



USER GUIDE

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Polycom® VisualBoard™ Technology Application



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Conventions Used in This Guide

This guide contains terms, graphical elements, and a few typographic conventions. Familiarizing yourself with these terms, elements, and conventions will help you successfully perform tasks.

Information Elements

This guide may include any of the following icons to alert you to important information.

Icons Used in Polycom Guides

Name	Icon	Description
Note		The Note icon highlights information of interest or important information needed to be successful in accomplishing a procedure or to understand a concept.
Caution		The Caution icon highlights information you need to know to avoid a hazard that could potentially impact device performance, application functionality, or successful feature configuration.
Warning		The Warning icon highlights an action you must perform (or avoid) to prevent issues that may cause you to lose information or your configuration setup, and/or affect phone or network performance.
Web Info		The Web Info icon highlights supplementary information available online such as documents or downloads on support.polycom.com or other locations.

Typographic Conventions

A few typographic conventions, listed next, are used in Polycom guides to distinguish types of in-text information.

Typographic Conventions

Convention	Description
Bold	Highlights interface items such as menus, menu selections, window and dialog names, soft keys, file names, and directory names when they are involved in a procedure or user action. Also used to highlight text to be entered or typed.
<i>Italics</i>	Used to emphasize text, to show example values or inputs (in this form: <example>), and to show titles of reference documents available from the Polycom Support web site and other reference sites.
Blue Text	Used for cross references to other sections within this document and for hyperlinks to external sites and documents.
<code>Courier</code>	Used for code fragments and parameter names.

Before You Begin

The *Polycom VisualBoard Technology Application User Guide* explains how to use the Polycom® VisualBoard™ Technology Application with Polycom®RealPresence® Group Series and Polycom® RealPresence Immersive Studio™ systems. Tasks include sharing and annotating content, and working with slides.

Audience, Purpose and Required Skills

This guide is intended for all users of the Polycom VisualBoard application with Polycom room video systems.

Get Help

For more information about installing, configuring, and administering Polycom products, refer to **Documents and Downloads** at [Polycom Support](#).

Polycom and Partner Resources

To find all Polycom partner solutions, see [Strategic Global Partner Solutions](#).

The Polycom Community

The [Polycom Community](#) gives you access to the latest developer and support information. Participate in discussion forums to share ideas and solve problems with your colleagues. To register with the Polycom Community, simply create a Polycom online account. When logged in, you can access Polycom support personnel and participate in developer and support forums to find the latest information on hardware, software, and partner solutions topics.

Application Overview

The Polycom VisualBoard application allows you to show and annotate content in real time from Polycom video conferencing systems by using an electronic annotation device such as a touch screen monitor. You can use the monitor as your only content monitor or you can use it in addition to your current content monitor.

With a touch screen monitor, you can annotate the content using your finger, a stylus, or a mouse. With a standard monitor, you can use the UC Board device or a mouse to annotate. For flat, cold surfaces such as white boards with projectors, Polycom suggests that you use the Polycom UC Board with the VisualBoard application.

The following sections provide an overview of the VisualBoard application:

[Application Support](#)

[Touch Monitor Support](#)

[Interact with the Application](#)

[Application User Interface](#)

Application Support

The VisualBoard application is an integrated application that is supported on Polycom® RealPresence® Group Series and Polycom® RealPresence Immersive Studio™ systems. The application works with the following system models:

- Polycom RealPresence Group 300 system
- Polycom RealPresence Group 310 system
- Polycom RealPresence Group 500 system
- Polycom RealPresence Group 700 system
- Polycom RealPresence Immersive Studio system

The VisualBoard application works with the following software versions:

- Polycom RealPresence Group system software version 4.1.3 and later
- Polycom RealPresence Immersive Studio software version 4.2.0 and later

If you have not yet installed and configured the VisualBoard application, refer to the *Polycom RealPresence Group Series Administration Guide* at support.polycom.com.

