



## ► Quick Tips for Polycom HDX Systems





For more information about setting up and using the system, refer to the Support pages at [www.polycom.com](http://www.polycom.com).

## Place a Video Call

### Entering a Name or Number

1. Select Place a Call from the Home screen, or just start entering the number on the remote control.
2. Enter the ISDN number, IP or SIP address, or H.323 name. Include the dots in an IP address. To enter text, press  **Keyboard**.
3. Press  **Call** on the remote control.


### Using the Directory

1. Press  **Directory** on the remote control.
2. Highlight the contact you want to call. You can navigate to the contact or use the Search field.
3. Press  **Call** on the remote control.

### Using Favorites or Recent Calls

On the Favorites or Recent Calls screen, select the contact or press the reference number that appears next to the contact.

### Using Speed Dial


To call a speed dial contact from the Home screen, highlight it and press  **Call** on the remote control.

### Using the Calendar


If your system is configured to use the calendaring service, you can place calls from the Calendar screen.

1. Select Calendar from the Home screen.
2. Select the Join Now button if it appears when you highlight the meeting.



## Answer a Call

Press  **Call** or select Yes using the remote control.

## End a Call

1. Press  **Hang Up** on the remote control.
2. If prompted, confirm that you want to hang up.



## Place a Multipoint Call

- Place a call, then press  **Call** on the remote control to place a call to the next site. Repeat until all sites are connected.
- Highlight a group in the directory, and press  **Call** on the remote control.
- Call one or more sites, and then ask those sites to call additional sites.

## Adjust the Volume

Press  **Volume** on the remote control.

## Mute Your Microphone

Press  **Mute** on the remote control or  on the table microphone.




## Add a Contact to the Directory

From the Favorites or Directory screen, select **Options > Add a Contact**.



## Add to the Favorites List

- From the Favorites or Directory screen, select **Options > Add a Contact**.
- From the Recent Calls screen or the Global Directory group in the directory, highlight a site and select **Options > Add to Favorites**.

## Select or Adjust a Camera

1. If you are in a call, press  **Near** or  **Far** to select either near-site or far-site control.
2. Press  **Camera** on the remote control, then select the camera or video source you want to use.
3. Press the arrow buttons on the remote control to pan or tilt the camera.
4. Press **Zoom** to zoom out or in.

## Power the System On and Off

- To power on the system, press the  **Power** button on the remote control or on the front of the system.
- To power off the system, press and hold the  **Power** button on the remote control or on the front of the system for 2 seconds. Wait 15 seconds before you unplug the power cord.



## Tips and Tricks

- Make sure you know the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns. Light pastels and muted colors look the best on the screen.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.



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