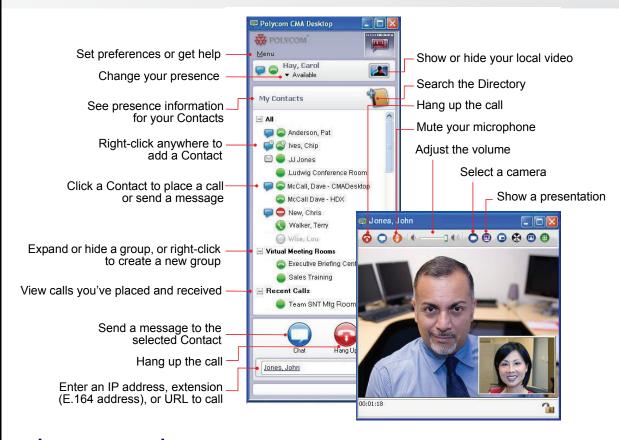
► Quick Tips for Polycom CMA Desktop



What is CMA Desktop?

With Polycom CMA Desktop, you can connect to anyone else who is using Polycom CMA Desktop or other types of video conferencing systems. You can show presentations and other content to participants in video calls, and you can also chat with Polycom CMA Desktop users who share presence with you. Polycom CMA Desktop Contacts who don't yet have cameras can still chat and participate in calls.



For help with Polycom CMA Desktop, click **Menu** and choose **Help**, or press **F1**.

Signing In

Depending on how your Polycom CMA Desktop network settings are configured, your Polycom CMA Desktop user name and password may be provided automatically. If so, do this: Click **Sign In**.

You can also choose to enter your user name and password manually.

- 1 Enter your Polycom CMA Desktop user name and password. All Polycom CMA Desktop user names are in the format YourDomain\YourUserName. Contact your Polycom CMA Desktop administrator for help with your user name.
- 2 Click Sign In.

Answering a Call

Do one of the following:

- · Click Answer to accept the call.
- · Click Ignore to refuse the call.

Adding People to Your Contacts List

- 1 Click **to** open the Directory.
- 2 Start typing a name.
 - If CMA Desktop is configured for automatic searching, you see entries that contain the characters you enter as you type.
 - If CMA Desktop is configured for manual searching, click the search button to start the search.
- 3 Click a name and then click Add to Contacts.

Understanding Presence Icons

	Available for a video call.
~	Available for a video call, but currently idle.
	No presence is available for this video system, but system can be called.
0	In a video call and able to accept an additional call.
	In a video call or not accepting calls (Do Not Disturb).
0	Offline, no video or chat is available.
\times	Invited to join your Contacts list. No presence is yet available.
V	Available to chat.



Placing a Call

From Your Contacts List:

Do one of the following:

- Click a Contact to place a video call. If video is not supported, an audio call starts. If neither is available, the chat window opens.
- Click to place a video call or click to chat.

From the Directory:

- 1 Click and start typing the name you want to find.
- 2 Click a name and then click Call to start the call.
- 3 If the person has a video conferencing system as well as Polycom CMA Desktop, choose which to call.

By Entering the Information Manually:

- 1 Type the calling information in the field at the bottom of the main window. As you type, the system finds matching entries from your Contacts list and your Recent Calls. If the system finds the name you want, click to select it.
- 2 Click a to start the call.

By Calling a Virtual Meeting Room on a Bridge:

- 1 Do one of the following:
 - If Polycom CMA Desktop and the virtual meeting room are registered to the same Polycom CMA server, enter the extension (E.164 address).
 - Enter the address in this format: E.164@IP_Address. For example, 1000@11.12.13.14.
 - Enter the address in this format: IP_Address##E.164. For example, 11.12.13.14##1000.
 - Double-click a Callto: link in a meeting invitation.
- 2 Click a to start the call.

Using the In-Call Toolbar

0	Hang up the call.
0	Open the chat window.
0	Mute your microphone.
0 3 (1)	Adjust the volume.
(III)	Show a presentation.
•	Toggle the Picture-in-Picture (PIP).
₩	View full-screen video.
<u></u>	Adjust the far-end camera.
•	Display the tone pad.

Showing a Presentation

- 1 Click on the toolbar.
- 2 Do one of the following:
 - Click Send Monitor. If your computer is running in dual monitor configuration, click for the monitor you want to show.

The other sites see the content as it appears on your monitor.

 Click **Zoom** to display the selection rectangle and adjust it, if necessary.

The other sites see only the content enclosed by the selection rectangle.

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3725-30015-002/A
March 2010