Touch Monitor Support

The VisualBoard application supports several different touch monitors for use with Polycom systems. For a list of supported monitors, refer to the *Polycom RealPresence Group Series Release Notes* at support.polycom.com.



Note: To enable the touch monitor interface on RealPresence Group 300 and RealPresence Group 310 systems, you must activate the dual monitor option in the system's web interface. For information on the activation procedure, refer to the *Polycom RealPresence Group Series Software, Options, and Accessories Installation Guide* at support.polycom.com.

Interact with the Application

You can use several different accessories to interact with the VisualBoard application.

To interact with the VisualBoard application:

- » You can do any of following:
 - Use your finger to tap elements on a touch screen monitor.
 - Use a stylus to tap elements on a touch screen monitor.
 - Use the remote control for the room video system.
 - Use a USB mouse connected to the room video system.
 - Use a paired device, such as the Polycom® RealPresence® Touch device.



Note: The RealPresence Immersive Studio system does not support using a Microsoft mouse to operate the VisualBoard application.

Access the Application When Not in a Call

When you are not in a call, you can access the VisualBoard application to show and annotate content. When you open the application, a blackboard displays by default.


To access VisualBoard when not in a call:

- » Tap **Content > VisualBoard**.

Access the Application During a Call

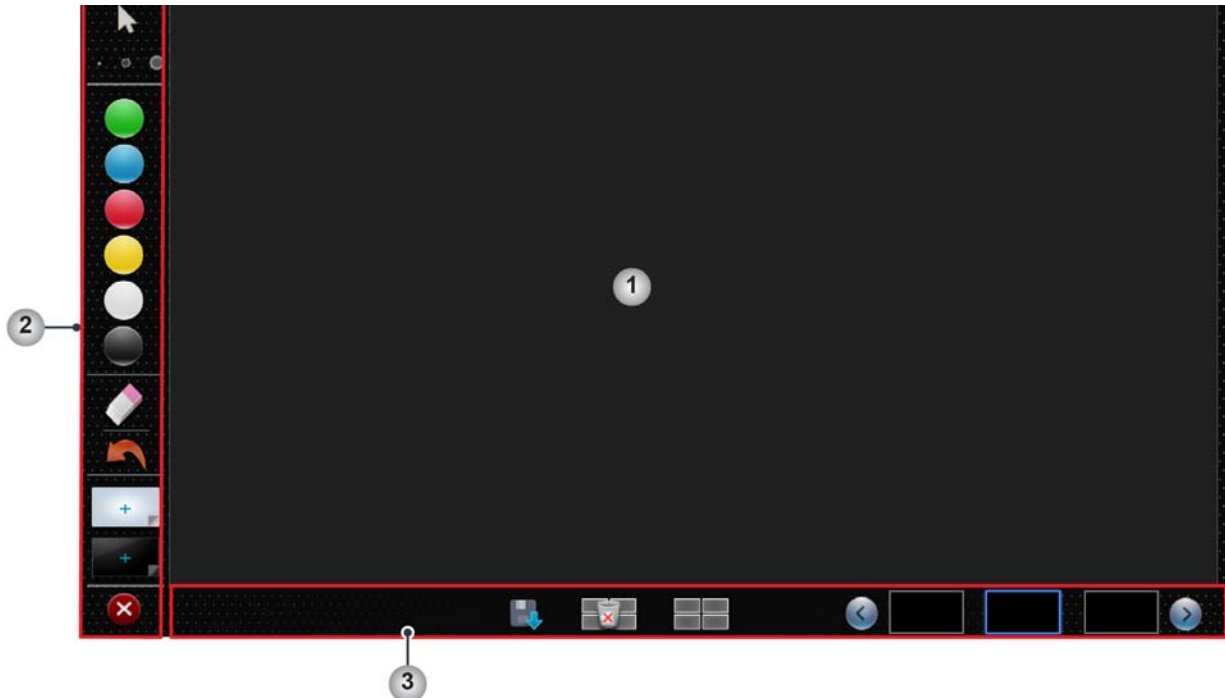
You can access the application during a call. After you open the application, a blackboard displays by default.

