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Every effort has been made to ensure the accuracy of the information contained in this manual. A Polycom, Inc. is not responsible for printing or writing errors. The information contained herein is subject to changes without prior notice. ii 3 Inhoud Hoe polycom touch control te gebruiken Hoe het POST-systeem in- of uitschakelen (Oproep en antwoord Oproep beantwoorden Een oproep Bellen Bellen met bellen door een oproep te doen door het invoeren van een naam of nummer ... 4 How to make a call from the list of recent calls... 5 How to make a call from the Favorites screen How to call from calendar How to call from the calendar screen to close a call types of video calls that make you How to make How to make of an encrypted conversation How to control what you see Selecting and adjusting a camera or other video source Start and stop automatic camera movement with EagleEye Director How to set camera presets and use How to change the layout during a video call How to adjust touch control brightness How to control what you hear Microphone volume adjustment without sound How to adjust the volume of Touch Control Video calls how to adjust the volume of Touch Control Video calls to To fit into stereo audio How to view content How to view content from a computer directly connected to Polycom Touch Control How to view content with People +Content IP Polycom, Inc. iii 4 User Manual for Polycom HDX Systems and the Polycom Touch Control How to view content from a computer directly connected to HDX systems polycom HDX 9006 , Polycom HDX 8000 Series, Polycom HDX 7000 Series and Polycom HDX Series HDX 9004, Polycom HDX 9002 and Polycom HDX Display content of a drive USB How to display content from a recording camera, VCR or DVD How to display content with Polycom People on content How to use polycom UC Board Recording and recovery features How to include multiple sites in conversations How to make a multipoint call Passwords for multipoint calls Multipoint view modes How to use conference control in multipoint conversations How to change how calls are answered Temporary call refusal How to automatically answer video calls How to automatically turn off the sound of video calls Allow video to appear on the Internet How to view favorite presence states How to use the microsoft office communications server 2007 R2 or Microsoft Lync Server 2010 features with video calls How to manage contacts with Office Communicator or Microsoft Lync view file six of Microsoft Server Server Multipoint Calls with CCCP (Centralized Conference Protocol Management) How to disable sound in a CCCP call CCCP call record and continue conversations How to customize the desktop How to control the remote control site How to control room lighting How to adjust room lighting How to monitor or talk to the Polycom HDX web interface How to virtual remote control Support for solutions of Polycom iv Polycom, Inc. 5 Polycom HDX and Polycom Touch Control Systems User Guide This Guide This Guide Contains General Information That Is Useful can be for those who learn videoconferencing or even for those who already have some knowledge but need a quick update. The latest information for users of the Polycom HDX system software version, the Polycom Touch Control operating system software version, and the Polycom Touch Control dashboard software version is included in this guide. This guide processed polycom HDX chamber systems with the Touch Control. Polycom, Inc. 1 6 How to use polycom Touch Control Touch Control can be used to make calls, adjust volume, control the camera, display content, and select options. Use Polycom Touch Control to control a Polycom HDX system. Tap the screen to select an item. Drag your fingers on the screen to scroll. Scroll left and right when starting to access common call and installation tasks. Use the call screen for quick access to common tasks during a call. Press Back to return to the previous screen. Press Start screen to go to Start. How to turn the system on or off Watch out. To prevent the file system from being damaged, always turn off a Polycom HDX system with the power button on the system. After you turn the system off this way, wait at least 15 seconds before disconnecting the system from the power supply. This helps ensure that the system is properly shut down. The power button affects any HDX system that is within range of the remote control, regardless of the channel ID setting. To enable the Polycom HDX system: >> press the power button on the front of the HDX system. The Polycom opening screen appears on the monitor in about 10 seconds. Connect Polycom Touch Control: >> reconnect the local network cable at the bottom of the device. The start button lights up when the device is turned on. 2 Polycom, Inc. 7 Turn off the Polycom HDX system: >> hold down the power button on the front of the system for two seconds. After you turn the system off this way, wait at least 15 seconds before disconnecting the system from the power supply. To turn off Polycom Touch Control: 1 At the beginning, tap User Settings. 2 Slide to the Energy section. 3 Select Touch Control Power. 