

Using Polycom

Preparation

ALWAYS do a test call with your Polycom destination well in advance of your first scheduled call.

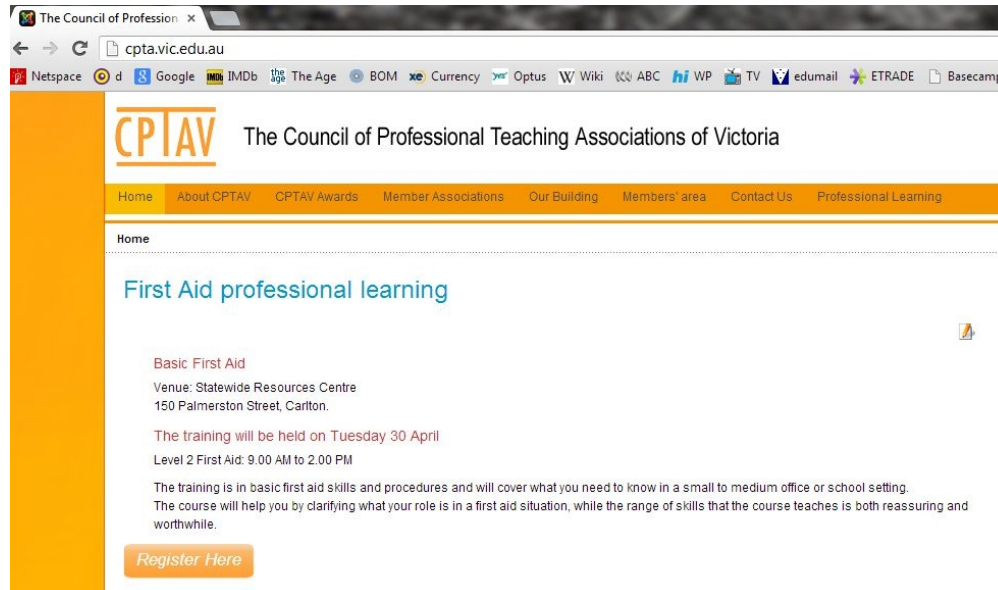
Using the DEECD system

- The DEECD has its own Polycom network and using it is as straight forward as making a regular land line phone call.
- Remember to do a test call before your first scheduled call.

Instructions

Instructions can be found on the CPTAV website for making both DEECD calls and ex DEECD calls.

Go to cpta.vic.edu.au



The screenshot shows a web browser window with the URL cpta.vic.edu.au. The page features the CPTAV logo and the text "The Council of Professional Teaching Associations of Victoria". A navigation menu includes links for Home, About CPTAV, CPTAV Awards, Member Associations, Our Building, Members' area, Contact Us, and Professional Learning. The main content area is titled "First Aid professional learning" and contains the following text:

