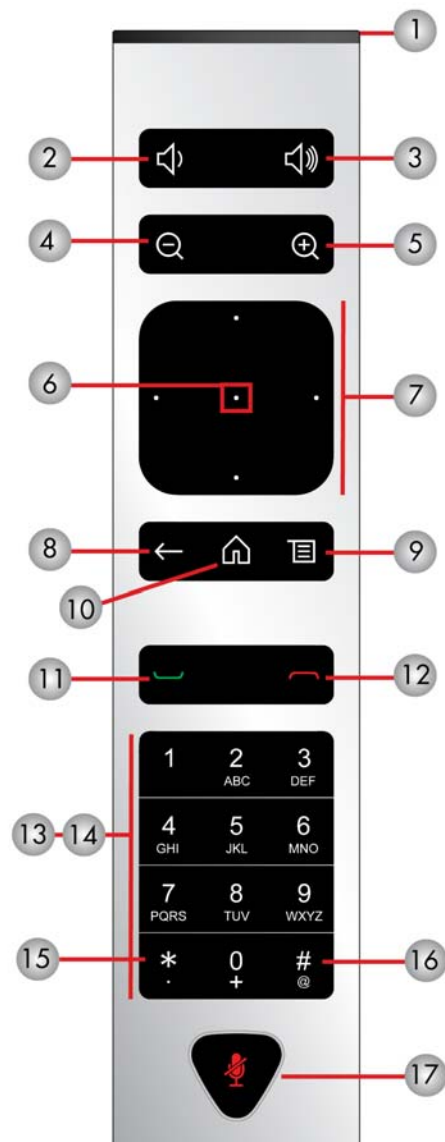


Polycom® RealPresence® Group Series Quick Tips

3725-63709-005A | February 2016



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"> 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.

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.

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

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

Control the display of the video layout during calls.

- 1 Press  on the remote control.
- 2 Navigate to **More > PIP Layout**.
- 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



Do one of the following:

- » On the home screen, select  **Camera**.
- » In a call, press  and select  **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

- » 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

- 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

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