4 In the menu shown, select Disable Touch Control. If you choose to disable Polycom Touch Control, disconnect and reconnect the LAN cable to turn it back on. Enable Polycom Touch Control: >> Touch Control goes into sleep mode after 2 minutes. Tap the screen to reactivate it. POST (Self-test when enabled) After the opening screen is displayed, the HDX system automatically performs system health checks every time it starts. At the beginning of each scan, a message appears in Monitor 1. If a test fails, press Shutdown on the remote control to continue the startup process. If you're using Polycom Touch Control, press Disable the virtual remote control. However, even if the system appears to be starting up, Polycom recommends contacting the technical support before using the HDX system as a system tests failed. Call call and answer How a Polycom HDX system handles external calls depends on how is set up. It can answer calls automatically, automatically reject them, or ask you to answer them manually. If the Polycom HDX system does not answer external calls automatically, you will be prompted to answer the calls manually. Tap Reply or Ignore when a call is received. Polycom, Inc. 3 8 Calling You use the system to make a video call in one of the following ways: by entering a name or number on the Call screen. Choose a site: From the list of recent calls from the Favorites Calendar screen, by participating in a meeting scheduled by the Calendar screen. Call by typing a name or number To make a call by typing a name or number: 1 At home, tap Call. 2 Enter the correct information in the electoral field. Depending on the capacity of your system and the external system, the call information can be displayed in one of the following ways: (IPv4 address including dots) 1b11:22ad:333a:444b:5cc5:66d6:e7 77:88f8 (IPv6 address including colon) 2555 (E.164 to H.323 or SIP extension) stereo.polycom.com (DNS name) (ISDN or phone number) (SIP) To type letters, tap Keyboard. Tap and hold the keys to access accented characters. Tap Delete to delete. 3 Tap to call. The call progression indicators are displayed on the HDX system monitor to show that the call is ongoing. When the indicators turn green, the conversation is connected. For more information about using the Create Call screen, see Type of video calls you make on page 8. 4 Polycom, Inc. 9 How to make a call from the list of recent calls The recent calls screen provides details of all outgoing and outgoing calls, including time. To call from the Recent Calls screen: 1 On the Start screen, tap Call, and then tap recent calls. 2 Tap an item to make a call. You filter the list by simply tapping All, Created, or Received. Tap next to the item to see more information about a call in the Recent Calls screen. Call from the Favorites screen A contact list can appear on the Favorites screen. To call from the Favorites: 1 At the beginning screen, tap Call, and then tap Favorites. 2 Tap an item to make a call. Tap the input side to see more details about an item in Favorites. ao Enter the HDX system IP address to add, edit, or delete Favorites: 1 Enter the HDX system IP address in the browser's address line to access your web interface. To use the HDX Web Interface, you must use Internet Explorer version 6.x, 7.x, or 8.x and configure your browser to allow cookies. Enter the HDX system's IP address using the (for example, whether you're working in a secure environment with maximum security profile or security mode enabled, you'll need to use the https protocol format to ensure that the configuration of all login credentials (such as usernames and passwords) is sent through an encrypted channel, including the usernames and passwords used to communicate with third-party systems on your network. Using the HTTPS protocol drastically reduces the likelihood of someone discovering these credentials on the network. 2 Select Have a conversation > Calendar. 3 Select +Favorites from the calendar list. Polycom, Inc. 5 10 4 Run one of the following: Select Create Contact to create a new favorite. Select Add from Calendar to add an existing calendar entry to favorites. Select a favorite and edit or delete it. Call from calendar If the system is registered on a calendar server, browse or search for a name to make a call. To call from Calendar: 1 On start, tap Search Calendar. 2 Scroll to the item or group you want, or tap the Search field to type the name. 3 Tap an item to make a call. When you call a contact with multiple devices, the HDX system tries to make the call as follows: 1 Using the first call type in the dial-in order configured by the administrator, the system calls the first device listed on the calendar input, then the second device, and so on, until the call is connected. 2 If the call doesn't connect to a device, the system tries to make the call using the next call type in the order you want, starting with the first device, then the second device, and so on, until the call is connected. To call a specific device, tap the Information button next to the input, and then tap the number of the device you want to call. Calendar conversations If the HDX system is configured to connect to Microsoft Exchange Server and the Microsoft Outlook for Microsoft Outlook add-in for Microsoft Outlook is installed on your site, you join a scheduled meeting from the Calendar screen. If the Calendar screen is empty, the system is not connected to Microsoft Exchange Server or there are no scheduled meetings. Join a scheduled meeting from the calendar: 1 screen: Touch calendar or the date and time display at the top of the screen. 