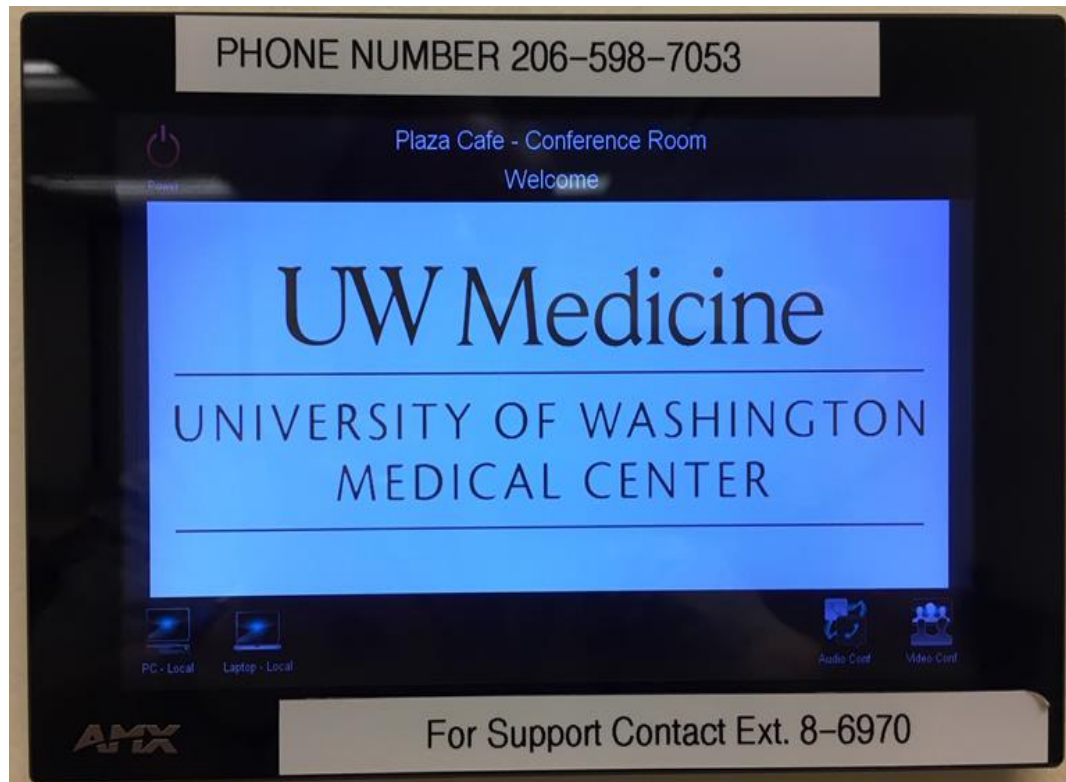


Plaza Café Video System User Guide

May 2019

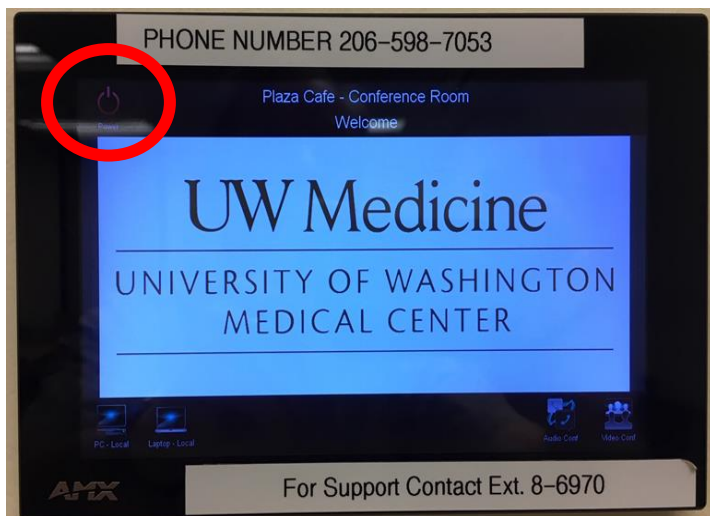


For Support Contact Ext.
8-6970

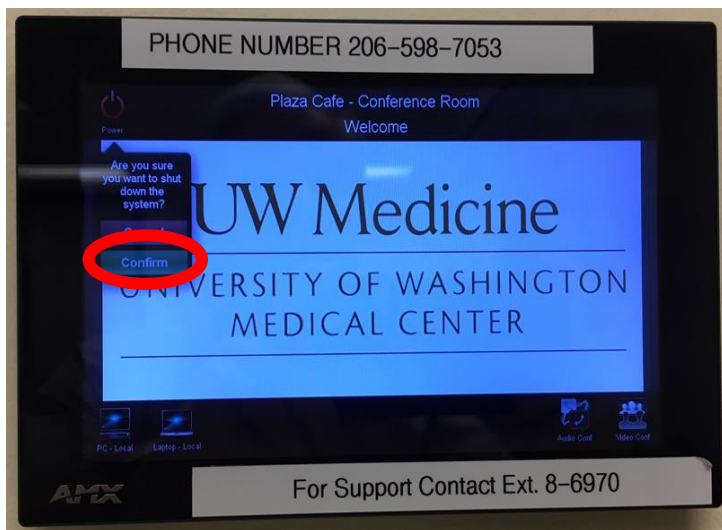
Plaza Café Video System User Guide

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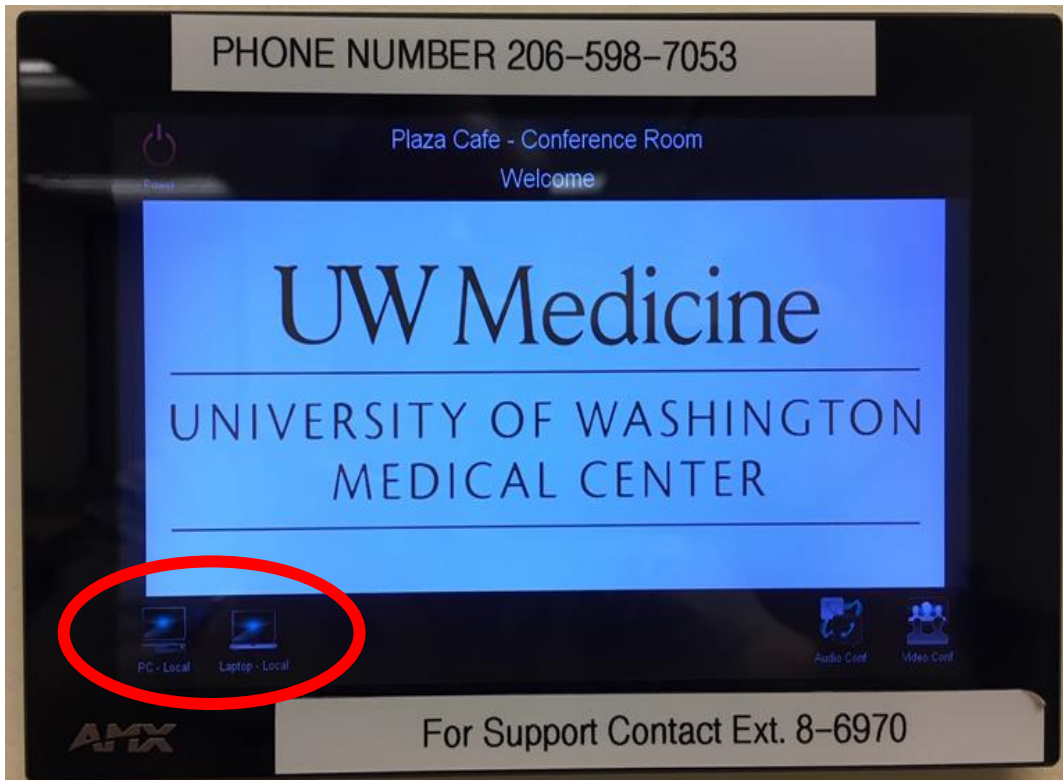
