

Quick Tips for Polycom® Halo® Studios and the Polycom Touch Control

Use the Polycom® Touch Control to control a Polycom® Halo® 1.0 Upgrade Solution. For more information about using the system, refer to <http://support.polycom.com> or contact the Polycom Halo Concierge via email at haloconcierge@polycom.com or phone at 1-877-715-2121.





Touch the screen to select an item.

Drag your finger to scroll across the Home screen for quick access to common calling and configuration tasks.


Touch **Back** to go to the previous screen. Touch **Home** to go to the Home screen.

Place a Call

To call by entering a name or number:

- 1 From the Home screen, touch  **Place a Call**.
- 2 Enter the dialing information.
Touch  **Call** to place the call.

To call from the Directory:

- 1 From the Home screen, touch  **Search the Directory**.
- 2 Scroll to the site you want, or touch the **Search** field to enter the name.
- 3 Touch the site to place the call.

Answer a Call

To answer a call:

- >> If the Halo 1.0 system does not answer incoming calls automatically, touch **Answer** or **Ignore** when a call comes in.

End a Call

To end a call:

- >> To end a call, touch **Hang Up** on the Call screen, and then touch OK.




Wake Up the Polycom Touch Control

To wake up the Polycom Touch Control:

- >> The Polycom Touch Control goes to sleep after two minutes of inactivity. Touch the screen to wake it up.

Control Volume and Microphones

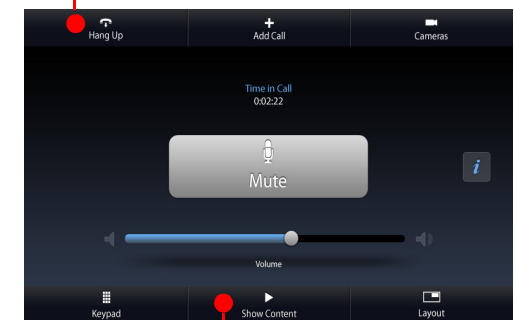
To control volume and microphones:

- When you are in a call, audio controls are available on the Call screen and at the top of other screens.
- When you are not in a call, touch  **Audio** on the Home screen to view the audio controls.
- Touch or drag the **Volume** slider to change the volume of the call at your site.

Touch  **Mute** or  **Unmute** to control your microphones.

Use the Call screen for quick access to common tasks while you are in a call.


Hang Up



Show Content


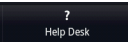

Show Content

To show content using a laptop or document camera:

- 1 Connect and power on the laptop or document camera.
- 2 From the Call screen or Home screen, touch  **Show Content**.
- 3 Display the content on your laptop or document camera.
- 4 From the Show Content screen, touch **Laptop**, or **Doc Cam**.
- 5 To stop showing content, touch **Laptop**, or **Doc Cam**.

Get Help from the Halo Concierge

To get help:






- 1 Do one of the following:
 - From the Home screen, touch  **Call for Help**.
 - From any dialing screen, touch  **Help Desk**.
 - Touch the Help Desk entry in Favorites.
- 2 Touch  **Help Desk**.

View System Information

To view system information:

- >> From the Home screen, touch  **System**.

Common Calling Buttons

- To enter letters, touch  **Keyboard**.
- To backspace, touch  **Backspace**.
- To delete a site, touch  **Delete**.
- To delete all sites, touch  **Cancel**.
- To get details about an entry, touch  **Info**.

Tips and Tricks

- If you want to have a private conversation, check that the microphones are muted.
- You do not have to speak towards a certain location or speak louder than usual. Use natural gestures when you speak.
- Do not sit in front of the table seams. If you do, your image will look “split” to the far-end site.
- Connect and test any additional equipment (such as a content-sharing laptop) before the meeting.
- Make sure you can see and hear the far-site participants. If you have any problems with your audio or visual equipment, contact the Help Desk to speak with a Polycom Halo Concierge.
- Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns. Light pastels and muted colors look the best on the screen.
- Introduce all participants when the meeting starts.



Quick Tips

Polycom® Halo® 1.0 Upgraded Solutions