2 Tap Join to join the meeting. Only meetings scheduled with the Microsoft Outlook confengation add-in for Polycom confederation are displayed with a Join button. You switch between the daily view and the monthly display screens. To tap Information in daily view, tap Information to learn the details of the meeting and participate in the meeting. 6th Polycom, Polycom, 11 Screen call When you're on the phone, the call screen appears. On the call screen, you perform these tasks: Tap the Volume slider to adjust the volume on your site. Tap the No Sound icon to remove the sound or leave the sound out of the microphones. Tap Break to end the conversation. Tap Add Call to add other participants to the conversation. Tap Cameras to customize cameras or display presets. Tap the keyboard to send DTMF tones. Tap Show Content to select, start, or stop viewing content. Tap Layout to change the video layout on your site. For

more information about callers or viewing call statistics, tap. Connect conversation cameras without content from the sound keyboard display format If you navigate outside the call screen during a call, you'll return to the screen at any time by tapping the green Back to Call button. Close a call To disconnect from a call: 1 On the call screen, tap Connect. 2 If requested, confirm that you will disconnect. If the person hangs up on an analog phone first, you need to disconnect the Polycom HDX system from the call, just as you would with a conventional call. Polycom, Inc. 7 12 Types of video calls you make Depending on your system configuration, you may call ISDN, H.323, SIP, or V.35/RS-449/RS-530. You only call audio through Polycom HDX systems that have enabled analog phone or voice over ISDN. The following table shows some conversation combinations. Of... You call... Choose... ISDN ISDN Phone Number Local network IP public and network sites Private and secure sites ISDN Phone number of the external site gateway and the extension (address E.164) of the external site. Enter the extension after the gateway number or wait for the extension to be requested. SIP URI, E.164 address, DNS name, or IP address. Usually first the external site gateway number and then the system number of the external site. Check the external site for more information about the best method for making a call. Depending on the H.323 gatekeeper or SIP server, the local site's gateway passcode, the quick-button code, and the remote site's ISDN number. Contact your system administrator for more information. Important information about special dialing situations: When you call an IP system through a gateway that requires an extension (address E.164), type the extension as much as possible in the choice field. Contact your network administrator which extension limiter to report in the electoral field. For example, some networks use ## to separate the extension from the IP address. To insert a pause, add a comma in the series dial numbers for every second you want the system to be interrupted. 8 Polycom, Inc. 13 Join an encrypted call If the encryption feature on the system is enabled, a closed lock icon appears on the monitor when a call is encrypted. If a call is not encrypted, an open padlock appears on the monitor. If you have a peer-to-peer or multipoint conversation hosted by another system, the padlock icon displays the status of your individual connection. When you organize a multipoint call, the lock icon displays the combined status of all connections: encrypted if all connections in the call are encrypted, not encrypted if one or more calls are not encrypted. In a conversation, some connections may be encrypted and others may not. The lock icon may not specify exactly whether the call is encrypted if it is cascading or contains an audio-only terminal. If encryption is required on your system, the remote terminal must support encryption or the call will not be completed. To avoid security risks, Polycom recommends that all participants verbally report the status of their lock icon at the beginning of the conversation. Control what you see Selecting and customizing a camera or other video source You use Touch Control to select and customize the main camera or other video source from local or external sites, such as log cameras, computers, VCR or DVD players. You may need to adjust other auxiliary or external cameras that allow panning, tilting, and zoom movements. You only adjust the camera from the external site if it is configured on the remote site so that you can control the camera. Polycom, Inc. 9 14 To select a local or external site camera or other video source, tap Camera on the call screen, or tap Start. 2 If you're on the go, tap Local or External to select local or external site controls. 