Page 3	Initial system status
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Page 9	Select contact in Polycom directory
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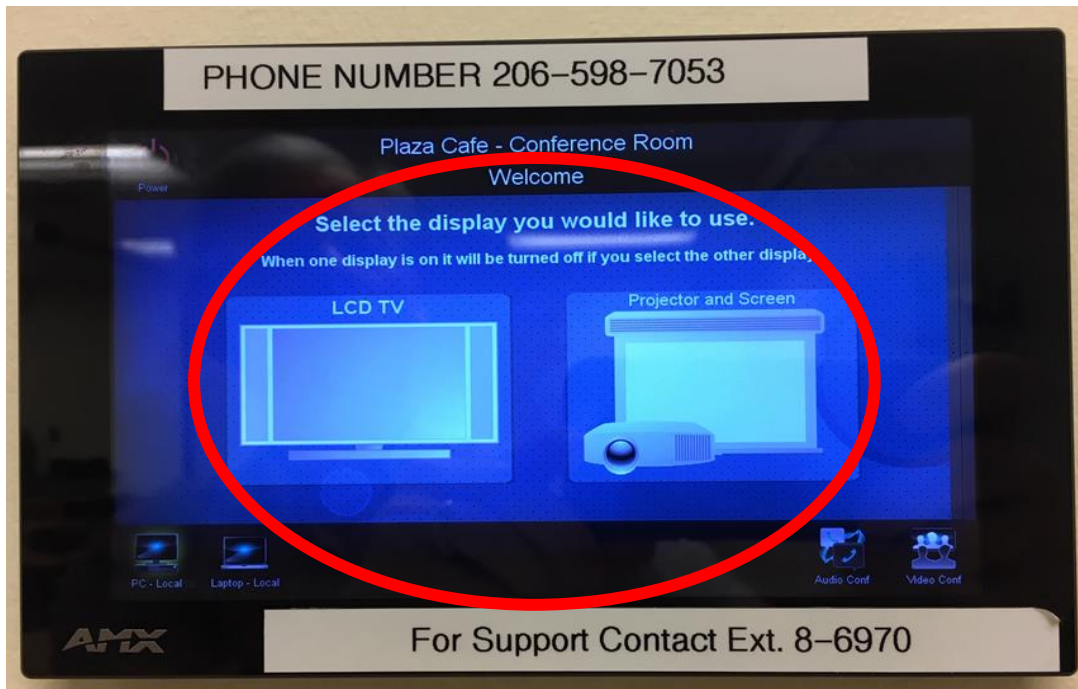
Upon arrival in the conference room the touch panel on the wall should appear like this.



