

Getting Started

VSX6000 - Conferencing for Medium-Size Rooms

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Verify the Contents of Your Shipment



Open package(s)

When you receive a shipment of video conference equipment, the stake technology specialist (STS) should open the packages and check for any visible damage. The STS is responsible for setting up the equipment and should follow the steps outlined below.



Verify contents

Compare your copy of the equipment order with the shipping invoice. Ensure that all the pieces of equipment you ordered were shipped.

The basic VSX6000 package includes:

- VSX6000 video base unit
- Remote control
- Tabletop microphone
- Power supply
- Network, audio, and video cables

Note: If an item is missing or broken, please e-mail a copy of your order to VCPurchase@ldschurch.org and clearly describe the damage or absence of the item(s).



Become familiar with the device

- Moving Camera* – Pans, tilts, and zooms to better capture conference participants individually or all together.
- Speaker* – An integrated speaker projects voices of off-site participants.
- Infrared Sensor* – Receives the signal from the remote control.
- Activity Light* – Flashes green to indicate the system is powered on. When you're in a call, it shines a solid amber color.

Set Up and Connect the Equipment

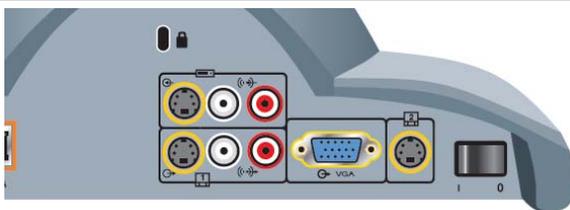


Consider placement

The VSX6000 is designed to rest on top of a TV. As conference participants look at the video display, they are also looking toward the camera.

Note: You may need to use a bracket to place the camera on top of some video displays (i.e., flat panels).

Position the VSX6000 and video display where lighting won't be a problem. Pointing the unit's camera towards a window may cause problems with backlighting.



Connect video and audio cables

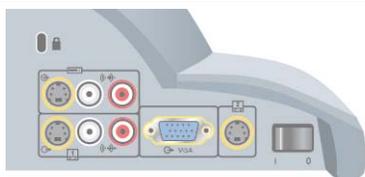
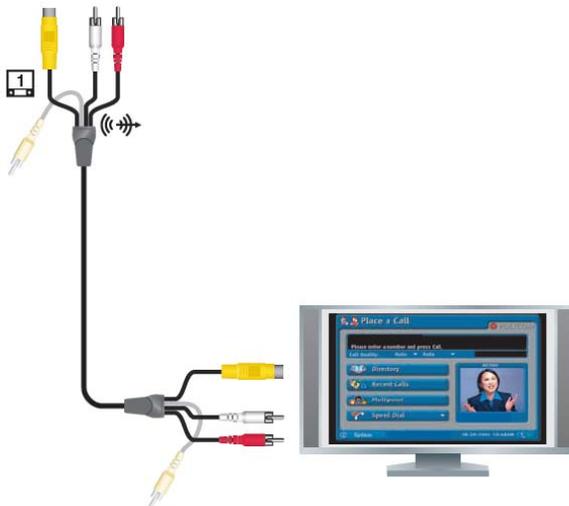
Using the provided cable, insert the S-video and red and white RCA jacks into the output ports  on the back of the VSX6000.

Next, insert the S-video and RCA jacks into the video display's input ports. .

If the video display lacks built-in speakers, connect the red and white RCA jacks directly to separate speakers.

Note: If you have questions about the setup of the equipment that aren't answered in this document, contact the Global Service Desk to request assistance.

1-800-453-3860, ext. 2-4357 (U.S. and Canada)
1-801-240-4357 (International)

