



Accessing the Home Screen

To access the Home screen on the Touch Panel:


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

Controlling Audio

To increase or decrease the sound you hear from the far site:

- Touch  **Volume Up** or  **Volume Down** on the Touch Panel.



To mute or unmute the sound you are sending from your site:


- Touch  **Mute** on the Touch Panel.

Getting Help

















[Update this section as needed to provide specific information about the Help Desk at your site. If your site does not have a Help Desk, delete this section.] Whenever you need help with *Your Product Name*, you can call your Help Desk. If your organization has signed up for Video Network Operations Center (VNOC) services, you may also be able to call the Help Desk to request a room, extend or cancel a meeting, or inform them that your meeting is ending early.

To get help:

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

**NOTE:** If you touch  **Help Desk** when an audio call is connected, the system must hang up the audio call in order to place the help call. A message informs you of this before hanging up the audio call.

Making, Answering, and Hanging Up Calls

To...	Do This...
Make a video call	<ul style="list-style-type: none"><li>To speed dial, touch the Speed Dial button that corresponds to the site you want to call. If more than nine buttons have been set up, you may have to touch  <b>Previous Page</b> or  <b>Next Page</b> to view the additional buttons.</li><li>To dial manually:<ol style="list-style-type: none"><li>Touch  <b>Video Call</b>.</li><li>Enter the number of the site that you want to call using the touch pad, and then touch  <b>Dial</b>.</li></ol>If you make a mistake while dialing, touch  <b>Back</b> to edit the number or touch  <b>Clear</b> to erase the number and start over.</li></ul>
Make an audio call	<ol style="list-style-type: none"><li>Touch  <b>Audio Call</b>.</li><li>Do one of the following:<ul style="list-style-type: none"><li>To speed dial, touch the Audio Speed Dial button that corresponds to the telephone number that you want to call.</li><li>To dial manually, enter the telephone number that you want to call using the touch pad, and then touch  <b>Dial/Answer</b>. To get an outside line, dial the number the same way you would dial an ordinary telephone in your organization (for example, you may have to dial a 9 before the number). If you make a mistake while dialing, touch  <b>Back</b> to edit the number or touch  <b>Clear</b> to erase the number and start over.</li></ul></li></ol>
Answer a video call	You will hear a ringing sound indicating that a call is incoming, but you do not have to do anything: the call will be automatically answered by <i>Your Product Name</i> .
Answer an audio call	You will hear a ringing sound and the Touch Panel will automatically display the Audio Call screen. Touch  <b>Dial/Answer</b> to answer the call.
Hang up a video call	<ol style="list-style-type: none"><li>If you are not on the Video Call screen or the Home screen, touch either  <b>Video Call</b> or  <b>Polycom</b>.</li><li>Touch  <b>Hang Up</b>.</li></ol>
Hang up an audio call	<ol style="list-style-type: none"><li>If you are not on the Audio Call screen, touch  <b>Audio Call</b>.</li><li>Touch  <b>Hang Up</b>.</li></ol>

[Add Content or Other Info Here]

[Use this column to add more information about how to use your particular system. For example, you can use this column to explain how to show content using a laptop, an optional document camera, or other equipment in your room.]

Getting More Information

For more details about *Your Product Name*, refer to the *Your Product Name* User Guide. [Add more details here, if any, about documents or web sites where users can get more information.]


Product  
Here]

your product here]


Reference

Conducting a successful meeting in a *Your Product Name* room is easy. Because you don't have to manage cameras, microphones, speakers, remote controls, and other equipment, you can be free to concentrate on making your meeting as effective as possible. Below are some simple tips to help you take advantage of the extraordinary video and audio in the room:

Video Tips

- The primary participants in the meeting should sit at the center seats at the table.
- Place your chair at one of the marked locations at the table. This ensures that you will appear on a display, but that you do not appear on more than one display at the same time. [Update this text to more specifically explain where the chairs should be placed in your room depending on how you have chosen to mark the chair locations.]
- Remember that all movements, expressions, and gestures are visible to everyone.
- Your IP address and the name of the far site appear on the Touch Panel screen when you are in a video call.
- If you dial in to a multipoint call, a touch pad automatically appears on the Touch Panel screen so that you can enter the conference code or password.
- If the far site is sharing content, the  Content Sharing icon lights up on the Touch Panel screen.

Audio Tips

- You do not have to direct your speech to a certain location or speak louder than normal. Simply speak in your normal tone of voice.
- Whenever you are in the room, remember that the microphones may be on. Always check if the microphones are muted before beginning any private conversations.
- As in any meeting, you should refrain from sidebar conversations.
- A horizontal bar on the Touch Panel screen indicates the audio level.
- If the far site is muted, the  Far Site Muted icon appears on the Touch Panel screen.

Room Maintenance Tips

- Do not allow anyone other than Polycom certified technicians access to the codecs, cabling, and other electronics.
- Do not touch the display screens, the cameras, or the Ceiling Microphone Arrays. If you inadvertently touch these and compromise the video or audio, contact the Help Desk for your organization as described in the *Getting Help* section.
- Do not power on or power off any of the equipment in the room. If you need any equipment powered on, contact your system administrator.
- [Add more tips on this page as needed.]

[Enter Your  
Name

[Place picture(s) of

Quick

