



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

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

▶ 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.



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












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

▶ 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"> 1. Touch  Meeting Composer. 2. Touch  Number Pad. 3. Touch  Video or  Audio. 4. Enter the video or phone number, IP address, or E.164 extension. 5. Touch  Add.
Select a site using speed dial	<ol style="list-style-type: none"> 1. Touch  Meeting Composer. 2. Touch  Speed Dial. 3. Touch the Speed Dial button that corresponds to the site that you want to add to the list of sites to call.
Select a site using the address book	<ol style="list-style-type: none"> 1. Touch  Meeting Composer. 2. Touch  Address Book. 3. Touch  Local or  Global directory. 4. Touch the group to which the site belongs. 5. Touch the name of the site that you want to add to the list of sites to call.
Select a site using search	<ol style="list-style-type: none"> 1. Touch  Meeting Composer. 2. Touch  Search. 3. Touch  Local or  Global directory. 4. Touch  Keyboard. 5. Using the keyboard, enter any string of characters to search for the name of the site. 6. Touch Enter. 7. Touch the name of the site that you want to add to the list of sites to call.
Make a multipoint call or a point-to-point plus call	<ol style="list-style-type: none"> 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. 2. Touch  Connect.

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