3 Tap Select Camera, and then tap the camera or other video source you want to use. The video source icon moves slightly up on the screen and the video source is shown to call participants. To customize a Polycom EagleEye HD, Polycom EagleEye II, Polycom EagleEye 1080, Polycom EagleEye III or Polycom EagleEye Director using touch control 1 Select a local or external website video source to operate. When you receive a multipoint call from a system in the call, you only adjust the camera from the external site that is currently displayed. If you're using an EagleEye director and automatic camera movement is turned on, turn it off before you adjust the camera. 2 Tap Camera Control. 3 Tap the Touch Control arrow buttons to move the camera up, down, left or right. 4 Tap and zoom in or out of the camera. Customize the Polycom EagleEye View camera: 1 Manually turn the camera to the right, left, up, or down to frame the view. 10 Polycom, Inc. 15 2 Rotate the focus ring to adjust the focus. 3 Select the camera and tap and. When you zoom in, you can electronically pan or tilt the camera by pressing the arrow buttons. Open or close the Polycom EagleEye View camera privacy controller: >> Move the slider to the right to close the privacy controller or to the left to open it. You call and receive even when the privacy controller is closed, but people on the remote site can't see you. Polycom, Inc. 11 16 Start and stop automatic camera movement with EagleEye Director If auto-move is enabled on EagleEye Director, the camera guides the person or people who speak. This automatic motion action, also known as automatic camera positioning, can be started or stopped manually. Start automatic camera movements: 1 Tap Cameras on the Home or Call screen. 2 If eagleeye director is not currently selected, follow the steps below. Tap Select Cameras and select the EagleEye Director camera. b Tap Camera Control. 3 Select Start Camera Motion. To stop automatic camera movement: >> cameras on the home or call screen, and select Stop Camera Movements. Camera movement can also be started or stopped according to the actions below: The camera's movement starts automatically when you call. The camera moves to after disconnecting a call. The camera temporarily moves when you turn off audio from the HDX system. It returns when activating HDX system audio. Set and use camera presets Are the stored camera positions you create before or during a call. Presets you: Direct a camera to predefined locations in a room. Select a video source, such as a recording camera, auxiliary camera, VCR, or DVD player. If your system's camera supports panning, tilting, and zooming, you'll create up to 10 preset camera positions for the local site camera. Each preset stores the camera number, zoom level, and direction it refers to. These presets remain in effect until they are deleted or changed. 12 Polycom, Inc. 17 If remote camera control is allowed, you create up to 10 presets for the external camera. These presets are only saved during the call. It will also use presets created on the remote site to control the remote site's camera. To view the presets or move the camera to a saved preset: Tap Camera on The Start screen or call screen. 2 If you make a call, tap Local or External to select local or external site controls. 3 Tap Show Presets. The icons in the presets from 0 to 9 appear on the screen. Solid preset icons indicate saved camera positions. Transparent icons indicate unassigned presets. 4 Tap a number to access a saved preset. To save a preset: 1 On the Start or call screen, tap Camera. 2 If you make a call, tap Local or External to select a camera from the local or remote site. 3 Tap Select Camera to choose a camera or other video sources. 4 Tap Camera Control to move the camera to the desired position. 5 Tap Show Presets, and then tap a number for 5 seconds to save the default position. All default settings previously stored in the selected number are overridden. Don't delete just one preset. However, you replace an existing preset with a new one. Change the layout during a video call When the call is connected, you change the video layout that appears on your site. >> Tap Layout on the call screen. If the call screen doesn't have the Layout tab, you won't change the layout of the video on your site. Tap Intern to change the PIP location. Tap External, and then select Tap to change the layout in the center of the screen to display the different emulation layouts with two monitors on the HDX system monitor. Polycom, Inc. 13 18 To switch between local and external video, which includes both people and content, tap Exchange Image. If the call is hosted by a Polycom RMX system, a Multiple Site Layouts tab can appear, tapping to select multiple views with multiple multiple functions. Tap the My Picture tab to return to the swap internal, external image and image pip options. Adjust the brightness of touch control To adjust the brightness of the Polycom Touch Control screen. To adjust the brightness of touch control video: 1 Home, tap User Settings. 2 Select the Touch Control tab if it is visible. 3 Use the Video slider to adjust the video's brightness. Control what you hear Volume Adjustment You increase or decrease the volume of the meeting. Changing the volume only affects the sound heard on your site. To adjust the volume: 1 Tap the on Audio. 2 Use the Volume slider to increase or decrease the call volume. When you're on the phone, volume controls are available on the call screen and in the upper-right corner of the other screens. 