







## 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 multiple 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  **Near** or  **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

2. Press  **Camera** on the remote control, then press the number button that corresponds to the camera or other video source you want to select.

## Adjusting a Camera

1. Press  **Near** or  **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



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

## 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.
2. Press **Call** on the remote control.

### Using the Directory

1. Press **Directory** on the remote control.
2. 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 call.
  - 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

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

## Answering a Call

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

## Ending a Call

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