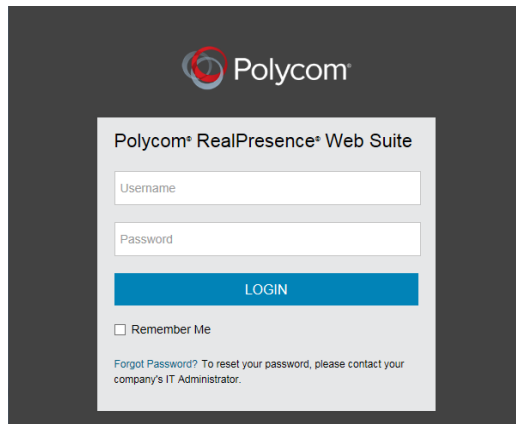


# Polycom® RealPresence® Web Suite Quick Tips Guide

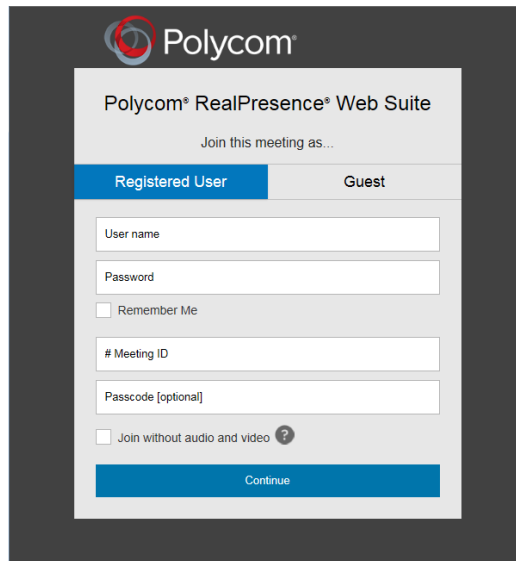
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## RealPresence Web Suite Services Portal Login Page



The screenshot shows the login page for the Polycom RealPresence Web Suite. It features the Polycom logo at the top. Below the logo is a form titled "Polycom® RealPresence® Web Suite". The form contains two input fields: "Username" and "Password". Below these fields is a blue "LOGIN" button. There is a checkbox labeled "Remember Me" and a link for "Forgot Password? To reset your password, please contact your company's IT Administrator."

## RealPresence Web Suite Experience Portal Login Page




The screenshot shows the login page for the Polycom RealPresence Web Suite Experience Portal. It features the Polycom logo at the top. Below the logo is a form titled "Polycom® RealPresence® Web Suite". The form has a section for "Join this meeting as..." with two tabs: "Registered User" (selected) and "Guest". Below the tabs are input fields for "User name", "Password", "# Meeting ID", and "Passcode [optional]". There is a checkbox for "Remember Me" and a checkbox for "Join without audio and video" with a help icon. A blue "Continue" button is at the bottom.


## Log in to the RealPresence Web Suite Services Portal

- 1 Enter the web URL in your browser.
- 2 If prompted, enter your login credentials.
- 3 Click **Login**.

## Schedule a Meeting

- 1 In the RealPresence Web Suite Services portal, click **Schedule Meeting** .
- 2 Enter the required and optional meeting information.
- 3 If your environment enables Enhanced Content and WebRTC, click **Click here** to upload the documents that you want to share in the meetings.
- 4 Select any of the **Meeting options** and enter the required values.
- 5 Click **Schedule**.

## Start an Ad Hoc Meeting


- 1 In the RealPresence Web Suite Services portal, 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**.

## Join Meetings

### Join a Scheduled Meeting from the Calendar

- 5 In the RealPresence Web Suite Services Portal, navigate to **Calendar**, and click the meeting.
- 6 Click the **Web URI**.

### Join a Meeting via the VMR

- 1 In the RealPresence Web Suite Services Portal, click **Join Meeting** .
- 2 Enter the **VMR** number and **Passcode** (if applicable).

### Join a Meeting from a Web URL



- 1 Click the **Web URL** in the meeting invitation or enter the web URL in the web browser.
- 2 Login as a **Registered User** (*username@domain*) or a **Guest**.
- 3 If your system does not populate the **# Meeting ID**, enter the **VMR** number and **Passcode** (if applicable).
- 4 Click **Continue**.

Depending on your deployment, you may connect to the meeting directly in your web browser, or you may need to install additional meeting software.








- If you have the meeting software already installed, the software launches and connects to the meeting.
- If you don't have the software installed or need to install to a new version, your device or system prompts you to download and install the software and then connects to the meeting.

# Meeting Controls Using RealPresence Desktop or RealPresence Mobile








## Select Camera, Speaker, Microphone Devices

- 1 At bottom of the screen, select **Menu** .
- 2 Select **Call Settings** .
- 3 In the Call Settings pane, choose the following:
  - **Video Device**
  - **Audio input device (microphone)**
  - **Audio output device (speakers)**



## Control Audio and Video

- Select **Pause My Video**  or **Start My Video** .
- Select **Mute Microphone**  or **Unmute Microphone** .
- Slide **Adjust Volume** .
- Select **Hide Self View**  or **Show Self View** .


## Mute or Unmute Meeting Attendees

- 1 At bottom of the screen, select **Menu** 
  - Click **Roster**  and click  or  to mute or unmute all participants and guests.
  - Click **Roster** , click a name, and click  or  to mute or unmute the individual attendee.
- 2 Click **Yes** or **No** to confirm the option.

## Share Content

- 1 At bottom of the screen, select **Menu** .
- 2 Click **Share Content** .
- 3 Under **Share Monitor**, select a monitor to share.
- 4 Under **Share Application**, select an application to share.


## End Meetings

- » Click  and select one of the following options:
  - **Exit Meeting**
  - **Exit Meeting for All**
  - **Cancel**

## Drop Attendees

- » Click **Roster** , click a name, and click **Hang up** .

## Change Role

- » Click **Roster** , click a name, and click **Guest**, **Participant** or **Chairperson**.

# Meeting Control Differences Using a Web Browser

## Record a Meeting

- 1 Click **Start Recording** .
- 2 Click **Stop Recording** .

## 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.

# Share Content Using a Web Browser


## Share 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 Do one of the following:
  - Select the desktop monitor you want to share and click **Share**.
  - 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).