




Accessing the Home Screen




- From the Start screen, touch  **Start**.
- From any other screen, touch  **Polycom**.

Answering Calls






When you receive a call, you will hear a ringing sound.

- For video calls, you do not have to do anything; the call will be automatically answered.
- For audio calls, touch  **Dial/Answer**.

Controlling Audio

















- Touch  **Volume Up** or  **Volume Down** to increase or decrease the sound you hear from the far end.
- Touch  **Mute** to mute or unmute the sound you are sending from your site.

Hanging Up Calls

- If the  **Hang Up** button is not visible on the screen, touch  **Polycom**.
- Do one of the following:
 - For the Enhanced UI, touch  **Hang Up** on the left side of the screen for video calls or touch  **Hang Up** on the right side of the screen for audio calls.
 - For the Classic UI, touch  **Hang Up**.


Making Calls Using Meeting Composer

With the Enhanced UI, you can use Meeting Composer to easily place calls to multiple sites or to Immersive Telepresence sites, as well as to call traditional video conferencing systems and audio-only sites. Some Meeting Composer features may not be available if your system is not configured to use the Polycom RMX™ or the Polycom CMA™.

To...	Do this...
Select a site using manual dial	<ol style="list-style-type: none"> Touch  Meeting Composer. Touch  Number Pad. Touch  Video or  Audio. Enter the video or phone number, IP address, or E.164 extension. Touch  Add.
Select a site using speed dial	<ol style="list-style-type: none"> Touch  Meeting Composer. Touch  Speed Dial. Touch the Speed Dial button that corresponds to the site that you want to add to the list of sites to call.
Select a site using the address book	<ol style="list-style-type: none"> Touch  Meeting Composer. Touch  Address Book. Touch the  Local or  Global directory. Touch the group to which the site belongs. Touch the name of the site that you want to add to the list of sites to call.
Select a site using search	<ol style="list-style-type: none"> Touch  Meeting Composer. Touch  Search. Touch the  Local or  Global directory. Using the keyboard, enter any string of characters to search for the name of the site. Touch Enter. Touch the name of the site that you want to add to the list of sites to call.
Make a multipoint call or a point-to-point plus call	<ol style="list-style-type: none"> Ensure that the sites listed in the Conference List include all the sites you want to call. For point-to-point plus calls, the Conference List should include no more than one video site plus one audio site. Touch  Connect.

Speed Dialing Calls with the Enhanced UI

To speed dial video or audio calls:

- Touch  **Polycom**.
- Touch the video or audio Speed Dial button that corresponds to the site you want to call.





Speed Dialing Calls with the Classic UI

To speed dial video or audio calls:



- Touch  **Polycom** if you want to call a video site or touch  **Audio Dial** if you want to call an audio site.
- Touch the video or audio Speed Dial button that corresponds to the site you want to call.

Manually Dialing Calls with the Classic UI

To manually dial video or audio calls:

- Touch  **Video Dial** if you want to call a video site or touch  **Audio Dial** if you want to call an audio site.
- Enter the number of the site you want to call using the touch pad, and then touch  **Dial** to call the video site or touch  **Dial/Answer** to call the audio site.

Getting Help

- Touch  **Help Desk**.
- Touch the larger  **Help Desk** button that appears.

Alternatively, if your Touch Panel has an audio Speed Dial button for the Help Desk, you can touch that instead.








Reference













Showing Content

You can show content (such as slides or a spreadsheet) using a laptop or an optional document camera. When you show content, it automatically appears on the tabletop content displays. For the TPX, content may also appear on the right display screen or on an optional auxiliary content display.

To show content with a laptop:

- 1 Access the VGA and audio cable from the cable tray in the center of the main table.
- 2 Connect the VGA connector on this cable to the VGA Out connector on your laptop.
- 3 If required, enable VGA output on your laptop (such as by pressing **Shift-F5**). Refer to your laptop documentation for more information.
- 4 If you want to transmit audio, connect the audio connector on the VGA and audio cable to the Audio Line Out connector on your laptop.
- 5 Display the content on your laptop screen and then do one of the following:
 - For the Enhanced UI, touch  **Content** if the laptop is the only content source, or touch  **Content** and then touch  **Laptop** if there is more than one content source.
 - For the Classic UI, touch  **Laptop**.
- 6 When you are done, touch  **Content** or touch  **Laptop** for the Enhanced UI, touch  **Laptop** for the Classic UI, and/or disconnect the VGA and audio cable.

To show content with a document camera:

- 1 For the TPX, power on the document camera.
- 2 For the Enhanced UI, touch  **Content**.
- 3 Touch  **Doc Cam** for the Enhanced UI or touch  **Doc Cam** for the Classic UI. (Your button label may vary from what is shown here.)
- 4 Do one of the following:
 - For the RPX:
 - a Place your document on the main table.
 - b Touch  **Doc Controls** if you are using the Classic UI.
 - c Touch  **Zoom**,  **Focus**,  **AutoFocus**, or  **Freeze/Snapshot** as needed.
 - For the TPX, place your document on the document camera.
- 5 When you are done, touch  **Doc Cam** for the Enhanced UI or touch  **Doc Cam** for the Classic UI.

For the RPX, you can also use an integrated PC to show content. For more information, refer to the *Polycom RPX HD User Guide*.

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