

Using the Polycom

Before you begin

Contact your remote host school in advance. Arrange the time for the conference call so that they have their unit connected and switched on at their end.

Turn on the Polycom.

When the Polycom is ready to go you will see the **Place a Call** dialogue box in the centre of the screen

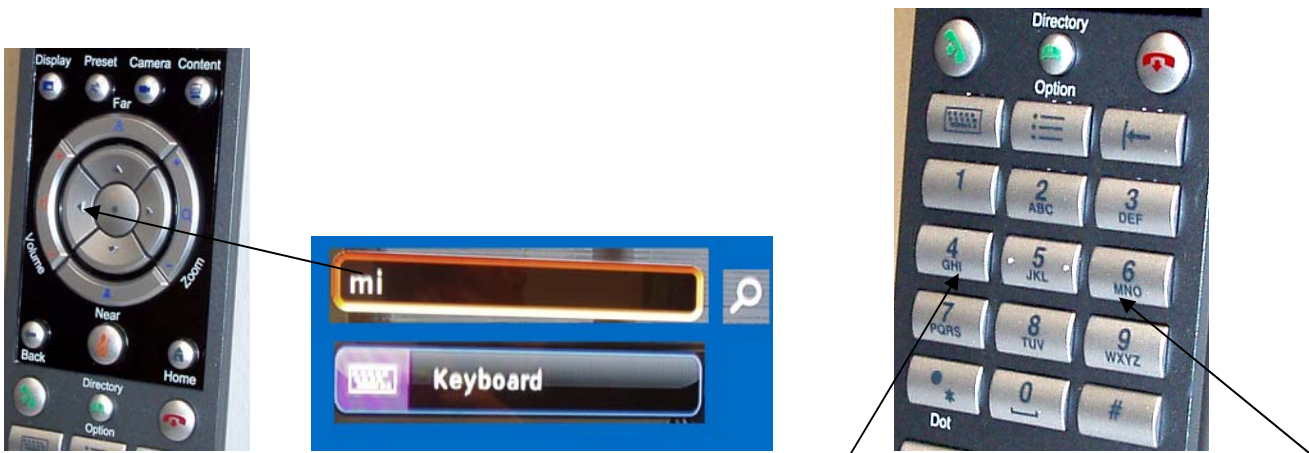


Using the **arrow down** function on the remote select Directory as shown.



Use the **arrow left** function on the remote select the search box to find a DEECD Polycom.

Example: if you were searching for a school in **Mildura** you would type **M** (on the 6 key) and **I** (on the 6 key)



A list of schools with MI in their name will appear. Use the arrow down function to select the school you want:

- Mildura south PS
- Mildura West PS VC1
- SVN Bogong OEC 15 Mile Creek Camp
- SVN Middle Indigo PS VC1
- SVN Milawa PS
- SVN Mildura PS VC1
- SVN Mildura SC VC2

Press the call button to connect with the school

