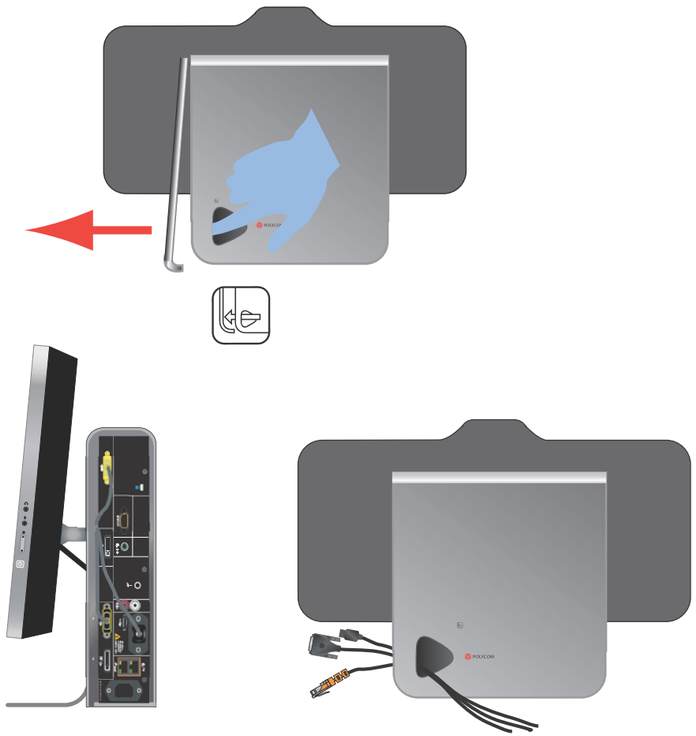
POLYCOM®

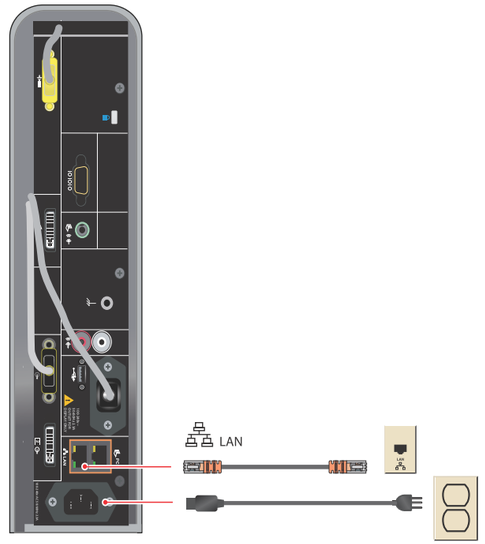
Quick Start Guide for the Polycom® HDX® 4500

What's in the box?