14 Polycom, Inc. 19 Microphone without sound you don't want the remote site to hear conversations on your site, you leave the microphone without sound. Turn microphone sound on or off: >> On the Start screen, tap Audio. On the audio screen, you can't tap any sound to control your microphones. When you're on the phone, the controls to remove the sound are available on the call screen and in the upper-right corner of the other screens. If a Polycom desktop microphone is connected to the system, you can also leave the call without sound by pressing the microphone. Important information about the soundless exit of the microphone: When the microphone sound is turned off, audio from the additional audio inputs in the Polycom HDX 7000 series, polycom HDX 8000 series and Polycom HDX 9000 series is also disabled. Disabling microphone sound does not disable audio from a device connected to the inputs of VCR or audio content. The red sound indicator on the front of the Polycom EagleEye View camera lights up when the system is silent or when a Polycom microphone is connected and silent. The microphone can automatically turn off the sound when the system automatically answers an external call. Adjust the volume of touch control Adjust the volume levels of the touch tone and the warning tones of the Polycom Touch Control user. To adjust the volume of touch control: 1 At the beginning, tap User Settings. 2 Select the Touch Control tab if it is visible. 3 Use the Volume slider to adjust the volume of the Polycom Touch Control. Polycom, Inc. 15 20 Stereo audio video calls If the video conferencing space is configured to use stereo sound, the inputs of the right and left microphone are configured during system installation. It's important that you don't move the microphones, as this can affect the audio experience. Stereo audio is only available for video calls with 256 Kbps or more. View content Depending on how your system is configured, you'll view content stored on a computer or USB drive. When you share the content, the remote site can see and see you on your computer screen. You view the following options for external sites: All the information stored on a computer Real-time annotations made using polycom UC board Some types of information stored on a USB drive A paper document or object placed on a recording camera A videotape or DVD You display a source of content and a video source of people at the same time and switch between that data, if necessary. Participants from other sites can also view people's content or source images. The content shown is from one site at a time; If another site shares content, all content that is shared is overridden. When you a message appears in the Main. Whether you see the content on your monitor or projector depends on how your system is configured. 16 Polycom, Inc. 21 How to view the contents of a computer directly connected to Polycom Touch Control People+Content IP, send you content from a computer directly connected to Touch Control. To start viewing the contents of a computer that is directly connected to Touch Control: 1 Connect the computer directly to the bottom of Touch Control using a USB content cable. If automatic execution is enabled on your computer, you'll be prompted to run People+Content IP. If you run automatically on your computer, IP address shows people+ content external drive and you need to navigate to My Computer to start it manually. 2 Start People+Content IP. 3 Open the content you want to display, and then click the People+ Content IP address. 4 Click IP for people+content to stop viewing content. By viewing content with People+Content IP People+Content IP, you send content from a computer that is not directly connected to the Polycom HDX system or Polycom Touch Control. Important information about People+Content IP: People+Content IP only provides video content. Audio is not shared. People+Content IP supports all desktop resolutions on computers with a color setting of 16 bits or higher. Your computer's resolution can be set either way, but People+Content IP adjusts the image to 1024x768 or 1280x720. The People+ Content IP application must be installed on a computer. Install People+Content IP on a computer: 1 Open your web browser on a computer running a Microsoft Windows XP, Windows Vista, or Windows 7 operating system, and go to 2 Download and install the People+Content IP software. Polycom, Inc. 17 22 To display content: 1 Start the Polycom People+Content IP application on your computer. 2 Enter the IP address or host name of the Polycom HDX system and any meeting password. To view the HDX system's IP address, tap System on the Start screen, and then tap next to HDX system. 3 Click Connection on your computer. 4 Open the content you want to display, and then click the People+ Content IP address. If you're using multiple screens on your computer, move the People+ Content IP icon to the screen you want to share. Stop viewing content: 1 If the People+ Content IP toolbar is minimized, maximize it by clicking the icon on the taskbar. 2 Click on the IP address for people+content. 3 Click Break. To maintain the security of a multipoint call hosted by the HDX system, the content is automatically interrupted when a participant joins the conversation. 