Quick Tips for the Polycom RealPresence Group Series

Place a Video Call
1. Select \( \text{Place a Call} \) from the Home screen, or just start entering the number on the remote control.
2. Enter the IP address, SIP address, or H.323 name. Include the dots in an IP address. To enter text, use the onscreen keyboard.
3. Select \( \text{Call} \) or press \( \text{Dial} \) on the remote control.

Using Contacts
1. Select \( \text{Place a Call} > \text{Contacts} \).
2. Highlight the contact you want to call. You can navigate to the contact or use the Search field.
3. Select \( \text{Call} \) or press \( \text{Dial} \) on the remote control.

Using Recent Calls
1. Select \( \text{Place a Call} > \text{Recent Calls} \).
2. Highlight the entry you want to call.
3. Select \( \text{Call} \) or press \( \text{Dial} \) on the remote control.

Using Speed Dial
To call a speed dial contact from the Home screen, highlight it and press \( \text{Dial} \) on the remote control.

Using the Calendar
If your system is configured to use the Calendar widget, you can join a video meeting by clicking the meeting in the Calendar.

Answer a Call
Select \( \text{Answer} \) or press \( \text{Dial} \) on the remote control.

End a Call
1. Press \( \text{Send} \) on the remote control.
2. If prompted, confirm that you want to hang up.

Mute Your Microphone
Press \( \text{Microphone Mute} \) on the remote control or \( \text{Microphone Mute} \) on the table microphone.

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.
Place a Multipoint Call
- Place a call, then press \( \) on the remote control or select \( \) and then select Add a Call to place a call to the next site. Repeat until all sites are connected.
- Call a group from the Contacts.
- Call one or more sites, and then ask those sites to call additional sites.

Adjust the Volume
Press \( \) or \( \) on the remote control.

Add to the Favorites List
- In the local interface, go to Place a Call > Contacts. Select Search and use the onscreen keyboard to find the desired entry. Highlight the entry and select Favorite.
- In the web interface, go to the Manage Favorites page. Click Add from Directory, and then search for the person to add and select Save.
- You can also create a Favorite in the web interface. On the Manage Favorites page, click Create New Favorite, and then complete the fields and click Save.

Select or Adjust a Camera
- While in a call, select > Cameras and select either Your Cameras or Their Cameras. The menu disappears and a message displays, telling you which camera you are controlling.
- To switch between Your Cameras and Their Cameras without accessing the menu, press Select on the remote control while in a call.
- To pan or tilt the selected camera, press the left, right, up, and down navigation buttons on the remote control.
- To control cameras without accessing the menu, press \( \) or \( \).

Power the System On and Off
- To power on the system, press \( \) on the remote control or the power sensor on the front of the system.
- To power off the system, press and hold \( \) on the remote control or the power sensor on the front of the system for 3 seconds. Wait 15 seconds before you unplug the power cord.

Tips and Tricks
- Make sure you know the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns. Light pastels and muted colors look the best on the screen.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.