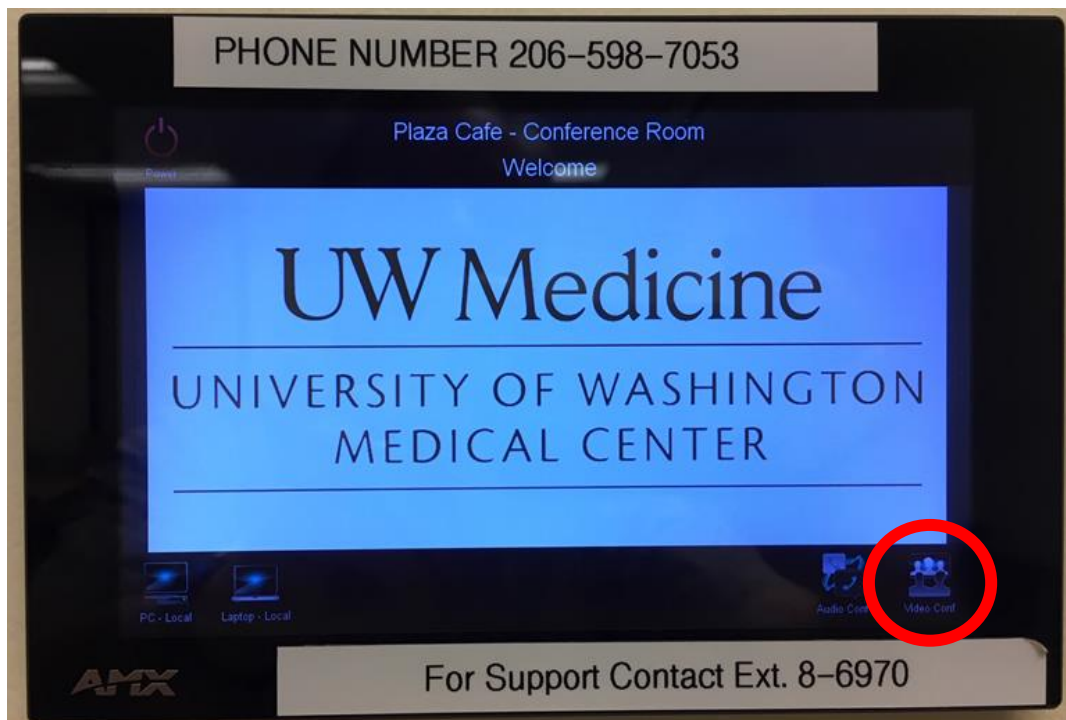
If not, press the Power button in the top-left corner and then press the Confirm button that will appear.



To display presentations locally from the room PC or a laptop, press either PC-Local or Laptop-Local near the bottom left of the touch screen on the wall.

