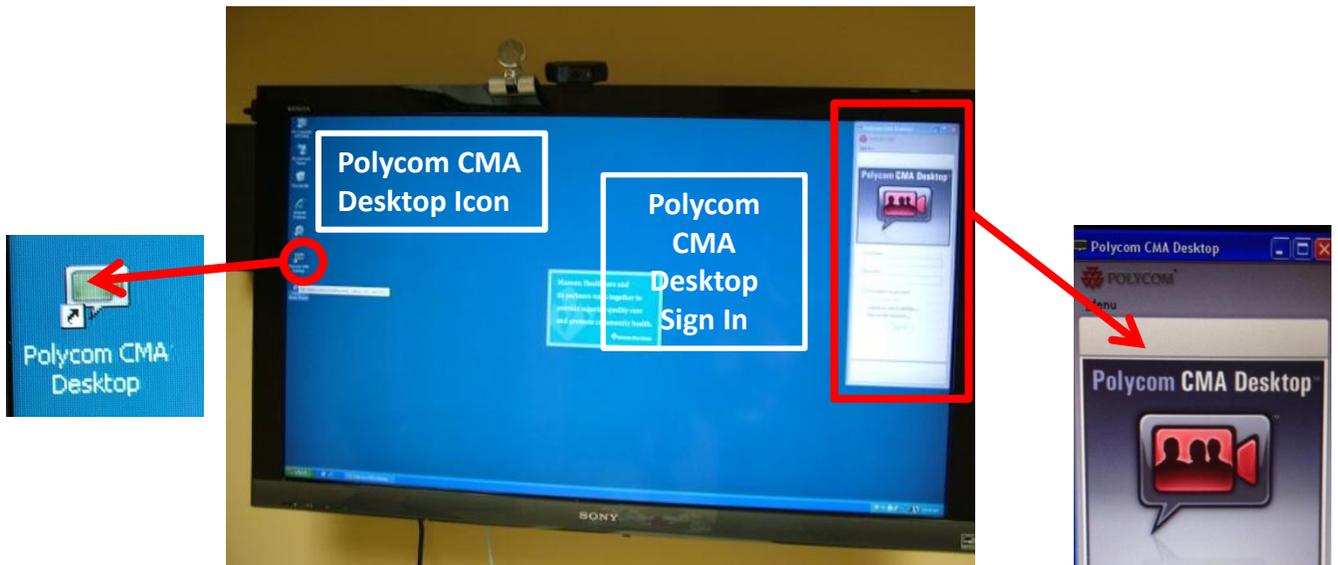


REMEC/CMAD instructions



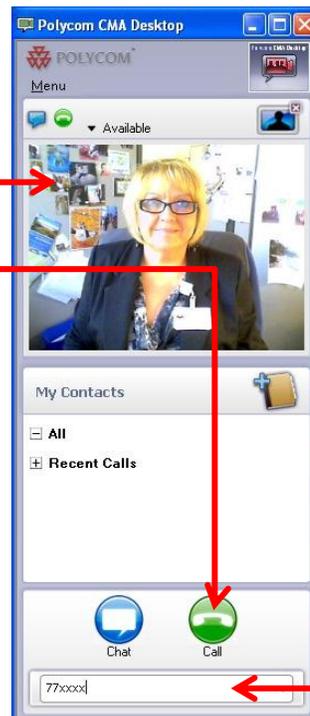
1. Prior to your meeting, contact REMEC (57944 or remec@mhc.net) for the correct video number
2. Log in to the computer using your network sign on
3. Double click the Polycom CMA Desktop (CMAD) Icon on the desktop
4. If you do not have the Icon on your desktop, left click on the start button at the bottom of your screen, select Programs then Polycom and follow the lead to the CMAD Desktop – click to open the application.

5. Once the Polycom CMAD Sign In screen comes up, click the **Sign In** button

6. The CMAD application will go through a series of authentication screens. When it is ready to use, the image from the camera will appear in this **square**.

7. Type the number, given to you by REMEC, in to the **drop-down box**, Click **Call**

8. Once connected, the site currently speaking will fill the screen.



Enter video number here

9. Minimize the Polycom CMA Desktop sign-in screen

10. When finished, please disconnect the call and log out of CMAD before shutting down the computer.

For further CMAD information and disconnect /log off Instructions please see other side of this sheet.

CMAD Toolbar

Click the **Microphone icon** on the CMAD toolbar to mute and unmute

Use the slide to adjust your **volume**

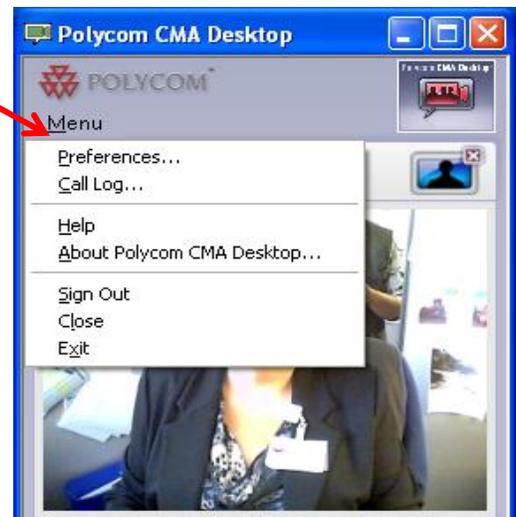
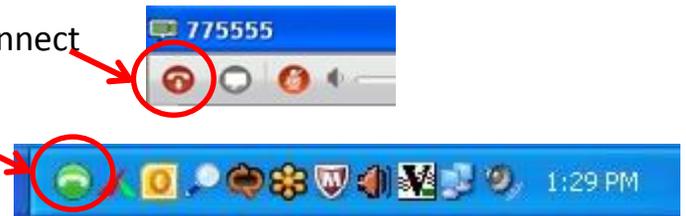
Click the **Disconnect Icon** (red phone image) to disconnect from the call.

Use the **PIP icon** to adjust the image you are sending.

To **adjust the image** you are seeing on your screen: Click the Full Screen icon or grab the double arrows on any corner and pull to the size you like. Press the Escape key on your keyboard to return to the smaller image.

To disconnect the call, log off and shut down CMAD:

1. Disconnect the video call by selecting the Disconnect Icon on the CMAD toolbar.
2. From the computer's status bar, click on CMAD icon to maximize the Polycom CMA Desktop sign-in screen.
3. Click **Menu** to access the drop down box
4. Select **Sign Out**. The system will go through a series of disconnect screens.
5. Once complete, click **Menu** again and select **Exit**.
6. Log off and shut down the computer in the usual manner.



NOTE:

If you experience low audio, check the following:

1. Check the volume level on the CMAD itself (see at top of sheet)
2. Make sure the volume is turned up on the computer
3. If you still have low volume, Call REMEC at 57944

