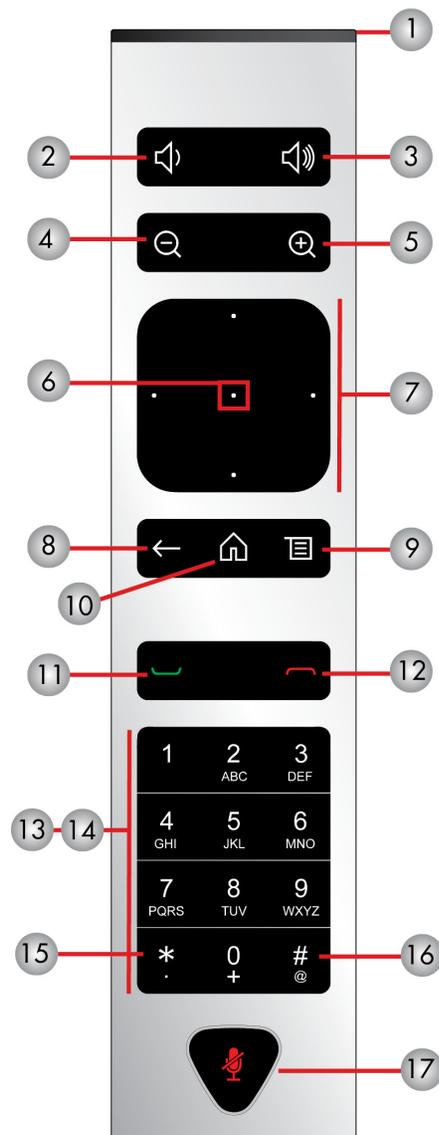


# Polycom® RealPresence® Group Series Quick Tips

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## Parts of the Remote Control

Number	Description
1	LED IR emitter
2	Decrease speaker volume
3	Increase speaker volume
4	Zoom camera out
5	Zoom camera in
6	Select button - Press center button to select highlighted menu item
7	Navigate through menu items using the Up, Down, Left, and Right buttons; pan/tilt the camera
8	Delete letters or numbers or go back to a previous screen
9	Display the Menu screen
10	Return to the Home screen
11	Place or answer a call
12	End or reject a call
13	Enter letters or numbers
14	In camera control mode, move the camera to a stored preset or press and hold a number to store a preset
15	<ul style="list-style-type: none"> <li>Generates an asterisk if the cursor is in a text field</li> <li>Generates a period if the cursor is in a numeric field</li> </ul>
16	Generates touch (DTMF) tones. Press #, followed by DTMF keys to send
17	Mute or unmute a microphone

## Place a Video Call

### Enter a Name or Number

- 1 Select  from the Home screen, or just start entering the number on the remote control.
- 2 Enter the IP address, SIP address, or H.323 name. Include the dots in an IP address. To enter text, use the onscreen keyboard.
- 3 Select **Place a Call** or press  on the remote control.

### Call Contacts or Recent Calls

- 1 Select one of the following:
  - >  >  **Contacts**
  - >  >  **Recent Calls**
- 2 Highlight the contact you want to call. You can navigate to the contact or use the Search field.
- 3 Press  on the remote control.

### Use Speed Dial

To call a speed dial contact from the Home screen, highlight it and press  on the remote control.

### Use the Calendar

If your system is configured to use the Calendar widget, to join a video meeting, click the meeting in your Calendar.

## Answer a Call

Select **Answer** or press  on the remote control.

## Mute Your Microphone

Press  on the remote control or  on the table microphone.

## End a Call

- 1 Press  on the remote control.
- 2 If prompted, confirm that you want to hang up.

## Place a Multipoint Call

To place a multipoint call when in a bridge call:

- Place a call, then press  on the remote control or select , and then select **Place a Call** to place a call to the next site. Repeat until all sites are connected.
- Call a group from the Contacts.
- Call one or more sites, and then ask those sites to call additional sites.

## Adjust the Volume

Press  or  on the remote control.

## Adjust the Video Layout While in a Call

To adjust the video layout that the far-end sites see on their monitors during a point-to-point or multipoint call:

- 1 With your remote control, select  > **Layout**.
- 2 Select Browse.

Select one of the available layouts.

## Select or Adjust a Camera

- While in a call, select  > **Cameras** and either **Near Cameras** or **Far Cameras**. The menu disappears and a message displays, telling you which camera you are controlling.
- To pan or tilt the selected camera: on the remote control, press the left, right, up, and down navigation buttons (not available with all cameras).
- To control cameras without accessing the menu: press  or  on the remote control (not available with all cameras).

## Start and Stop Video In or Out of Calls

- To stop video, using the local interface, go to > **My Video** and select **Camera Off**. A video pause icon appears on the display.
- To start video, using the local interface, go to  > **My Video** and select **Camera On**. The video pause icon disappears from the display.

## 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.

## More Information

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

## 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.
- Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns. Light pastels and muted colors look the best on the screen.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts. Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.