



	LANCASHIRE & CUMBRIA
Test	Solution
The Cart is Plugged into the mains supply and charging/fully charged when not in use.	The battery life indicator shows how much battery life the Cart has. This will be flashing when it is charging, and all solid green lights when fully charged.
Un-plug the cart from the mains power supply and move to a suitable location with network access.	
To move the Cart release the brakes on the front wheels. Remember to put the brakes on when the cart is in position.	
Turn the cart on. The screen and VC System should automatically turn on. You should see the Polycom logo on the screen and after a few moments the Videoconferencing Home page.	If you do not see the Polycom logo, check the VC System has turned on via the power button located to the right of the battery life indicator Panel as shown here:
	If this is Blue the system is on. Therefore the screen may not be switched on.
	If there is no light you can manually turn the system on by pressing this button.
	Please inform the Help Desk if you need to manually turn on the monitor or VC System.
Once everything has loaded check on the screen if there is an icon labeled Alert . If this appears there is a problem with the Cart.	
Select the Alert icon using the Arrow Keys and the Enter button on the remote control.	
From the page that appears, the item with the red arrow pointing down is where the problem lies.	
Remote Control Battery	Change the batteries in the remote control. These are 4 x AAA Batteries
IP Network	Network connection is lost. Make sure you are in an area with access to the network, or if applicable connect the network cable. If this does not resolve the issue contact the Help Desk
All other issues	Contact the Help Desk and tell them what alert has appeared.
Make a Test Call to the Test Number From the directory dial to the test number	If the test call is unsuccessful reboot the system by turning off the power, wait 5 seconds, then turn the power on again.
	If the system is still unable to make a call after the re-boot contact the Help Desk