To access VisualBoard during a call:

- » Tap  to open the Quick Access menu, then tap **Content > VisualBoard**.

Application User Interface

After you have launched the VisualBoard application, it appears on the second display, as shown in the next figure.



The following table provides descriptions of the reference numbers in the above figure.

VisualBoard Screen Elements

Reference Number	Description
1	Drawing Space: The area where you can use the annotation colors and eraser tool.
2	Annotation Toolbar: These tools are for annotating in the drawing space.
3	Slides Toolbar: When you insert a USB storage device, the Slides toolbar appears along the bottom of the screen.

Share Content

The following sections explain how to use the VisualBoard application to capture and annotate live content.

[Capture and Annotate Live Content](#)

[Annotation Toolbar Elements](#)

[Annotate Content](#)

[Application Allows Content Sharing From Computer](#)

Capture and Annotate Live Content

With the VisualBoard application, you can capture content presented locally or received from other sites into a snapshot. You can then annotate on this snapshot. A snapshot is made when the application is launched and the system is sharing content. To save content, you must install a USB storage device.



Note: For sites in a call to share and annotate on live content, the VisualBoard application must be enabled and running.

While in a call, you can capture and annotate live content from the far-end site. This multi-site collaboration allows every site in a call (either point-to-point or multipoint) to take control of the VisualBoard application.

You can share one content source and one people video source at a time, and you can switch to a different type of content or people video source if you need to. Participants at other sites can also share content or people video sources. If a contact starts sharing content, that content overrides any content currently being shared.

Content Types

When you are sharing content, a message displays on the monitors. In or out of a call, you can share the following types of content with far-end room video systems:

- Any information stored on a computer or USB storage device connected directly to the room video system.
- Content sent using the Polycom® People+Content™ IP application (installed on a computer)
- Content sent using the SmartPairing feature in Polycom® RealPresence® Desktop or RealPresence® Mobile applications.
- Content annotated in the VisualBoard application

Capture and Annotate Live Content from Other Content Sources

You can capture and annotate content from a variety of content sources.

To capture and annotate live content from other content sources:

- 1 Display content using your content source:
 - DVD
 - Laptop connected with a VGA or DVI cable
 - HDMI cable
- 2 Double-tap the touch monitor to start the VisualBoard application and capture the content.
- 3 Make annotations on the displayed content.
- 4 Select **Save** to save a slide of the content with your annotations.

Capture and Annotate Live Content from the Far-end Site

Control of content can occur on both the near and far-end sites. You can switch from near-end site control to far-end site control.

To capture and annotate live content from the far-end site:

- » Double-tap the screen to take control of the VisualBoard application.
After either the near-end or far-end site is finished annotating, the other site can double-tap their screen to take control. The slide you were working on is saved and sent to the other site, allowing them to make additional annotations.

Stop Sharing Content

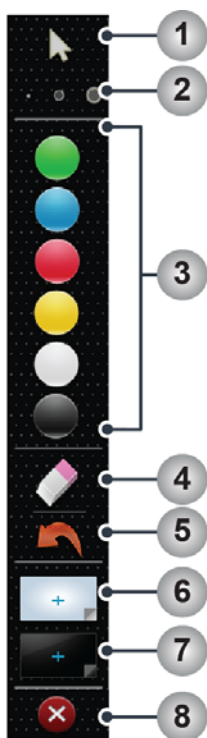
When you are finished sharing content, you can stop the content sharing session.

To stop sharing content:

- » Tap **Stop Content**.

Annotation Toolbar Elements

Refer to the following figure and table for descriptions of the annotation toolbar elements.



Annotation Toolbar Elements

Reference Number	Description
1	Arrow pointer
2	Line thickness selector
3	Annotation color selector
4	Eraser
5	Undo annotations
6	Create a new whiteboard
7	Create a new blackboard
8	Exit

Annotate Content

When you can use the VisualBoard application to annotate content displayed in a meeting.

