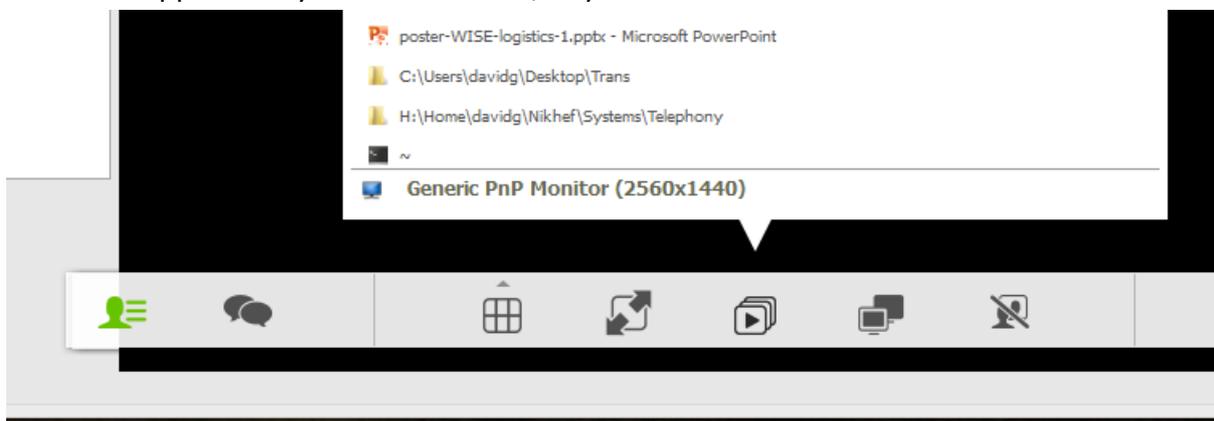


Room H128 video conferencing instructions

1. Power on the TV system:  powers it on. Power off? use **other button** marked "Off"
2. Power on the polycom if it's not in standby.
You should see it on TV. If not, switch to HDMI. The camera rotates and points at you now.
3. Press the green "call" () button to access the dial menu
4. Select "**vidyogw.cern.ch**" from the directory (use the up/down arrow keys) and select it with the "right" arrow button
5. After you see the IVR screen from CERN Vidyo:
enable the dial pad on the polycom by pressing "#" once
6. Enter the conference room number: **109 338 677 1** and then enter "#" once more
7. You should be connected with audio and video.

To connect your presentations and share your screen, please use either your own laptop or the conference loan laptop that is in the room. **Do not remove the loan laptop please.**

1. Start a web browser (Chrome or IE will do fine)
2. Go to
<https://www.nikhef.nl/grid/video/?m=wise-breakout>
3. Connect with the web browser to the link to trigger the Vidyo client
4. Hover your mouse near the bottom of the Vidyo client window
5. Select the application you want to share, or your entire screen:



6. If you want to share MS powerpoint slides and keep your other windows private: **do not "start the presentation"** (that will open a new window that is not shared) **but put the presentation in reading mode** (shortcut: *Alt-W* and then *D* in Office 2010):



In room H3.31, the displays are controlled from the touch panel to the left of the board. Ask an operator for assistance to enable the displays. For the WISE meeting, call **109 338 677 #** and connect to <https://www.nikhef.nl/grid/video/?m=wise> from the conference laptop. A polycom needs "#" to enable the dial pad. See above for more instructions on Vidyo.

The CERN Vidyo Gateway IP addresses are **188.184.66.56** or **137.138.248.250**.