

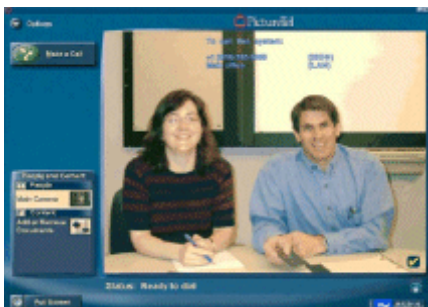
PictureTel 600 Quick Reference

Connecting the Unit:

1. Connect the network cable to a network drop.
2. Connect the power cord from the monitor and the power cord from the computer/camera unit to electrical outlets.

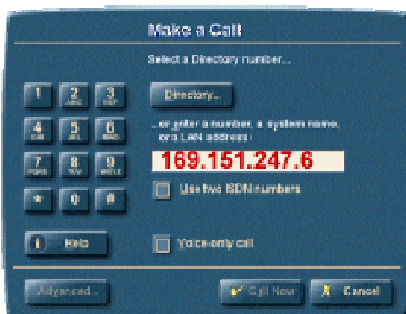
Beginning a Session

1. Push the power button on the monitor.
2. Push the power button on the side of the computer/camera unit.
3. Be sure the unit at the other end is powered up.
4. You are ready to make a call when you see this screen:



Making a Call

1. Click the *Make a Call* button.
2. Using the keyboard, enter the IP address that you would like to call (example: 169.151.247.6).



3. Click the *Call Now* button.

To Determine your IP address:

1. Plug equipment into network drop where the unit will be used.
2. Turn on equipment and let it boot up.
3. Click on Start Button, select Run, in box type *Command*, at c:\> type *ipconfig*.
4. Give your IP to another party if you want them to initiate the conference.


Answering a Call

1. Be sure that both the monitor and the computer/camera unit are powered on before the call is placed.
3. When asked if you want to answer a call, click *Yes*.

Ending a Session

1. Using the keyboard, click the *Hang Up* button.
2. Close the program by clicking the close box in the top right-hand corner of the window.
3. Shut down the computer:
Start > Shut down
When you see the message "it is now safe to turn off your computer," press the power button on the side of the computer/camera unit. The button must be held down for about 10 seconds.
4. Turn off the monitor.

Full Screen

1. Use Full Screen during the video conference.
2. To deselect Full Screen, click the *Options* button. 

Connecting the Document Camera

1. Use the provided power supply to connect to electrical power.
2. Use the supplied cable to connect to the video input on the computer unit.

Using the Document Camera

1. When a document camera is connected to the system, it appears in the *People and Content* list.
2. Click Document Camera in the list to make the document visible on both the near-end and far-end monitors.

Remote Control

Use the remote control to

1. Adjust the volume (sound you hear).
2. Mute your microphone (sound you transmit to the other participant).

