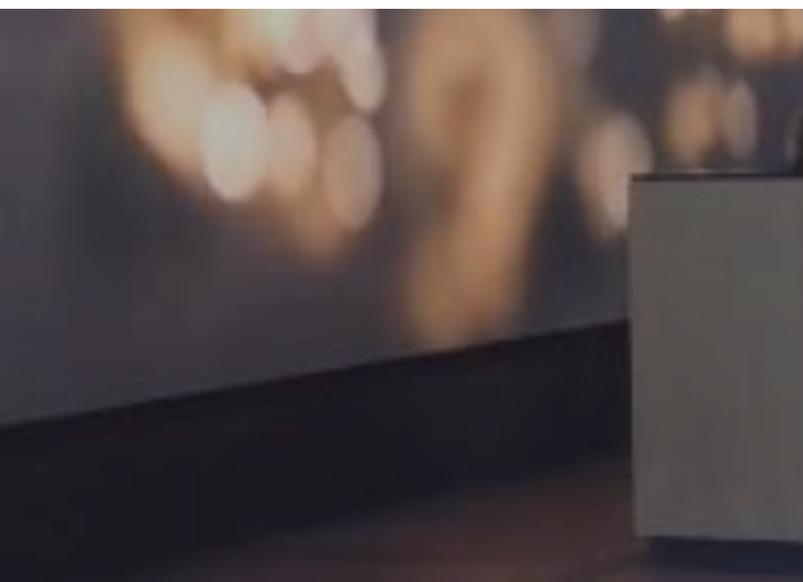


Poly G7500 Training

Brookhaven National Laboratory

Upton, NY

Physics Large Seminar Room



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Overview:

- Overview of the Poly G7500 System & Peripherals
- Room Touch Panel Controls & Functionality
- Video Conference Meetings
- Video Conference Best Practices
- IVCi Helpdesk Contact Information

Poly G7500

This system should always be powered on and is located in the AV Control Room.

For the IT Team:

- If for any reason, the system needs to be powered down, please note that the entire rack can be powered down by switching off the 2 power switches on the rack in the AV Control Room. The Poly G7500 does not have a power button.
- If the system needs to be restarted for any reason, the system restart button is located on the front of the codec on the lower right.



Displays

The rooms have displays in several areas:

- Auditorium
 - 2 – 75” front wall displays on left and right sides of stage
 - 1 – Projector screen in center of stage
 - 1 – 19” display at the lectern
- Lobby / Overflow Space
 - 2 – 65” front wall displays
- To wake up the displays and all room peripherals, press the Matrix Routing button on the touch panel home page.
 - Matrix Routing allows you to manually configure the source routing for all desired displays and content.
 - Once configured, you are now ready to have a local only meeting with content or press Home and then Video Conference button to connect your cloud video meeting with your desired source routes established.

Speakers

The rooms have speakers in several areas:

- Auditorium
 - 9 Ceiling Speakers
 - 2 Program Speakers on front wall
 - 8 Universal Ear Speakers
 - ADA Compliant audio system with battery packs, cleaning wipes & ear coils in AV Control Room
- Lobby / Overflow Space
 - 6 Ceiling Speakers
- **Zones:** you can choose to send audio to Auditorium, Lobby or both using source routing when you choose your destinations.
- **Volume Control:**
 - **Auditorium:** You can turn the volume up or down in the room on the top of the touch panel under volume icon.
 - **Lobby:** you can turn the volume up or down in the lobby using the wall controller in the Lobby.

Cameras & Touch Panels

The Main Auditorium has the following cameras:

- 2 PTZ (pan, tilt, zoom) cameras. One on the front wall and one on the rear wall
- Camera adjustments are controlled on the touch panel with pan, tilt, zoom and presets are available as well.



