



Quick Tips for Poly Studio X70, Poly Studio X50 and Poly Studio X30 in Google Meet Mode

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Home Screen

Google Meet controls display on a Poly touch controller.

Ref.	Feature	Description
1	Meeting card	Join a scheduled meeting.
2	Report a problem	Report issues with Connectivity, Audio, Video, or Other features.
3	Settings	Access and edit Audio, Video, Accessibility, General, and Display settings.
4	Start a new meeting	Start an unscheduled meeting.
5	Use a meeting code	Join a scheduled meeting using a meeting code.
6	Call a phone	Call a phone number.

Join a scheduled meeting from a Poly touch controller

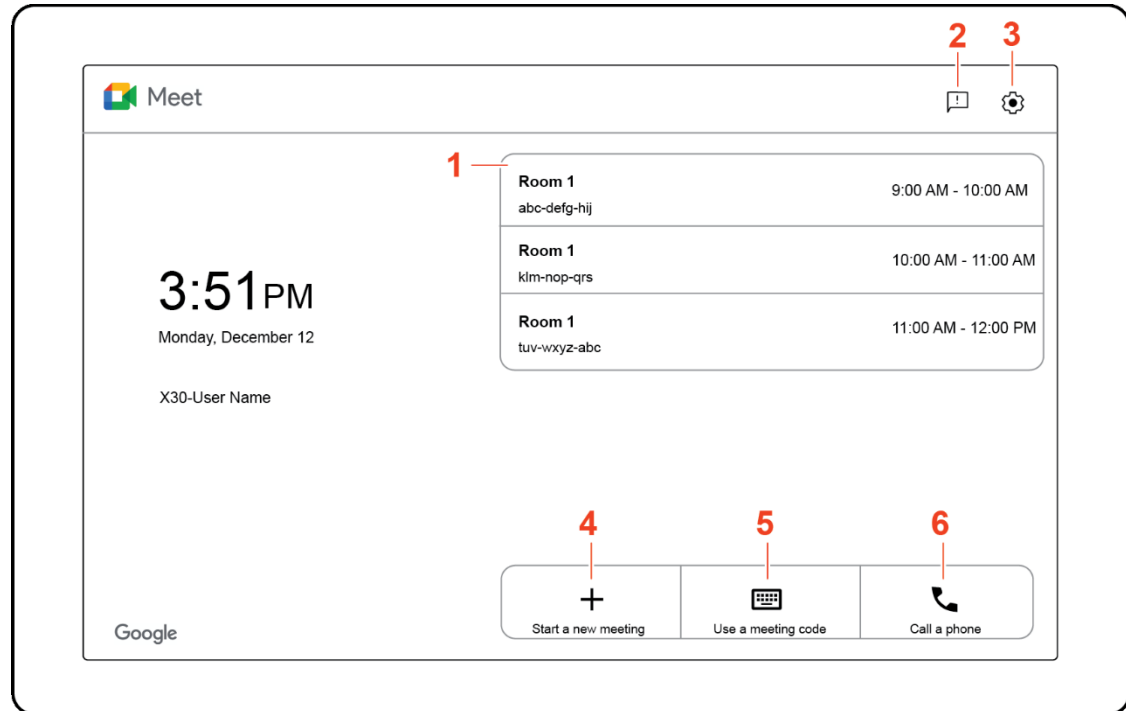
» On the Poly TC8 or TC10 device, select a meeting card.

Note: The meeting owner must first start the meeting and admit you to the meeting.

Join a meeting from a computer

Join a meeting and connect to the room from your computer.

1. Sign into your Google Meet account at meet.google.com.
2. Select **Google apps > Calendar**.
3. Select the meeting card and select Join with **Google Meet**.
4. Select Join now.



Start a new meeting from a Poly touch controller

» On the Poly TC8 or TC10 device, select **Start a new meeting**.

Join an unscheduled meeting from a Poly touch controller

1. Select **Use a meeting code**.
2. Enter the meeting code provided by the meeting organizer
3. Select **Join**.

Call a phone from a Poly touch controller

While in a meeting, use your phone for audio or add someone by phone. You can connect Google Meet to phone numbers in the US and Canada at no extra cost.

1. On the Poly TC8 or TC10 device, select **Call a phone**.
2. Enter a phone number using the onscreen dialpad.
3. Select **Call**.

