

► Quick Tips for Polycom Telepresence m100

Set preferences or get help → **Menu**

Search the Directory → **My Contacts**

Right-click anywhere to add a Contact → **All**

Double-click a Contact to place a call → **Ives, Chip**

View calls you've placed and received → **Recent Calls**

Hang up the call → **Hang Up**

Enter an IP address, extension (E.164 address), or URL to call → **Jones, John**

Specify your call type → **H323**

Show or hide your local video → **Local Video**

Hang up the call → **End Call**

Mute your microphone → **Mute**

Adjust the volume → **Volume**

Show a presentation → **Share**

Show or hide the PIP → **PIP**

Show full-screen video → **Full Screen**

Call Controls: **Call**, **Call**

Call Info: Jones, John, My IP: 10.11.12.13, 00:01:18, Call Type: H.323

What is Polycom Telepresence m100?

With Telepresence m100, you can connect to anyone else who is using Telepresence m100 or other types of video conferencing systems. You can show presentations and other content to participants in video calls.



For help with Telepresence m100, go to **Menu > Help**, or press **F1**.

Placing a Call

From Your Contacts List:

- 1 Click to expand the Contacts list.
- 2 Select a contact from the Contacts list.
- 3 Click **Call** to place a call.

From the Recent Calls List:

If your system is configured to show recent calls in the Contacts list, you can see the Recent Calls list from the main window.

- 1 Click to expand the Recent Calls list.
- 2 Select a contact from the Recent Calls list.
- 3 Click **Call** to place a call.

From the Directory:

If your system is registered with a directory server, you can see information about other active sites that are registered with the same sever.


- 1 Click to open the Directory.
- 2 Start typing a name. you see entries that contain the characters you enter as you type.
- 3 Click a name and then click **Call** to place a call.

By Entering the Information Manually:

- 1 Enter the IP, SIP address, or H.323 name in the field at the bottom of the main window.
- 2 Specify whether you want to use H.323 or SIP for the call (optional).
- 3 Click **Call** to start the call.



By Calling a Virtual Meeting Room on a Bridge:

- 1 Do one of the following:
 - If Telepresence m100 and the virtual meeting room are registered to the same gatekeeper, enter the extension (E.164 address).
 - For SIP calls, enter the address in this format: RoomNumber@IP_Address. For example, 1000@11.12.13.14.
 - For H.323 calls, enter the address in this format: IP_Address##Extension. For example, 11.12.13.14##1000.
- 2 Click  **Call** to start the call.

Answering a Call

If your system is configured to answer calls automatically, do nothing. The call connects automatically.


To answer calls manually, do one of the following:

- Click **Answer** to accept the call.
- Click **Ignore** to refuse the call.



Ending a Call

>> Click  to end the call.







Adding People to Your Contacts List

- 1 Click  to open the Directory.
- 2 Start typing a name. You see entries that contain the characters you enter as you type.
- 3 Click a name and then click **Add to Contacts**.

Showing Your Desktop

- 1 Click  on the in-call toolbar.
- 2 Click  **Send Monitor**.
The other sites see the content as it appears on your monitor.

Using the In-Call Toolbar

	Hang up the call.
	Mute your microphone.
	Adjust the volume.
	Show your desktop.
	Toggle the Picture-in-Picture (PIP).
	View full-screen video.
	Adjust the far-end camera.
	Display the tone pad.

Tips and Tricks

- Make sure you know the name or number of the site you want to call.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone.
- In a multipoint call, mute your microphone when you are not speaking.

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