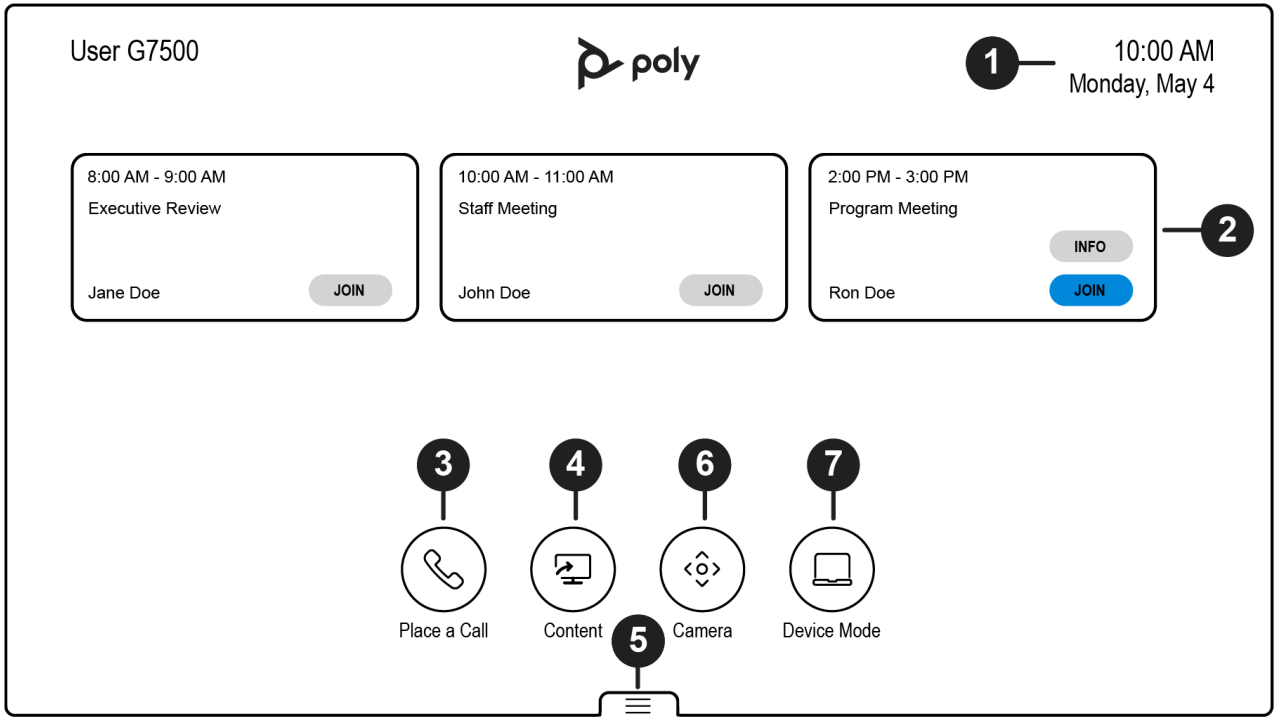
Quick Tips for Poly TC10

3725-13689-001A | November 2022

Poly Video Home Screen

The Home screen is the first screen you see when paired with a system in Poly Video Mode.

Ref.	Description
1	View details about the system, such as date/time and system name.
2	View or join scheduled meetings using the calendar cards (if configured).
3	Make a call by entering a number or selecting contacts.
4	Manage live content shared to the system.
5	Access additional features and controls.
6	Control camera settings.
7	Use the Poly video system as your laptop's external camera, microphone, and speaker.



Join a Meeting from the Calendar

» Do one of the following:

- On the current meeting card, select **Join**.
- If the meeting card doesn't include calling information, select the card to display the dialpad. Dial the number to join.

Adjust a Camera

Turn camera tracking off to access camera controls.