Meeting Screen

Ref.	Feature	Description
1	Raise hand	Indicate to other participants someone in the conference room wants to speak.
2	Pin to screen	Pin the touch controller to the screen.
3	More actions	Pin a meeting member to screen, or disconnect them from the call.
4	Settings	Access and edit Audio , Video , Accessibility , General , and Display settings.
5	Report a problem	Report issues with Connectivity , Audio , Video , or Other features.
6	Exit meeting	Exit, or end the meeting.
7	Turn on / Turn off microphone	Mute, or unmute the microphone.
8	Turn on / Turn off camera	Mute, or unmute the camera.
9	Volume	Adjust the system volume.
10	Control Camera	Turn continuous framing on or off, zoom in or out, or adjust focus.
11	Turn on captions	Turn on live captioning.
12	Change layout	Change the participant and content layout. Spotlight a participant.
13	Chat	Use the chat option to send messages to other participants.
14	Add people	Invite participants to the meeting.
15	Record Meeting	Start a recording. The recording will be saved in your Meet Recordings folder.

Mute or unmute the microphone

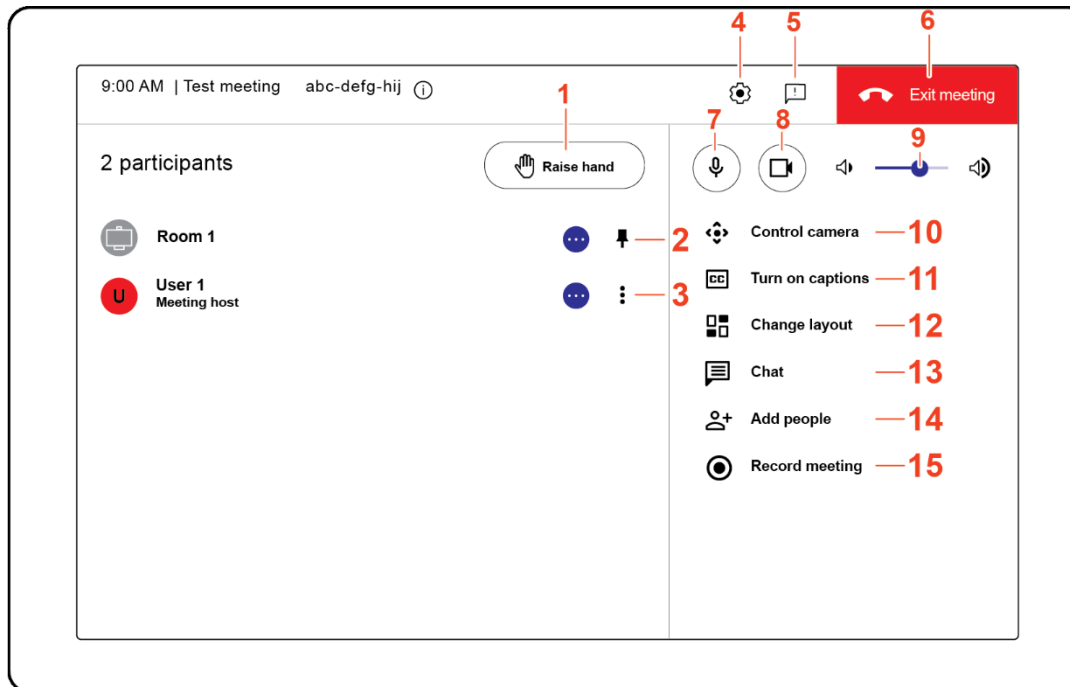
- » Select **Turn off microphone** or **Turn on microphone**.

Turn the camera on or off

- » Select **Turn on camera** or **Turn off camera**.

Control the camera

1. Select **Control camera**.
2. Toggle **Continuous framing** on or off.



Turn on live captions

- » Select **Turn on captions**.

Change the meeting layout

1. Select **Change layout**.
2. Select a layout option from **Auto**, **Spotlight**, **Sidebar**, or **Tiled**.
3. Select **Close**.

Chat with participants

1. Select **Chat**.
2. Enter a message.
3. Select **Send**.

Add participants to a live call

1. Select **Add people**.
2. Enter the email address of the person to invite to the meeting.
3. Select **Send email**.

Record meeting

To record a meeting, a Google Workspace administrator must turn on recording for your account. Recordings are saved to the organizer's **Meet Recordings** folder in My Drive.

- » Select **Record meeting**.

Getting Help

Google Meet Help

For more information on using Google Meet, visit support.google.com/meet.

Studio X70, Studio X50 and Studio X30 Help

For help with your system, visit support.poly.com.