

# Polycom® RealPresence® Centro™ Quick Tips





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## Wake the Solution



To wake the solution, 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** and 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 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.

## Call a Recent Contact

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

## 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 solution 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

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

When you turn the camera off while in a call, the camera remains up and your video is not sent to the far end.

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

## Stop Video

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

## Access VisualBoard

Access the VisualBoard application at any time to show and annotate content.

### Do one of the following:

- » Tap **☰ Content** on the Home screen.
- » In a call, tap **☰** > **☰ Content**.

## Annotate Content

Annotate content displayed on the monitor.

### Do one of the following:

- » Use **👉 Arrow Pointer** to point to sections of a slide.
- » Select the color and thickness of a line to write or draw on the content.

## Create a New Whiteboard or Blackboard

The previous whiteboard is saved automatically when you display a new whiteboard or blackboard.

- » Tap **📄 Whiteboard** or **📄 Blackboard**.

## Undo or Erase Annotations

### Do one of the following:

- » Tap **↶ Undo** to undo a previous annotation.
- » Select **🧽 Erase** and use your finger to erase a previous annotation.
- » Tap and hold **🧽 Erase** for one second to delete all annotations.

## Exit VisualBoard

Close the VisualBoard application when ready.

- » Tap **✖**.

## Solution Status Indicators

The following are the LED indicators that display based on the system's status:

- No LED - off.
- Amber - sleep or standby.
- Blue - on but not in a call.
- Red - microphones muted.
- Green - in a audio or video call.
- Blinking blue and amber- solution starting or software updating.

## More Information

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