To annotate content:



- » Do one of the following:

- Use the arrow pointer to point to sections of the displayed content.
- Use the Line thickness selector to select the thickness of a line to write or draw on the content.
- Use the Annotation color selector to select the color of a line to write or draw on the content.

Erase Annotations

You can erase a previous annotation or erase all annotations at one time. When you erase an annotation, you cannot undo the deletion.



To erase annotations:

- » Do one of the following:
 - Tap  to undo the last annotation you made.
 - Tap and hold  to undo all annotations you made.

Undo Annotations

You can undo a previous annotation or undo all annotations at one time.

To undo an annotation:

- » Do one of the following:
 - Tap  to undo the last annotation you made.
 - Tap and hold  to undo all annotations you made.

Create a New Whiteboard or Blackboard

When you need to create a new whiteboard or blackboard, the previous board is saved automatically, if a USB is connected to the system.

To display a new white or blackboard:

- » Tap  or .

Exit the Application

When you are finished using VisualBoard, exit the application.

To exit the application:

- » Tap .

Application Allows Content Sharing From Computer

The People+Content IP application enables you to send content from a computer that is not connected directly to the room video system using the system's IP address.

Keep the following points in mind about People+Content IP:

- People+Content IP provides video-only content; no audio is shared.
- People+Content IP supports any computer desktop resolution with color set to 16 bits or higher.
- People+Content IP scales the content image to 1024x768 or 1280x720 regardless of your computer's resolution settings.

Download and Install People+Content IP

Download and install the People+Content IP application onto your computer to use it to share content.


To download and install People+Content IP on a computer:

- 1 On your computer, go to the [Polycom People+Content IP](#) page.
- 2 Under **Resources**, download the People+Content IP software for Mac or PC.
- 3 Open the zip file and click on the application installation.
- 4 Follow the installation wizard.

Share Content with People+Content IP

After you install People+Content IP, you are ready to share content.


To start sharing content:

- 1 On your computer, navigate to **Start > Polycom > Polycom People+Content IP** and click the application.
- 2 Enter the IP address or host name of the RealPresence Centro solution and the meeting password, if one is set.
The IP address of the system displays in the Information bar at the bottom of the screen.
- 3 Click **Connect**, open the content you want to share, and click .

Stop Sharing Content with People+Content IP

When you are finished sharing content, you can stop the People+Content IP application.

To stop sharing content:

- » Click  in People+Content IP application.

Work With Slides

The following sections tell you how to use the VisualBoard application to work with slides.

[VisualBoard Application Slides](#)

[Troubleshoot Issues](#)

VisualBoard Application Slides

This section explains how to work with slides in the VisualBoard application:

Saving Slides to a USB Storage Device

When you save slides to a USB storage device, keep the following points in mind:


- The near-end site and far-end sites can save slides to a USB storage device, if a USB storage device is inserted into their local system codec.
- Each time control switches between the near site and the far-end site, slides are saved to the connected USB storage device.

If there are unsaved annotations on a current slide, those annotations are saved to the local USB storage device.

Save Slides


You can save slides to a USB storage device.

To save slides:

- 1 Connect a USB storage device to the room video system.
- 2 Tap  to save slides to the **My Whiteboard** folder.

This folder is automatically created by the application. You hear a beep when the current slide is saved. A copy of the current slide (with any annotations) is saved as a new file next to the current slide file. This new file becomes the current slide. If you annotate a slide and save your changes, a copy of the original slide is saved on the USB storage device.



Note: You can store up to 200 folders and slides in any folder on the USB storage device. When the maximum number of slides and folders is stored, the Save icon changes to  and you can save no more slides.

