

**Date:** 7 July 2017

**Voluntary Accessibility Template (VPAT)**

This Voluntary Product Accessibility Template (VPAT) describes accessibility of Polycom Conferencing for Outlook (PCO) against the criteria described in Section 508 of the United States Rehabilitation Act of 1973, as amended (29 U.S.C. 794d). The template format is intended to permit easy evaluation of conformance to Section 508

**Name of Product:** Polycom Calendaring for Outlook (PCO)

**Note:** Polycom Calendaring for Outlook (PCO) is a plug-in for use with Microsoft Outlook. Most of the accessibility functions will be defined by Outlook and may vary according to the version used. As PCO runs on the users own PC certain aspects of accessibility will be influenced by the user's choice of hardware, screen, mouse and keyboard.

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**Note:** This document describes normal operational functionality. It does not include maintenance and troubleshooting procedures.

**SUMMARY TABLE**

**VOLUNTARY PRODUCT ACCESSIBILITY SUMMARY**

<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and Explanations</b>
Section 1194.21 <a href="#">Software Applications and Operating Systems</a>	Generally Supported	See details for more information
Section 1194.22 <a href="#">Web-based internet information and applications</a>	Not Applicable	
Section 1194.23 <a href="#">Telecommunications Products</a>	Not Applicable	
Section 1194.24 <a href="#">Video and Multi-media Products</a>	Not Applicable	
Section 1194.25 <a href="#">Self-Contained, Closed Products</a>	Not Applicable	
Section 1194.26 <a href="#">Desktop and Portable Computers</a>	Not Applicable	
** Section 1194.31 <a href="#">Functional Performance Criteria</a>	Generally Supported	See details for more information
** Section 1194.41 <a href="#">Information, documentation, and support.</a>	Supported	

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## Section 1194.21 Software Applications and Operating Systems

Criteria	Supporting Features	Remarks and Explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supported with Minor Exceptions	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  Core software functions are keyboard executable with minor exceptions for noncore functions (per MS Outlook VPAT).
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supported with Minor Exceptions	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  Applications are not disrupted or disabled, but when High Contrast mode is turned on, some feature visibility may be impacted by a display theme selected by the user. The workaround is for the user to select a different theme (per MS Outlook VPAT).
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supported with Minor Exceptions	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  Some views, for example, Conversation View, Calendar View, To-Do Bar, and Task List do not contain full and programmatic access, but alternative views or modes exist and provide equivalent functionality (per MS Outlook VPAT).

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(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported with Minor Exceptions	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  The application typically does not override contrast and color selections made by a user. A selected High Contrast mode color can be overridden if a user chooses to apply a Conditional Formatting option. A user can change the default font color used to highlight task items marked as overdue by using View setting options (per MS Outlook VPAT).
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported	
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.

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**Section 1194.22 Web-based Internet information and applications**  
**Polycom Calendaring for Outlook (PCO) is not a web-based application.**

**Section 1194.23 Telecommunications Products**  
**Polycom Calendaring for Outlook (PCO) is not a Telecommunication Product.**

**Section 1194.24 Video and Multi-media Products**  
**Polycom Calendaring for Outlook (PCO) is not a Video or Multi-media Product.**

**Section 1194.25 Self-Contained, Closed Products**  
**Polycom Calendaring for Outlook (PCO) is not a Self-Contained or Closed Product**

**Section 1194.26 Desktop and Portable Computers**  
**Polycom Calendaring for Outlook (PCO) is not a Desktop or Portable Computer**

**Section 1194.31 Functional Performance Criteria**

<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and Explanations</b>
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supported with Minor Exceptions	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  The use of assistive technology is generally supported for core functionality (per MS Outlook VPAT).
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.  Text reader, screen magnifier and other Microsoft accessibility features may be used in conjunction with PCO. Accessibility may be further enhanced by use of larger monitor size.

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(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supported	Accessibility is dependent on and largely defined by the MS Outlook software the PCO plug-in is added to.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not Applicable	Audio information is not important.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not applicable	User speech is not required.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Not Applicable	Control of PCO will be carried out via the users own key pad and mouse arrangement or adaptation. PCO does not have its own physical interface.

**Section 1194.41 Information, documentation, and support.**

<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and Explanations</b>
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supported	All information provided is electronically readable by Assistive Technologies.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supported	VPAT information for Polycom products is available as needed by email at: <a href="mailto:accessibility@polycom.com">accessibility@polycom.com</a> All information provided is electronically readable by Assistive Technologies.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supported	Support is provided by telephone, video, email or fax.

-End-

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