Quick Tips for Placing a Video Call:

Ensure your system is powered on.

POWER ⏻

Entering a Name or Number

1. Select Place a Call from the Home screen, or just start entering the number on the remote control.
2. Enter the ISDN number, IP or SIP address, or H.323 name. Include the dots in an IP address. To enter text, press ⌨ **Keyboard**.
3. Press 📞 **Call** on the remote control.

Using the Directory

1. Press 📖 **Directory** on the remote control.
2. Highlight the contact you want to call. You can navigate to the contact or use the Search field.
3. Press 📞 **Call** on the remote control.

Answer a Call

Press 📞 **Call** or select Yes using the remote control.

End a Call

1. Press 📞 **Hang Up** on the remote control.
2. If prompted, confirm that you want to hang up.

Place a Multipoint Call

- Place a call, then press 📞 **Call** on the remote control to place a call to the next site. Repeat until all sites are connected.
- Highlight a group in the directory, and press 📞 **Call** on the remote control.
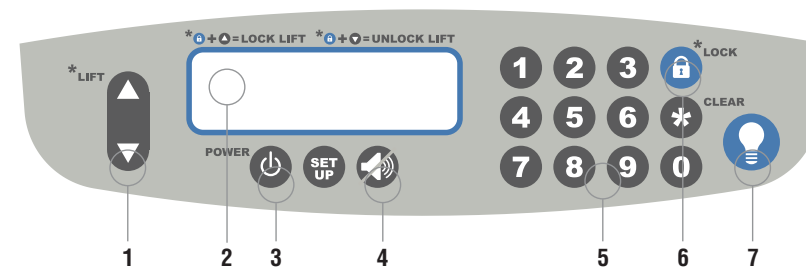- Call one or more sites, and then ask those sites to call additional sites

Polycom® RealPresence® Practitioner Cart® 8000

Thank you for your purchase of a Polycom Telemedicine cart. We have compiled this quick reference guide to explain some of the basic operating features of our carts. We have also included a few tips on best practices to help with safe operation.

Telemedicine Cart
with AC Power

1. **HEIGHT ADJUSTMENT:**
   Press and hold the "up" or "down" arrow to adjust the height. To unlock the lift, see the Safety Instructions.

2. **BATTERY LEVEL INDICATOR:**
   Battery indicator provides a visual charge level (for the cart only) and audible alarm when low power levels are reached.

3. **POWER BUTTON:**
   Press and hold this button to shut off all cart power. This should only be done if the cart will not be used for an extended period, >1 day.

4. **MUTE BUTTON:**
   If the cart battery reaches critically low charge level, the cart will beep. This beeping will stop when the cart is plugged in, or when the MUTE button is pressed. At less than 10% power, the cart will continue beeping until it is plugged in.

5. **PIN CODE DRAWER ENTRY:**
   Enter your facility code on the number pad to unlock all drawers. Each cart can accommodate 125 individual PIN codes. *Default PIN code 1234

6. **DRAWER LOCK:**
   Press the "lock" button to manually lock all drawers. Drawers will automatically lock after 2 minutes if lock is not manually initiated.

7. **KEYBOARD LIGHT:**
   Press this button to turn on the keyboard light for use in dark rooms. Default auto-shut off is set at 5 minutes.

8. **KEYBOARD TRAY (NOT STANDARD):**
   Pull out to access keyboard and push in to store.

9. **DRAWER ACCESS OVERRIDE:**
   In case of PIN code failure, your IT staff has an override key that can be used at the back of the cart to manually operate medication drawers.

10. **SPIRAL CORD:**
    Plug cart in when not in use or if power indicator shows low charge. Hang cord on rear handle for storage.

11. **PULL OUT WORK SURFACE:**
    An additional work surface is available to pull out from either the left or right side of the cart.

12. **MONITOR:**
    Allows you to view and share medical content.
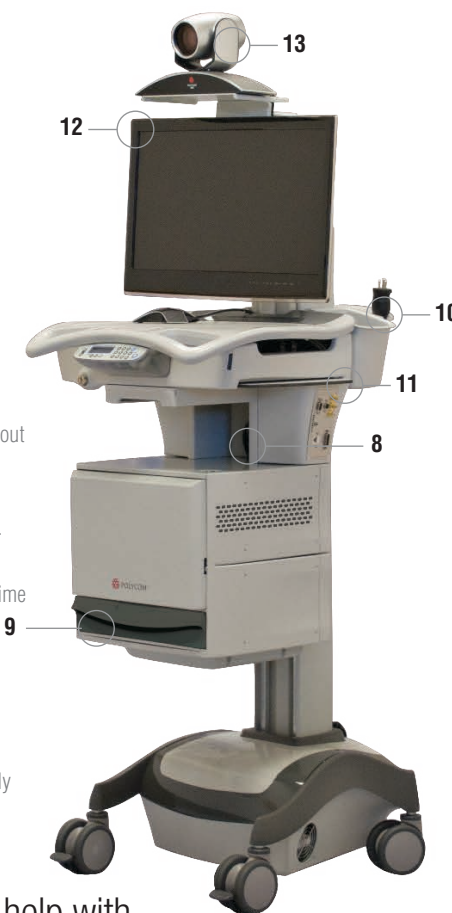
13. **HIGH DEFINITION CAMERA:**
    Connect doctors with remote patients in real time increasing access and timeliness care.

HOW TO CLEAN:
Easily clean cart surfaces regularly with disinfecting wipes.

CHARGING:
Recommended to charge your cart immediately upon unpacking.

Moving the Cart

- Carts should be pushed not pulled. This will eliminate stress on the user's back.
- When pushing the cart, be sure the handles are at ideal height. Our carts are equipped with two contoured ergonomically correct front handles, and a rear handle.
- The front handles height can be adjusted through the use of the height adjustment. The height of the rear handle can be manually adjusted to anywhere in the rear t-track on the cart. The ideal height of the handles when pushing the cart is at lower chest level .

Using the Cart

- When inputting information into the system, the height of the monitor should be adjusted so that the top of the monitor is at eye level. This will reduce stress on neck and eyes.
- The monitor height can be adjusted by using the height adjustment on the cart OR if the cart is equipped with a height adjustable monitor bracket you can manually raise or lower the monitor.
- The angle of the keyboard tray should be adjusted so that the wrist rest properly supports the user's wrists when using the keyboard. Typically negative tilt is required to achieve this.

We are committed to providing best-in-class service to maximize your uptime. If you need help with service or software support, please call 1-888-248-4143.

Rubbermaid Healthcare Distributed by: Rubbermaid Healthcare 16905 Northcross Drive Suite 200 Huntersville, NC 28078