

# Polycom® RealPresence® Web Suite Quick Tips Guide

3725-03306-001D | Version 2.1.2 | October 2016

## Access the RealPresence Web Suite Services and Experience Portals

- 1 Obtain the URL and login credentials from your administrator.
- 2 Open a web browser, and enter the URL into the address bar.
- 3 If prompted, enter your login credentials.
- 4 Click **Login**.

## Start an Ad Hoc Meeting

- 1 Click **Meet Now**.
- 2 Complete the required and optional fields.
- 3 Select any of the **Meeting options** and enter the required values.
- 4 Click **Start**.

## Schedule a Meeting

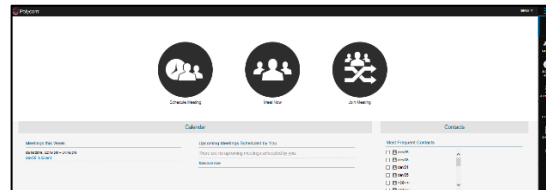
- 1 Click **Schedule Meeting**.
- 2 Enter the required and optional meeting information.
- 3 Select any of the **Meeting options** and enter the required values.
- 4 Click **Schedule**.

## Attach Documents to a Meeting

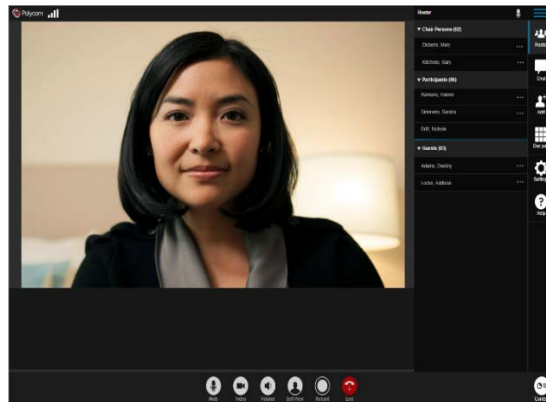
If your environment enables the Enhanced Content feature, you can attach documents to scheduled meetings.

- » In the **Schedule Meeting** screen, either drag and drop the files to the indicated area or click the link to browse to the files.

### RealPresence Web Suite Services Portal



### RealPresence Web Suite Experience Portal



## Join Meetings

### Join a Meeting using VMR

- 1 In the RealPresence Web Suite Services Portal, click **Join Meeting**.
- 2 On the **Join Meeting** screen, enter the **VMR** and **Passcode** (if applicable) provided in the meeting invitation, and click **Start**.

### Join a Scheduled Meeting from the Calendar

- 1 In the RealPresence Web Suite Services Portal, locate the meeting on the home page or from the **Calendar**, and click the meeting.
- 2 Click the **Web URI** or click **Join**.

### Join a Meeting from a Web URL


- 1 Click the web URL in the meeting invitation.
- 2 On the RealPresence Web Suite Experience Portal login page, enter your user name and password, and click **Join the Meeting**.

### Join a Meeting from a Mobile Device

- 1 Click the web URL in the meeting invitation or copy and paste the web URL into your device's web browser.
- 2 On the RealPresence Web Suite Experience Portal login page, enter your user name and password, and click **Join the Meeting**.
- 3 If you have RealPresence Mobile installed, tap **Launch the application** and the meeting connects immediately. If not, click **Install the application from App Store**, and you are redirected to your device App Store to download and install RealPresence Mobile. The meeting then connects.

## Set Audio and Video Preferences

### Plug-in-based Meetings

- 1 When you join a meeting, click .
- 2 On the **Audio/Video Settings** screen, choose your **Microphone**, **Speaker**, and **Camera** settings.
- 3 Move the slider for **Call Quality** to the left or right. The default is set to High.

### Non Plug-in-based Meetings







- 1 Click the camera icon on the right side of your browser URL field to access your camera and microphone settings.
- 2 Allow the browser to access your camera and microphone and select your audio and video preferences.

## Adjust Audio and Video

For plug-in-based calls only.



- 1 During a meeting, click **Settings**.
- 2 Click the drop-down menus to select a **Microphone**, **Speaker**, or **Camera**.

## Control Audio and Video

- 1 Click  or  to mute or unmute your video.
- 2 Click  or  to mute or unmute your microphone.
- 3 Click  or  to mute or unmute your speakers.



## Record a Meeting

Only attendees with the correct permissions can record a meeting.

- 1 Click  to record.
- 2 Click  to stop recording.



## End Meetings

Only a chairperson can end a meeting  
Participants and guests can only exit the meeting.

- » Click  and select any one of the following options if you are the chairperson:
  - **Return to the meeting.**
  - **Exit meeting.**
  - **End meeting for all.**
- » Click  and select **Exit meeting** if you are a participant or Guest.


## Mute Meeting Attendees

Chairpersons can mute all meeting attendees or individual attendees.

- 1 In the **Open Menu** panel, click **Roster** and click  to mute all attendees.
- 2 Click **Roster**, click a name, and click  to mute an individual attendee.

## Drop Attendees

Chairpersons can choose to remove attendees from a meeting.

- » Click **Roster**, select a name, and click .

## Invite Attendees during a Meeting

- 1 Click **Add** to open the meeting details pane.
- 2 Click **Copy to Clipboard**.
- 3 Send the meeting details to a contact.

## Chat with Meeting Attendees

- 1 Click **Chat** and type a message.
- 2 Press **Shift+Enter** to move to the next line within the message and press **Enter** to send.

## Using Enhanced Content (where enabled)

### Share Content from the queue


You can view the shared monitors, applications, files, whiteboards, and blackboards in the shared content from the queue.

- 1 Click **Content** in the lower-right corner. If there are documents already attached to the meeting, **Queue** is selected.
  - Click **Whiteboard** to add a whiteboard.
  - Click **Blackboard** to add a blackboard.
  - Click **File Share** to upload files for sharing.
- 2 Click the **Share** button for the file you want to share.

### Share Your Screen

- 1 Click **Content**.
- 2 Select the desktop monitor you want to share and click **Share**. Or
- 3 Click **Screen Share** to share your desktop or an application window.

### Annotate Content

- 1 Using the toolbar to the left of the stage, draw, highlight, or add text to shared files, images, whiteboard, or blackboard.
- 2 To save annotated content, click  and select **Screenshot**.

## Request Content Sharing Permissions

- » Click **Roster** and click **To share content, click to ask for content sharing permissions** (if applicable).
- » A message at the top of the RealPresence Web Suite Experience Portal informs you if the request is approved or denied.