Incoming Call to this Room Using Videoconferencing (polycom)

From an OSU endpoint:

* Ask the OSU site to dial 17991 on their videoconference endpoint
* The call will be automatically answered

From a non-OSU endpoint:

* Ask the non-OSU site to dial either:
	+ 17991@128.193.234.11 if it is a Cisco endpoint
	-OR-
	+ 128.193.234.11##17991 if it is a Polycom endpoint
* The call will be automatically answered as long as Polycom Real Presence is open

How to Place Videoconferencing (polycom) Calls from this Room

Calling an OSU endpoint:

* Through the Polycom Real Presence software Dial the 5-digit alias of the far site OSU endpoint
	+ This can be provided by the person you are calling
* Or use the global directory on your endpoint to find the location you are calling

Calling a non-OSU endpoint:

* Dial the IP address of the non-OSU endpoint
	+ This will be provided by the person you are calling

Prior to calling out or receiving a call through polycom, you must:

1. **Turn on Computer**
2. **Login with username: .\nash104J password: hmsc**
3. **Double click on Panacast desktop shortcut**
4. **Double click on Polycom Real Presence desktop shortcut**

NEW Videoconferencing (polycom) OSU Nash 104J