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 Not Disturb** so unwanted messages are not displayed during your meeting.

### Your Touch Panel

- **One touch Connect**
- **Place a Call**
- **In call controls**
- **Share Content**

### In Call Controls

- 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).
- Press **Self-View On/Off** (Self View and Video Layout Options).
- Press **Hang Up** to end the call.
- Press **More** to display additional controls.

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### Starting a Meeting From Conference Room

1. Press **Place Call**
2. There are three ways to input a number to call:
   - 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 #.
   - Press **Recent** to select from a list of recently called numbers then press the green camera button.

### One-Touch Connection

- 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:
  - Press **Join** under the meeting you wish to join.
  - Press **Join Meeting**.
- From your computer click **Join Online** from meeting invite.

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### Joining as Participant using Skype

- Open your Outlook Appointment for this meeting.
- Click on the **Join Skype Meeting** link found in the body of the appointment.

### Joining as Guest using Skype

- 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.
### Sharing Content to Room Monitor

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
   • Press Content
   • Press Show Content
8. To Stop Sharing Content
   • Press Stop Content

### Adjust the Camera View

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

### Logging into WebSuite

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

### Record a Meeting

1. Hover over user icon
2. Click My Media Center
3. Click Start Recording

### Share a Recording

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

### Using a HDMI cable to share content

**URI:**
16147636201@ngtsohio.com

WebSuite – guest login
https://hammeetme1.ngtsohio.com/

WebSuite – Recordings
http://66.145.65.209/userportal/login.html

### System Information

Instructing users on how to setup a mobile device to join meeting

**Download the Polycom app for your device:**
- [RealPresence Mobile for Android](#)
- [RealPresence Mobile for iOS](#)

![App Store Logo](#)
![Google Play Logo](#)