

# InterCall Video Conferencing

## Polycom HDX



**For more information:**  
800.603.9402  
[www.intercall.com](http://www.intercall.com)

### Getting Started with Polycom HDX

#### TO MAKE AN INTERCALL VIDEO RESERVATION:

- + Dial 800.603.9402
- + Press **2** for reservations.

Note: You can also reserve a conference via InterCall Video Reservation [www.intercall.com](http://www.intercall.com).

- + Provide details about your video conference.

Note: For more information, refer to [Scheduling a Multipoint Video Conference](#).

- + You will receive an email or fax notification to confirm the start time and the time InterCall will call your video conference system.
- + InterCall sets up the video conference 10 minutes before the start time of the meeting.

#### TO START USING THE POLYCOM HDX EQUIPMENT:

- + Turn power on to the monitors.
- + Turn power on to the video unit.

#### TO PLACE A CALL:

- + Press **Home**.
- + Enter the dialing information.
- + Press **Call**.

#### TO ADJUST THE VOLUME:

- + Press **Volume** to reach the desired level.

#### TO ADJUST THE CAMERA:


- + Press **Near** or **Far** to select a camera.
- + Use the arrow buttons to adjust the view.
- + Press **Zoom** to zoom in or out.

#### TO SET A CAMERA PRESET:

- + Adjust your camera to your desired view.
- + Press **Preset**.

#### TO CHANGE THE SCREEN LAYOUT:

- + Press **Display**.
- + Select a layout.

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### **TO SHOW CONTENT FROM A COMPUTER WITH PEOPLE+CONTENT IP:**

- + Plug your computer into your network.
- + Open the People+Content IP application on your computer.
- + Enter your IP address or DNS host name of your video conferencing system.
- + Enter your meeting password.
- + Click **Connect**. The People+Content IP toolbar appears.
- + Open the content you want to show.
- + Click the right-arrow on the People+Content IP toolbar.

### **TO SHOW CONTENT FROM A COMPUTER WITHOUT PEOPLE+CONTENT IP:**

- + Plug your computer into your network.
- + Plug the VGA cord that is attached to the video unit into your computer.
- + Press **Display**.

Note: This may be "CRT/LCD" (F8) key, depending on the type of computer being used.

- + Open the content you want to show.
- + On the remote, press **Content**.

### **TO STOP SHOWING CONTENT:**

- + On the remote, press **Content**.

Note: If you are using a computer with the People+Content IP toolbar, you can click the square button.

### **TO HANG UP A CALL:**

- + Press **Hang Up**.

For additional questions, contact conferencing support at 800.603.9402.