



Poly G200 Quick Tips

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Poly G200 is an enterprise-grade video conferencing solution for huddle rooms and smaller spaces. G200 systems offer an intuitive user interface with rich collaboration features.



Power the System On and Off

Poly G200 doesn't have a power button.


- » Plug in the power cord to turn on the device.
- » Unplug the power cord to turn off the device.





Place a Call

You can call using a person's name or number, call a saved contact, or redial a recent number.


Note: In SVC mode you can only call a number or redial a recent call.

To call a name or number:

- 1 From the **Home** screen, select **Place a Call** .
- 2 Enter the number or name in the input field.



- 3 Press **Delete**  on the remote control to delete a character.
- 4 (AVC only) Select **Audio**  or **Video**  to choose a call type.
- 5 Press **Call**  on the remote control or select **Call** on the screen.

To call a contact or redial a recent call:

- 1 From the **Home** screen, select **Place a Call** .
- 2 Do one of the following:
 - Select **Recent**.
 - Select **Contacts**.
- 3 Select the number or contact you want to call. If the complete list is out of view, use the search field.

End a Call



You can end a call on the screen or from the remote control.

- » Do one of the following:
 - Select **Hang Up**  in the right bottom corner of the screen in a call.
 - Press **Hang Up**  on the remote control.

Mute or Unmute Your Microphone

You can mute or unmute the G200 system on the screen, from the table microphone, or from the remote control.

» Do one of the following:




- Select **Mute**  from the toolbar in a call.
- Press **Mute**  on the remote control or on the table microphone.

Pause Video

» Select **Camera**  from the toolbar.

Turning On/Off Camera Tracking

During a call, you can call the meeting control panel to turn on or off the Tracking Mode.

- 1 Press the **Menu**  button on the remote control.
- 2 Select **Tracking On**  or **Tracking Off**  from the toolbar to enable or disable the tracking mode.

Adjust Local and Remote Cameras

You can adjust both the local and the remote camera to the position you want during a call.


Note: The setting is not available in Tracking Mode.

- 1 During a call, press any zoom button on the remote control to call the control panel.
- 2 Optional: To control the far camera in AVC mode, press the round button in the middle of the navigation buttons to switch to the remote camera. SVC mode doesn't support control of the far end camera.
- 3 Press the left, right, up, and down navigation buttons on the remote control to adjust the

camera's position, and use the camera zoom in/out buttons to zoom the camera in or out.

Manually Share or Pause HDMI Content

The system administrator can configure the system to send HDMI content automatically when you plug in the HDMI content cable during a meeting.

» Select **Content**  from the toolbar.


Share Content from Polycom Content App

In AVC mode, you can share content and control it from the Polycom Content App.

- 1 Open the Polycom Content App on your computer.
- 2 Enter the IP address of your G200 system and click **Connect**.
- 3 Select the content you want to share.

Choose a Layout in AVC Meetings

You can choose the layout of the screen for shared content in an AVC meeting.

- 1 During a call, select **Layouts**  from the toolbar.
- 2 Choose the layout format you want to use for your meeting.

Enable Self-View in SVC Meetings

SVC meetings automatically adjust the conference view, but you can manually enable or disable the Picture-in-Picture view when content is shared.

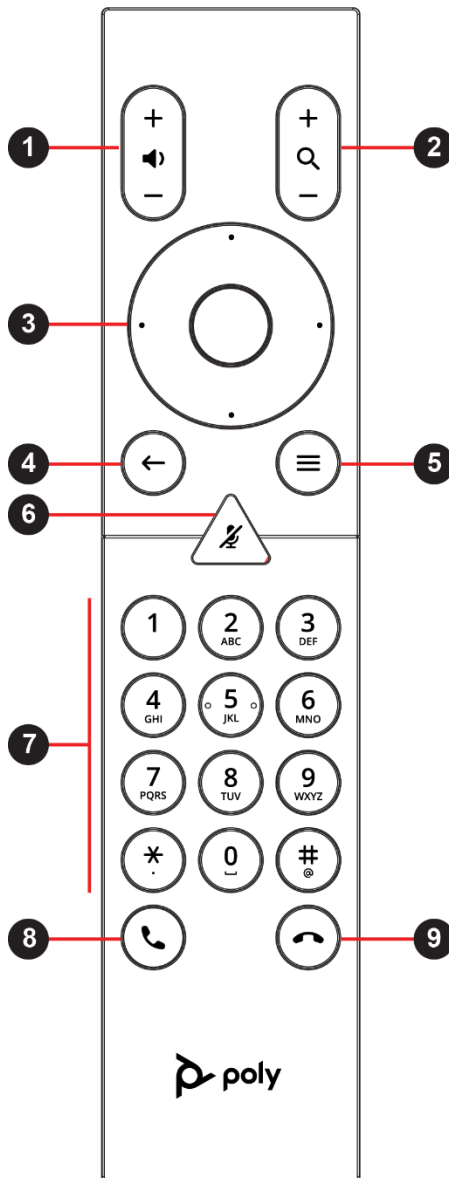
» During a call, select **PIP**  from the toolbar.

The button also switches between views or closes the video.

View Call Statistics

» During a call, press the star button on the remote control.

Remote Control



Parts of the Remote Control

Number	Description
1	Adjust speaker volume
2	<ul style="list-style-type: none"> Zoom camera in/out Turn the local view to full screen on the Home screen
3	<ul style="list-style-type: none"> Navigate through menu items using the up, down, left, and right buttons Pan/tilt the camera Select items The middle Select button switches between far and near end camera during an AVC call
4	Return to the previous screen or delete characters
5	Return to the Home screen or show the toolbar in an active call
6	Mute and unmute the microphone
7	<ul style="list-style-type: none"> Enter numbers In a call, * shows the call statistics In AVC mode, # enables direct input of meeting password by remote control number pad On the Dialing screen, press * twice to switch between “.”, “:”, and “**” On the Dialing screen, press # twice to switch between “#” and “@”
8	Place or answer a call
9	Hang up or reject a call