

Polycom[®] RealPresence[®] CloudAXIS[™] Suite

Quick Start Guide

This quick start guide shows you how to use the basic CloudAXIS meeting features. For more detailed instruction, see the *RealPresence[®] CloudAXIS[™] Suite User Guide*.


Scheduling a Meeting

Scheduling a meeting requires a CloudAXIS account. To schedule, log in to CloudAXIS and select **Schedule**. Enter the meeting name, agenda, start time, and duration. In the *Invite People* text box, enter the email addresses of the participants you want to invite; each email must be separated by a semicolon. Click **Schedule** and **Confirm**.

Starting a Meeting Immediately

Starting a meeting immediately requires a CloudAXIS account. To start a meeting, log in to CloudAXIS and select **Meet Now**; the welcome screen displays. Download the plug-in if prompted. Click **Start** to display the interface screen and invite participants. See [Inviting Participants During a Meeting](#).


Recording a Meeting




To record all parts of a meeting, select the  icon while the meeting is in progress. Reselect to end recording.

Ending a Meeting

Ending a meeting requires presenter privileges. To end the meeting, select the  icon.

Inviting Participants During a Meeting

Inviting participants requires presenter privileges. To invite participants by email, click the  icon to open an email message with the meeting's web URL. Enter each participant's email address then send the email.

To invite participants by social connector, click the  icon, click **Contacts** then select a social connector: **Add Facebook Contacts**, **Add Google Talk Contacts**, or **Add Skype Contacts** (Skype must be running on your device). Sign in at the prompt with your credentials then select **Show Contacts**. Select the  icon for each contact you want to invite. Select the  icon next to the search bar to return to the social contacts options.

Accessing a Meeting that Starts Immediately

Meeting creators automatically enter the meetings they start immediately (see [Starting a Meeting Immediately](#)). Participants select a web URL link sent in an email or a Facebook, Google Talk[™], or Skype[™] chat box; download a plug-in if prompted; and select **Start** in the welcome screen. If a participant selects the web URL

from a tablet or phone compatible with the RealPresence Mobile® application, the application will start up immediately or direct the participant to the appropriate application store to install the application.

Accessing a Scheduled Meeting

If logged in to CloudAXIS, select **Calendar**, locate the meeting, select **Host**, and select **Start**.


If not logged in to CloudAXIS, select a web URL from an emailed meeting notification, download a plug-in if prompted, enter an email address in the email text box, and click **Sign In**. If a passcode is required, enter the passcode included in the email and select **Start** in the welcome screen. If selecting the web URL from a supported device compatible with RealPresence Mobile®, the application will automatically launch, if installed.

Viewing a Meeting



After accessing the meeting, control your interface screen display using the following viewing control options:

- **View Self** Toggles your own video stream.
- **View Main Video** Toggles the video stream display of all other meeting attendants.
- **View Content** Toggles the video stream display of shared content.
- **Full Screen** Toggles the display size of the video streams in your interface screen.

Using Group Chat

To use group chat in a meeting, click the  icon on the CloudAXIS interface screen; a *Group Chat* box displays. Enter your text message in the text box and click **Send**.


Managing Video Privacy Settings

To activate your video privacy, click the  icon on the CloudAXIS interface screen. To restore, select .


Managing Audio Privacy

To mute your microphone, click the  icon on the CloudAXIS interface screen. To restore, select .

Sharing Your Content

Anyone assigned presenter rights can share their content. To share content, click the  icon to display your CloudAXIS menu, select the monitor you want to use (example: Monitor 1), select **Share Now**. To end the content share, select **Stop Sharing**.

Leaving a Meeting

Participants leave a meeting by closing their browser window, signing out, selecting , or when the presenter ends the meeting. See [Ending a Meeting](#).