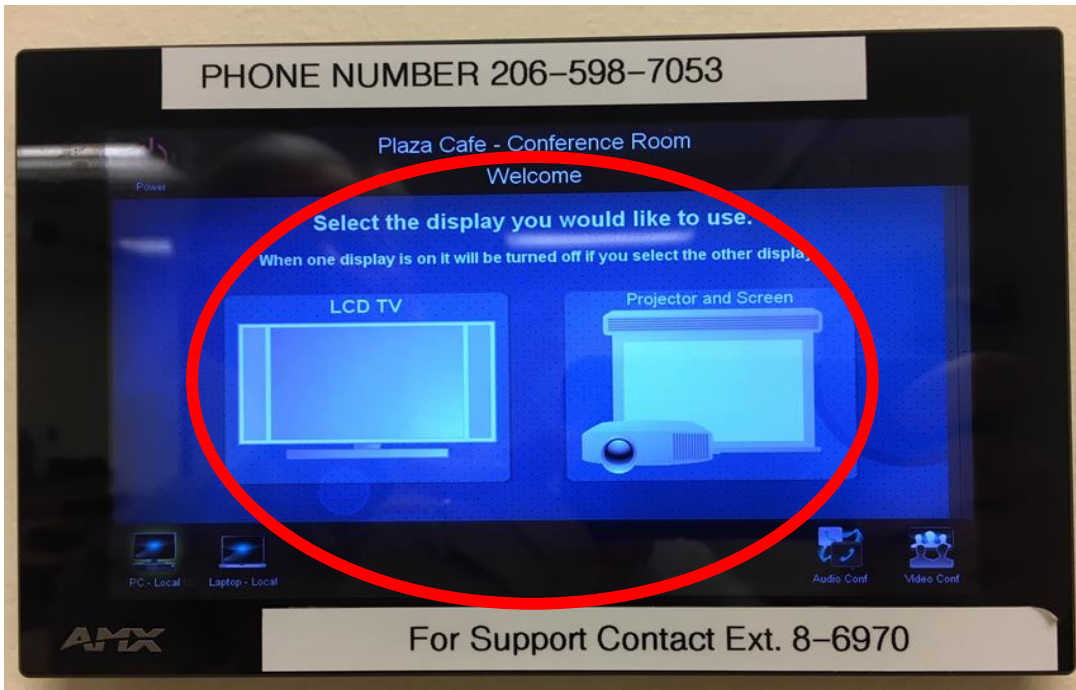


Select where to display the presentation by pressing either the LCD TV icon (The LCD TV starts up faster.) or Projector and Screen icon. (The projector screen lowers.)



For video or Zoom conferencing.

Press the Video Conf button in the bottom right corner of the touch pad screen.



Select where to display the video by pressing either the icon LCD TV icon

(The LCD TV starts up faster.)

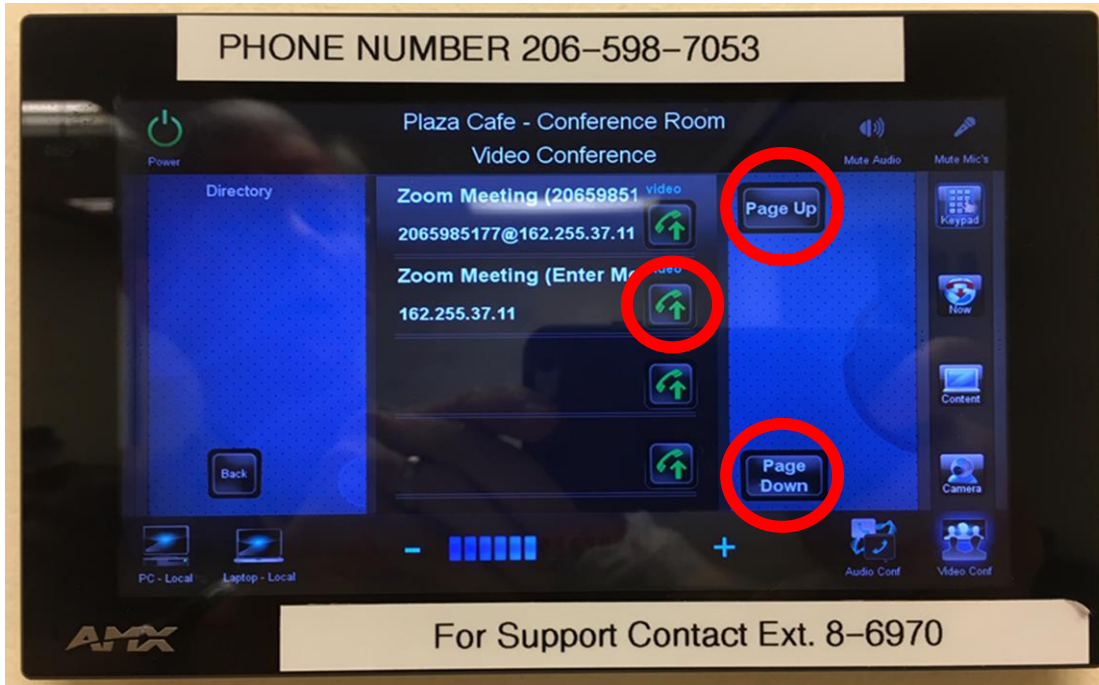
or

Projector and Screen icon.