18 Polycom, Inc. 23 How to view content from a computer that is directly connected display the HDX system Before you show the content, make sure that the computer video is configured for one of the following supported resolutions and refresh rates: Polycom HDX 9006 systems, Polycom HDX 8000 series, Polycom HDX 7000 series and Polycom HDX 6000 resolution refresh frequencies (Hz) 640 x, 72, 75, x, 72, x, x, x X X Polycom HDX 9004, Polycom HDX 9002 and Polycom HDX 9001 resolution refresh rates (Hz) 640 x 640 x, 72, x, 72, x, 70, x, x, x The ways to configure resolution and refresh rate are different depending on the type of operating system. Check out your computer guide or help topics for the right steps. Polycom, Inc. 19 24 To display content: To view people and content at the same time, hdx system input must be configured for content. 1 Make sure your computer is turned on and connected to the Polycom HDX system. Polycom HDX 9004: You connect a computer to video input 4 or 5. When you connect to video input 4, you also connect to audio input 4 to share sound from your computer. Polycom HDX 9002, Polycom HDX 9001: You connect a computer to video input 4. Polycom HDX 9006 or Polycom HDX 8000 Series: You connect a computer to video input 4. You also connect to audio input 4 to share sound from your computer. Polycom HDX 7000 Series: You connect a computer to video input 3. You also connect to audio input 3 to share sound from your computer. Polycom HDX 6000 Series: You connect a computer to video input 2. You also connect to the audio input to share sound from your computer. 2 On the Start screen or on the Call screen, tap Show Content. 3 Tap the computer input. Audio from the content input source in step 1 is disabled unless the content input is selected as a video source. Stop viewing content: >> On the Content screen, tap your computer's source to stop viewing it. 20 Polycom, Inc. 25 Display content from a USB drive Polycom Touch Control can display content stored on a USB drive. You annotate it in the file while you're displaying it to external sites. View the contents of a USB drive with Polycom Touch Control: 1 Connect the USB connector to the right of Polycom Touch Control. 2 On the Start screen or on the Call screen, tap Show Content. 3 To view the files stored on the USB drive, tap the USB button. If another participant has connected People+Content IP to the HDX system to display content, that content must be paraded before Polycom Touch Control can display the contents of a USB drive. 4 Navigate to the file you want to view. Polycom Touch Control can open slide shows (.ppx), documents (.pdf) and images (.bmp, .gif, .jpg, .png). To search by name, file type, or date of change, follow these steps:> Tap the tabs bottom of the screen. Tap a tab again to reverse the sort order. Tap a folder to open it. Press to return to the previous level. To filter by All Files, recently displayed files, or File type such as slide shows, documents, or images, press. To find a file, tap the search field at the top of the screen. Tap a folder to open it. Polycom, Inc. 21 26 5 To view a file, tap it. 6 To view the file to other callers, tap Show Content. When you're viewing a file, you're still on the Touch Control screen: Zoom in or out, tap, and. Restore the content to its original size, tap. You also zoom in and out by swimming two fingers together or separated by the screen. Tap and drag the image to move it across the screen and display different parts. To move forward and back to pages while displaying a file, tap the lower-left and right arrows of the Touch Control screen. To display thumbnails, press a thumbnail and tap it to go to that page. 7 If you no longer want to display the contents of a file, tap Stop Content View. 8 To eject the USB drive before unplugging it, tap the button. Annotate content: 1 Tap notes from a USB drive on the toolbar while viewing content. Tap to draw red lines in the content. Tap to add yellow highlights to parts of the content. Tap to remove parts of the content. 2 After selecting a tool, tap and drag your fingers across the screen and drag it to use it. If you're on the phone and viewing content, third-party sites can view your notes. 3 To delete the notes, tap. Annotations are automatically deleted when you move to another page or stop on Content View. 22 Polycom, Inc. 27 View content from a record camera, VCR, or DVD Depending on how your system is configured, you view different types of information to other sites in a call, for example via a record camera, VCR, or DVD. Before you start the call, make sure the recording camera, VCR, or DVD is plugged in and turned on. Check out the configuration guide that has been added to your system. Place the document or object on the recording camera or place the videotape or DVD in the device. To view a document, object, videotape, or DVD during a call: 1 On the Start screen or on the Call screen, tap Show Content. 