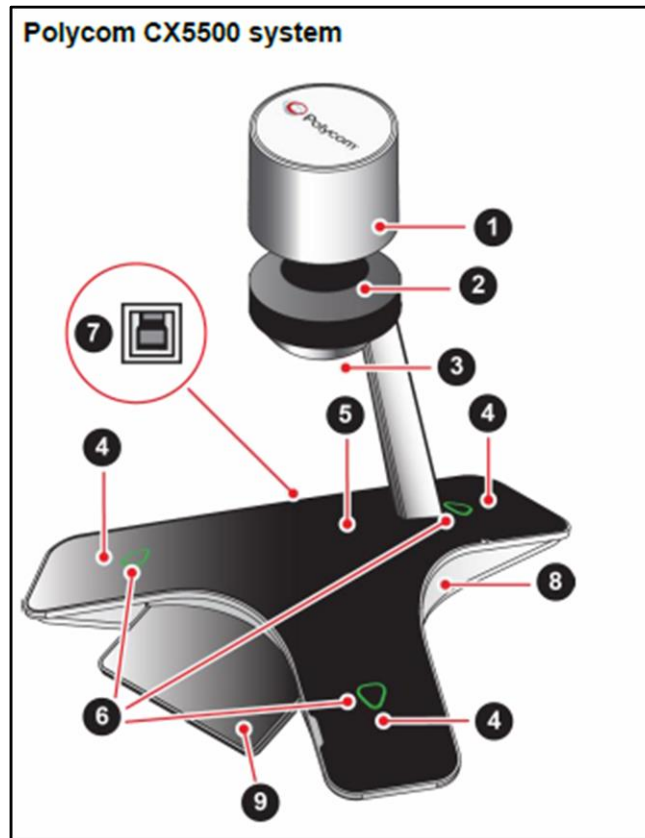


Polycom Round Table

Skype for Business with Polycom CX5500







Feature	Description
1	Camera cover
2	Cameras
3	Active video indicator
4	Microphones
5	Speaker
6	Microphone mute buttons and status indicators
7	USB 3.0 Type B connection to computer
8	USB 2.0 connector for USB thumb drive
9	Touch screen

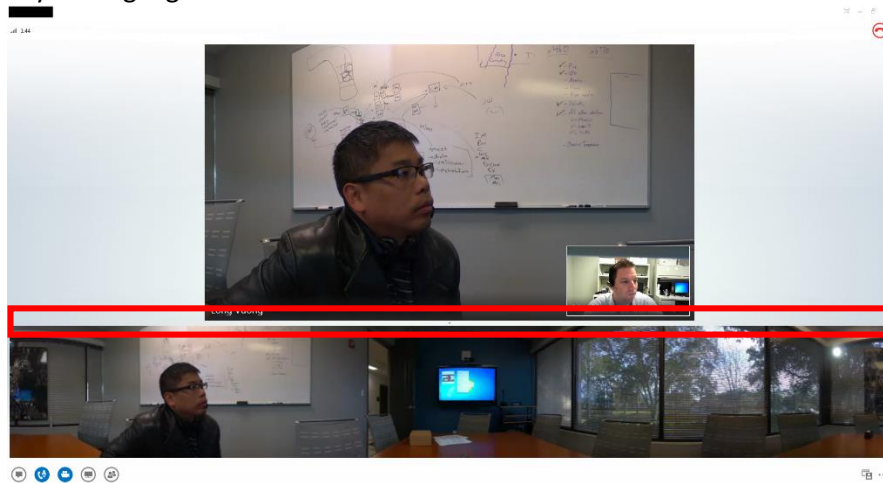
Using S4B to place video call:

You can place calls to people and systems in your organization that are registered to the Directory Service.


To place a video call:

- 1 **Login to the computer and Lync, use your NID@ucf.edu to login into S4B.**
- 2 **In Skype for Business, do one of the following:**
 - Click  and scroll to the contact you want to call.
 - Start typing a name in the search box and click . As you type, the system finds matching names.
 - Click  and choose a name from your Recent Calls.
- 3 **Click a name to select it.**
- 4 **Click  to start a video call.**

Note that if you place your cursor between the panoramic view and the active speaker, you can minimize the panoramic view as indicated by the highlighted area below.



To invite other to join a conference:

- » From a conversation window in Skype for Business, do one of the following:
 - Click  and click Invite More People. Find the person you want and click OK.
 - Drag a contact from your contacts list into the conversation window.