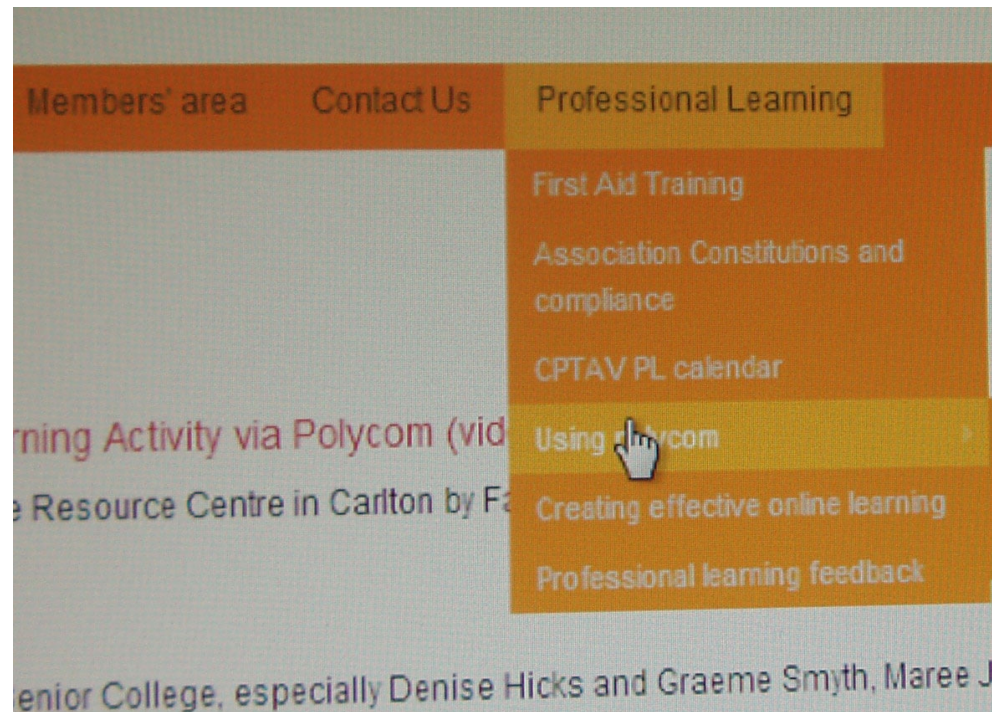
Basic First Aid
Venue: Statewide Resources Centre
150 Palmerston Street, Carlton.

The training will be held on Tuesday 30 April
Level 2 First Aid: 9.00 AM to 2.00 PM

The training is in basic first aid skills and procedures and will cover what you need to know in a small to medium office or school setting.
The course will help you by clarifying what your role is in a first aid situation, while the range of skills that the course teaches is both reassuring and worthwhile.

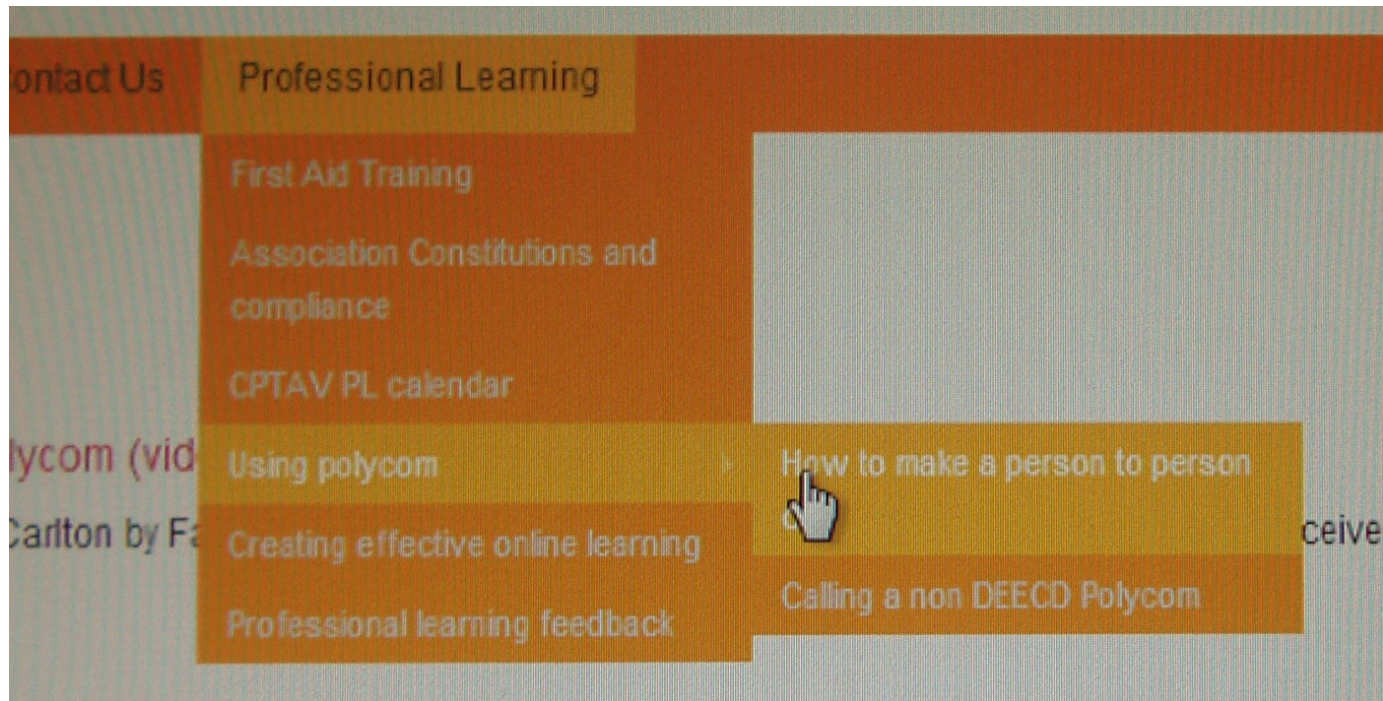
[Register Here](#)

