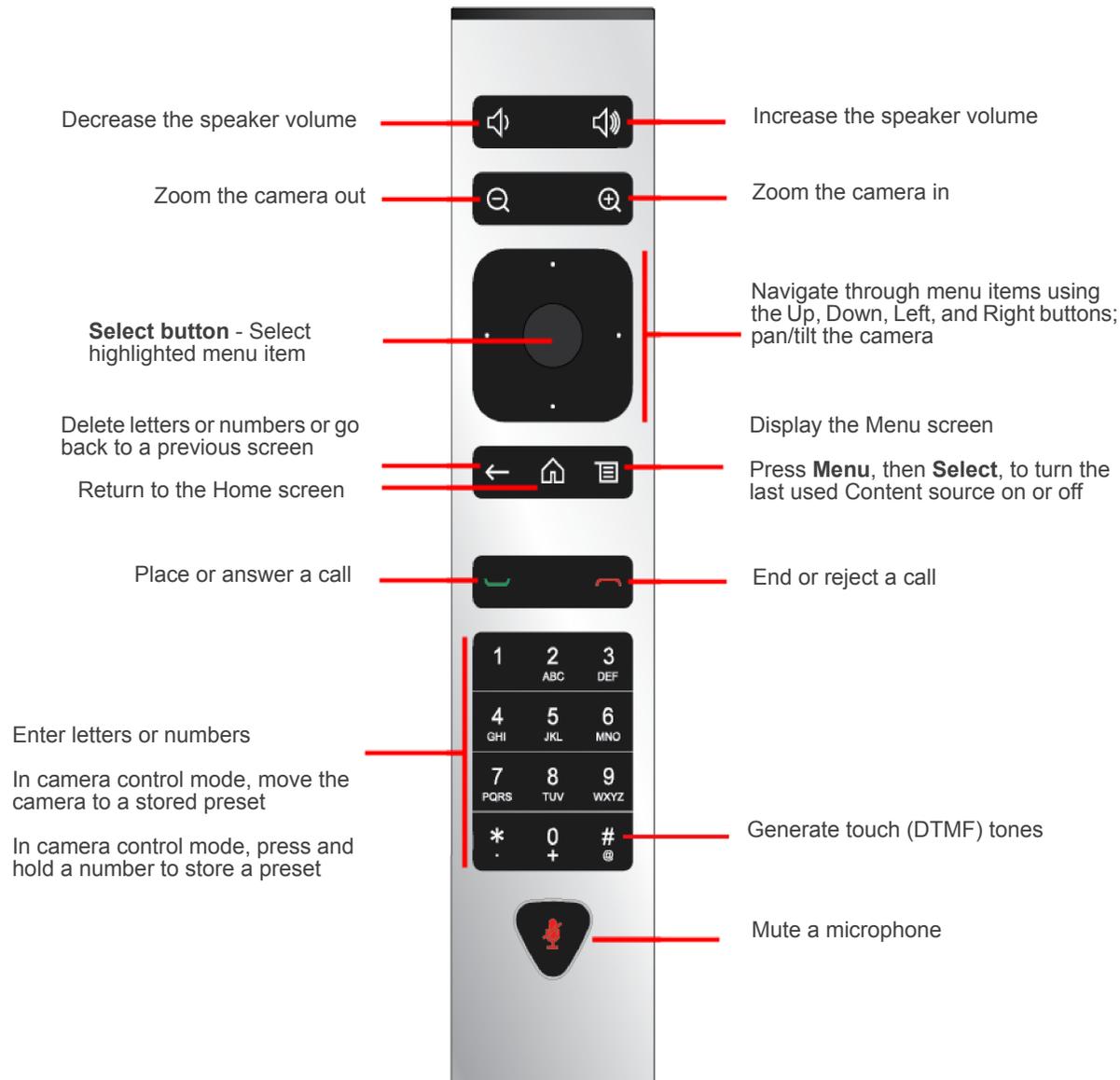


## Quick Tips for the Polycom RealPresence Group Series



For more information about setting up and using the system, refer to the Support pages at [support.polycom.com](http://support.polycom.com).

## Place a Video Call

### Entering a Name or Number

- 1 Select 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 **Call** or press on the remote control.

### Using Contacts

- 1 Select > **Place a Call** > **Contacts**.
- 2 Highlight the contact you want to call. You can navigate to the contact or use the Search field.
- 3 Select **Call** or press on the remote control.

### Using Recent Calls

- 1 Select > **Place a Call** > **Recent Calls**.
- 2 Highlight the entry you want to call.
- 3 Select **Call** or press on the remote control.

### Using Speed Dial

To call a speed dial contact from the Home screen, highlight it and press 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 **Answer** or press on the remote control.

## End a Call

- 1 Press on the remote control.
- 2 If prompted, confirm that you want to hang up.

## Mute Your Microphone

Press on the remote control or on the table microphone.

## 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.



## Quick Tips

for the

**Polycom<sup>®</sup> RealPresence<sup>®</sup>**  
**Group Series**