2 Tap a content source. The video source icon moves slightly up on the screen and the content is shown to call participants. To stop viewing a document, object, videotape, or DVD during a call: >> On the Content screen, tap the content source to can't be seen anymore. Video Source icon slightly down on the screen and the content is no longer shown to call the participants. Polycom, Inc. 23 28 How to view content with Polycom People on Content With the Polycom People on Content feature, you view above the content you share. The effect is similar to a weather forecast on television. This feature is sent as a source of people, so you don't send a content source when you use People on Content. For more information about setting up a space to get the most out of the People on Content feature, see the Administrator Guide for Polycom HDX Systems. You also contact your administrator for information about activating or setting People on Content. Follow these guidelines when presenting content with People by Content: Wear clothes with neutral colors. Avoid using black, white, or background color. Make sure the room is well lit. Stand about 90 cm (3 feet) in front of the background to avoid shadows. 24 Polycom, Inc. 29 View Content with People on Content: 1 Make sure the content you want to show is ready. 2 Tap Show Content on the Start screen or call screen. 3 Tap PeopleOnContent. The foreground and background video font icons move slightly up on the screen. The camera takes the default location. The content appears instead of the background. Foreground and background video resources are configured by the administrator. You customize the camera or choose another video source in the foreground after you see content with People on Content. To stop viewing content with People on Content: >> On the Content screen, tap PeopleOnContent to stop viewing the content. Use Polycom UC Board When you use the Polycom UC Board stylus and receiver with a USB hub and a standard projector whiteboard or a two-monitor configuration, you view and annotate content from selected Polycom HDX systems in real time. Integration with HDX system software means you don't have to start an external application to use the UC board. For information about setting up and getting started with the UC board, see the Polycom UC Board QuickStart Guide and the Polycom HDX Systems Administrator's Guide in support.polycom.com. Use the UC board with your Polycom HDX system: 1 Make sure the monitors or projector are turned on. 2 With the stylus, tap the content monitor (second monitor) or whiteboard, or start drawing with the stylus. The following HDX systems, which run the software version or higher, support the UC board: Polycom HDX 7000 HD system with version C hardware or D Polycom HDX 8000 HD system with Polycom HDX 9006 Polycom, Inc. Version B hardware. 25 30 Admission and recovery opportunities The UC Council includes the Recording and recovery features: Save and restore up to 200 images as JPEG files on a USB storage device import and annotate Existing JPEG images, such as PowerPoint slides, and then save changes to a USB storage device Display slides and saved pages from thumbnail slides Remove slides from the USB storage device How to import slides or images to a USB storage device for use with the UC board To import graphics or images, or Microsoft PowerPoint scrolls to a USB storage device : 1 Place a USB storage device in a USB drive on your Macintosh or Windows computer. 2 Create a new folder called My Whiteboard on your USB storage device. This folder name is required. 3 Follow the following steps to save PowerPoint slides. For other file types, go to the next step. a b Open the PowerPoint application, and then open the presentation file you want. Save the presentation to the folder you created in step 2 as jpeg file exchange format. To see the question That you want to export all slides from the presentation or just the current slide?, select All Slides, and then click OK. You save files.jpg up to 512 kb or x Larger files are not saved. 4 To export graphics files, save them in JPG format and save them to your USB storage device. 5 Place the USB port of the HDX system's USB storage device. You extend the range of the USB connector on the HDX system by installing an active USB extension cable. 26 Polycom, Inc. 31 View and remove content on the UC board To view slides stored on a USB storage device: >> With a slide open on the UC board, perform one of the following actions: Keep the stylus near the UC board and tap the arrow to continue or return the arrow to the screen to navigate the slides. Hold the stylus near the UC board and click the large button in the next image to move to the next slide, or click the small button to return to the previous slide. To view slide shows stored on a USB storage device: 1 On the UC board screen, tap the thumbnail icon with the stylus. 2 Thumbnail pages are loaded onto the UC screen. If your presentation has more than 20 slides, a number at the top of the UC screen will display your current page. You upload up to 10 pages of thumbnails, with 20 slides on each page. 3 To navigate through the slides in thumbnail view, do one of the following: On the UC board screen, use the stylus to tap the arrow to continue to display the next 20 slides or arrow to display the previous 20 slides. Keep the stylus near the UC board and click the big button to see the next set of 20 slides or the small button to previous set to see 20 dia's. Polycom, Inc. 27 27

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