poly

Quick Tips for Poly Camera Tracking App for Microsoft Teams Rooms on Windows

Overview

The Poly Camera Controls App for Microsoft Teams Rooms on Windows provides native camera controls to the Microsoft Teams Rooms application. Manual and tracking capabilities depend on the camera connected to the system.
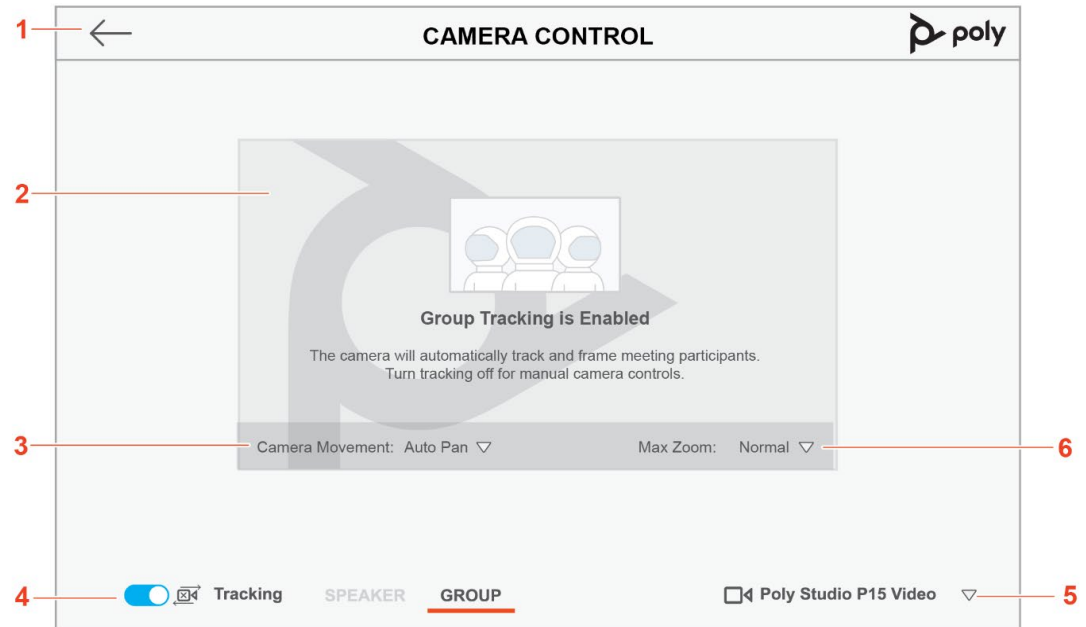
Tracking Controls Screen

The Camera Controls camera tracking screen includes the following features:

Ref.	Description
1	Select the arrow to go back to the Microsoft Teams Room screen
2	Display the selected tracking mode
3	Select a camera movement type: **Auto Pan** or **Cut**
4	Enable or disable camera tracking
5	Displays the currently active camera and lets you choose the active camera for more than one connected camera
6	Set the maximum zoom for speaker tracking: **Wide**, **Normal**, or **Tight**

Access the Camera Controls App

Configure camera settings in or out of a meeting.

» Do one of the following:
  ➢ Outside of a meeting, select the **Camera Controls app** ‖‡‖ icon.
  ➢ Inside a meeting, select **More > Room Controls**.

Set the Tracking Mode

» Enable tracking and choose one of the following:
  ➢ **Speaker** – Tracks the active speaker
  ➢ **Group** – Tracks the participants as a group

Set the Maximum Zoom

Set the maximum zoom for framing active participants.

» In the **Max Zoom** drop-down menu, choose one of the following:
  ➢ **Wide** – Uses the maximum field of view
  ➢ **Normal** – Uses a mid-range field of view
  ➢ **Tight** – Uses a narrow field of view

Set the Camera Movement Type

Set the camera behavior when it detects changes to the active participant or group location.

» Select the **Camera Movement** drop-down menu and choose one of the following:
  ➢ **Auto Pan** – The camera pans smoothly between the active speakers or group
  ➢ **Cut** – The camera quickly moves to the active speaker or group

Manual Controls Screen

Manually control the connected camera(s).

