

iPower™ 9000 Collaboration System Quick Tips Sheet

About the Quick Tips Sheet

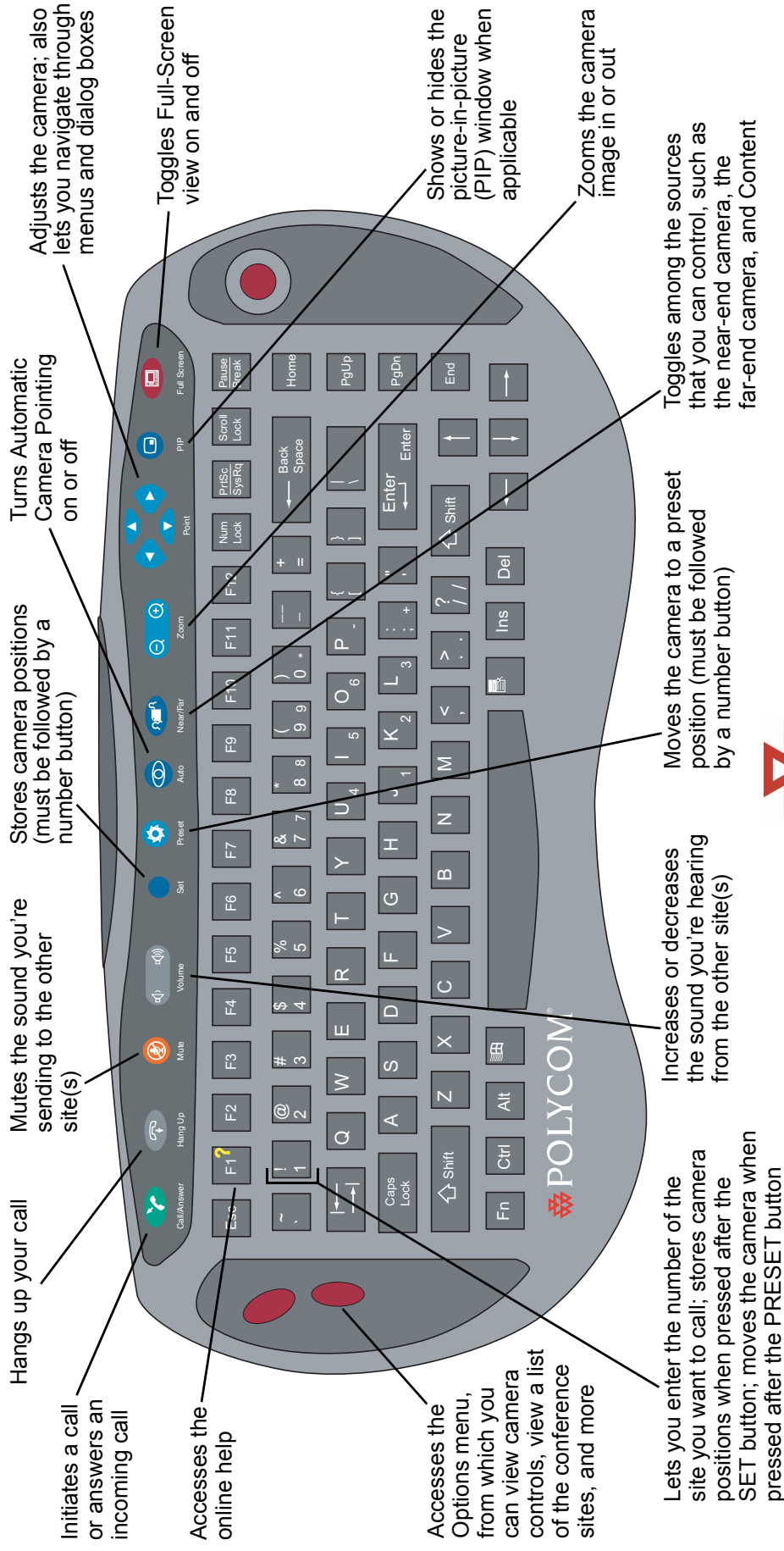
Use this Quick Tips Sheet with your iPower 9000 collaboration system to quickly get information about system basics, such as how to make a call and what you can do with the keys on the keyboard.

About the Keyboard and Remote

Your system comes with both a keyboard and a remote control. For the most part, you can use whichever one you like; however, you must use the keyboard for entering text and for collaborating on documents.

How to Get Help

If you need help, press F1 on the keyboard to view the online help, go to www.polycom.com to access other documents (such as the *Getting Started Guide*), or contact your system administrator.

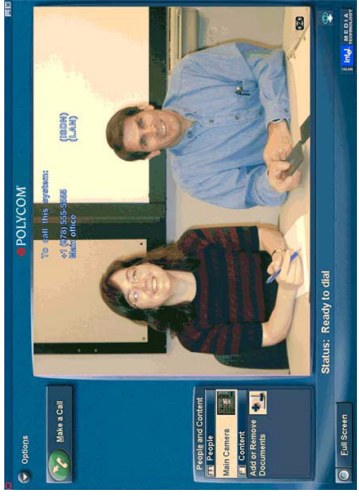


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Making a Call

You'll know you're ready to make a call when you see this screen:



To make the call:

1. Click **Make a Call** or press  on the keyboard. You'll see this screen:



2. If the number you want to dial is in the Directory, click **Directory** and select a name.

If the number you want to dial is not in the Directory, enter the number, system name, or LAN address.

3. Check all the options that apply to your call.
(See the online help for more information.)

4. Click **Call Now**.

Showing Documents

You can use your iPower 9000 system to view people at different sites all over the world. But that's not all: you can also use it to show Content from a wide variety of sources, such as a laptop, an ImageShare™ II device, or your Windows® desktop.

Showing Documents Stored on Your Laptop:

1. Connect the laptop to your system either with or without the ImageShare II device.
Laptop should appear on the People and Content list. If it doesn't:

- Make sure your laptop is set to a supported resolution and refresh rate, such as 1024 x 768 at 75Hz.
- Most laptops need to be told when there's an ImageShare II trying to use the video port. If you don't know how to do this, try pressing F7 on your laptop keyboard. If that doesn't work, see your laptop documentation.

2. To see the laptop Content:

- Press the blue Selection button on the ImageShare II.
- Click **Laptop** on the People and Content list.

Showing Documents Stored on Your Windows Desktop:

1. Click **Windows Desktop** on the People and Content list.
2. Minimize the Main Collaboration Application. Your Windows desktop appears on your monitor and is sent to the far-end site(s).

Showing Documents Stored on the Network:

1. Click **Add or Remove Documents** on the People and Content list.
2. Choose the location of the document, or click **Browse** to find it.
3. Select the document you want to share and then click **Open**.
4. Click **OK** to add the document.
5. Click on the document to share it.

Collaborating on Documents

To collaborate on a shared document:

1. From the application's Share menu , click **Start Collaborating**.
2. To modify the shared document, double-click on it.

Answering a Call

Click **Make a Call** or press  on the keyboard.

Ending a Call

Click **Hang Up** or press  on the keyboard.