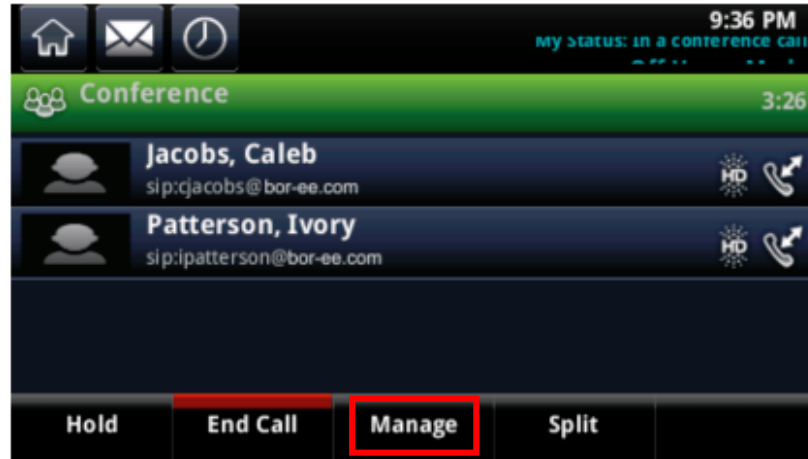
**Note: Treat Round Table as a camera.*

Conference dial out:

You can initiate a conference by calling two contacts by tapping the **Confrnc** soft key, or you can join an active and multiple held calls by tapping the **Join** soft key.

To initiate a conference call using the Confrnc soft key:

- » Call a contact.
 - **Please note that you must enter “9” before the phone number to dial out.**
- » Tap **Confrnc**.
- » Using the dialer, call another contact.
- » When the second contact answers, tap **Confrnc** to join all contacts in a conference. The **Conference** screen displays, as shown next, with a list of other conference participants.



If your phone has an active call and one held call on the same or different lines, you can initiate a conference call with those participants.

To set up a conference call from an active call and a held call:

- » Tap **Join** from either the Lines or Calls view.
 - The conference call takes place on the line with your last active call.
- » More options exist for controlling a conference by pressing the **Manage** button on screen.




Note: Conferencing calls can handle a total of **three lines including the organizer.*

**Note: In case of emergency, dial 911.*



Sound and video adjustment:

During a call, you can control the audio volume for calls placed in the S4B client on the CX5500 system. You can also control what the far end can hear and see by muting the microphone and video on the system.

To adjust the volume:

- » Do one of the following:
 - Touch  or  on the base of the tabletop unit.
 - Click  in your Windows tray and use the slider control.

To mute the microphone:

- » On the base of the system, touch . The microphone indicators on the base of the tabletop unit are red when the system is muted: 



Note: Muting audio using Lync

You can also mute the system's audio using the Mute button in the Lync client. However, if you are using a version of Lync 2013 or 2010 without the 2014 updates, muting the system in this way does not update the indicator lights on the tabletop unit.


To mute the video:

- » Lower the privacy cap on the tabletop unit.
The active video indicator flashes green to indicate that the system is not sending video to the far end.


Testing Polycom CX5500:

You can ensure that your CX550 system is configured and operating correctly by testing the speaker, microphones, and camera.

To test the speaker and microphones:

1. In Skype 4 Business client, click  and click **Tools**.
2. Click **Audio Device** and choose **Echo Cancelling Speakerphone** as the Audio Device.
3. In the **Speaker** section, click **Play** to play a tone.
4. Adjust the slider to make the tone louder or softer.
5. Gently brush your finger over the microphone on the base of the tabletop unit and check that the indicator in the Microphone section turns green in response.
 - a. If there is no response, make sure the microphone is not muted.
6. Adjust the slider to make the microphone more or less sensitive.

To test the camera:

1. In Skype 4 Business client, click  and click **Tools**.
2. Click **Video Device** and view the video preview.

***The full user guide to the Polycom CX5500 can be found at:**

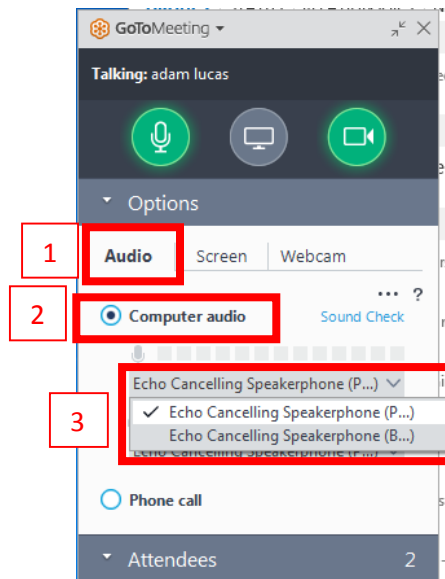
http://support.polycom.com/global/documents/support/user/products/voice/CX5500_UserGuide_0_0_1.pdf

Go To Meeting:

*GoToMeeting may need to install add-ons, if so please contact your local IT to issue the elevated privileges to install to the local computer if needed.

Choosing audio device

1. Click the **Audio** tab from the Options dropdown within the GoToMeeting GUI.
2. Click the radio button **“Computer audio”**
3. Select **“Echo Cancelling Speakerphone (Polycom CX550)”** from drop down list



Choosing video

1. Click the **Webcam** tab from the Options dropdown within the GoToMeeting GUI.
2. Choose between 4:3 or 16:9 underneath video preview
3. Select **“Polycom CX5500 Active Speaker Video”** from drop down list underneath the video preview

*Note: **“Polycom CX5500 Panoramic Video does not work with GoToMeeting**