1 Select **Camera**.

2 Optional: Select a camera from the drop-down menu.

3 Press **+** to zoom in or **–** to zoom out. Press the arrows to tilt up and down or to pan left to right.

4 To exit the control screen, select **Back**.

Turn Camera Tracking On or Off

1 Select **Camera**.

2 Toggle **Camera Tracking** on or off.

Minimize Content

1 On the Home screen, select **Content**.

2 Select **Minimize** next to the content you want to minimize.

Maximize Content

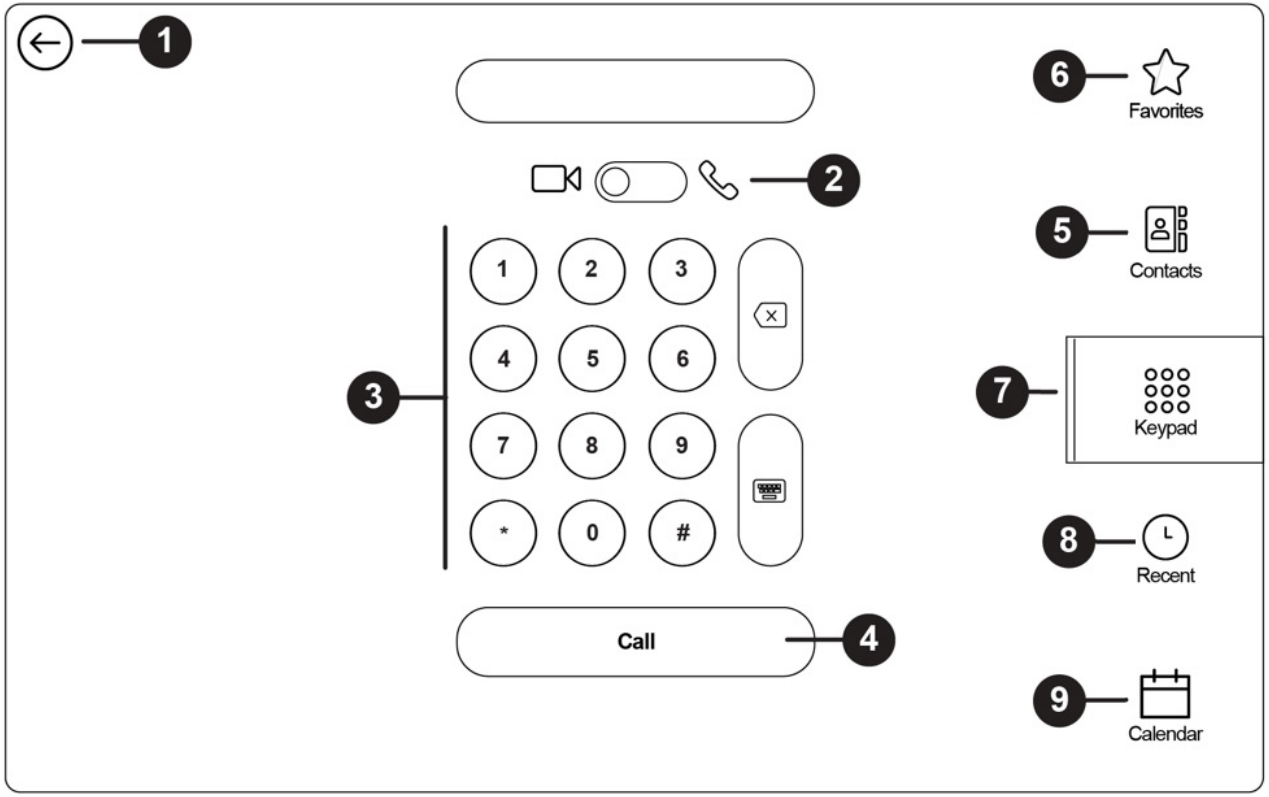
1 On the Home screen, select **Content**.

2 From the content tray, select the content you want to display on the screen.

For more information about setting up and using the system, refer to the Support pages at support.poly.com.

Place a Call Screen

Ref.	Description
1	Go back to the Home screen.
2	Move the slider to place video or audio calls.
3	Enter a number to call.
4	Initiate the call.
5	Display the favorite contacts list.
6	Display the contacts list.
7	Display the keypad.
8	Display the recent calls list.
9	Display the calendar (if configured).



Place a Call

1. Go to Place a Call.
2. On the **Dialpad** screen, move the slider to **Audio** or **Video**.
3. Enter a number on the dialpad or select **Keyboard** to enter letters.
4. Select **Call**.

Place a Conference Call

1. Go to **Place a Call** and do one of the following:
   - Enter a number on the dialpad or select **Keyboard** to enter characters.
   - Select a contact, favorite, or recent contact.
2. Select **Call**.
3. After the call connects, place another call. The system connects all participants to the same call.

Change Participant Layout

» In a call, go to **Layouts** and select:

- **Equal**: All participants are the same size.
- **Gallery**: Participants display at the top of the screen and the speaker displays in the main frame.
- **Fullscreen**: The active speaker displays in full screen.

Getting Help

Visit support.poly.com for help setting up and using your device.

Poly Documentation Library

For more information on using the TC10, see the *Poly TC10 User Guide*.

