Using the Polycom CX5000 System

Status Indicators	Description
🖧 🚫	Indicates whether the external dial pad is connected.
↔ 🚫	Indicates whether a computer is connected.
☎ 🚫	Indicates whether a phone line is connected.
⊥ 🚫	Indicates whether Ethernet is connected.

00.02.15

Shows the length of time in the call.

Backspaces when you are using the touch-screen.

Volume Up and Volume Down buttons for adjusting the volume of the ringer and speakers.

Flash button for three-way calling and call waiting if enabled by your telephone service provider.

On/Off Hook button for placing and answering phone calls.

Privacy button for muting and unmuting the microphone and pausing the video.

Information button for accessing the tutorial, software version, diagnostics, and speed dialing.

Microphones

LED Indicators	Description
Blinking green	Call is incoming.
Blinking red	Audio is muted; video is paused.
Steady green	Call is in progress.

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Quick Tips for the Polycom® CX5000 System

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Quick Tips for the Polycom CX5000 System

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You can use the Polycom CX5000 system to provide audio and video with Microsoft® Lync™, Microsoft Office Communicator (panoramic view is not available), and Microsoft Live Meeting.

When connected to a PSTN phone line, the Polycom CX5000 device can be used as a standard conference phone.

Place an Audio or Video Call

In Microsoft Lync or Microsoft Office Communicator:

1 Right-click the contact you want to call.
  The call options menu is displayed.
2 Choose one of the following:
  • Select **Call** to place an audio-only call.
  • Select **Start a Video Call**.

Place an Unscheduled Conference Call

In Microsoft Lync or Microsoft Office Communicator:

1 Hold down **Ctrl**, and select the contacts you want to call.
2 Right-click a selected contact.
3 Select **Start a Conference Call**.

Answer an Audio, Video, or Unscheduled Conference Call

In Microsoft Lync or Microsoft Office Communicator:

>> In the call notification alert, click the name of the person who is calling.

Schedule a Conference Call

In Microsoft Lync:

1 Hold down **Ctrl**, and select the contacts you want to call.
2 Right-click a selected contact.
3 Select **Schedule a Meeting** to create the meeting invitation.

End a Call

In Microsoft Lync or Microsoft Office Communicator:

>> In the conversation window, click **End Call**.

Share Content

Depending on your client application and your role or status within the meeting, you may be able to share your desktop, applications, whiteboards, polls, PowerPoint presentations, or web pages.

In Microsoft Lync:

1 From the conversation window menu, click **Share**.
  The share options menu is displayed.
2 Select the content type or collaboration tool that you want to share.

In Microsoft Office Communicator:

>> In the conversation window, click **Sharing** > **Share Desktop**.

In Microsoft Live Meeting:

1 From the meeting window menu, click **Content**.
  The share options menu is displayed.
2 Do one of the following:
  • Select a previously uploaded item from the list.
  • Click **Share** to initiate sharing of the content type or collaboration tool that you want to share.

To stop sharing:

>> From the sharing menu at the top of the screen, click **Stop Sharing**.

Record a Conversation or Meeting

In Microsoft Live Meeting (as a Presenter or Organizer) or Microsoft Lync:

>> In the conversation window, click **>> More Options** > **Start Recording**.
  Use the controls at the bottom of the window to pause, resume, and stop recording.

Join a Scheduled Meeting from Your Email or Calendar

In Microsoft Lync or Microsoft Live Meeting:

1 In your email inbox or calendar, open the meeting invitation or item.
2 Choose one of the following:
  • In Microsoft Lync, click **Join online meeting**.
  • In Microsoft Live Meeting, click **Join the meeting**.
    If Microsoft Live Meeting is installed, the application opens and connects you to the meeting.
    If Microsoft Live Meeting is not installed, the invitation provides installation instructions.

Connect to Audio

In Microsoft Live Meeting:

>> From the Microsoft Live Meeting menu, select **Voice & Video** > **Join Audio**.

Connect to Video

In Microsoft Live Meeting:

1 From the Microsoft Live Meeting menu, select **Voice & Video**.
2 Choose one of the following:
  • To view video in panoramic view, click web camera.
  • To stream your video, click web camera, and select **Start My Video**.

Manage PSTN Phone Calls

Note: Connection to a computer is not required for PSTN phone calls.

>> Use the touch-screen and the buttons on the dial pads to place and answer PSTN phone calls.