Using People Plus Content Software
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You can use the People Plus Content software to push content from your computer to a Polycom conference. Content can be anything you can run on your computer such as a PowerPoint presentation or an Excel spreadsheet.

1. If you have not already done so, download the software. [http://downloads.polycom.com/video/vsx/ppcip/ppcip_1_1_0_8.zip](http://downloads.polycom.com/video/vsx/ppcip/ppcip_1_1_0_8.zip)

2. Put a shortcut on your desktop so you don't have to look for it when you are under the pressure of giving your presentation.
   A) click on Start in the bottom left hand corner and select All Programs.
   B) Find the People Plus Content program in the list (Polycom folder) and right-click on it.
   C) Select Send to and then Desktop.

Sending Content

1. Bring the People Plus Content program up **before the meeting begins** so you are ready.

2. Enter the IP number of your Polycom, *(the software will not connect if there is not a meeting in progress)*, or of another Polycom that is in the meeting under Conferencing System Address. You will get the best performance by dialing your own Polycom.

   **Do not put anything in the Meeting Password box!**

3. Once the conference has started press the Connect button.

4. To push your desktop hit the big arrow.
   To stop sending content hit the arrow again.

5. When you are finished with your presentation press the arrow again to stop sending content and then the Disconnect button or the X in the upper right hand corner to close the software.

6. Closing the software will not disconnect you from the conference.