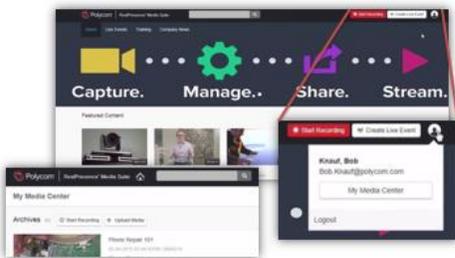


Close any document or windows you do not want to share. The Polycom unit begins presenting immediately upon detecting a content source. If you use IM, **change your status to Do No Disturb** so unwanted messages are not displayed during your meeting

Your Touch Panel	In Call Controls
<p>One touch Connect</p> <p>Place a Call</p> <p>In call controls</p> <p>Share Content</p>	<ul style="list-style-type: none"> • To utilize the Touch Tone Keypad, press the keypad icon • Press the Control icon at bottom of screen to display a list of control icons • Press Hold to put the call on hold • Press Camera to display the camera controls • Press Camera On/Off to toggle the camera on and off • Press Mute to mute the call • Press Volume to display Volume controls (What you hear) • Self-View On/Off (Self View and Video Layout Options) • Press Hang Up to end the call • Press More to display additional controls

Starting a Meeting From Conference Room	One-Touch Connection
<ol style="list-style-type: none"> 1. Press Place Call 2. There are three ways to input a number to call <ul style="list-style-type: none"> – Press Contacts to select from a list of contacts for this device then press the green camera button – Press Keypad to manually enter 16147636201 then press the green camera button When prompted, enter the conference code followed by # When prompted, enter your pin followed by the # – Press Recent to select from a list off recently called numbers then press the green camera button 	<ul style="list-style-type: none"> • Press New Meeting, on the Touch Panel, to start a new Skype meeting • If your meeting is listed at the top of the touch panel <ul style="list-style-type: none"> – Press Join under the meeting you wish to join – Press Join Meeting • From your computer click Join Online from meeting invite

Joining as Participant using Skype	Joining as Guest using Skype
<ul style="list-style-type: none"> • Open your Outlook Appointment for this meeting • Click on the Join Skype Meeting link found in the body of the appointment 	<ul style="list-style-type: none"> • Follow the instructions in your meeting invite for Join By Non-Skype meeting room device • You will either dial 16147636201 or 16147636201@ngtsohio.com depending on the device you are calling from

<p>Sharing Content to Room Monitor</p> <ol style="list-style-type: none"> 1. Plug one end of USB Cable into the back of the Touch Panel 2. Plug the other end into your laptop 3. When properly connected you will see the Installing Device Driver message shown here. 4. Open My Computer and double click on the People+ Content IP Drive 5. Double click People+ Content IP.exe file 6. Click on the blue play button 7. If your screen does not automatically display on the monitor <ul style="list-style-type: none"> • Press Content • Press Show Content 8. To Stop Sharing Content <ul style="list-style-type: none"> • Press Stop Content 	<p>Adjust the Camera View</p> <ol style="list-style-type: none"> 1. Press Camera 2. Select the Monitor to adjust 3. Touch the layout you wish to display 4. Use the Self View toggle button to toggle Self View on/off 	
<p>Logging into WebSuite</p> <ol style="list-style-type: none"> 1. Open an internet browser and enter your portal address 2. Log into your Polycom portal using your network credentials 3. Hover over user icon 4. Click My Media Center 		<p>Record a Meeting</p> <ol style="list-style-type: none"> 1. Hover over user icon 2. Click My Media Center 3. Click Start Recording
<p>Share a Recording</p> <ol style="list-style-type: none"> 1. Hover over user icon 2. Click My Media Center 3. Hover over the video you would like to play 4. Select Playback to Meeting 5. Enter Virtual Meeting Room or Endpoint IP number where you want content play 6. Click OK 7. Use playback controls to: Pause, Rewind, Fast Forward, Stop, Disconnect 	<p>Using a HDMI cable to share content</p>	<p>System Information</p> <p>URI: 16147636201@ngtsohio.com</p> <p>WebSuite – guest login https://hammeetme1.ngtsohio.com/</p> <p>WebSuite – Recordings http://66.145.65.209/userportal/login.html</p>
<p>Instructing users on how to setup a mobile device to join meeting</p>		
<p>Download the Polycom app for your device:</p> <ul style="list-style-type: none"> - RealPresence Mobile for Android - RealPresence Mobile for iOS <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="581 1816 803 1879">  </div> <div data-bbox="925 1816 1128 1879">  </div> </div>		