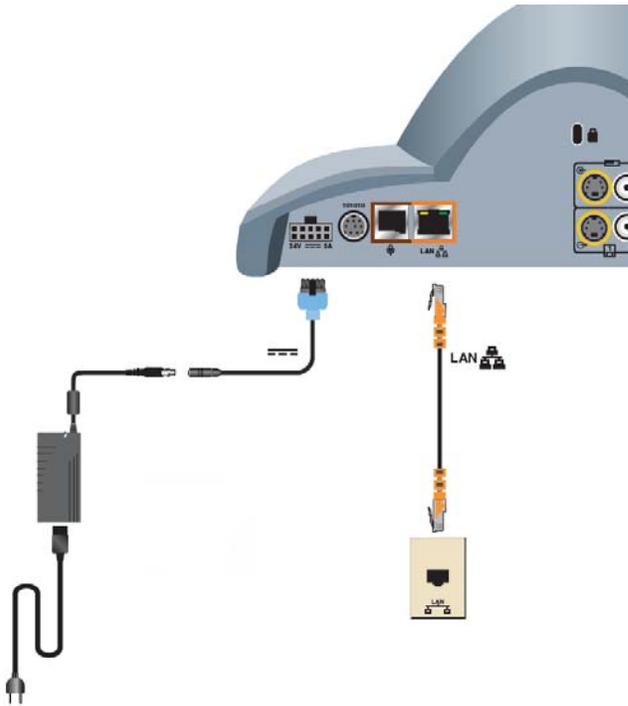


Alternative connection methods

Some video displays do not have an S-video port. You can use a VGA cable to connect the VSX6000 to a video display, computer monitor, or even an LCD projector.

If the video display or speakers do not have RCA ports, use an adapter cable to connect the audio output.





Connect network cable

Locate an available network port and plug in one end of the Ethernet cable. Insert the other end into the port on the back of the unit.

Connect the power

Attach the cord with the blue plug to the back of the VSX6000. Next, connect the three parts of the power supply together and plug it in to your electrical outlet.

Always use the power supply provided with this product. If the plug does not fit into your electrical outlet, consult an electrician.



Attach microphone(s)

One end of the cable provided is equipped with an RF choke (a small black cylinder). Attach this end to the back of the unit.

Position the microphone at least 8 feet (2.5 meters) away from the VSX6000. If they are too close together, it creates problems with the audio.

Tabletop microphones function best when placed flat on the surface of a table.

Note: The microphones are designed to pick up sound from an area 15 ft. in diameter. If coverage for a larger area is needed, up to three microphones can be daisy-chained together.

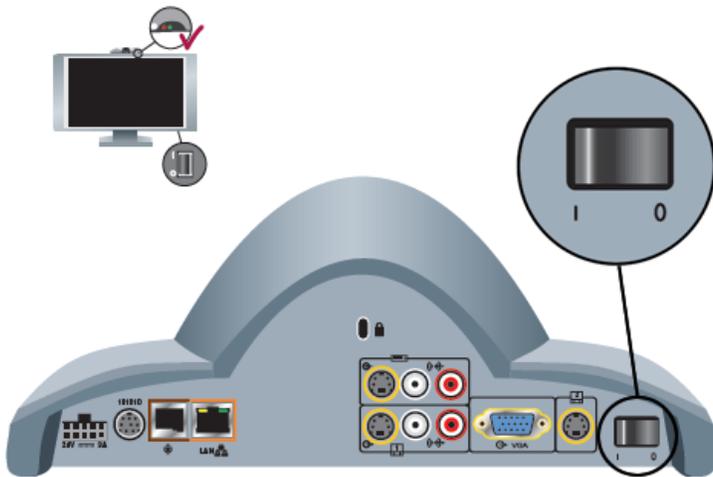


Attach optional equipment

If optional pieces of equipment were purchased, consult the manufacture's documentation for specific instructions on how to connect them.

Install batteries in the remote

Remove the battery cover from the remote control, and ensure that the batteries are installed properly.



Turn on the system

You will need to power on both the VSX6000 and the video display.

The VSX6000 power switch is located on the back of the unit. This should be left on constantly.

The video display has its own power switch.

Follow System Setup Screens

System setup screens

The first time the VSX6000 is turned on, a series of system setup screens is presented.

Use the remote control to go through these screens and perform basic configuration.

Press the arrow buttons to highlight the different options on the screen. Push the  button to make a selection. To return to the previous screen, press the .

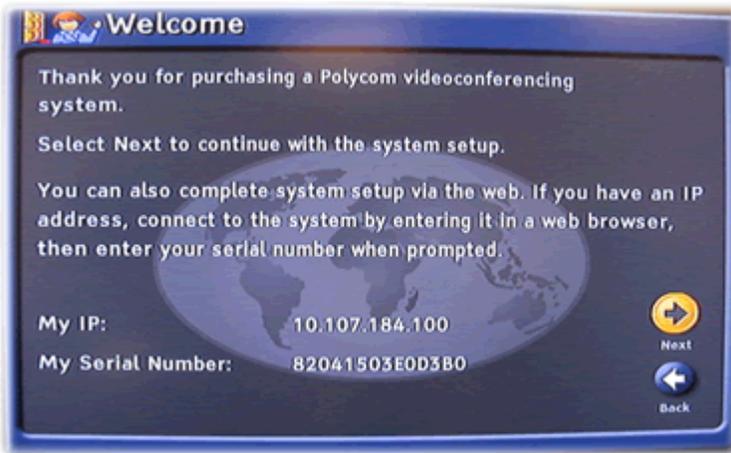
Note: Remember to aim the handheld remote towards the sensor on the VSX6000.



