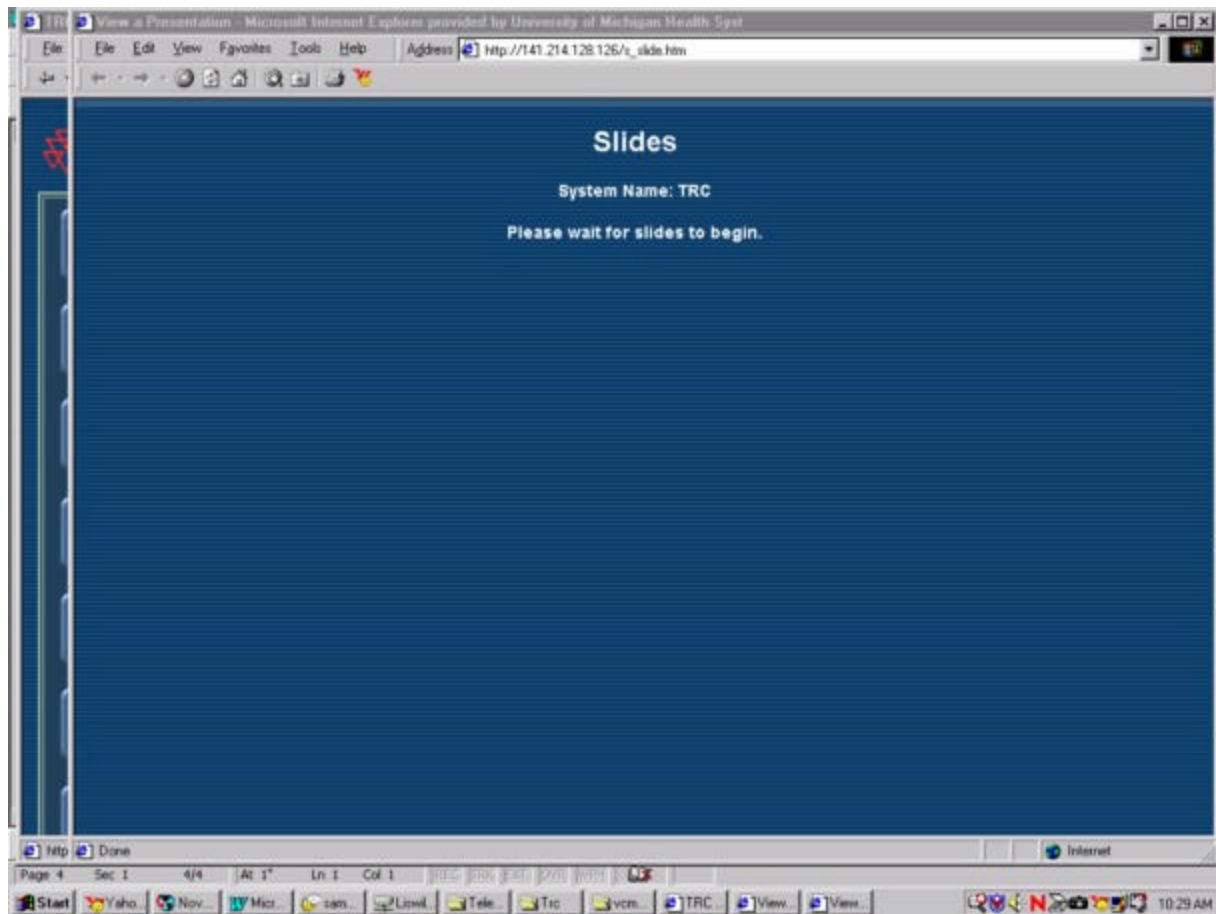
From the handheld remote press the red “Snapshot” button twice. Repeat this for every image you want to capture.

## **Retrieving Images**

To retrieve the images from the Polycom, go to a computer and open up Internet explorer. Type in the IP address of the Polycom (this should be located at the bottom of your monitor or using the remote tab over to system information, press enter).



This is the next screen that will appear. Double click on “View a Presentation”



This is the next screen that will appear. Your images will begin loading to this screen.

To save the images to a file on your computer:

1. Right click on the mouse and “save image as” to the file on your computer.
2. Use the forward/back arrow on the web browser to go back and forth between images. The images will be viewable until you close out of this screen.