The Main Auditorium has the following touch panels:

- 1 Crestron touch panel at the lectern
- 1 Crestron touch panel in the AV Control Room

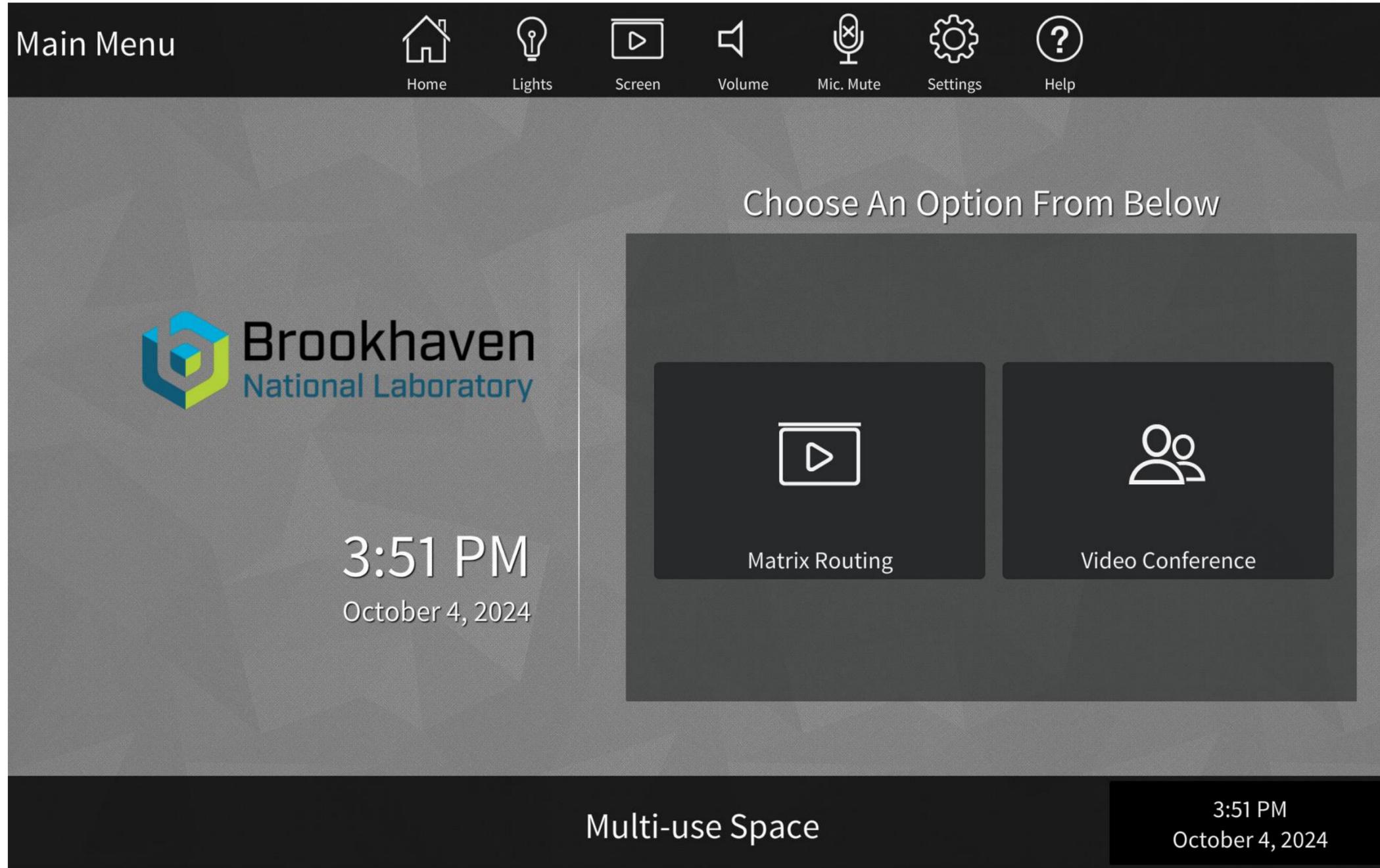
Microphones

The Auditorium has several different types of microphones:

