

## USING THE CONFERENCING SYSTEM IN K9509

### Setting up the K9509 for Video Conference Instructions (BlueJeans)

Step 1 - Drop by the Math office and pick up the TV and Polycom remotes

Step 2 - Turn on television screen (Polycom system should already be on)

Step 3 - Place call to 199.48.152.152 - this turns on the system for K9509

Step 4 - Put in the following BlueJeans meeting ID 1200009509

Step 5 - Use the remotes to control the camera and sound. Camera presets are preprogrammed.

For those connecting to the room send them this link:

<https://bluejeans.com/1200009509>

They may be prompted to install the Bluejeans software either for the browser or the application. They should go ahead and follow the prompts and install the software.

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### Setting up K9509 directly to another room system

Step 2 - Drop by the Math office and pick up the TV and Polycom remotes

Step 3 - Turn on television screen (Polycom system should already be on)

Step 5 - Use the remotes to control the camera and sound. Camera presets are pre-programmed.

Step 1 - Using the Polycom remote select "Place a call" and input the IP Address of the other party they provided