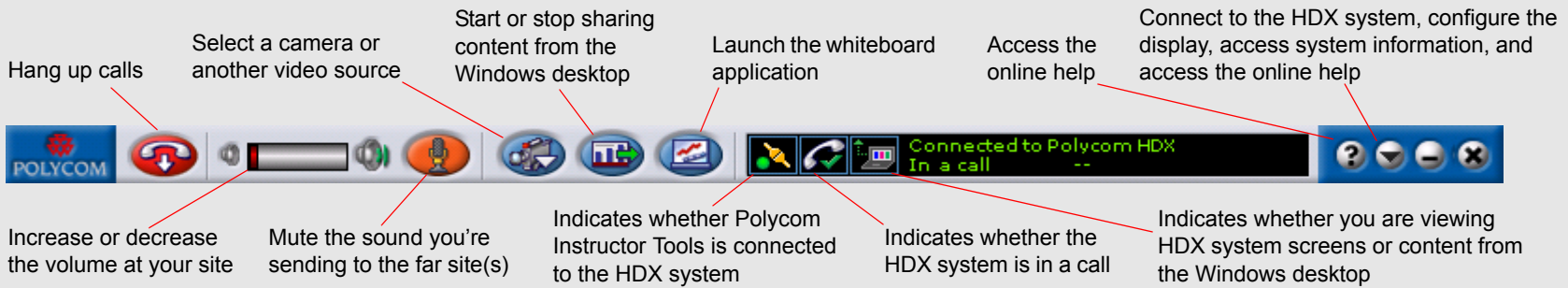


Controlling the Polycom Instructor FS HDX System

Polycom Instructor Tools Toolbar

Access video conference functions while you are sharing content from your Windows desktop.





On-screen HDX Controls

Control the HDX video conferencing system. Touch the top left corner of the screen to:

- Place or end calls
- Select or adjust cameras
- Show or hide the PIP
- Adjust the volume
- Set or use camera presets
- Mute the sound you're sending to the far site(s)



PIP (Picture-in-Picture)

- When you are not in a video call, but you are sharing content from the Windows desktop, the PIP shows your site.
- When you are in a video call, the PIP shows the far site.
- To hide the PIP when you are sharing content, touch and hold the PIP. To make the PIP reappear, touch  on the top right corner of the screen.
- To show or hide the PIP when you are sharing content, touch  on the Instructor Tools toolbar and select **Display Configuration**.

Electronic Pens and Eraser

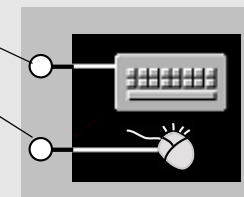
Annotate on the content from your Windows desktop that you're sharing with the sites in the video conference.

- Pick up a pen and start writing. All the sites see your annotations.
- Erase your annotations with the eraser.
- The system recognizes the last tool you pick up; therefore, leave unused pens and the eraser in the tray.

Keyboard and Mouse Controls

Press to display the on-screen keyboard.

If you are not sharing content from the Windows desktop, press to start sharing it. If you are sharing content, press and then touch the screen to right-click.




Using the On-screen HDX Controls

To display the on-screen HDX controls, touch the top left corner of the screen at any time that you are not sharing content. The on-screen HDX controls let you perform many of the same functions as the HDX remote control. See the *Quick Tips for Polycom HDX Systems* document, available at www.polycom.com/videodocumentation, for more information about these functions.

Using Touch Control


Touch control lets you point and touch the screen to navigate and select.

- When you are participating in a video conference, touch the screen to select buttons or Directory entries.
- When you are sharing content from the Windows® desktop, use touch control similar to how you use a computer mouse:

To do this...	Point and touch...
Click	Once
Double-click	Twice
Right-click	Once and hold (or press  on the system tray and then touch once on the screen)

All pens and the eraser must be in the tray in order to use touch control.


Getting Help

- For help using the Polycom® Instructor™ Tools, click  on the Polycom Instructor Tools toolbar.
- For help using the SMART™ Board software, refer to the SMART online help.
- For the latest information about using the HDX Series system, go to www.polycom.com/videodocumentation and refer to the *User's Guide for Polycom HDX Systems* and the *Quick Tips for Polycom HDX Systems* documents.


Sharing and Annotating Content

You can share content from your PC with the other sites in the video conference, and you can use the electronic pens to annotate that content. For example, you can jot down notes on a slide presentation, draw a pie chart, or highlight changes in a file.

To share and annotate content:

1. Press  on the system tray.
2. Open the file, presentation, or other content from your PC that you want to share with the sites in the video conference.
3. Pick up a pen and start writing on the screen. The sites now see your annotations exactly as you see them; however, they cannot annotate the content.

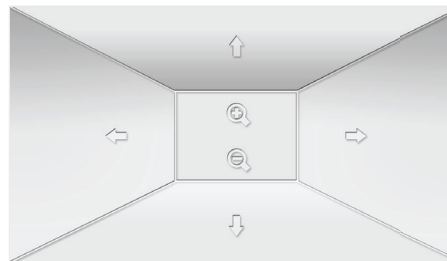
To delete annotations and stop sharing content:

- To delete annotations, put the pen back in the tray and use the eraser.
- To stop sharing content, touch  on the Instructor Tools toolbar.

Adjusting a Camera

To adjust a camera when the screen is displaying video from the near or far site:

1. Touch the screen to make the grid appear.
2. Touch the screen in the areas shown on the grid to zoom or move the camera:



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