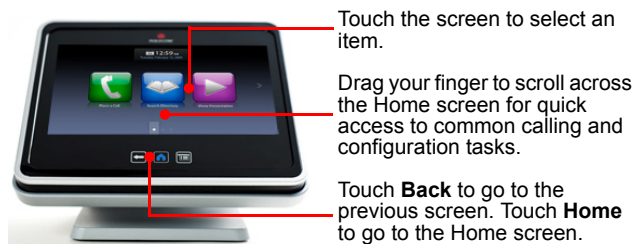




## ► Quick Tips for Polycom ITP Systems and the Polycom Touch Control

Use the Polycom Touch Control to control a Polycom ITP system. For more information about setting up and using the system, refer to <http://support.polycom.com>.





### Place a Call


**To enter a name or number:**

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

**To call from Favorites:**






- 1 Do one of the following from the Home screen:
  - Touch  **Favorites** (if you are not registered with a directory server).
  - Touch  **Place a Call**, and then touch **Favorites** (if you are registered with a directory server).
- 2 Scroll to the site you want, and touch it to place the call.

**To call from the Directory (if you are registered with a directory server):**




- 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.

### Place a Call Using Polycom Meeting Composer™



**To enter names or numbers:**

- 1 From the Home screen, touch  **Place a Call**, and then touch **Conference**.
- 2 Toggle to  **Video Call** or  **Audio Only Call**, if needed.
- 3 Enter the dialing information on the left.
- 4 Touch  **Add** to add the site to the list on the right.
- 5 Repeat steps 2 through 4 to add other sites.
- 6 Touch  **Join**.

**To call from Favorites:**

- 1 Do one of the following from the Home screen:
  - Touch  **Favorites**, and then touch **Conference** (if you are not registered with a directory server).
  - Touch  **Place a Call**, touch **Favorites**, and then touch **Conference** (if you are registered with a directory server).
- 2 Touch the sites in the Favorites list on the left that you want to add to the list on the right.
- 3 Touch  **Join**.

**To call from the Directory (if you are registered with a directory server):**

- 1 From the Home screen, touch  **Search the Directory**, and then touch **Conference**.
- 2 Touch the sites in the Directory list on the left that you want to add to the list on the right, or touch the **Search** field to enter names.
- 3 Touch  **Join**.

### Answer a Call

**To answer a call:**

- >> If the ITP 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**.

### 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.

### Common Calling Buttons



- To enter letters, touch  **Keyboard**.
- To backspace, touch  **Backspace**.
- To add a participant to a call, from the Call screen, touch **Add Participant**, and then toggle to  **Video Call** or  **Audio Only Call**, if needed.
- To delete a site, touch  **Delete**.
- To delete all sites, touch  **Cancel**.
- To get details about an entry, touch  **Info**.

## Show Content





**To show content using a laptop, document camera (RPX™ only), or integrated PC (RPX only):**

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

**To show content using People+Content™ IP (PPCIP):**

- 1 Connect the USB cable from the Polycom Touch Control to your laptop.
- 2 On your laptop, accept the prompt to launch People+Content IP.
- 3 Display the content on your laptop.
- 4 Do one of the following:
  - From the PPCIP screen, touch  **Start**.
  - From the Show Content screen on the Polycom Touch Control, touch **PPCIP**.
- 5 To stop showing content, do one of the following:
  - From the PPCIP screen, touch  **Stop**.
  - From the Show Content screen on the Polycom Touch Control, touch **PPCIP**.

**To show content using a USB drive:**

- 1 Connect the USB drive to the Polycom Touch Control.
- 2 From the Home screen or Call screen, touch  **Show Content**.
- 3 Touch  **USB**, navigate to the file, and touch the file to view it.
- 4 Touch  **Show Content** to share the file.
- 5 To stop showing content, touch **Stop Showing**.
- 6 To eject the USB drive, touch  **Eject**.



## 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.


## View a Calendar

**To view a calendar of scheduled meetings:**

- 1 From the Home screen, touch  **Calendar**.
- 2 Touch a meeting in the list to view details.
- 3 Touch  **Join** to join the meeting.




## View System Information

**To view system information:**

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

## Get Help

**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**.

## Tips

- 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.
- Do not sit in front of the table seams. If you do, your image will look “split” to the far-end site.



## Quick Tips

**Polycom® Immersive Telepresence (ITP) Systems and the Polycom Touch Control**

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