# Placing a Multipoint Call

You can place multipoint calls in several ways.

- Place a call, then add more sites to that call by pressing Call on the remote control, selecting Add Video Call, and placing a call to the next site. Repeat until all sites are connected.
- Select Multipoint from the Home screen if your system is configured to display that button. Enter the names of the sites you want to call by using the Directory or by manually entering the phone numbers of the sites. Press Call.
- Press Directory on the remote control, find a
  mulitple site entry in the directory list, and press
   Call on the remote control.
- Place a cascaded multipoint call by placing a multi-site call from the Directory or placing calls one at a time to up to three other sites then asking each site to call up to two additional sites.

#### **Selecting a Video Source**

1. Press 各 Near or 各 Far on the remote control.



If you see this, you can control a near-site camera or video source



If you see this, you can control a far-site camera or video source

## Adjusting a Camera

- 1. Press 8 Near or 5 Far on the remote control.
- 2. Press the arrow buttons on the remote control to move the camera up, down, left, or right.
- 3. Press **Zoom** on the remote to zoom out or in.

## Video Etiquette

Good video conferencing etiquette is really just common courtesy and respect for the people in your meeting. Read through these tips for successful conferencing.



- Introduce all conference participants when the meeting starts.
- Introduce yourself when you start speaking.
- Make sure that you can see and hear the far-site participants.
- Adjust your camera and microphone so that the far site can see and hear you.
- Place the microphone between the monitor and the people closest to the monitor.
- Avoid tapping on the microphone or rustling papers near the microphone.
- Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Speak in your normal voice without shouting.
- In a multipoint call, mute your microphone when you are not speaking.

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# Using Your Polycom® VSX Room System





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#### **Using the Remote Control**

Place or answer a call ~

Adjust the camera; navigate through menus

Return to the Home screen

Increase or decrease the sound you hear from the far site(s)

Mute the sound you're sending to the far site(s)

Zoom the camera image in or out

Select a camera or other video source

Display the onscreen keyboard so you can enter text

Start and stop sending content to far sites; clear snapshots sent by the far site

Color	Function
Green	Call
Red	Navigation
Blue	Camera
Orange	Audio
Purple	Graphics
Black	Text/Numbers
Yellow	Help



End a call

Open the Directory so you can make a call or work with an entry

Confirm your current selection; perform functions on highlighted items

Return to the previous screen

Toggle between controlling the near-site and far-site cameras

Show, move, or hide the Picture-in-Picture (PIP)

Store camera positions (when followed by a number); delete all stored camera positions

Enter a dot in an IP address

Delete letters or numbers

Enter numbers or text; move the camera to a stored position

Access the online help; access Technical Support if your organization uses the Global Management System™

## Placing a Video Call

#### **Entering a Name or Number**

1. Enter the ISDN number, system name, or IP address.

To enter text, press ( Keyboard on the remote control to access the onscreen keyboard.

Press **Call** on the remote control.

#### **Using the Directory**

- Press **Directory** on the remote control.
- Find the site you want to call:
  - Use the arrow buttons to scroll to the name you want to call.
  - Use the alphabet tabs to move through the Directory and scroll to the name you want to
  - · Spell the first or last name using the number buttons on the remote.
  - Press Keyboard on the remote control to use the on-screen keyboard to spell the name.
  - Press Call on the remote control.

#### Using the Contacts, Speed Dial, or Recent **Calls Lists**

- Select Contacts or Speed Dial and press on the remote control.
- 2. Select the site you want to call.
- Press **Call** on the remote control.

# Answering a Call

>> Press **Call** on the remote control.

#### **Ending a Call**

- 1. Press Nang Up on the remote control.
- 2. Confirm that you want to hang up.