Click on the Professional Learning drop down menu. You will see a **Using Polycom** tab



Next you select

How to make a person to person call



This page gives you visual instructions for making a call within the DEECD system.

There is also a pdf instruction download



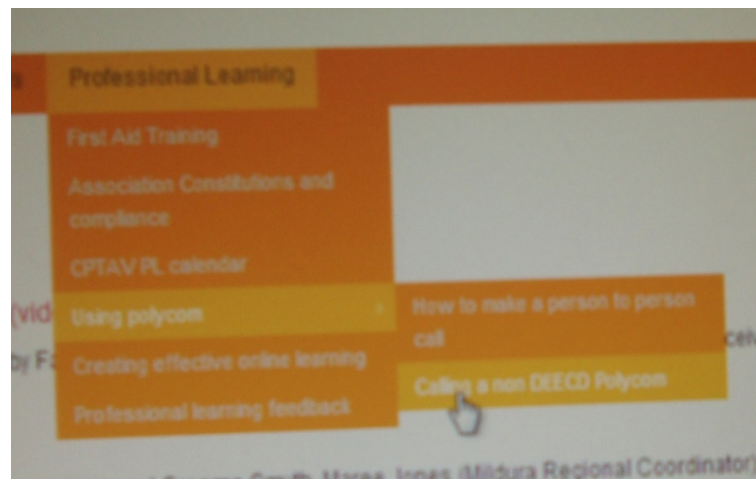
[Click here to download these instructions as a pdf](#)

Call a NON DEECD Polycom

On the CPTAV website click on the Professional Learning tab and go to

Using Polycom>

Calling a non DEECD Polycom



Once again there are full instruction on how to make a person to person call as well as calling a conference room (as well as pdf instructions)

cpta.vic.edu.au/professional-learning/using-polycom/calling-a-non-deecd-polycom.html

Home About CPTAV CPTAV Awards Member Associations Our Building Members' area Contact Us Professional Learning

Calling a non DEECD Polycom

[Click here to download these instructions as a pdf](#)

Making a person to person call

To receive Person to Person calls from external Video Conferencing units the outside user needs to dial us directly.

But there is a slight catch; due to the coding difference in current VC industry, the unique dial-in number can be structured into two formats. One format uses ## and the other uses @ (see below for detail)

Step One

The remote user needs to initiate the call. First they press **place a call**

Then they enter the following number: or if this does not connect they will need to enter:

203.113.221.202##1601780731 1601780731 @ 203.113.221.202

Step Two

Press call. (If this does not connect then they will need to contact their **Polycom provider**).

To join the SRC Virtual Meeting Room (VMR) with one or more external parties.

This solution is designed for multipoint meetings which can allow **more than 2 parties** to join the same conference.

Step One

The remote user needs to initiate the call. First they press **place a call**

The dial-in string for external party is similar as above, just need to replace the SRC Polycom extension number with the Virtual Meeting Room number. For example, to join the test VMR, the external dial-in number will be:

203.113.221.202##841110 Or 841110 @ 203.113.221.202