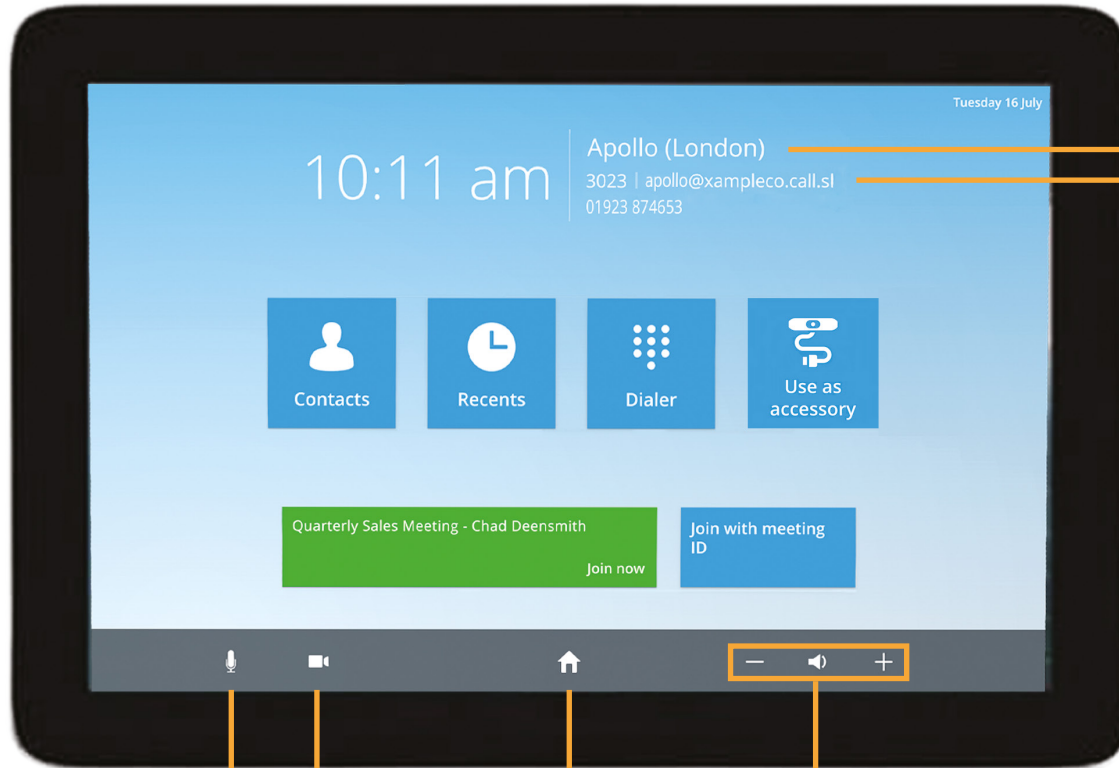


StarLeaf Room for Poly Quick Start Guide



Poly TC8 Controller



Microphone control

Mute/unmute the microphone

Camera control

Turn the camera on/off, or adjust its angle and zoom

Home

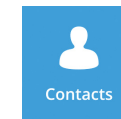
Tap this icon to return to the home screen

Volume control

Meeting room name

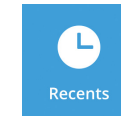
External video address

People who have their own video conferencing equipment can use this address to call the room



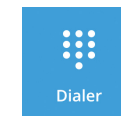
Contacts

Make direct calls to people and room systems in your organization's directory



Recents

Shortcut to recent calls



Dialer

Call an IP address, URI, or a third-party meeting address



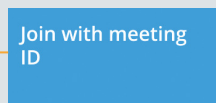
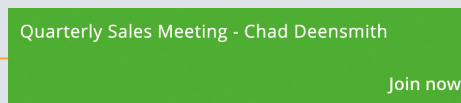
Use as accessory

Join third-party meetings from your laptop while using the room's speakers, microphone, camera, and screen

How to join a meeting

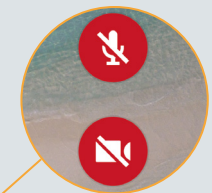
The **Join now** button lights up green 10 minutes before a meeting is due to start. Touch to join the meeting.

Enter a meeting ID to join a meeting. You can find out the meeting ID from the meeting organizer.



Room screen

When not in a meeting, the room screen shows upcoming meetings.



You can also see if the microphone and camera are muted.



In-call meeting controls



+ Add participant
Invite another person into the meeting

Screen layout
Adjust the view of other participants in your meeting, and turn the self-view on/off

More
Access more controls such as **Hold** and **Keypad**

End call

Manage

Open this panel to access more controls:

- **Record** or stop recording the meeting
- **Lock** your meeting to prevent others from joining
- **Mute and unmute** all participants
- **End meeting** for all participants
- **Mute or remove** individual participants from the meeting

How to share content

Connect the room cable (e.g HDMI) to your laptop. Your content is now shared to the room screen.



To share content with all participants who have dialed in, press:

Start sharing

The control is blue while you are sharing:

Stop sharing

To stop sharing to dialed-in participants, press **Stop sharing**. Disconnect the cable from your laptop to stop sharing to the room.