

# iPower Collaboration System Quick Tips Sheet


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

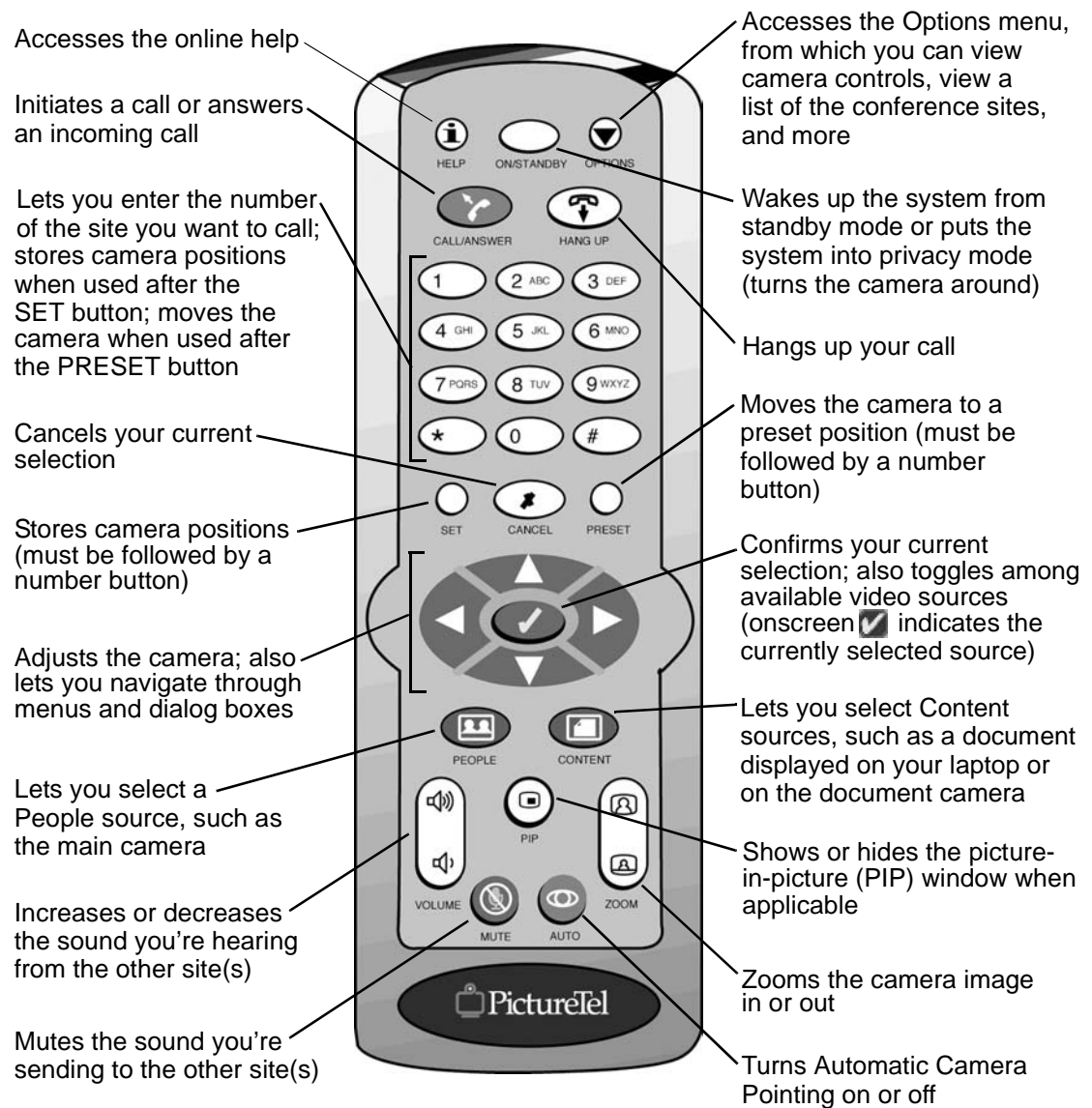
## About the Remote Control and Keyboard

Your system comes with both a remote control and a keyboard with a trackball. For the most part, you can use whichever one you like; however, you must use the keyboard for entering text and for application sharing. Here are some other general guidelines:

- You may prefer the keyboard if you like “pointing and clicking,” just as you do with the mouse on your PC.
- You may prefer the remote control for doing basic tasks, such as muting microphones or moving the camera, since simply pressing a button gets the task done.

## Need Help?

- Press  on the remote control or F1 on the keyboard to view online help.
- Go to <http://www.polycom.com> to access more documents, including the *iPower Collaboration System Getting Started Guide*.
- Contact your system administrator if you need more help.




# iPower Collaboration System Quick Tips Sheet

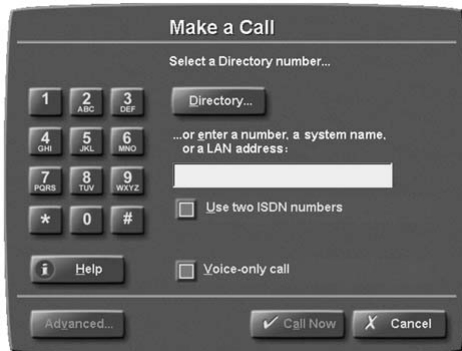
## Making a Call


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 remote control. You'll see this screen:



2. If the number you want to dial is in the Directory, click **Directory**, select a name, and then click **Call Now** or press . Otherwise, enter the number, system name, or LAN address (use the right arrow to enter a "." with the remote control).

3. Check all the options that apply to your call. (See the online help for more information.)
4. Click **Call Now** or press  on the remote control.

## Showing Documents

You can use your iPower 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™ or 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 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 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 or 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 remote control.

## Ending a Call

Click **Hang Up** or press  on the remote control.