

Quick Reference User Guide

UW Madison – Enrollment Management Rooms 1117, 2073, 9401, 9610, 9909, 9910, 11301, 11520, 11604

Connect

Connect your laptop to the system using the **HDMI** and **USB** cables provided at the table. HDMI is used for displaying your device on the screen while the USB is used for connecting to the web conferencing camera/soundbar.

If you are presenting only, you are now connected.

To use web conferencing, proceed to the next step.



Web Conferencing

Set Polycom Studio as the Default Audio and Video Device.

To set Polycom Studio as the Audio and Video device:

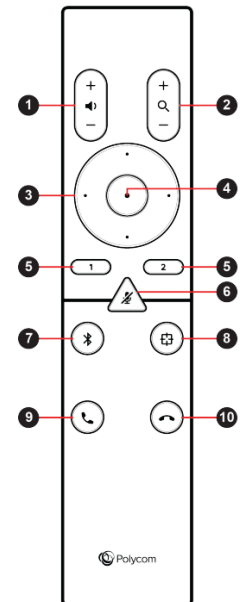
- Go to your web conferencing software's **Settings**.
- Find the **Audio Devices** panel and select **Polycom Studio USB** as your microphone and speakers.
- Find the **Video Devices** panel and select **Polycom Studio USB** as your webcam.
- You can now **Save/Apply** the settings and begin web conferencing.



Remote Control Features

Polycom Studio uses a Bluetooth remote control. By default, Polycom Studio enables the Group Framing and Speaker-Tracking function, which provides a hands-free experience. Some functions are manual, like volume, mute, answer, and hang-up.

1. Volume Up/Down
2. Zoom In/Out
3. Camera Directions
4. Home – Resets the camera to its original status when the group framing and speaker-tracking mode is off
5. Camera Preset 1 and 2
6. Mute/Unmute
7. Bluetooth
8. Group Framing and Speaker Tracking
9. Answer
10. Hang Up



AVI Madison Support Line 1-800-800-7086

Email support@avisystems.com