

# Polycom<sup>®</sup> RealPresence<sup>®</sup> CloudAXIS<sup>™</sup> Suite

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

## Meeting Host Actions

If you have a RealPresence CloudAXIS Suite account, you can schedule and begin meetings.

### Schedule a Meeting

To schedule a meeting:

- 1 Log in to RealPresence CloudAXIS Suite.
- 2 Click **Schedule**.
- 3 Enter the meeting name, agenda, start time, and duration.
- 4 In the **Invite People** text box, enter the email addresses of the participants you want to invite.  
**Note:** each email must be separated by a semicolon.
- 5 Click **Schedule** and **Confirm**.

### Start a Meeting Immediately

To start a meeting immediately:

- 1 Log in to RealPresence CloudAXIS Suite.
- 2 Click **Meet Now**  
The welcome screen displays.
- 3 Download the plug-in if prompted.
- 4 Click **Start** to display the interface screen and invite participants.

## Meeting Presenter Actions


Meeting participants with presenter rights can perform advanced actions during a meeting.

### Invite Participants During a Meeting




Only participants with presenter rights can invite participants to an ongoing meeting.

---

### To invite participants by email:

- 1 Click the  icon to open an email message with the meeting's web URL.
- 2 Enter each participant's email address.
- 3 Send the email.



### To invite participants by social connector:

- 1 Click the  icon.
- 2 Click **Contacts**.
- 3 Select a social connector:
  - **Add Facebook Contacts**
  - **Add Google Talk Contacts**
- 4 Sign in at the prompt with your credentials, and then click **Show Contacts**.
- 5 Click the  icon for each contact you want to invite.
- 6 Click the  icon next to the search bar to return to the social contacts options.

## Record a Meeting

Only participants with presenter rights can record a meeting.


### To record a meeting:

- 1 Click the  icon while the meeting is in progress.
- 2 Reclick the  icon to end recording.

## Share Content

Only participants with presenter rights can share content during a meeting.

### To share content:

- 1 Click the  icon to display the RealPresence CloudAXIS Suite menu.
- 2 Select the monitor you want to use (e.g., Monitor 1).
- 3 Click **Share Now**.

### To end the content share:


- » Click **Stop Sharing**.

## End a Meeting

Only participants with presenter rights can end a meeting. If you have presenter rights and want to leave a meeting without ending it, see [Leave a Meeting](#).

---

### To end a meeting:

- 1 Click the  icon.  
The **End Event** screen appears.
- 2 To end the meeting, click **No**.
- 3 Confirm that you want to end the meeting.  
The meeting ends for all participants.

## Meeting Participant Actions

All meeting participants can perform a variety of functions when connected to a meeting through RealPresence CloudAXIS Suite.

### Access a Scheduled Meeting

#### To access a scheduled meeting when logged in to RealPresence CloudAXIS Suite:

- 1 Click **Calendar** and locate the meeting.
- 2 Click **Host**.
- 3 Click **Start**.

#### To access a scheduled meeting when not logged in to RealPresence CloudAXIS Suite:

- 1 Select the web URL from an emailed meeting notification.
- 2 Enter your email address in the email text box, and click **Sign In**.
- 3 If a passcode is required, enter the passcode included in the email invitation and click **Start** in the welcome screen.

If a participant selects the web URL from a tablet or a phone that is compatible with the Polycom® RealPresence® Mobile application, the application will start up immediately or direct the participant to the appropriate application store to install the application.

### Access a Meeting that Starts Immediately

#### To access a meeting that starts immediately when connecting as the host:

- » Meeting hosts automatically enter the meetings that they start immediately (see [Start a Meeting Immediately](#)).

#### To access a meeting that starts immediately as a participant:





- 1 Select the web URL link sent in an email or a Facebook or Google Talk™ chat box.
- 2 Download a plug-in if prompted.
- 3 Click **Start** on the welcome screen.

---

If a participant selects the web URL from a tablet or a phone that is compatible with the Polycom® RealPresence® Mobile application, the application will start up immediately or direct the participant to the appropriate application store to install the application.


## View 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



## Use Group Chat

To use group chat in a meeting:

- 1 Click the  icon.  
The **Group Chat** box displays.
- 2 Enter your text message in the text box, and click **Send**.



## Manage Video Privacy Settings

To manage your video during a call:

- 1 Click the  icon to mute your video.
- 2 Click the  icon to restore your video.

## Manage Audio Privacy

To manage your audio during a call:

- 1 Click the  icon to mute your video.
- 2 Click the  icon to restore your audio.

## Leave a Meeting

To leave a meeting without ending it if you have presenter rights:


- 1 Click the  icon.  
The **End Event** screen appears.

---

2 To leave the meeting without ending it, click **Yes**.

**Note:** you can leave a meeting and have it continue with no participants with presenter rights in the call.

**To leave a meeting as a participant:**

- Close your browser window.
- Sign out of RealPresence CloudAXIS Suite.
- Click the  icon.

The meeting ends for all participants when the presenter ends the meeting. See [End a Meeting](#).

Copyright ©2014, Polycom, Inc. All rights reserved. No part of this document may be reproduced, translated into another language or format, or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Polycom, Inc.

6001 America Center Drive  
San Jose, CA 95002  
USA

#### Trademarks



Polycom®, the Polycom logo and the names and marks associated with Polycom products are trademarks and/or service marks of Polycom, Inc. and are registered and/or common law marks in the United States and various other countries. All other trademarks are property of their respective owners. No portion hereof may be reproduced or transmitted in any form or by any means, for any purpose other than the recipient's personal use, without the express written permission of Polycom.

#### End User License Agreement

By installing, copying, or otherwise using this product, you acknowledge that you have read, understand and agree to be bound by the terms and conditions of the [End User License Agreement](#) for this product.

#### Patent Information

The accompanying product may be protected by one or more U.S. and foreign patents and/or pending patent applications held by Polycom, Inc.

#### Open Source Software Used in this Product

This product may contain open source software. You may receive the open source software from Polycom up to three (3) years after the distribution date of the applicable product or software at a charge not greater than the cost to Polycom of shipping or distributing the software to you. To receive software information, as well as the open source software code used in this product, contact Polycom by email at [OpenSourceVideo@polycom.com](mailto:OpenSourceVideo@polycom.com).

#### Disclaimer

While Polycom uses reasonable efforts to include accurate and up-to-date information in this document, Polycom makes no warranties or representations as to its accuracy. Polycom assumes no liability or responsibility for any typographical or other errors or omissions in the content of this document.

#### Limitation of Liability

Polycom and/or its respective suppliers make no representations about the suitability of the information contained in this document for any purpose. Information is provided "as is" without warranty of any kind and is subject to change without notice. The entire risk arising out of its use remains with the recipient. In no event shall Polycom and/or its respective suppliers be liable for any direct, consequential, incidental, special, punitive or other damages whatsoever (including without limitation, damages for loss of business profits, business interruption, or loss of business information), even if Polycom has been advised of the possibility of such damages.

#### Customer Feedback

We are striving to improve our documentation quality and we appreciate your feedback. Email your opinions and comments to [DocumentationFeedback@polycom.com](mailto:DocumentationFeedback@polycom.com).



Visit the [Polycom Support Center](#) for End User License Agreements, software downloads, product documents, product licenses, troubleshooting tips, service requests, and more