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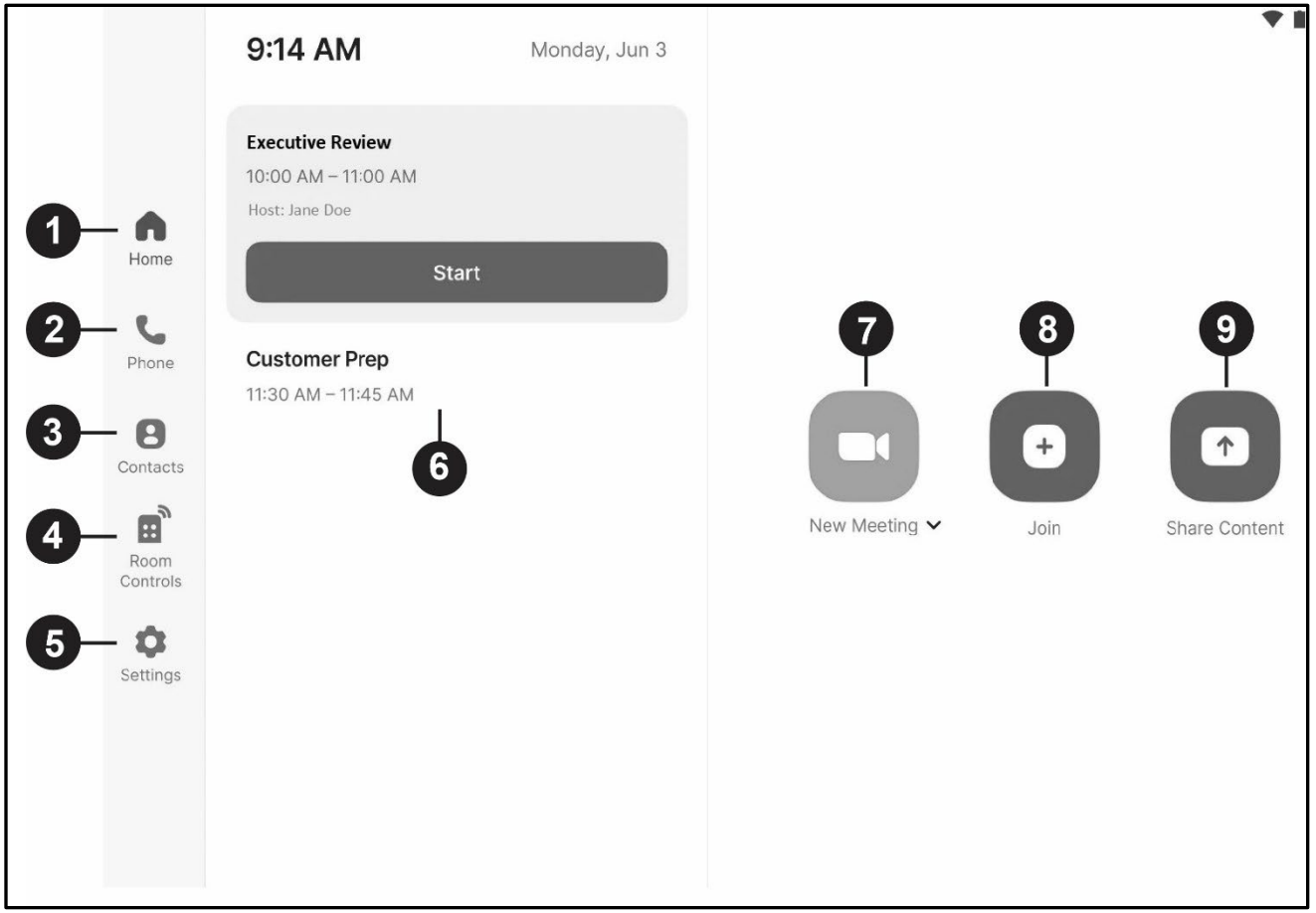
Zoom Rooms Controller Home Screen

Ref.	Description
1	Go back to the Home screen.
2	Display the dialpad.
3	Display the contacts list.
4	Display native room controls (if configured).
5	Display settings.
6	View or join scheduled meetings using the calendar cards (if configured).
7	Start a new meeting.
8	Join a meeting.
9	Manage live content shared to the system.



Start a Scheduled Meeting

1 On the Home screen, select the calendar card.

2 Select **Start**.

Start an Instant Meeting

» On the Home screen, select **New Meeting**.

Join a Meeting

1 On the Home screen, select **Join**.

2 Enter the meeting ID.

3 Select **Join**.

Call a Contact

1 Select **Contacts**.

2 Select the contact you want to call.

3 Select **Meet**.

Place a Phone Call

1 Select **Phone**.

2 Select a country code and dial the number.

3 Select the phone icon.

Share Content

1. In the active meeting window, select **Share Content**.
2. Select the sharing method you want to use:
   - Desktop
   - iPhone/iPad
3. Follow the onscreen instructions to share your content.
4. Select **Stop Sharing** to end sharing.

