

## Quick Tips for the Polycom® CX8000® for Microsoft® Lync®

Polycom® CX8000 for Microsoft® Lync® is a room video collaboration solution specifically designed for Microsoft Lync environments. The CX8000 solution offers an intuitive user interface on a table console that includes rich collaboration features, such as allowing local and remote participants to join Lync meetings.

### Table console



### Polycom CX5100

When the CX8000 solution is used with the Polycom® CX5100, the system offers a 360-degree panoramic view of the meeting room. The CX5100 also provides an active speaker view and excellent audio quality.



### Schedule a Meeting

You can schedule Lync meetings in Microsoft Outlook on your computer.

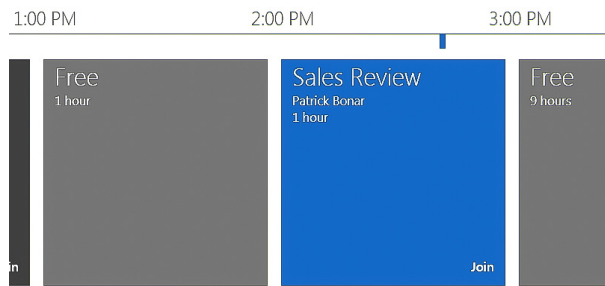
- 1 In Outlook, click **New Lync Meeting**.
- 2 Add a conference room that includes the Polycom CX8000 as a participant.
- 3 Add participants as required.
- 4 Click **Send**.



### Join a Scheduled Meeting

To join a meeting:


- » Do one of the following:
  - **Local participants:** Tap the desired meeting block on the table console or on the touch screen monitor, and tap **Join** on the meeting block.



- **Remote participants:** Click the **Join Lync Meeting** link in an Outlook meeting invitation.

## Upload a PowerPoint Presentation

Before or during a meeting, you can upload a Microsoft® PowerPoint® presentation to share.

- 1 On your computer, open the meeting invitation and click **Join Lync Meeting**.
- 2 In the Lync client, click  and click **PowerPoint**.
- 3 Select your file and click **Open**. Your file is uploaded and listed as presentable content in Lync.

After you upload the file, you can share the presentation as content from the CX8000 system.

### Select Content

You can select content from multiple whiteboards and presentations and share those at the meeting.

- 1 From the table console or touch screen monitor, tap **Content**.
- 2 Select your content and tap **Start Presenting**.



### Present Content from a Laptop Computer

You can also present content from a laptop computer connected to the CX8000.

- 1 Connect a laptop video output to the CX8000 video input by using either an HDMI-HDMI or HDMI-VGA cable.  
The CX8000 table console provides a prompts you to start presenting.
- 2 Tap **Yes** to start presenting the desktop screen.

**Note:** Annotation is not available on a shared desktop screen.

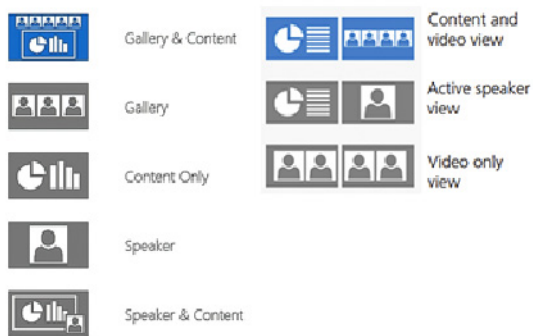
## Start a Whiteboard

You can start a new whiteboard from your table console or the touch screen monitor.

- 1 Select **New Whiteboard** from the menu.
- 2 On the touch monitor, select a drawing tool at the bottom of the monitor, and begin drawing with your finger.

## Change the Display mode

In the Display menu, you can change the display mode based on the number of screens. The figure below shows Single display options on the left and Dual Display options on the right.








## Email Meeting Notes

You can email annotated whiteboards in PNG format directly from the table console. The email is sent to the meeting organizer by default.

- 1 Select **Email Whiteboard**.
- 2 Select the whiteboard(s) to email.
- 3 Click **Add** to add contacts.
- 4 Click **Send**.

## Use the Table Console Buttons

To access the convenient features of the table console, you can use the buttons on the side toolbar.

Button	Description
	Power on or off.
	Mute the microphone in the local meeting room.
	Adjust the speaker volume to a higher level.
	Adjust the speaker volume to a lower level.
	Select an application. Accesses custom controls unique to the CX8000 solution.



## More information

For more information about setting up and using the CX8000 solution, refer to the [CX8000 Support](#) page on [Polycom Support](#).



## Quick Tips

for

**Polycom® CX8000**

**for Microsoft® Lync®**

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