(The projector screen lowers.)

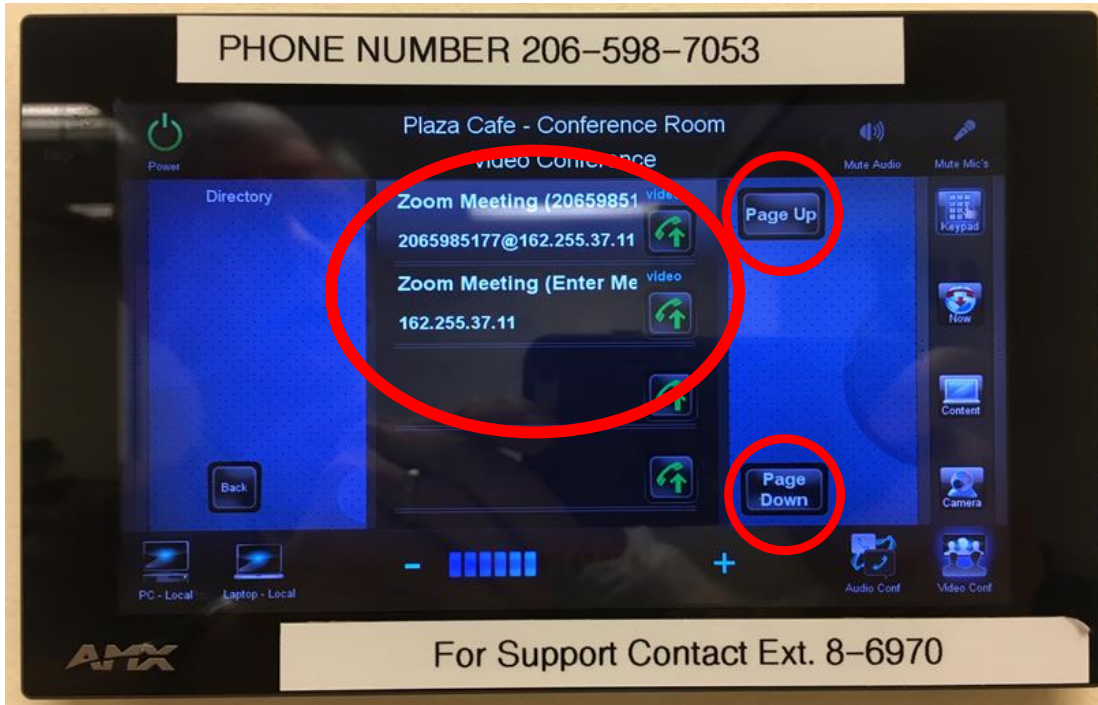


To locate a contact saved in the Polycom video conference system directory, press the Directory button on the right of the touch panel screen.



Use the Page Up/Down buttons and swipe the directory listings up/down as necessary until the desired meeting is found. (The list is alphabetical.)

On the right side of the listing, press the green phone and up arrow icon to place dial the selected contact.