Automatically Saved Slides

So that you do not lose your work, slides and annotations are automatically saved in the following situations:

- While drawing on the whiteboard when the system is not in a call, and you receive an incoming call, the whiteboard exits and the current slide is saved automatically.
- While drawing on the whiteboard during a call and the far-end site hangs up the call, the whiteboard exits and the current slide is saved automatically.
- While drawing on the whiteboard during a call and you hang up the call, the whiteboard exits and the current slide is saved automatically.
- While drawing on a whiteboard or blackboard, and you display another whiteboard or blackboard, the previous whiteboard is saved automatically.

Retrieve Slides from a USB Storage Device

After you have saved slides on a USB storage device, you can retrieve them from the device as follows.



Note: The USB storage device that you use with the VisualBoard application must be in FAT32 format.


To retrieve slides from a USB storage device:

- » Insert a USB storage device into the USB port on the connected room video system.
The Slides toolbar appears at the bottom of the VisualBoard application screen.

Delete Slides

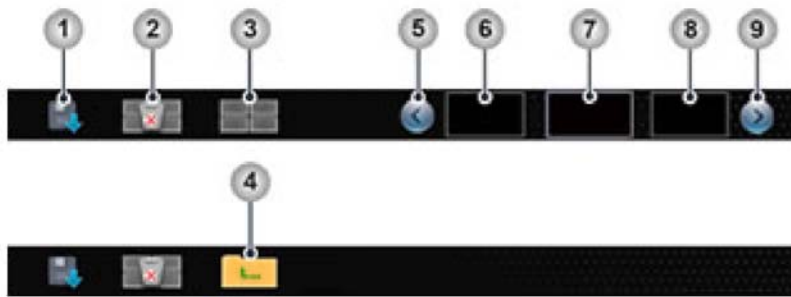
You can delete slides from a USB storage device.

To delete slides:

- 1 Tap  twice to activate the delete slide function.
- 2 Navigate to the slide you want to delete and tap the red “X” icon in the corner of the slide.
You see a yellow highlight around the active slide. The slide and all annotations are deleted from the USB storage device. If you tap outside of the red “X”, the slide displays and is not deleted.

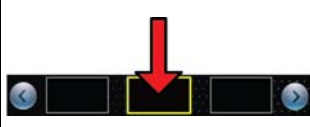


Slides Toolbar

You can use the slides toolbar to work with slides using the VisualBoard application. The toolbar elements are shown in the following figure and table.



Slides Toolbar Elements

Reference Number	Icon	Description
1		Save slides
		Save error
2		Delete slides
3		View slide and folder thumbnails
		Basic folder thumbnail that contains no slides
		Folder with images thumbnail
		Folder with folders thumbnail
4		Move to upper level folder
5		View the previous slide in the current folder
6		Left thumbnail is the previous slide

Reference Number	Icon	Description
7		Middle thumbnail is the current slide
8		Right thumbnail is the next slide
9		Select to view the next slide in the current folder.

View Slide and Folder Thumbnails

You can view slide and folder thumbnails in the VisualBoard application.

To view slide and folder thumbnails:




- » Tap .

The slide and folder thumbnails appear. Folders are displayed first and then slides are displayed. You can load up to 10 pages of thumbnails with 20 thumbnails on each page. If more than 20 slides or folders are in the current folder, you can scroll up and down as needed.

Navigate Folders and Slides

You can move up a folder level and navigate the slides within the current folder.

To navigate the slides and folders:

- » In the slides toolbar, do one of the following:
 - Tap  to move to the folder level above the current folder. You cannot move above the **My Whiteboard** folder.
 - Tap  to view the previous slide or  to view the next slide in the current folder.

View Other Thumbnails

You can view other thumbnails and select one as the current slide.

To view other thumbnails:

- » In the slides toolbar, slide the thumbnail to the left or right to view other thumbnails. After you tap the desired thumbnail, it becomes the current slide and displays full size.

File Name Format and Slide Order

Graphic file names used with the VisualBoard application should adhere to a certain format. The correct file name format is IMG_XXXX.jpg, where “XXXX” is the number that corresponds to the order in which the graphic is used, starting with 0001.