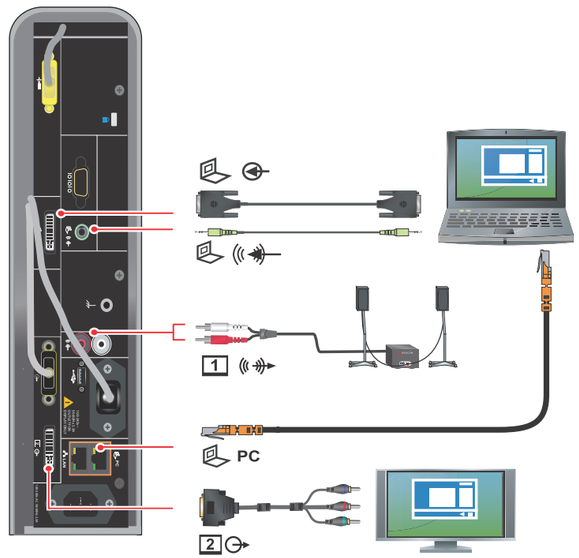
1



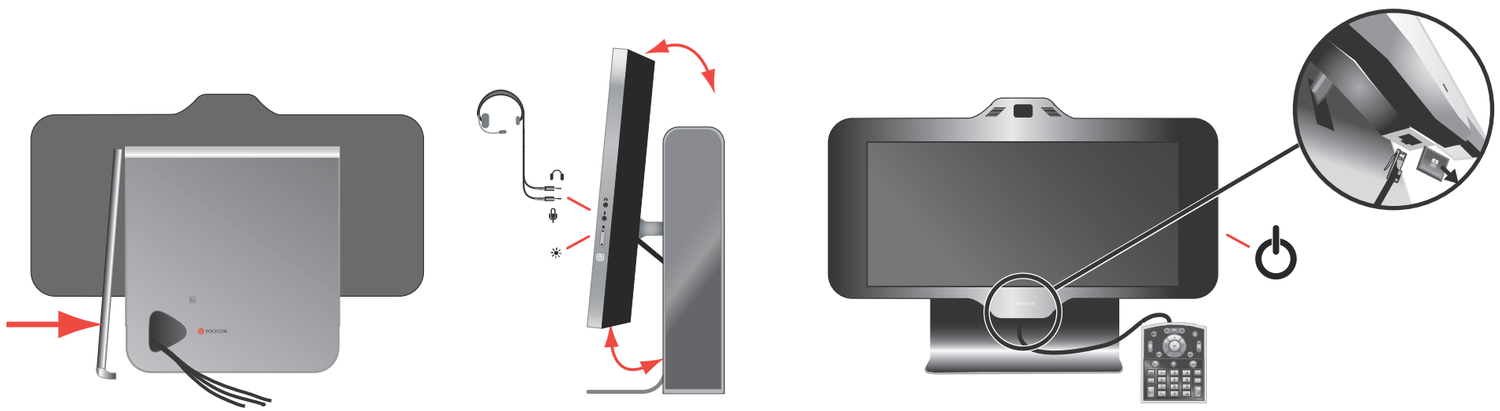
2 Basic Setup



Optional Setup



3



Use the Keypad

View Computer: Switch between computer desktop and video conference views

Layout: Cycle through display layouts

Navigate through menus

Zoom In/Out: Zoom the camera in or out

Back: Return to the previous screen

Call: Place or answer a call; indicates call status

Directory: View or manage directory entries

Keyboard: Display the onscreen keyboard

Option: Display menu of optional features

Delete: Delete letters or numbers

Press once for a dot, twice for a colon, three times for an asterisk

Send Computer: Start and stop showing computer desktop content to far sites

Help: Access the online help; system status in a call

Select: Confirm your current selection; perform functions on highlighted items

Far/Near: Select the far-site or near-site camera to control

Home: Return to the Place a Call (home) screen

Hang Up: End a call

Volume Up/Down: Increase or decrease the sound you hear from the far sites and your computer

Enter letters or numbers; move the camera to a stored position

Mute: Mute the microphone audio you're sending to the far sites

Place a Video Call

1. Select a site to call in one of the following ways:
   - Select Place a Call and enter the IP address (including dots), H.323 name, or ISDN number. To enter text, press **Keyboard** on the keypad.
   - Press **Directory** on the keypad. To find the site you want to call, use the arrow buttons on the keypad or the Search field. To enter text in the Search field, select Keyboard.
   - In the Favorites or Recent Calls list, find the site you want to call.
2. Press **Call** on the keypad.

Answer a Call

- Press **Call** or select **Yes** using the keypad.

End a Call

- Press **Hang Up** on the keypad. If prompted, confirm that you want to hang up.

Switch Between Desktop and Video Views

- Press **View Computer** on the keypad.
  The View Computer button lights up when you are viewing the computer desktop. If you are in a call, the far site cannot see your computer desktop when this button is lit.

Show Content

- Use the **Send Computer** button on the keypad to start and stop showing content from your computer desktop.
  The Send Computer button lights up when you are sending content. The far site can see your computer desktop when this button is lit.

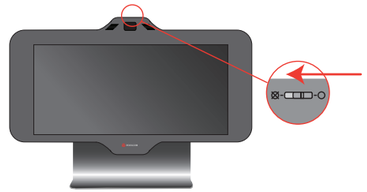
Change the Layout

- Press **Layout** on the keypad to cycle through different arrangements of the near site, far site, and content.

Adjust the Camera

1. If you are in a call, press **Near** to select near-site control.
2. Press **Zoom** to zoom in or out.

If you need to block video from your site, slide the privacy shutter closed. A blinking green light indicates that the privacy shutter is closed while the system is in a call. A steady green light indicates that the privacy shutter is open while the system is in a call.



Adjust the Audio

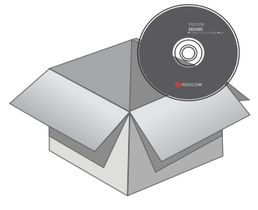
- Press **Volume Down** and **Volume Up** on the keypad.
- Press **Mute** on the keypad.

Send VGA Signal Out

- In order to see your computer desktop on the Polycom HDX 4500 monitor, you might need to use your computer's keyboard function keys; for example, FN+F7.

Documentation

Documentation du produit
Documentación del producto
Documentação do produto
Produktdokumentation
Documentazione del prodotto
Produktdokumentasjon
Termékdokumentáció
Dokumentacja produktu
Документация продукта
製品マニュアル
产品文档
產品說明文件
제품 설명서



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