- 2 Ceiling Microphones
 - 1 in front of room and 1 above the audience
- 1 Gooseneck Lectern Microphone
- 4 Wireless Microphones
 - 2 Lavalier
 - 2 Handheld
 - Only 2 total can be used at a time. 2 Lavalier or 2 Handheld or 1 Lavalier & 1 Handheld
- **Group Muting:** Groups are Front Ceiling, Rear Ceiling, Wireless or Lectern
- **Mic Mute Icon** on the top of the touch panels allows you to adjust:
 - Voice Lift for wireless and lectern mics
 - Mute all option to mute the full room
 - Mute certain groups of microphones only

Pro Tip: Please be sure to keep electronic devices away from the mics as well as try not to shuffle papers near them as the mics are sensitive and will pick up this sound.

Touch Panel Home Screen



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Touch Panel Home Page Room Controls:

The image shows a touch panel interface for room controls. At the top, there is a 'Main Menu' bar with icons for Home, Lights, Screen, Volume, Mic. Mute, Settings, and Help. Above the menu, there are several callout boxes: a red box containing a list of presets (Preset 1, Preset 2, Preset 3, Preset 4, Off), a blue box for 'ScreenControl' with up and down arrows, a yellow box for 'Company Contact Info For Support' with contact details, and a yellow box for 'Privacy' with various microphone mute options. Below the menu, there are three volume control sections for Speaker, Wireless Voice Lift, and Lectern Voice Lift, each with plus, minus, and mute buttons. A yellow arrow points from the 'Mic. Mute' icon to the 'Privacy' section.

Company Contact Info For Support:
Contact Information For IVCI Support:
Helpdesk@ivci.com
631.707.7027
SO#: 856036

Main Menu

Home Lights Screen Volume Mic. Mute Settings Help

Speaker Level
Wireless Voice Lift Level
Lectern Voice Lift Level

Default Volume Level

Privacy

Front Ceiling Mic Mute Off
Rear Ceiling Mic Mute Off
Wireless Mics Mute Off
Floor Box Mute Off
Lectern Mic Mute Off
All Mute Off

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Matrix Routing:

Matrix Routing will wake up all peripherals in the room.

Then choose your content source and destination route for each display in the auditorium and lobby



Matrix Routing

Clear: to clear any desired source route press clear and choose source you would like to clear.

Source: where are you showing content or video meeting from.
Example HDMI at Floor Box 1 content

Destination: where do you want that content or video meeting source to display to (can choose multiple destinations).
Example HDMI at Floor Box 1 to Projector display.

Available Content Sources:

- Lectern HDMI
- Floor Box 1 HDMI
- Floor Box 2 HDMI
- Floor Box 3 HDMI
- PC Out 1 (Room PC)
- PC Out 2 (Room PC Extension)
- Codec Out 1 (Video Meeting)
- Codec Out 2 (Video Meeting Content)

Available Destination Displays:

- Front Left Display
- Front Right Display
- Projector Center Display
- Lectern Display
- Lobby Left
- Lobby Right

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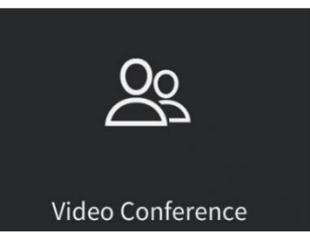


Video Conference:

Navigate to Matrix Routing Page first to wake up all peripherals in the room.

Then choose your content or video codec source and destination route for each display in the auditorium and lobby for your video meeting.

Select Home and press Video Conference to dial out to your cloud video meeting



The main interface includes a top navigation bar with icons for Home, Lights, Screen, Volume, Mic. Mute, Settings, Help, and Shutdown. Below this is a dial pad with numbers 1-0 and symbols for *, #, and DTMF. To the right of the dial pad are buttons for Clear, Backspace, Connect, Directory, Presentation, Camera Control, Audio Levels, Keyboard, and Meetings. A central panel shows 'Local Number: Phy-Seminar' and 'Call is Disconnected'. To the right of this panel are 'Receive Level' and 'Transmit Level' controls with volume icons and 'Default Level' buttons. At the bottom, it says 'Multi-use Space' and shows the time '4:02 PM' and date 'October 4, 2024'.

