


The Polycom® Video Control Application (VCA) enables you to place video calls from your Cisco 7970 phone.

Starting the VCA

- Press the **VCA** shortcut that your administrator has configured for you (if available) or press the  **Services** softkey on the Cisco 7970 phone and then select **VCA**.




Depending on the configuration of your video conferencing system, you may see this screen:



Or you may see this screen:



Placing a Call

1. Press  **Call** or press the  **Call** softkey.
2. Enter the video extension of the person you want to call.
3. Press the  **Dial** **Dial** softkey.




Answering a Call

If your video conferencing system is set up to automatically answer calls, the call connects automatically.



If your video conferencing system is set up so that you must manually answer calls and your administrator has configured the **Answer Video Call** shortcut for you:

- Press the **Answer Video Call** shortcut.

If you do not have the **Answer Video Call** shortcut:

1. Press  **Call** or press the  **Call** softkey.
2. Press the  **Answer** **Answer** softkey.

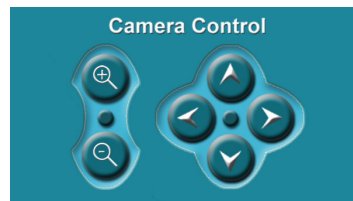
Ending a Call

- Press  **Hang Up** or press the  **Hang Up** softkey.

Controlling the Camera





If your local camera is capable of panning, tilting, and zooming, you can use the camera buttons to control your camera.

1. Press  **Camera**. This screen appears:



2. To zoom the camera in or out, press  **Zoom In** or  **Zoom Out**.


Press the button repeatedly until the camera is zoomed to the level you desire.

3. To move the camera up, down, left, or right, press the  up,  down,  left, or  right arrow button.

Press the button repeatedly until the camera is positioned as you desire.



Converting a Voice Call to Video

If you are in a Cisco 7970 voice call with someone who has an associated video conferencing system, you can convert the voice call to video.



- Press the **Convert to Video** shortcut that your administrator has configured for you (if available) or press the  **Services** softkey on the Cisco 7970 phone and then select **Convert to Video**.

Holding and Resuming a Call





These functions are available only if the **Hold** and **Resume** buttons appear on your screen.

- To place a call on hold, press  **Hold**.
- To resume the call, press  **Resume**.

Muting the Microphone

- To mute the microphone, press  **Mute**.
- To unmute the microphone, press  **Unmute**.



Adjusting the Volume

- To increase the volume, press  **Volume Up** or press the  **Volume+** softkey.
- To decrease the volume, press  **Volume Down** or press the  **Volume-** softkey.

When adjusting the volume, press the **Volume** button repeatedly until the volume is at the level you desire.

Transferring a Call

This function is available only if the **Transfer** button appears on your screen.

1. Press  **Transfer**.
2. Enter the video extension of the person to whom you want to transfer the call.
3. Press the  **Transfer** softkey.

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Polycom Video Control Application (VCA) Quick Reference

Frequently Called Numbers

Name	Number



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