8x8, Inc.

Using Your Polycom HDX System with 8x8

An 8x8 supplement to Polycom's HDX user guides

Quick Start Guide
Version 1.0 July 2011

**The Champion
For Business
Communications**

Making Point-to-Point Video Calls

To place a video call from your Polycom HDX to another device, just dial the 8x8 phone number assigned to the Polycom HDX, Polycom VVX or 8x8 softphone you wish to call. The device you are calling must also be on 8x8 Virtual Offoce phone service. 8x8 does not support video calling to Polycom HDX or VVXs not using 8x8 Virtual Office phone service.

To hold a video conference with one (or more) participants who do not subscribe to 8x8 Virtual Offoce phone service, simply schedule a video conference using 8x8 Virtual Room and they can see and share video online using their computer's browser and a webcam.

Scheduling a Video Conference Call

To schedule a multi-party video conference, log on to Virtual Office Online at http://virtualoffice.8x8.com.

Step 1.   Click on **New Meeting** at the top left side of the screen.

Step 2.   Under Meeting Type, click on the **Virtual Room** radio button.

Step 3.   Under **Meeting Name**, type in the title of your meeting.

Step 4.   If you have more than one Virtual Room, select the room name from the drop down list.

Step 5.   After checking room availability for conflicts, select the date, time and duration of the meeting.

Step 6.   Select the meeting **Options** of your choice

Step 7.   Invite participants.

Please refer to the 8x8 Virtual Room User Guide for more details.
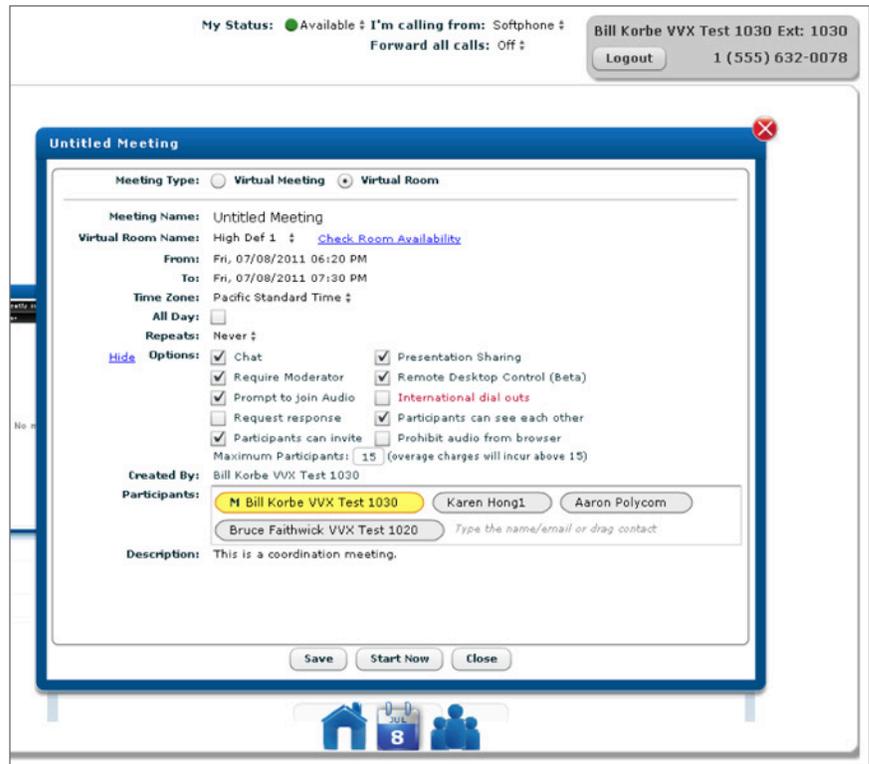
Participating in a Scheduled Video Conference Call (Multi-party Video Calls)

Step 1. To participate in a scheduled meeting, log on to Virtual Office Online at http://virtualoffice.8x8.com.

Step 2. Select **My Meetings** from the menu on the left and join the **Scheduled Meeting** you wish to join.