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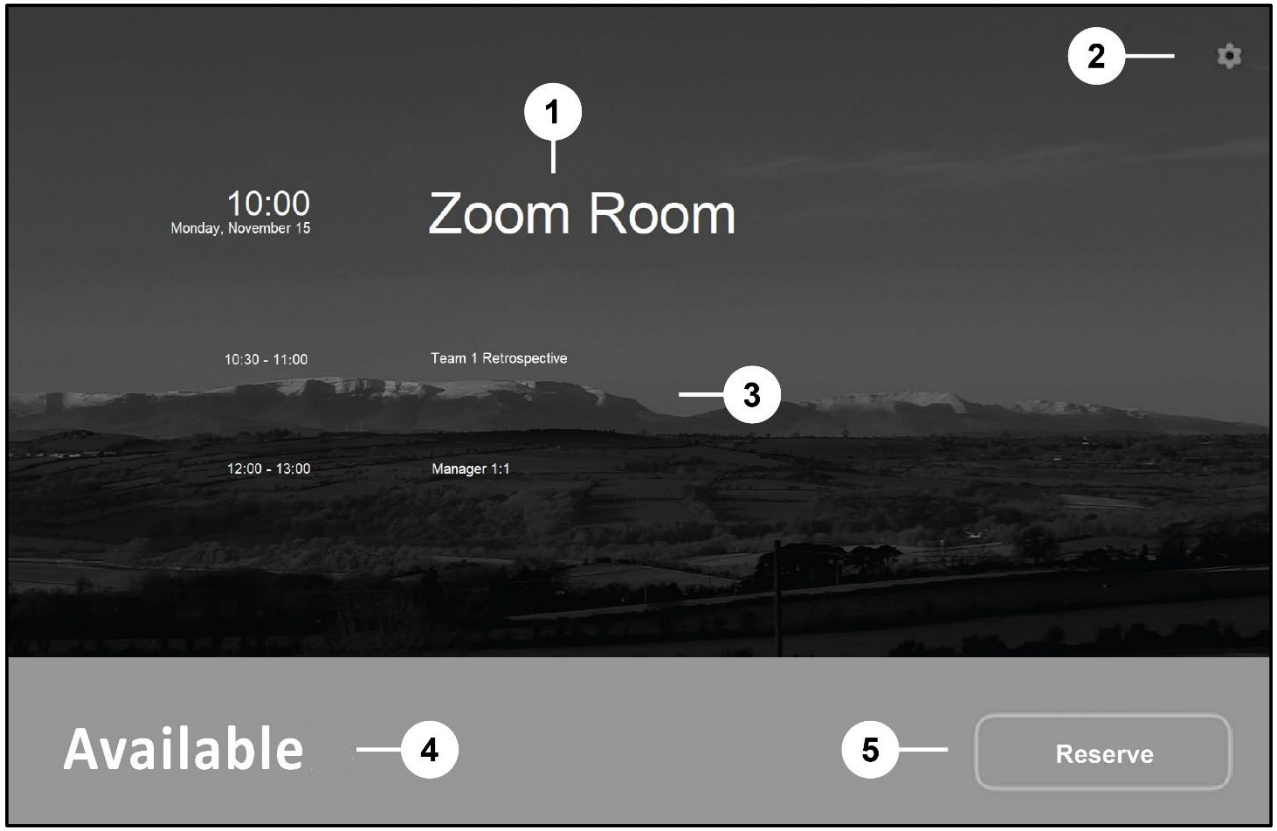
Zoom Rooms Scheduler Home Screen

Ref.	Description
1	Zoom Room name
2	Settings
3	Upcoming meetings
4	Zoom Room status
5	Reserve a room



Schedule a Meeting

1. Select **Reserve**.
2. Enter a name for the meeting.
3. If needed, toggle the options for **Require Meeting Passcode** and **Waiting Room**.
4. Add the email addresses of the participants.
5. Drag and drop the two blue lines to set the start and end times of the meeting.
6. Select **Reserve**.

   The new meeting appears as an upcoming meeting on the scheduling display and participants receive an invite by email.

Schedule a Meeting in Another Room

If you have a floor plan for your location configured in the Zoom web portal, you can reserve a different meeting space.

1. Select **Reserve**.
2. Select **Reserve Other Rooms**.

   The floor plan displays showing other available rooms.
3. If needed, select a different floor or building using the drop-down menu at the top showing the current Zoom Room name.
4. Select a room.
5. Select **Reserve**.
6. Enter a name.
7. Drag and drop the two blue lines to set the start and end times of the meeting.
8. Select **Reserve**.

Delete an Upcoming Meeting

You can only delete a meeting that was reserved on the Zoom Rooms Scheduler display.

1. On the Zoom Room Scheduler, select the meeting you want to delete.
2. Select **Delete**.

   This action deletes the meeting.

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