Select language

Choose the language in which the system will be operated.

Use the arrow keys to highlight the preferred language, and then press the  button.



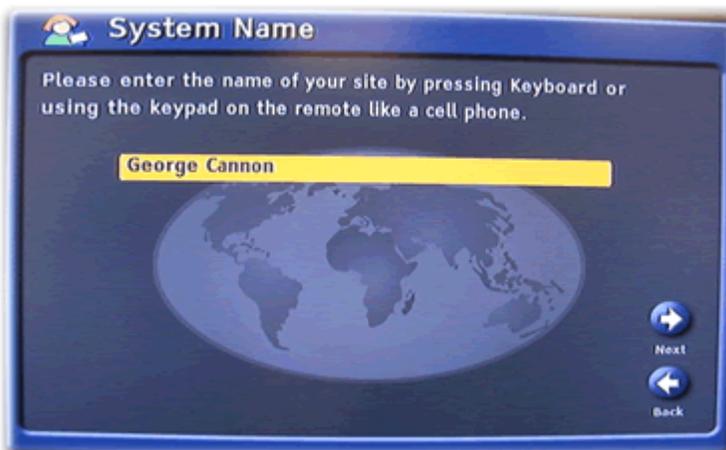
Record serial number

Write down the serial number that is displayed on the Welcome screen. The Global Service Desk will ask you to give them this number during the final steps of the installation.

Select **Next** to continue.

Select country

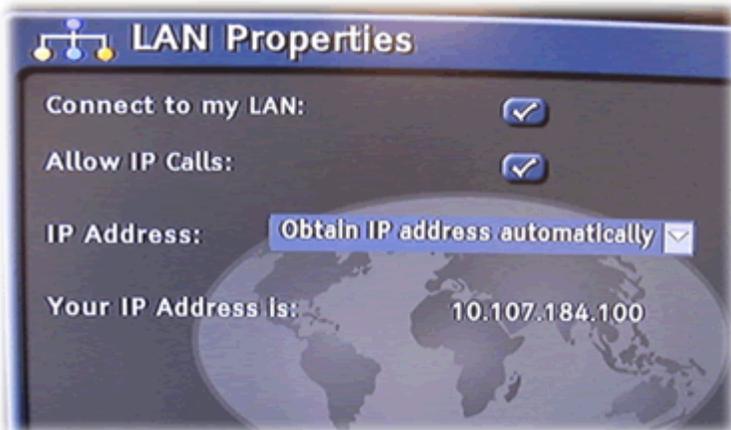
From the drop-down list, find and select the country where the equipment is being installed.



Enter display name

Enter the name of the site where the equipment is being installed, followed by city and country in parentheses.

To display the onscreen keyboard so you can enter text, press the  button on the remote.



Configure IP address

The recommended setting is “Obtain IP address automatically.”



Remove password

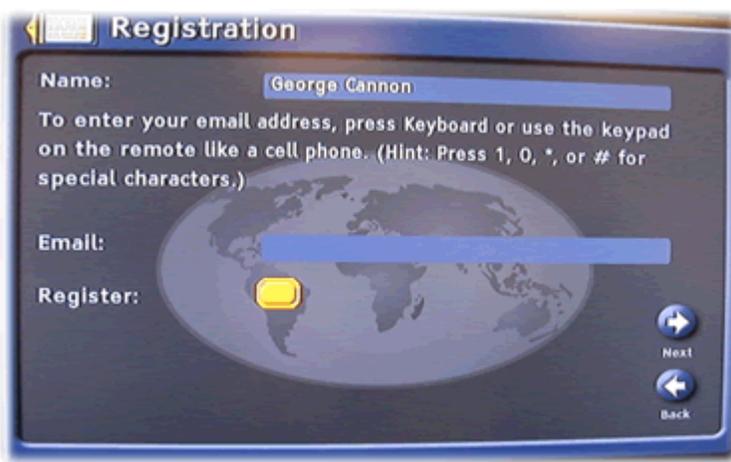
Please clear the password. To do this, select the password field and press the  button.



Remove Polycom's directory server(s)

Remove the check mark from the **Register** box, use the arrow buttons to select the Web address of one of the Polycom's directory servers, and then press the  button to delete this address.

The Global Service Desk will replace this with the address of a Church server when you call to set up your equipment.



Unselect register option

Remove the check mark from the **Register** option, and leave the e-mail field blank.

Select **Next** to complete the setup screens.