Step 3. Select the option to dial into the call yourself, then dial into the call from your HDX with the dial-in number and meeting ID code provided.
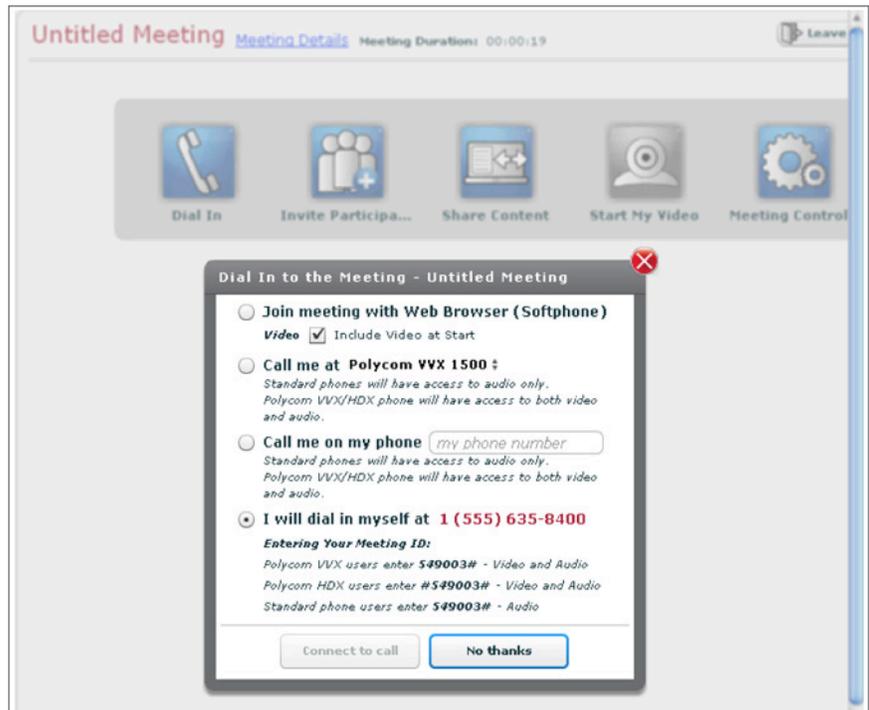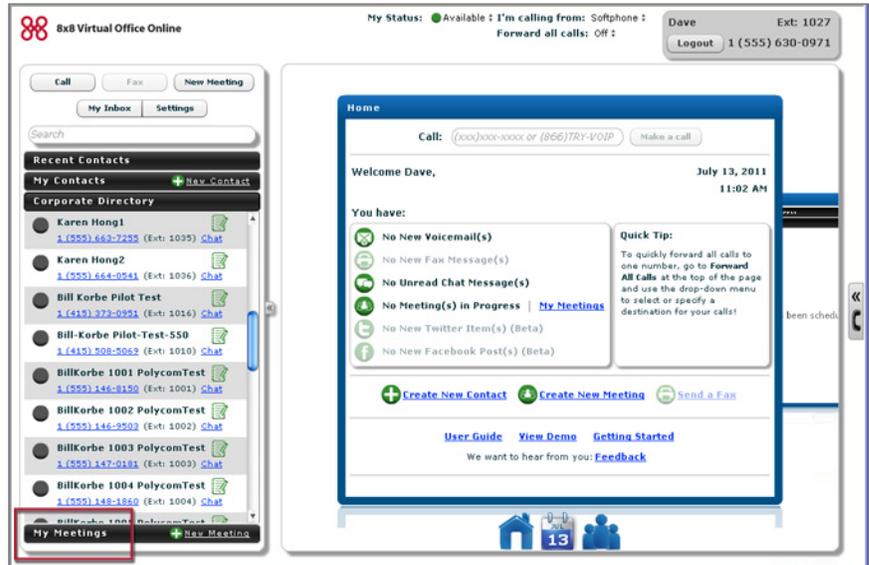
Sharing Content

To share content from your desktop or chat with other participants, you need to be logged into a Virtual Room meeting. If you are already in a Virtual Room meeting, the moderator can click **Share Content** to share their screen. If you are in a point-to-point call and need to share content from your computer screen, you must to schedule a Virtual Room meeting. Participants in your meeting will click a link in their email to join the meeting and view your screen content on their computers. To schedule a Virtual Room:

Step 1.   Log on to Virtual Office Online at http://virtualoffice.8x8.com.

Step 2.   Click on **New Meeting** on the top left side of the screen.

Step 3.   Click on the **Virtual Room** radio button for Meeting Type.

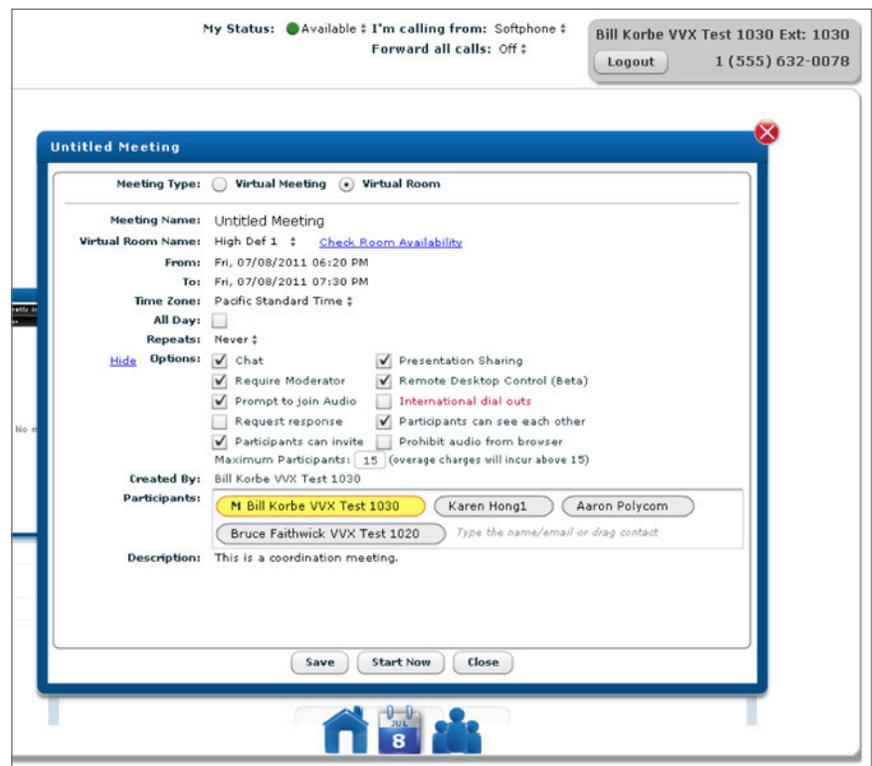Step 4.   Under **Meeting Name**, type in the title of your meeting.

Step 5.   If you have more than one Virtual Room, select the room name from the drop down list.

Step 6.   After checking room availability for conflicts, select the date, time and duration of the meeting.

Step 7.   Select the meeting Options of your choice

Step 8.   Invite other participants.

Step 9.   Once the meeting starts, click on the **Share Content** button to start sharing content.