Place a Video Call

To enter a name or number:
1. From the Home screen, touch \[ ] Place a Call.
2. Enter the dialing information. To enter letters, touch \[ ] Keyboard.
3. To backspace, touch \[ ] Delete.
4. Touch \[ ] Call to place the call.

To call from the Directory:
1. From the Home screen, touch \[ ] Place a Call.
3. Scroll to the entry you want, or touch the Search field to start entering the name.
4. Touch an entry to place the call. Touch \[ ] Info to get more information about the entry.

To call from Favorites or Recent Calls:
1. From the Home screen, do one of the following:
   - Touch \[ ] Place a Call, and then select Favorites.
   - Touch \[ ] Place a Call, and then select Recent Calls.
2. Scroll to the entry you want, and touch it to place the call. Touch \[ ] Info to get more information about the entry.

To call from the Calendar:
If your system is configured to use the Calendar widget:
1. From the Home screen, touch \[ ] Calendar.
2. Touch Join Now to call into the meeting or \[ ] Info.

Answer a Call
If the RealPresence Group system does not answer incoming calls automatically, touch Answer or Ignore when a call comes in.

End a Call
To hang up a call, touch Hang Up on the call screen.

Place a Multipoint Call
To place a multipoint call when in a bridge call, touch Add Participant from the call screen after the first call connects.

Control Volume and Microphones
When you are in a call, audio controls are available on the call screen and at the top of other screens. If you are not in a call, touch \[ ] Audio on the Home screen.
Touch or drag the Volume slider to change the volume of the call at your site. Touch \[ ] Mute/Unmute to control your microphones.

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.
Show Content

To show content from a source connected to the RealPresence Group system:
1. From the call screen or Home screen, touch Show Content.
2. Touch the video source to start showing it. Touch it again to stop showing content.

To show content from a computer connected to the Polycom Touch Control:
1. Connect a computer to the USB port on the underside of the Polycom Touch Control.
2. On your computer, accept the prompt to launch People+Content™ IP.
3. Open the content you want to show, and click in People+Content IP.

Select or Adjust a Camera
1. From the call screen or Home screen, touch Cameras.
2. If you are in a call, touch Near or Far to select either near-end or far-end control.
3. Touch Select Camera, and then touch the camera or other video source you want to select.
4. Touch Control Camera, and touch the arrow buttons or zoom buttons to adjust the camera.

Adjust the Video Layout While in a Call
1. From the call screen, touch Layout.
2. Select the layout you want to use by touching it. If the call screen has no Layout tab, you cannot change the video layout at your site.

Power the Polycom Touch Control On and Off
1. From the Home screen, touch User Settings.
2. Scroll to Power.
4. In the menu that appears, select an option to restart or power off the Polycom Touch Control. If you choose to power off the Polycom Touch Control, you must disconnect and reconnect its cable to power it on again.

The touch control screen goes to sleep after 2 minutes of inactivity. Touch the screen to wake it up.

Software Updates
For more information on software versions compatible with RealPresence Group Series systems, refer to the Release Notes on support.polycom.com.

More Information
For more information about setting up and using the system, refer to support.polycom.com.

View the Video System’s IP Address
1. From the Home screen, touch  
2. Touch the RealPresence Group Series System tab.

IP Video Number displays the system’s address.

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.
- Adjust your camera so that the far end can see you. Fill the screen with people rather than the table, chairs, walls, lights, or floor.
- Make sure that you can see and hear the far-end participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Do not tap on the microphone or rustle papers near the microphone. Mute the microphone before moving it. In a multipoint call, mute your microphone when you are not speaking.