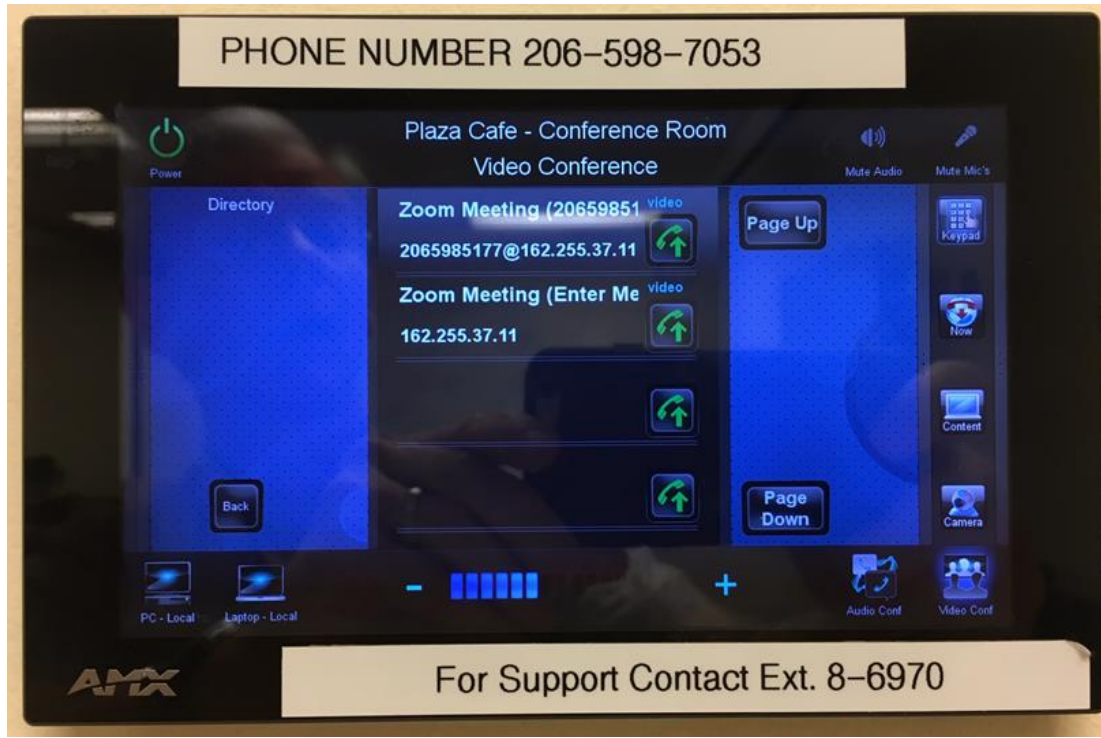


To use Zoom and the Zoom Meeting ID assigned to the Plaza Café or a Zoom Meeting ID of your own, press the Page Down button a few times and swipe up and down to find:

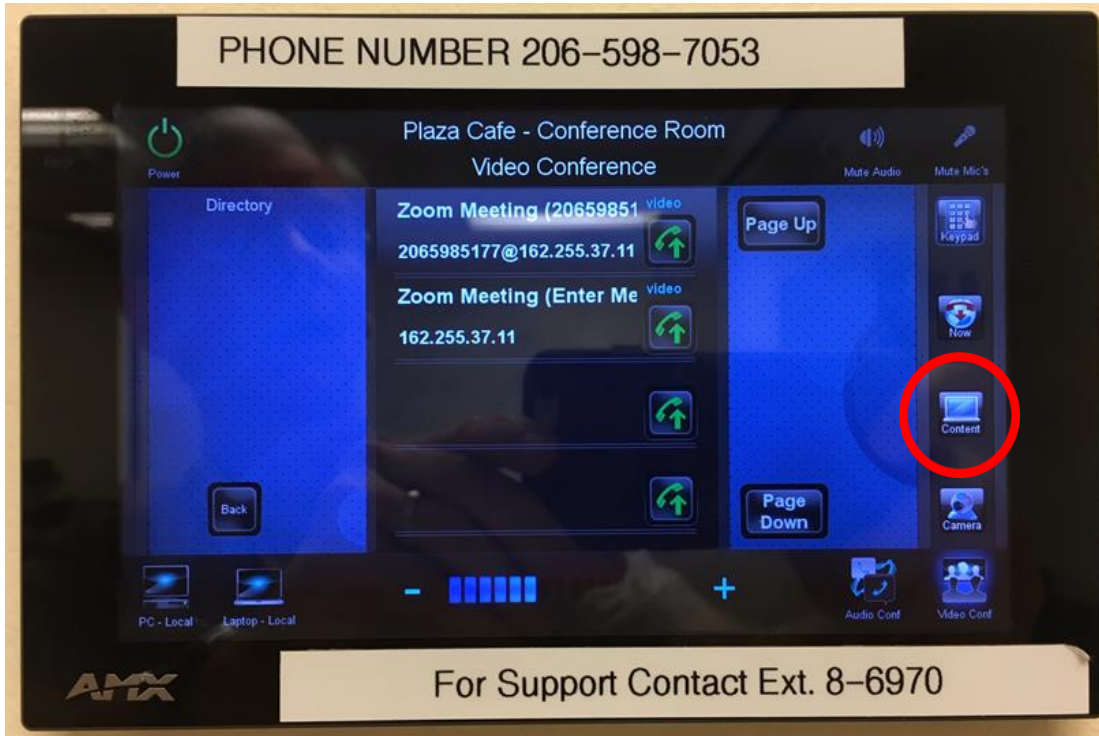
Zoom Meeting (2065985177)
Zoom Meeting (Enter Meeting ID)

Next , press the green phone and up arrow button for desired Zoom Meeting ID.