The Directory menu has a search bar with 'Back', 'Clear', and 'Search' options. Below the search bar are 'Connect' and 'Home' buttons.

The 'Select Source For Far End Presentation' menu shows a 'Clear' button and three selection options: 'Lectern', 'Floor Box 1', and 'Floor Box 2'.

The Camera Control menu shows 'Front' and 'Rear' camera selection buttons, a 'Pan/Tilt' control with directional arrows, and four 'Preset' buttons (Preset 1 to 4).

Video Conference Menu Options:

- **Text Box:** Enter the SIP address for the video cloud meeting you would like to connect, then press connect.
- **Clear:** clear entry in text box completely
- **Backspace:** clear last entry in text box only.
- **Connect:** to connect the video call after you enter the SIP dialing string
- **Disconnect:** to disconnect the video call when complete
- **Keyboard:** to access the full keyboard for text box entry or DTMF tones

Menus that populate to the right:

- **Audio Levels:** to adjust receive and transmit levels in general
- **Directory:** to access the internal directory (not in use currently)
- **Presentation:** select content source for presentation to share to far end participants from the room.
- **Camera Control:** to control the front and rear cameras

Advanced Video Conference Matrix Routing Options:

- PC1 can be connected to Cloud VC Meeting with **no audio** selected before joining to be used to display the Participant List & Chat windows on the desired display.
 - If you connect to a cloud VC meeting on PC1 with audio, it will create a loud echo. However, in Zoom meetings, once connected, on PC1 go to the audio settings on the Zoom meeting and select Leave Computer Audio. (Zoom does not allow you to configure "join with no audio" before joining)
- Codec 2 can be routed to a destination as a dedicated content display allowing the far end participants on the cloud meeting to stay full screen for destination showing the source Codec 1.

The audio settings menu shows a 'Switch to phone audio...' option at the top. Below it is a 'Leave computer audio' button highlighted in yellow. Underneath, there's a 'Jessica TI' name and an 'Audio settings...' button. At the bottom, there are 'Audio' and 'Video' icons, with the 'Audio' icon also highlighted in yellow.



Video Conference Best Practices

- Be familiar with the technology you are using for your meeting. We recommend joining a meeting early, if possible, to familiarize yourself with meeting controls. Or if you are hosting a meeting using technology you are not familiar with, try setting up a test run prior to the actual meeting.
- Keep your microphone muted when you are not presenting to keep background noise to a minimum.
 - When the microphone is unmuted, be conscious of background noise (i.e., coughing; side conversations). The microphones are sensitive and will pick up noise.
 - When possible, close any doors to the meeting space to keep exterior room/hallway noise to a minimum.
 - Keep electronics and papers away from the microphones to prevent any interference or disruptions.
- Silence all cell phones, devices, and other technology in your meeting space.
- Be conscious of your background and clear the space behind you of clutter and excess light.
 - Sun coming in through a window will make the space appear darker. We recommend you close the blinds if possible.
- Keep your camera turned on/active during your meeting so you can be visible.
 - If you are in a video conference room and your camera needs adjusted, please use the touch panel controls to change your camera angle.
 - Physically trying to move the camera by hand could cause damage.
- Lastly, it may not be something you think of however, busy clothing (i.e., thin stripes, plaid, loud patterns) can be distracting in meetings and the camera can sometimes distort the image. Solid clothing and simplicity are best when choosing your attire for a video meeting.

If you need assistance with any issues in the room, please feel reach out to the
IVCi Helpdesk 24/7.

Our Technical Support Representatives will assist you with any issues/concerns
you are having.

800-224-7083
Option #2

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Any Questions?

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