

## VRVS Instructions

### NOTE:

This Polycom system is registered with the ESnet ECS gatekeeper. These steps must be followed to connect VRVS to this system.

1. Using user-provided computer open browser to VRVS at [www.vrvs.org](http://www.vrvs.org). Login and select the virtual room designated by meeting convener.
1. **Select Client Setup tab.** Press H.323 button under Client Type. In the “Host IP/Alias” field enter the E.164 # of the Polycom system. **FNAL-D02 (Far Side) is 200494**  
Check the “Gatekeeper” box.  
In the “Gatekeeper” field enter **198.128.3.86**
2. **Select the <Main> tab.**  
Press the **<CONNECT H.323>** button.  
VRVS will automatically connect to the Polycom system.
3. **To change cameras** press <NEAR> button on remote control. Three icons will appear, using arrow left and right arrow keys **highlight** desired camera: main or aux.
4. **To end video conference** press **green** <call/hang-up> button twice.