Call Service Desk and Provide Information

Gather information

Before you call the Global Service Desk, have the following information available:

- Equipment order details, such as what optional features were purchased
- Model number of the video conferencing equipment you have received
- Name of the site or room where the equipment will be located



Call the Global Service Desk

To configure your new equipment to work on the Church network, the STS should call the Global Service Desk. Explain that you recently received video conference equipment and need it configured.

1-800-453-3860, ext. 2-4357 (U.S. and Canada)
1-801-240-4357 (International)



Give sufficient time to configure

After you first notify the Global Service Desk, they must complete several tasks. Call back the next day to finish the installation.

Complete Installation with Service Desk



Call the Global Service Desk

At least one day after first contacting the Global Service Desk, call them back to complete the installation of your video conferencing equipment.

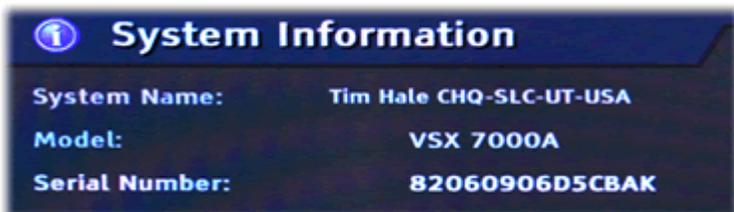


VSX6000's current IP address

To configure your equipment, the Global Service Desk will need the current IP address.

Turn on the video display and press the  button to go to the Home screen. You should see the IP address in the lower-right corner of the display. An IP address consists of four numbers separated by dots (10.10.88.167).

If no IP address appears, check to ensure that the network cable is fully connected.



Provide information

During this follow-up phone call, the Global Service Desk will ask for the following information:

- Model number
- Serial number
- Date of purchase

- **Address**
(Church facility where equipment is located.)
- **Primary Contact**
(The person responsible for keeping the equipment working.) This should be the STS.
- **Secondary Contact**
(An additional person helping to maintain the equipment.)

The model and serial numbers are displayed on the System Information screen. To view this information, select **System** on the Home screen.

Receive a Test Call



Receive video call

The Global Service Desk will place a test call to your video conferencing equipment.

You should hear a ring tone, and the equipment should automatically answer. If not, answer the call using the remote.



Confirm that equipment is working

Verify that you are able to see and hear the Global Service Desk agent. Ensure that you can be heard and seen clearly.



Check audio controls

If the other person cannot hear you, ensure that the mute is off. If there is no sound coming from your speakers, turn the volume up.

Place a Test Call



Place an outbound call

After you have successfully received an incoming call with your video conferencing equipment, try placing an outbound call.



Begin on the home screen

If you are not already on the Home screen, press the  button.

Note: If the system and video display have gone to sleep, try tapping the pointed buttons on the bottom of the remote.

Enter the video conference number

The Global Service Desk agent will give you his or her video conference number (E.164) and ask you to call back.

Use the handheld remote to enter the number.

Note: Remember to aim the handheld remote at the sensor on the VSX6000.

Press the button

Press the  button at the top of the remote. It may take a moment before the person on the other end answers and his or her image is displayed.

Verify that outbound call is successful

Ensure that both parties can be seen and heard.

View Global Directory



Check the directory

After completing an outbound call, you should check your copy of the directory to ensure that it contains a list of Church locations and people with video conferencing equipment.

To open the directory, press the  button or go to the Home screen and select the **Directory** option.

By default, the directory is set to **All**. Change the view to show the global directory and verify that listings appear correctly. If they do not, report this to the Global Service Desk.

Video Conferencing Equipment



Use approved equipment

The approved video conferencing products were carefully selected and proven to be compatible with the Church video conferencing network.

Keep foam packing brace

The VSX6000 is shipped with a white foam collar that protects the moving camera lens. Store this packing brace in a nearby location.

Should you need to move the camera, you can prevent damage by first slipping the foam collar around the camera's neck.

Leave equipment on if possible

Please leave the VSX6000 unit turned on. This allows your equipment to receive any needed updates over the network. If you must store the equipment rather than leaving it in the conference room, be sure the STS is available to set it up prior to any scheduled conferences.

Visit the Web site

For instructions and tips on video conferencing, please visit the Clerk Web site:

<http://www.clerk.lds.org/video-conferencing>.

Get support

The STS may contact the Global Service Desk if you encounter difficulties setting up or using the video conference equipment.

1-800-453-3860, ext. 2-4357 (U.S. and Canada)

1-801-240-4357 (International)

cservices@ldschurch.org

The appropriate support personnel will be notified of your request for assistance and will work to resolve the issue(s).