### Wake the System

To wake the system, lift the remote or press any button on the remote.

### Place a Video Call

#### Enter a Name or Number

1. Press \[ \] on the remote control.
2. Enter the IP address, SIP address or H.323 name. To enter text, select \[ \] .
3. Press \[ \].

#### Call a Contact

1. Press \[ \] on the remote control.
2. Select Contacts. Choose the desired contact from the list or press the Select button to search.
3. Press \[ \].

#### Call a Recent Contact

1. Press \[ \] on the remote control.
2. Select Recent. From the list of placed and received calls, select the desired number.
3. Press \[ \].

#### Call a Speed Dial Contact

1. Press \[ \] on the remote control.
2. Select Speed Dial.
3. Highlight the desired contact and press the Select button to place a call.

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### Parts of the Remote Control

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LED IR emitter</td>
</tr>
<tr>
<td>2</td>
<td>Decrease speaker volume.</td>
</tr>
<tr>
<td>3</td>
<td>Increase speaker volume.</td>
</tr>
<tr>
<td>4</td>
<td>Zoom camera out.</td>
</tr>
<tr>
<td>5</td>
<td>Zoom camera in.</td>
</tr>
<tr>
<td>6</td>
<td>Select button - Press center button to select highlighted menu item.</td>
</tr>
<tr>
<td>7</td>
<td>Navigate through menu items using the Up, Down, Left, and Right buttons; pan/tilt the camera.</td>
</tr>
<tr>
<td>8</td>
<td>Delete letters or numbers or go back to a previous screen.</td>
</tr>
<tr>
<td>9</td>
<td>Display the Menu screen.</td>
</tr>
<tr>
<td>10</td>
<td>Return to the Home screen.</td>
</tr>
<tr>
<td>11</td>
<td>Place or answer a call.</td>
</tr>
<tr>
<td>12</td>
<td>End or reject a call.</td>
</tr>
<tr>
<td>13</td>
<td>Enter letters or numbers.</td>
</tr>
<tr>
<td>14</td>
<td>In camera control mode, move the camera to a stored preset or press and hold a number to store a preset.</td>
</tr>
</tbody>
</table>
| 15     | - Generates an asterisk if the cursor is in a text field.  
  - Generates a period if the cursor is in a numeric field. |
| 16     | Generates touch (DTMF) tones. Press #, followed by DTMF keys to send. |
| 17     | Mute or unmute a microphone. |

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.
Place a Multipoint Conference Call

1. Place a call using your preferred method.
2. Press ➤ on the remote to place another call that is automatically added to the active call.
3. Continue calling until all participants are added.

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:
Select Answer or press ➤ on the remote control.

To answer a call during a call:
Select Hold + Answer or select Hang Up + Answer.

End a Call

Only active calls can be ended.

Do one of the following:
» In a point-to-point call, press ➤ on the remote control.
» In a multipoint conference call, press ➤, then select Hang Up to hang up one participant, or select Leave Conference to hang up all calls.

Mute the Microphone

» To mute, press ➤ on the remote control or on the table microphone.

Unmute the Microphone

» If muted, press ➤ on the remote control or on the table microphone to unmute.

Join a Meeting

Join a Meeting

Do one of the following:
» On a meeting reminder, select Join.
» On the Home screen, navigate to the calendar, and select Join.
» Press ➤ on the remote control, then navigate to 📅 Calendar, and select Join.

Adjust the Volume

» To decrease the volume, press ➡️.
» To increase the volume, press ➡️.

Adjust the Video Layout in a Call

Adjust the Video Layout in a Call

Control the display of the video layout during calls.
1. Press ➤ on the remote control.
3. Select one of the available layouts.

Start Video

» To start video, press ➤ and select Camera On.

Stop Video

» To stop video, press ➤ and select Camera Off.

Select a Camera

Select a Camera

Do one of the following:
» On the home screen, select ➤ Camera.
» In a call, press ➤ and select ➤ Camera.

Adjust a Camera

Adjust a Camera

1. Navigate to ➤ Camera Control.
2. Press ➤ to zoom in or ➤ to zoom out. Press the left, right, up, and down navigation buttons to pan or tilt the selected camera. Not available with all cameras.
3. Press the Select button to switch between near and far cameras during a call.

Power the System On and Off

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

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’re 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

More Information

For more information about setting up and using the system, refer to support.polycom.com.