After you insert the USB storage device, the graphic files in the My Whiteboard directory are read and renamed as necessary. Graphic files located in subdirectories are renamed after the VisualBoard application is launched and you select any slide in that directory. This means that graphic files are renamed if they are not in the file name format or order expected by the application.

As an example, the files IMG_0001.jpg, IMG_0003.jpg, and IMG.0004.jpg are renamed to maintain file order. The file IMG_0003.jpg is renamed to IMG_0002.jpg, and IMG_0004.jpg is renamed to IMG_0003.jpg.

When slides are deleted or saved, the slide order is maintained so that there are no gaps in slide numbering.

Import Individual Slides from VisualBoard to Microsoft PowerPoint

Import slides one at a time from the VisualBoard application to PowerPoint using either a PC or a Mac and a USB storage device.

To import slides to Microsoft PowerPoint from the VisualBoard application:

- 1 Create a new blank presentation in PowerPoint.
- 2 Select the option to add a photo album.
- 3 Select **Insert picture from: File/Disk**.
- 4 Select the USB storage device with the JPG files created with the VisualBoard application that you want to import into your presentation.
- 5 Click **Create**.

Import Group of Slides from VisualBoard to Microsoft PowerPoint

Import slides in a group from the VisualBoard application to PowerPoint using either a PC or a Mac and a USB storage device.

To import slides in bulk to PowerPoint from the VisualBoard application:

- » To import slides in bulk, do one of the following:
 - On a PC, use Microsoft Office PowerPoint.
 - On a Mac, Microsoft Office 2011 does not support importing a whole photo album. Check the web for solutions that allow you to import many JPG files. Here is one for Mac systems running OSX Snow Leopard and Mountain Lion: <http://depts.washington.edu/soail/wordpress/?p=258>.

Export Slides from Microsoft PowerPoint to a USB Storage Device

PowerPoint slides can be exported as JPEG files and saved to a USB storage device for use with the VisualBoard application. If you have previously used a USB storage device with the VisualBoard application, you can export content and save it to the My Whiteboard folder, or you can create another folder on the USB storage device called My Whiteboard.

To export slides from PowerPoint to a USB storage device:

- 1 Insert a USB storage device into your computer.
- 2 Open the PowerPoint presentation you want to export.
- 3 Select **File > Save As**.
- 4 Select the file destination folder My Whiteboard on your USB storage device.
- 5 Change **Save as type** to JPEG File Interchange format (*.jpg).
- 6 Select **Save**.
A PowerPoint dialog box appears.
- 7 Select **Every Slide** and click **OK**.
- 8 Remove the USB storage device from your computer and insert it into the USB port on your RealPresence Group or RealPresence Immersive Studio system Media Center Stand.



Note: Polycom recommends that you eject the USB storage device from your PC before physically unplugging it. For Windows, right-click the drive that corresponds to the USB storage device and select Eject from the menu. For Mac, right-click on the USB storage device icon on the desktop and select Eject. If you don't eject first, your USB storage device might become corrupted.

- 9 Double-tap the touch screen or double-click the mouse to start the VisualBoard application.
- 10 Tap the thumbnail icon to view your slides.

Create 16:9 Slides in PowerPoint

You can create 16:9 slides in PowerPoint that fill the screen of most display monitors.

To create 16:9 slides in PowerPoint:

- 1 Go to **Design > Page Setup**.
- 2 Select **On-screen Show (16:9)** from the slides sized for drop-down.

Troubleshoot Issues

Your administrator is available to assist you when you encounter difficulties. First though, if you are having problems using the VisualBoard application, try the following troubleshooting tips:

- Ensure that the HDMI and/or the USB cable connecting the monitor to the system is securely attached at both ends.
- In the local interface, go to **Status > VisualBoard**. The Status screen shows whether the VisualBoard application is ready or not available.
- Power off the system and then power it back on.