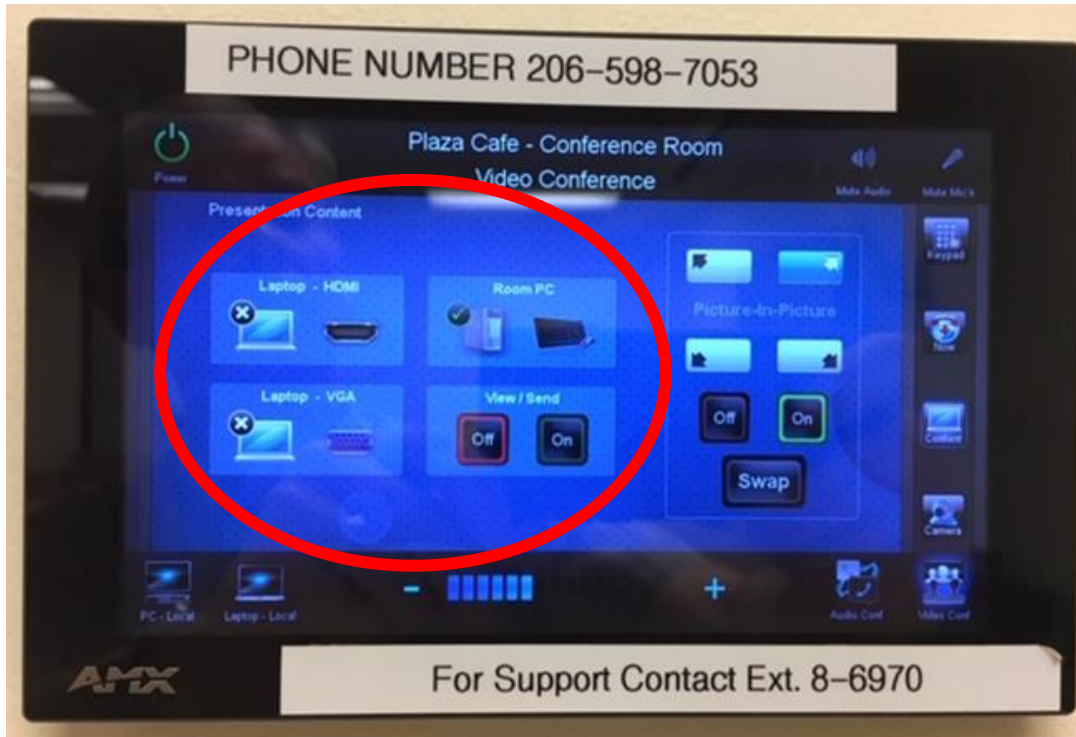
Note: If using a Zoom Meeting ID of your own – you will need the Polycom remote control to enter the Zoom Meeting ID digits. **See Office.**



The system should connect to Zoom and on the large screen or projector screen you will either see that you are the only participant, or you will see a red video icon with a line through it - meaning others are on the conference without cameras, or you will see other attendees on the large screen or projector.



If you want to share the screen from the room PC or a laptop with the local and/or remote meeting attendees, press the Content button on the far right of the screen.



On this screen, select the input device that has the screen you want to show.

