

# Polycom® RealPresence® Group Series with Touch Monitor Quick Tips





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## Wake the System



To wake the system, touch the screen or lift the remote.

## Place a Video Call



### Enter a Name or Number

- 1 On the Home screen, tap  **Place a Call**.
- 2 Tap  **Keypad** and tap  **Onscreen Keyboard**. Enter a contact's name or number.
- 3 Tap  **Dial**.



### Call a Contact

- 1 On the Home screen, tap  **Place a Call** and tap  **Contacts**.
- 2 Do one of the following:
  - » Choose the desired contact from the list of contacts, and tap **Call**.
  - » Tap a group and select a contact.
  - » Using the onscreen keyboard, enter your contact's name and select your contact in the search results.



### Call a Recent Contact

- 1 On the Home screen, tap  **Place a Call** and tap  **Recent**.
- 2 Tap a recent placed or received call.

## Call a Speed Dial Contact

- 1 On the Home screen, tap  **Place a Call** and tap  **Speed Dial**.
- 2 Tap a contact image on the Speed Dial screen.

## Place a Multipoint Conference Call

- 1 Place a call using your preferred method.
- 2 In an active call, touch the screen.
- 3 Tap  **More** >  **Add a Call**.

## Answer a Call

If the system is not set to answer calls automatically, you can manually answer an incoming call.

### To answer an incoming call:

- » Tap **Answer**.

### To answer a call during a call:



- » Tap **Hold + Answer** or tap **Hang Up + Answer**.

## Ignore a Call

- » Tap **Ignore**.

## Hold a Call

Place an active call on hold to answer an incoming call, place a call, or switch between calls.

- 1 In an active call, touch the screen.
- 2 Tap  **More** >  **Hold**.



## Resume a Held Call

Resume a held call when ready. If you completed a separate call while another call was on hold, the held call will not automatically resume.



- » On the Home screen, tap **Resume Call**.

## End a Call


Only active calls can be ended.

- » In a point-to-point call, tap  >  **Hang Up**.


## End a Multipoint Conference Call

- 1 In a multipoint conference call, tap  >  **Hang Up**.
- 2 Select **Hang Up** to end one call or select **Leave Conference** to hang up all calls.

## Mute the Microphone

- 1 In a call, touch the screen.
- 2 Tap  **Mute**.

## Unmute the Microphone

- 1 In a call, touch the screen.
- 2 Tap  **Unmute**.


## Join a Meeting

Join a meeting from the meeting reminder, the Home screen, or the Place a Call screen.

### Do one of the following:

- » On a meeting reminder, tap **Join**.
- » On the Home screen, tap a meeting and tap **Join** or tap **☰** to use the Keypad to enter the meeting number.
- » Tap **Place a Call** > **Calendar** and tap **Join** to attend the meeting.

## Adjust the Volume

- 1 Touch the screen, and tap  **Volume**.
- 2 Place your finger on the Volume slider and move your finger to the left to lower the volume and to the right to raise the volume. Tap anywhere on the bar to set the volume.

## Adjust the Video Layout in a Call

Control the display of the video layout during calls.

- 1 In a call, touch the screen.
- 2 Tap **☰ More** > **PIP Layout**. Select one of the available layouts.

## Start Video




- » To start video, tap  **Camera On**.

## Stop Video




- » To stop video, tap  **Camera Off**.

## Select a Camera



### Do one of the following:

- » On the Home screen, tap  **Camera**.
- » In a call, tap  >  **Camera**.

## Adjust a Camera

- 1 Navigate to  **Camera Control**.
- 2 Tap  to zoom in or  to zoom out. Tap the left, right, up, and down navigation buttons to pan or tilt the selected camera. Not available with all cameras.
- 3 Tap **Near Cameras** or **Far Cameras** to switch between cameras during a call.

## 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.

## Video Call Etiquette

- Be prepared with 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. Solid pastels and muted colors look the best on the screen.
- Ensure that the far site can see and hear you.
- Mute the microphone unless you are speaking.
- Adjust your settings to see and hear the far-site participants.
- Introduce all participants when the meeting starts. Speak and gesture naturally.

## More Information

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