Ref.	Description
1	Select the arrow to go back to the Microsoft Teams Room screen
2	When zoomed, moves the camera left, right, up, or down
3	Enable or disable speaker or group tracking
4	Displays the currently active camera and lets you choose the active camera for more than one connected camera
5	Zoom in or out
6	Create a preset using the current camera view
7	Select an available preset
8	Reset the camera to the default view

Preview the Camera Screen

Show the camera self-view to see changes you make using the camera controls.

» Select **Meet**.

   The camera self-view appears on the room monitor.

Zoom the Camera In Or Out

» Do one of the following:

   ➢ Select **Zoom In +** to zoom in the camera

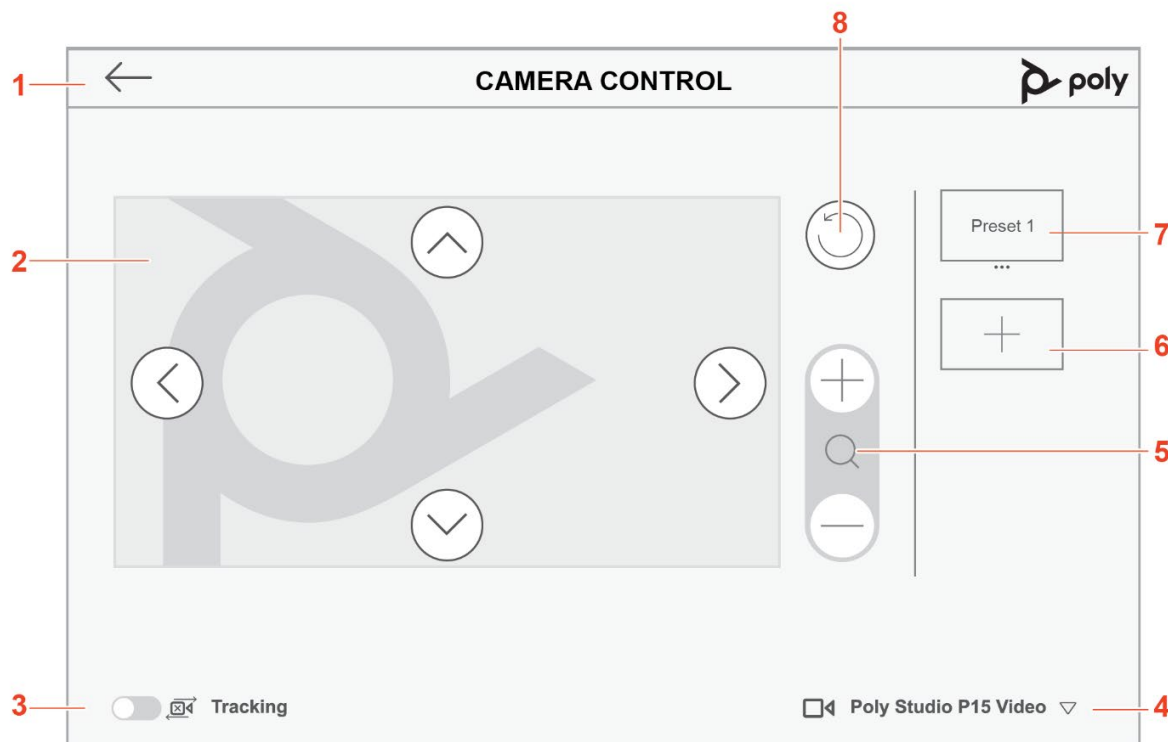   ➢ Select **Zoom Out −** to zoom out the camera

Move the Camera

1. Zoom in the camera.
2. Use the arrow buttons to move the camera.

Select the Active Camera

For more than one connected camera, choose the active camera in or out of a meeting.

» Select the camera drop-down menu and select a camera.

Reset the Camera to Default View

Restore the default camera settings.

» Select the **Reset** ◎ button.

Set a Camera Preset

Save specific camera views for future reference.

» After adjusting the camera view, select **Preset 1** ⊞.

   The camera view is saved.

Adjust a Camera Preset

After adjusting the camera view, update the preset.

» Under the preset, select **More ••• > Overwrite**.

   The preset saves the current camera view.

Rename a Camera Preset

After setting a preset, add a descriptive name.

1. Under the preset, select **More ••• > Rename**.
2. Enter a new preset name.

Getting Help

Microsoft Teams Room Help

For more information on using Microsoft Teams Rooms, visit Microsoft Support.

Poly Studio Room Kits Help

For help with your system, visit Poly Support.