



▶ Quick Tips for Polycom® Open Telepresence Experience™ (OTX™) 300



▶ Making, Answering, and Hanging Up Calls

To...	Do this...
Speed dial a video or audio call with the Enhanced UI	<ol style="list-style-type: none"> <li>1. Touch  <b>Polycom</b>.</li> <li>2. Touch the video or audio Speed Dial button that corresponds to the site you want to call.</li> </ol>
Speed dial a video or audio call with the Classic UI	<ol style="list-style-type: none"> <li>1. Touch  <b>Polycom</b> if you want to call a video site or touch  <b>Audio Dial</b> if you want to call an audio site.</li> <li>2. Touch the video or audio Speed Dial button that corresponds to the site you want to call.</li> </ol>
Manually dial a video or audio call with the Enhanced UI	See <i>Making Calls Using Meeting Composer</i> on the other side of this card.
Manually dial a video or audio call with the Classic UI	<ol style="list-style-type: none"> <li>1. Touch  <b>Video Dial</b> if you want to call a video site or touch  <b>Audio Dial</b> if you want to call an audio site.</li> <li>2. Enter the number of the site you want to call using the touch pad.</li> <li>3. Touch  <b>Dial</b> to call the video site or touch  <b>Dial/Answer</b> to call the audio site.</li> </ol>
Make a video or audio call using the calendar (if Polycom Conferencing for Microsoft® Outlook® is enabled)	<ol style="list-style-type: none"> <li>1. Touch  <b>Calendar</b>.</li> <li>2. Touch the meeting you want to join from the list that appears on the right side of the screen.</li> <li>3. Touch  <b>Join Now</b>.</li> </ol>
Answer a video or audio call	<p>When you receive a call, you will hear a ringing sound.</p> <ul style="list-style-type: none"> <li>• For video calls, you do not have to do anything; the call will be automatically answered.</li> <li>• For audio calls, touch  <b>Dial/Answer</b>.</li> </ul>
Hang up a video or audio call	<ol style="list-style-type: none"> <li>1. If the  <b>Hang Up</b> button is not visible on the screen, touch  <b>Polycom</b>.</li> <li>2. Do one of the following: <ul style="list-style-type: none"> <li>• For the Enhanced UI, touch  <b>Hang Up</b> on the left side of the screen for video calls or touch  <b>Hang Up</b> on the right side of the screen for audio calls.</li> <li>• For the Classic UI, touch  <b>Hang Up</b>.</li> </ul> </li> </ol>

▶ Accessing Home

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

▶ Controlling Audio

- Touch **Volume Up** or **Volume Down** to increase or decrease the sound you hear from the far-end site.
- Touch **Mute** to mute or unmute the sound you are sending from your site.

▶ Getting Help

1. Touch **Help Desk**.
2. Touch the larger **Help Desk** button that appears.

Alternatively, if your Touch Panel has an audio Speed Dial button for the Help Desk, you can touch that instead.



## ▶ Showing Content

When you show content, it automatically appears on the content displays. Depending on how your system is configured, the content displays may automatically lift when content is shared; therefore, be sure to keep the area above the content monitors clear. Also note that, if you are not in a call, content may also appear on the three main display screens.

To...	Do this...
Show content with a laptop	<ol style="list-style-type: none"> <li>1. Access the VGA cable in one of the Collaboration Tanks, which are located between the tabletop content monitors.</li> <li>2. Connect the VGA cable to the VGA Out connector on your laptop.</li> <li>3. If required, enable VGA output on your laptop (such as by pressing <b>Shift-F5</b>). Refer to your laptop documentation for more information.</li> <li>4. Display the content on your laptop screen.</li> <li>5. Do one of the following: <ul style="list-style-type: none"> <li>• For the Enhanced UI, touch  <b>Content</b> if the laptop is the only content source, or touch  <b>Content</b> and then touch  <b>Laptop</b> if there is more than one content source.</li> <li>• For the Classic UI, touch  <b>Laptop</b>.</li> </ul> </li> <li>6. To stop showing content, do one of the following: <ul style="list-style-type: none"> <li>• For the Enhanced UI, touch  <b>Content</b> or touch  <b>Laptop</b>.</li> <li>• For the Classic UI, touch  <b>Laptop</b> or disconnect the VGA and audio cable.</li> </ul> </li> </ol>
Show content with a document camera	<ol style="list-style-type: none"> <li>1. Power on the document camera.</li> <li>2. Do one of the following: <ul style="list-style-type: none"> <li>• For the Enhanced UI, touch  <b>Content</b> and then touch  <b>Doc Cam</b>.</li> <li>• For the Classic UI, touch  <b>Doc Cam</b>.</li> </ul> </li> <li>3. Place your document on the table.</li> <li>4. To stop showing content, do one of the following: <ul style="list-style-type: none"> <li>• For the Enhanced UI, touch  <b>Doc Cam</b>.</li> <li>• For the Classic UI, touch  <b>Doc Cam</b>.</li> </ul> </li> </ol>

## ▶ Making Calls Using Meeting Composer

With the Enhanced UI, you can use Meeting Composer to easily place calls to multiple sites or to Immersive Telepresence sites, as well as to call traditional video conferencing systems and audio-only sites. Some Meeting Composer features may not be available if your system is not configured to use the Polycom RMX™ or the Polycom CMA™.

To...	Do this...
Select a site using manual dial	<ol style="list-style-type: none"> <li>1. Touch  <b>Meeting Composer</b>.</li> <li>2. Touch  <b>Number Pad</b>.</li> <li>3. Touch  <b>Video</b> or  <b>Audio</b>.</li> <li>4. Enter the video or phone number, IP address, or E.164 extension.</li> <li>5. Touch  <b>Add</b>.</li> </ol>
Select a site using speed dial	<ol style="list-style-type: none"> <li>1. Touch  <b>Meeting Composer</b>.</li> <li>2. Touch  <b>Speed Dial</b>.</li> <li>3. Touch the Speed Dial button that corresponds to the site that you want to add to the list of sites to call.</li> </ol>
Select a site using the address book	<ol style="list-style-type: none"> <li>1. Touch  <b>Meeting Composer</b>.</li> <li>2. Touch  <b>Address Book</b>.</li> <li>3. Touch  <b>Local</b> or  <b>Global</b> directory.</li> <li>4. Touch the group to which the site belongs.</li> <li>5. Touch the name of the site that you want to add to the list of sites to call.</li> </ol>
Select a site using search	<ol style="list-style-type: none"> <li>1. Touch  <b>Meeting Composer</b>.</li> <li>2. Touch  <b>Search</b>.</li> <li>3. Touch  <b>Local</b> or  <b>Global</b> directory.</li> <li>4. Touch  <b>Keyboard</b>.</li> <li>5. Using the keyboard, enter any string of characters to search for the name of the site.</li> <li>6. Touch <b>Enter</b>.</li> <li>7. Touch the name of the site that you want to add to the list of sites to call.</li> </ol>
Make a multipoint call or a point-to-point plus call	<ol style="list-style-type: none"> <li>1. Ensure that the sites listed in the Conference List include all the sites you want to call. For point-to-point plus calls, the Conference List should include no more than one video site plus one audio site.</li> <li>2. Touch  <b>Connect</b>.</li> </ol>