

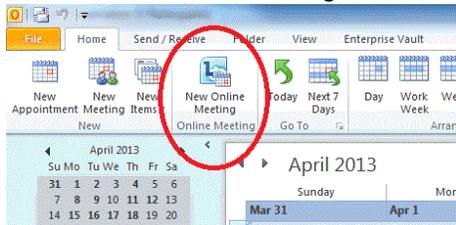
Audio Conferencing with the Polycom cx3000



Unlock code: 1111 | Do **NOT** dial 9 or 1

Scheduling a Polycom cx3000 For Your Meeting

- 1) Just like you would schedule an average meeting, open up Outlook and choose Calendar.
- 2) Click on the “New Online Meeting” button.



- 3) Schedule the meeting exactly how you would, except be sure to add the email of the Polycom cx3000 to the invite list (note: some Polycoms are named after the room they are deployed in):
- 4) Short list of cx3000s currently deployed (subject to change):
 - Knott Hall 104 “TWR” = twr@loyola.edu or (410) 617 - 6100
 - MH “The Cave” = thecave@loyola.edu or (410) 617 - 6160
 - Jenkins 200f = jenkins220f@loyola.edu or (410) 617 - 6060
 - EA 5000 York Rd = 5kyorklab@loyola.edu or (410) 617 - 6136
 - Roaming OTS Polycom = otslynccpolycom@loyola.edu or (410) 617 - 6166
 - Roaming Event Services Polycom = eventserviceslynccpolycom@loyola.edu or (410) 617 –6500
 - Roaming Event Services Polycom II (cx600) = eventserviceslynccpolycomii@loyola.edu or (410) 617 - 6135
- 5) Send the invite and await a confirmation. Several cx3000 are owned by departments who must approve their use before the unit can be reserved. After sending the invite, the delegate who is responsible for the Polycom will be asked via email to either accept or reject your reservation.
- 6) Once you receive an acceptance of your invite by the Polycom cx3000, on the day of your meeting, you will be able to unlock the cx3000 by using code 1111.
- 7) On the Polycom itself, scroll down to the calendar icon.
- 8) Find your meeting on the list and highlight it in blue using the arrow keys.
- 9) At the bottom left of the screen, you will be able to select “Join” at which point the cx3000 will automatically join the conference.
- 10) Be sure to press the mute button if the three LEDs on the Polycom are holding a solid red light (solid green means you are unmuted)

Adding a Polycom cx3000 to Your Impromptu Meeting

- 1) Join the conference by clicking on the URL of the lync online meeting that you should have received in your email from the meeting organizer.
- 2) Click on the invite icon in the top right of the conference window and choose. “Invite by name or phone number”



- 3) Type in the email of the cx3000 in the search bar, highlight the Polycom when it comes up and then click on OK. The Polycom will then start ringing and all the user has to do is accept the call on the cx3000.

Adding a User to the Conference Call From the Polycom

- 1) During a call, select **Menu**, then **Add Others**.
- 2) To add a participant, enter a phone number or select a contact, and then select **Add**.
- 3) To add more participants, repeat this procedure.