Quick Tips for Polycom® RealPresence® Desktop for Windows

For detailed information, refer to the Polycom RealPresence Desktop Help, available at support.polycom.com.

Place a Call

Enter a Number
1 Enter the contact number by using the on-screen dialpad or your keyboard.
   To delete a number, click or press Backspace.
2 Click to start the call.

Use the corporate directory
1 Select .
2 To search for a contact, in the Find a contact field enter the name or part of the name, and then press Enter.
3 Click beside the contact name.
4 Click the applicable device name to start the call.

Answer a Call
Click Answer.

End a Call
Click .

View Recent Calls
1 Click .
2 Click beside the call that you want to review.

Resize the Application Window
Click to maximize or restore the window.
Control Audio and Video

To adjust the volume
Click and drag the Volume slider.

To mute and unmute video and sound
- Click to mute or unmute your video.
- Click to mute or unmute your microphone.
- Click to mute or unmute your speaker.

Control the Far-End Camera
- Click to start far-end camera control.
- Click and to zoom in and out.
- Click to pan and tilt.

Share Content

To start sharing
1 Click .
2 Select a monitor or a running application.

To stop sharing from a Monitor or an application
Click Stop.

Manage Contacts

To add a contact to your local address book
1 Click , and then click .
2 Enter the contact’s Last Name and First Name.
3 (Optional) Enter identifying information.
4 Click .
5 Enter the Device Name and Device Type.
6 Complete at least one of the following fields:
   IP Address, H.323 Extension, H.323 Name, SIP URI.
7 Click , and then click again.

To add a contact from a corporate directory to your local address book
1 Click .
2 Search for the contact, and then select beside the contact name.
3 Click .

To edit or delete a contact in your local address book
1 Click .
2 In the Contacts list, select beside the contact’s name.
3 Do one of the following:
   ▪ To edit the contact, on the Details screen, click . Update the information, and then click .
   ▪ To delete the contact, click .

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