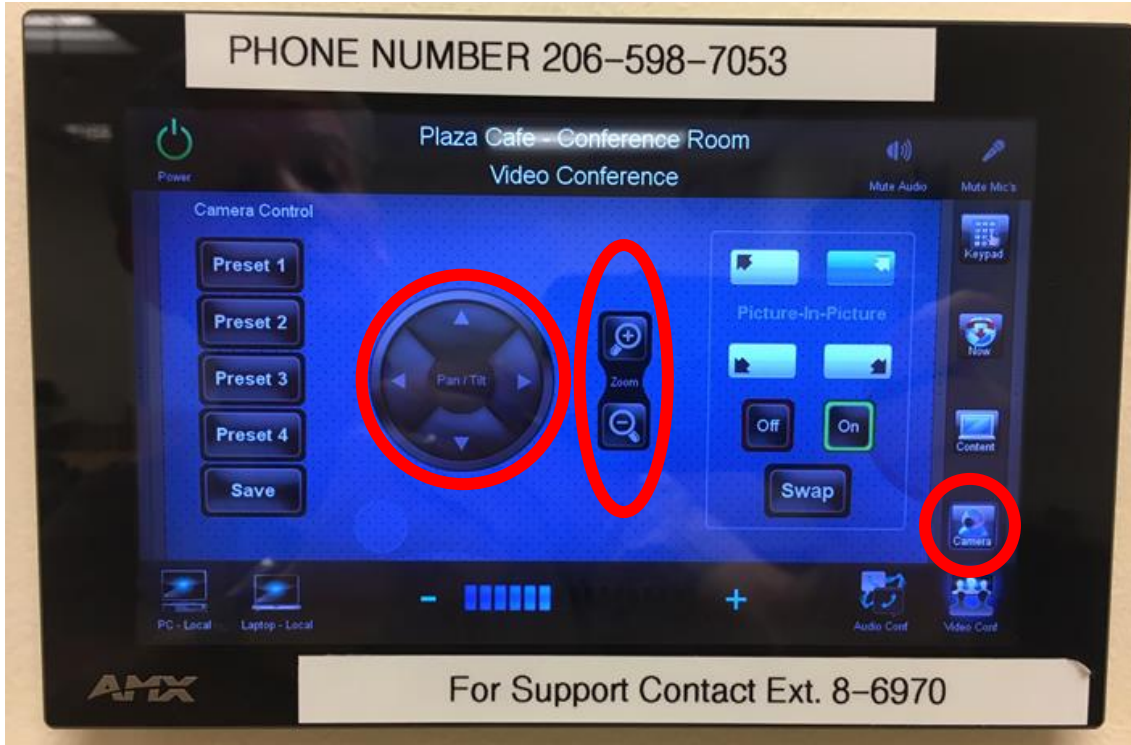
- Laptop HDMI
- Laptop VGA
- Room PC

Next press the On button below View/Send to show your screen to the meeting participants.

Press the Off button below View/Send to stop showing your screen.



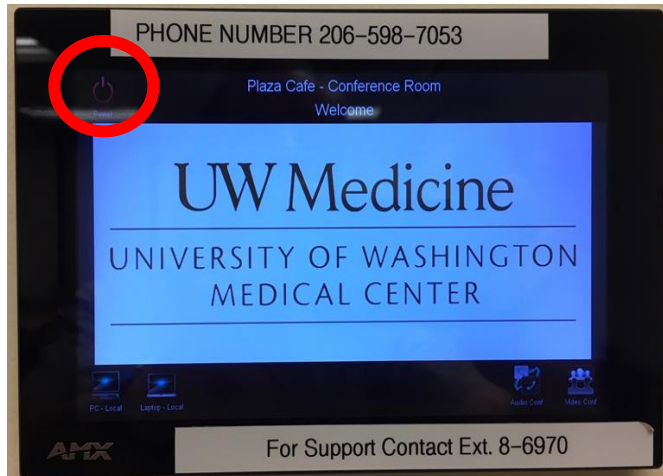
If the little window on the large screen is covering the presentation, you can move this Picture-In-Picture (PIP) to one of 4 corners of the large screen, or you can turn it off. Press one of the 4 arrows to move the PIP to a different corner of the large screen or press the Off or On button to show or hide the PIP.



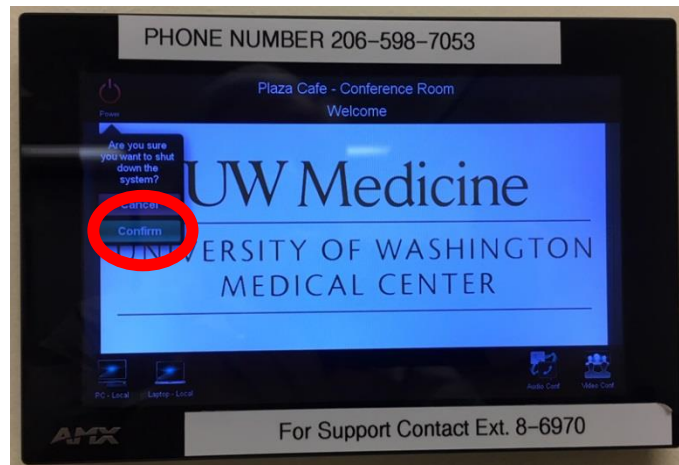
To point the camera differently, press the camera icon on the far right side of the screen and this image will appear.

Point the camera by pressing one of the arrows to the left, right, up or down.

To zoom the camera in or out, press the magnifying glass +/- to the right of the arrows.



When the meeting is over, press the Shutdown button in the top left of the screen, and then press the Confirm button to power the system down and disconnect all conferences.



If you are logged on to the room PC, please logoff the PC before leaving the room.