Classroom Technologies

Quick Start Guide

Power On
Lighting
Laptop
Teleconferencing
Power Off
System: Power On

1. Press the ON-OFF button to power on the projector

2. Locate projector screen switch and lower the projector screen
   - Raises the screen
   - Stops the screen
   - Lower the screen

*note: please ensure screen does not hit the door on the way down*
Duke University - Pratt School of Engineering

**Need Help?** IT Help Desk - Mon thru Fri - 7am to 6pm - 413 Teer - 660.5400

Classroom Technologies - FCIEMAS 2591

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**Lighting**

- Power On
- Lighting
- Laptop
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- Power Off
1. Connect VGA cable to laptop (located on the conference table)

2. Make sure laptop is in external display mode (Fn+F8, or equivalent)
1. The **Polycom** is located on the conference table.

2. Turn the Polycom over and connect one end of the network cable to the Polycom.

3. The telephone cable is connected to a jack on the pop up of the conference table.

4. The **Interface Module** is located on the conference table.

5. Connect the cables to the **Interface Module**.

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**Power On** | **Lighting** | **Laptop** | **Teleconferencing** 1 of 2 | **Power Off**
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Teleconferencing

6. Plug the Interface module into the power strip (located in the conference table)

7. READY indicates that the Polycom is connected and ready to make and receive phone calls

Placing a Call

FCIEMAS 2591 Phone Number: 919-684-0803
Dial 9 to reach an outside line

Direct Dial
1. To obtain dial tone, press the key.
2. Dial the desired number.

   ![Image of Polycom interface](image)

   - To cancel the call, press the key.

Indirect Dial
1. From the Ready screen, dial the desired number.
2. Press the key or the soft key to make the call.

   - If you make a mistake entering the telephone number, press the soft key.

Answering a Call
Press the key or any number key to answer an incoming call. Pressing the button will override all other telephone activity. The three LEDs will blink green when the phone rings.

Ending a Call
To end a call, press the key.

![Image of call duration](image)
System: Power Off

1. Press the **ON-OFF** button to power off the projector

2. Press the **ON-OFF** button once more to confirm powering off the projector

3. Raise the projector screen
   - Raises the screen
   - Stops the screen
   - Lower the screen

4. Questions or problems with the classroom technology in this room? Contact Pratt IT. We can only help if we know.