▶ Quick Tips for Polycom HDX Systems



For more information about setting up and using the system, refer to the Support pages at www.polycom.com.

Place a Video Call

Entering a Name or Number

- 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 (3) 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 (3) Call on the remote control.

Using Favorites or Recent Calls

On the Favorites or Recent Calls screen, select the contact or press the reference number that appears next to the contact.

Using Speed Dial

To call a speed dial contact from the Home screen, highlight it and press (a) Call on the remote control.

Using the Calendar

If your system is configured to use the calendaring service, you can place calls from the Calendar screen.

- 1. Select Calendar from the Home screen.
- 2. Select the Join Now button if it appears when you highlight the meeting.

Answer a Call

Press (3) 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 (3) 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 (3) Call on the remote control.
- Call one or more sites, and then ask those sites to call additional sites.

Adjust the Volume

Volume on the remote control.

Mute Your Microphone

Press (M) Mute on the remote control or (D) on the table microphone.

Add a Contact to the Directory

From the Favorites or Directory screen, select Options > Add a Contact.

Add to the Favorites List

- From the Favorites or Directory screen, select Options > Add a Contact.
- From the Recent Calls screen or the Global Directory group in the directory, highlight a site and select Options > Add to Favorites.

Select or Adjust a Camera

1. If you are in a call, press



Far to select either near-site or far-site control.

- 2. Press (Camera on the remote control, then select the camera or video source you want to use.
- Press the arrow buttons on the remote control to pan or tilt the camera.
- 4. Press **Zoom** to zoom out or in.

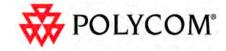
Power the System On and Off

- To power on the system, press the (b) Power button on the remote control or on the front of the system.
- To power off the system, press and hold the **Power** button on the remote control or on the front of the system for 2 seconds. Wait 15 seconds before you unplug the power cord.



Tips and Tricks

- Make sure you know the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or "busy" patterns. Light pastels and muted colors look the best on the screen.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.



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www.polycom.com | 3725-23981-002/A | April 2010

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