Quick Tips for Poly TC10 in Zoom Rooms Mode

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Zoom Rooms Controller 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.
10	Poly control center (swipe left to access)

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**.
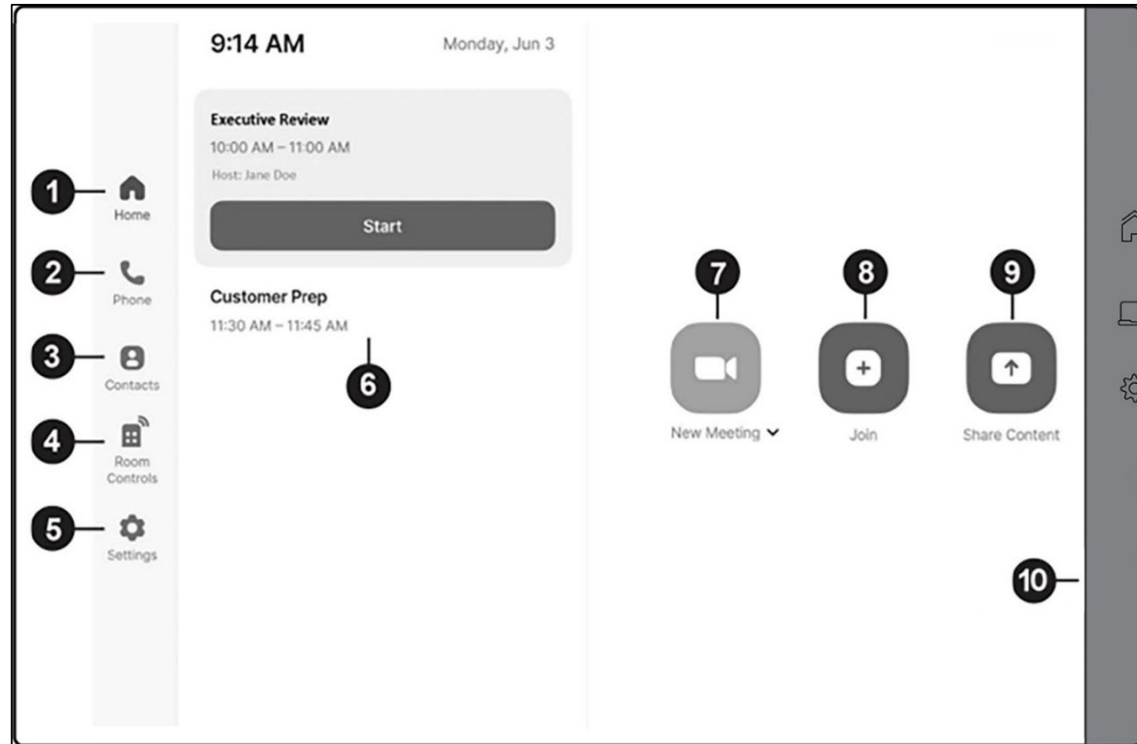
Call a Contact

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.

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

Zoom Rooms Scheduler 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.