

## About Visual Concert Quick Tips

These tips will help you use your laptop with the Visual Concert™ VSX™ and the VSX 7000 system. The Visual Concert lets you easily:

- Share content with other sites in a videoconference
- Give a presentation in a local meeting
- Access the LAN, in or out of a call

## Setting Up Visual Concert VSX

**Note:** Your system administrator may have already set up the Visual Concert for you.

Connect the Visual Concert to the VSX 7000 system and to the network. Then, set it on the conference table so you can quickly connect laptops, microphones, and a projector. Or, mount it in a podium or on a wall for use in a classroom or in an auditorium. See the *Visual Concert VSX QuickStart* for more information.

## How to Get Help

If you need help using the VSX 7000 system or the Visual Concert VSX, go to [www.polycom.com/videodocumentation](http://www.polycom.com/videodocumentation) to access other documents (such as the *VSX Series Getting Started Guide*), or contact your system administrator.

## Accessing the Network

You can use the Visual Concert to connect to the network so you can access files, navigate the internet, or read email, just as you can with the connection in your office. Up to three users can connect laptops to the device at one time.

## To connect your laptop to the network:

1. Make sure that Visual Concert is connected to the network.
2. Make sure your laptop is ready to connect to the network:
  - Configure the laptop for use with your LAN.
  - Obtain a valid network account.
3. Connect the laptop to the Visual Concert.
4. Log in to your network.



# Visual Concert VSX Quick Tips



## Showing Documents

You can use your Polycom VSX system to meet with people at different sites all over the world. But that's not all: you can also use the Visual Concert VSX to connect a laptop and share documents, high resolution images, and sound, both in and out of calls.

## Connecting Your Laptop

You may want to set up your laptop before the meeting. However, you can also connect after the call starts.

To set up your laptop:

1. Connect the laptop to Visual Concert.
2. Send the video to the Visual Concert. Laptops do not usually start sending the video signal automatically. Often, you do this by pressing F7 on the keyboard. If that doesn't work, see your laptop documentation.

3. Check the picture.

Make sure your laptop is set to a supported resolution and refresh rate, such as 1024 x 768 at 75Hz.

## Sharing Documents from the Laptop

When you share content in a videoconference, everyone sees the content at the same time, just as they would in a face-to-face meeting.

A conference can have only one active content source at a time. When you send content, it replaces any content previously sent by other sites.

To send the laptop content to the far site(s) and to the projector (if one is connected):

- Press  on the Visual Concert. The content is sent to the other sites in the conference, as well as to the projector, if one is connected to the Visual Concert.

To stop sending content:

- Press  on the Visual Concert.
- Press  **Camera** and choose another content source.

## Visual Concert Tips

- Once your laptop is configured for use with the Visual Concert, just connect and the content is shared immediately.
- Muting the VSX system's microphone does not stop sending sound from your laptop or other content sources.

