Quick Tips for Polycom ITP Systems and the Polycom Touch Control

Use the Polycom Touch Control to control a Polycom ITP system. For more information about setting up and using the system, refer to http://support.polycom.com.

Place a Call

To enter a name or number:
1. From the Home screen, touch Place a Call.
2. Enter the dialing information.
3. Touch Call to place the call.

To call from Favorites:
1. Do one of the following from the Home screen:
   - Touch Favorites (if you are not registered with a directory server).
   - Touch Place a Call, and then touch Favorites (if you are registered with a directory server).
2. Scroll to the site you want, and touch it to place the call.

To call from the Directory (if you are registered with a directory server):
1. From the Home screen, touch Search the Directory.
2. Scroll to the site you want, or touch the Search field to enter the name.
3. Touch the site to place the call.

Place a Call Using Polycom Meeting Composer™

To enter names or numbers:
1. From the Home screen, touch Place a Call, and then touch Conference.
2. Toggle to Video Call or Audio Only Call, if needed.
3. Enter the dialing information on the left.
4. Touch Add to add the site to the list on the right.
5. Repeat steps 2 through 4 to add other sites.
6. Touch Join.

To call from Favorites:
1. Do one of the following from the Home screen:
   - Touch Favorites, and then touchConference (if you are not registered with a directory server).
   - Touch Place a Call, touch Favorites, and then touch Conference (if you are registered with a directory server).
2. Touch the sites in the Favorites list on the left that you want to add to the list on the right.
3. Touch Join.

To call from the Directory (if you are registered with a directory server): 
1. From the Home screen, touch Search the Directory, and then touch Conference.
2. Touch the sites in the Directory list on the left that you want to add to the list on the right, or touch the Search field to enter names.
3. Touch Join.

Answer a Call

To answer a call:
>> If the ITP system does not answer incoming calls automatically, touch Answer or Ignore when a call comes in.

End a Call

To end a call:
>> To end a call, touch Hang Up on the Call screen, and then touch OK.

Control Volume and Microphones

To control volume and microphones:
• When you are in a call, audio controls are available on the Call screen and at the top of other screens.
• When you are not in a call, touch Audio on the Home screen to view the audio controls.
• Touch or drag the Volume slider to change the volume of the call at your site.
• Touch Mute or Unmute to control your microphones.

Common Calling Buttons
• To enter letters, touch Keyboard.
• To backspace, touch Backspace.
• To add a participant to a call, from the Call screen, touch Add Participant, and then toggle to Video Call or Audio Only Call, if needed.
• To delete a site, touch Delete.
• To delete all sites, touch Cancel.
• To get details about an entry, touch Info.

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To call from Favorites:
1. Do one of the following from the Home screen:
   - Touch Favorites (if you are not registered with a directory server).
   - Touch Place a Call, and then touch Favorites (if you are registered with a directory server).
2. Scroll to the site you want, and touch it to place the call.

To call from the Directory (if you are registered with a directory server):
1. From the Home screen, touch Search the Directory.
2. Scroll to the site you want, or touch the Search field to enter the name.
3. Touch the site to place the call.
Show Content

To show content using a laptop, document camera (RPX™ only), or integrated PC (RPX only):
1. Connect and power on the laptop, document camera, or integrated PC.
2. From the Call screen or Home screen, touch Show Content.
3. Display the content on your laptop, document camera, or integrated PC.
4. From the Show Content screen, touch Laptop, Doc Cam, or PC.
5. To stop showing content, touch Laptop, Doc Cam, or PC.

To show content using People+Content™ IP (PPCIP):
1. Connect the USB cable from the Polycom Touch Control to your laptop.
2. On your laptop, accept the prompt to launch People+Content IP.
3. Display the content on your laptop.
4. Do one of the following:
   - From the PPCIP screen, touch Start.
   - From the Show Content screen on the Polycom Touch Control, touch PPCIP.
5. To stop showing content, do one of the following:
   - From the PPCIP screen, touch Stop.
   - From the Show Content screen on the Polycom Touch Control, touch PPCIP.

To show content using a USB drive:
1. Connect the USB drive to the Polycom Touch Control.
2. From the Home screen or Call screen, touch Show Content.
3. Touch USB, navigate to the file, and touch the file to view it.
4. Touch Show Content to share the file.
5. To stop showing content, touch Stop Showing.
6. To eject the USB drive, touch Eject.

Wake Up the Polycom Touch Control

To wake up the Polycom Touch Control:

>> The Polycom Touch Control goes to sleep after two minutes of inactivity. Touch the screen to wake it up.

View a Calendar

To view a calendar of scheduled meetings:
1. From the Home screen, touch Calendar.
2. Touch a meeting in the list to view details.
3. Touch Join to join the meeting.

View System Information

To view system information:

>> From the Home screen, touch System.

Get Help

To get help:
1. Do one of the following:
   - From the Home screen, touch Call for Help.
   - From any dialing screen, touch Help Desk.
   - Touch the Help Desk entry in Favorites.
2. Touch Help Desk.

Tips

- If you want to have a private conversation, check that the microphones are muted.
- You do not have to speak towards a certain location or speak louder than usual.
- Do not sit in front of the table seams. If you do, your image will look “split” to the far-end site.