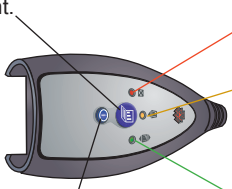


Using the Content Controller

Content Button

Press to start and stop sending content.



Idle

No one sees your content.

Preview

You see your content locally. Web viewer sites see your content if no QSX systems are in the call.

Send

All sites see your content.

Info Button

Press to display the Info screen on your local VGA display.

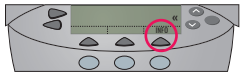
Accessing the Info Screen

To access the Info screen on the local VGA display:

On a content controller, press the **Info** button.



On a SoundStation VTX 1000 phone, press an arrow button to scroll, then press the **INFO** soft key.



The Info screen displays status information for the meeting and your QSX system, such as the following:

- Meeting Web Address
- Meeting Password
- Meeting Participants, including the current presenter
- Number of Web Viewers

Tips for Successful Presentations

- Have your content ready to show before the meeting.
- Disable sleep mode, screensavers, messenger clients, and other potential distractions on your computer.
- Disconnect your computer from the QSX system if you need to restart it during a call.
- Use the Info screen to verify that all participants are connected.
- Check the bottom of your local VGA display to verify the current status.
- If you do not see the appropriate soft keys on the SoundStation VTX 1000, make sure it has software version 1.6 or later.
- To avoid display problems, make sure you do not use web viewer on the same computer you are using to send content.
- If web viewer sites do not see content when a new presenter starts sending content, tell them to try refreshing the browser window.
- If these tips do not solve your problem, contact the system administrator. Administrators can access configuration and diagnostics by entering the system IP/admin.htm into a web browser, using admin as the user name. Example:

<http://xxx.xxx.xxx.xxx/admin.htm>

where xxx.xxx.xxx.xxx is the IP Address
of your QSX System

Using Your Polycom QSX System



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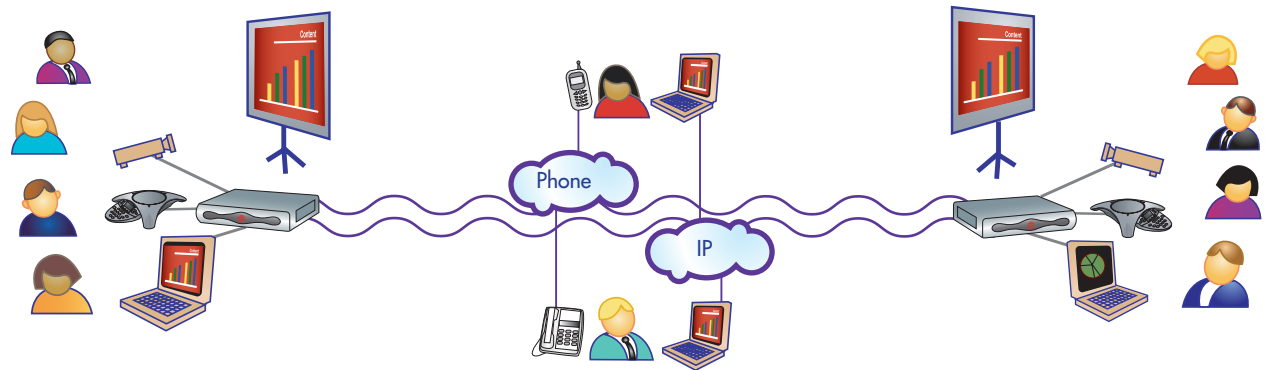
1725-45011-001/A



Welcome to the QSX System

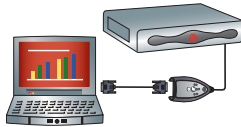
QXS™ systems provide an easy, secure way to share anything on your computer screen with other sites, simply by dialing from a Polycom conference phone.

The built-in web viewer feature allows sites without a QSX system to view content using a web browser. Up to five QSX systems and ten web viewer sites can participate in a call.



Sharing Content Using a QSX System and Content Controller

1. Connect your computer to the content controller if you plan to send content, or if you just want to display content using a projector.



If necessary, press function keys on your computer to send VGA content to the QSX system.

2. Start a phone call with the participating sites.
3. To start sending content:



Press the **Content** button on the content controller until its green indicator is on. If another site is sending content, yours replaces it.

4. To stop sending content:



Press the **Content** button on the content controller until its red indicator is on.

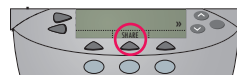
Sharing Content Using a QSX System and SoundStation VTX 1000™ Conference Phone

1. Connect your computer to the QSX system if you plan to send content, or if you just want to display content using a projector.



If necessary, press function keys on your computer to send VGA content to the QSX system.

2. Start a phone call with the participating sites.
3. To start sending content, press the **SHARE** soft key on the SoundStation VTX 1000 conference phone. If another site is sending content, yours replaces it.
4. To stop sending content, press the **STOP** soft key on the SoundStation VTX 1000 conference



Sharing Content with Locations that Do Not Have a QSX System (Using the Web Viewer)

1. Start a phone call with all of the participating sites.
2. Tell web viewer sites to open a web browser and enter the Meeting Web Address in the address field. You can find the Meeting Web Address on the Info screen. Give web viewer sites the External IP address if they are outside your network firewall.
3. Tell web viewer sites to log on with a user name, in any format, and the Meeting Password. You can find the Meeting Password on the Info screen.

The web viewer makes a connection and displays content sent during the meeting.



If you are in a call with web viewer sites only, they can view your content when you are in Preview mode. In this case, pressing the **Content** button or the **SHARE** soft key stops sending content.