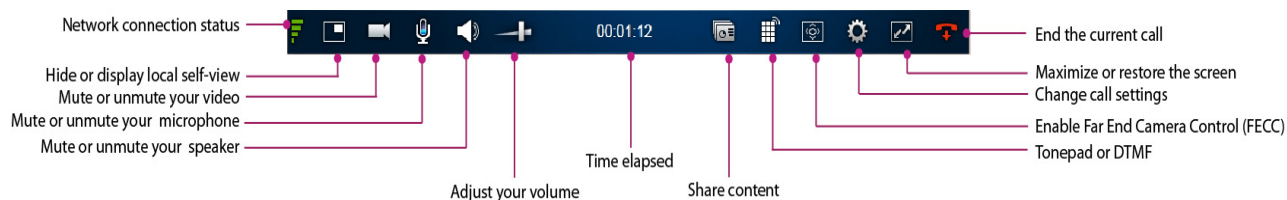


Quick Tips for Polycom® RealPresence® Desktop for Windows

For detailed information, refer to the Polycom RealPresence Desktop Help, available at support.polycom.com.



During a call, touch the screen to activate the in-call toolbar.



Place a Call

Enter a Number

1 Enter the contact number by using the on-screen dialpad or your keyboard.

To delete a number, click or press Backspace.

2 Click to start the call.

Use the corporate directory

- 1 Select .
- 2 To search for a contact, in the **Find a contact** field enter the name or part of the name, and then press **Enter**.
- 3 Click beside the contact name.
- 4 Click the applicable device name to start the call.

Answer a Call

Click **Answer**.

End a Call

Click .

View Recent Calls

- 1 Click .
- 2 Click beside the call that you want to review.

Resize the Application Window




Click to maximize or restore the window.

Control Audio and Video





To adjust the volume

Click and drag the **Volume** slider.

To mute and unmute video and sound


- Click  to mute or unmute your video.
- Click  to mute or unmute your microphone.
- Click  to mute or unmute your speaker.

Control the Far-End Camera

- Click  to start far-end camera control.
- Click  and  to zoom in and out.
- Click  to pan and tilt.

Share Content

To start sharing






- 1 Click .
- 2 Select a monitor or a running application.

To stop sharing from a Monitor or an application




Click **Stop**.

Manage Contacts






To add a contact to your local address book

- 1 Click , and then click .
- 2 Enter the contact's **Last Name** and **First Name**.
- 3 (Optional) Enter identifying information.
- 4 Click .
- 5 Enter the **Device Name** and **Device Type**.
- 6 Complete at least one of the following fields: IP Address, H.323 Extension, H.323 Name, SIP URI.
- 7 Click , and then click  again.

To add a contact from a corporate directory to your local address book

- 1 Click .
- 2 Search for the contact, and then select  beside the contact name.
- 3 Click .

To edit or delete a contact in your local address book

- 1 Click .
- 2 In the **Contacts** list, select  beside the contact's name.
- 3 Do one of the following:
 - To edit the contact, on the **Details** screen, click . Update the information, and then click .
 - To delete the contact, click .



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