

Polycom® RealPresence® Web Suite Quick Tips Guide

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Access the RealPresence Web Suite Services Portal

- 1 Obtain the URL and login credentials from your administrator.
- 2 Open a web browser, and enter the URL into the address bar.
- 3 If prompted, enter your login credentials.
- 4 Click **LOGIN**.

Start a Meeting Now

- 1 Click **Meet Now**.
- 2 Complete the required and optional fields.
- 3 Select any of the **Meeting options** and enter the required values.
- 4 Click **Start**.

Schedule a Meeting

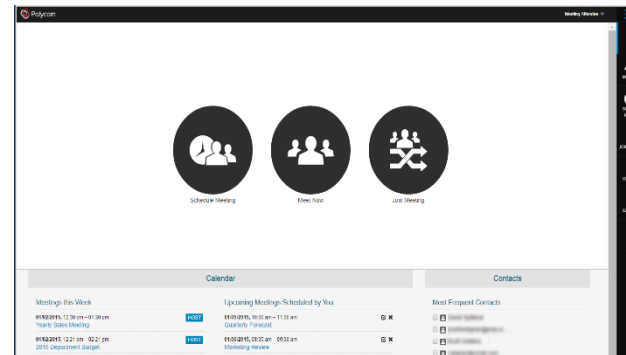
- 1 Click **Schedule Meeting**.
- 2 Enter the required and optional meeting information.
- 3 Select any of the **Meeting options** and enter the required values.
- 4 Click **Schedule**.

Attach Documents to a Meeting

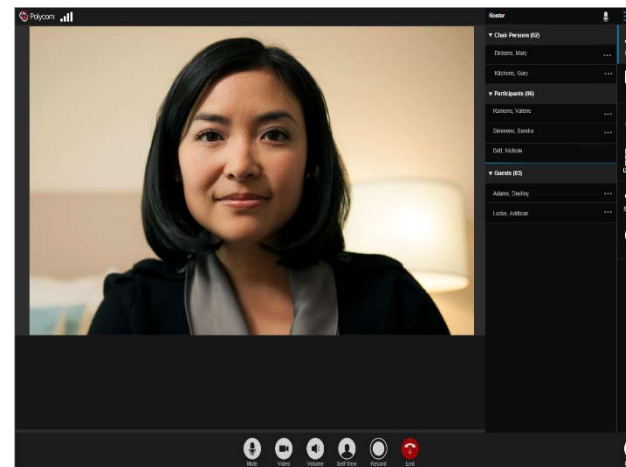
If you have the Enhanced Content feature, you can attach documents to scheduled meetings.

- » In the **Schedule Meeting** screen, either drag and drop the files to the indicated area or click the link to browse to the files.

RealPresence Web Suite Services Portal



RealPresence Web Suite Experience Portal



Join Meetings

Join a Meeting from the RealPresence Web Suite Services Portal

- 1 In the RealPresence Web Suite Services Portal, click **Join Meeting**.
- 2 On the **Join Meeting** screen, enter the **VMR** and **Passcode** (if applicable) provided in the meeting invitation, and click **Start**.

Join a Scheduled Meeting from the RealPresence Web Suite Services Portal

- 1 In the RealPresence Web Suite Services Portal, locate the meeting on the home page or from the **Calendar**, and click the meeting.
- 2 Click the **Web URL** or click **JOIN**.

Join a Meeting from a Web URL


- 1 Click the web URL in the meeting invitation.
- 2 On the RealPresence Web Suite Experience Portal login page, enter your user name and password, and click **Join the Meeting**.

Join a Meeting from a Mobile Device

- 1 Tap the web URL in the meeting invitation or copy and paste the web URL into your device's web browser.
- 2 On the RealPresence Web Suite Experience Portal login page, enter your user name and password, and tap **Join the Meeting**.
- 3 If you have RealPresence Mobile installed, tap **Launch the application** and the meeting connects immediately. If not, tap **Install the application from App Store**, and you are redirected to your device's app store to download and install RealPresence Mobile. The meeting then connects.

Set Audio and Video Preferences

Plug-in-based Meetings

- 1 When you join a meeting, click .
- 2 On the **Audio/Video Settings** screen, choose your **Microphone**, **Speaker**, and **Camera** settings.
- 3 Move the slider for **Call Quality** to the left or right. The default is set to High.

WebRTC-based Meetings







- 1 Click the camera icon on the right side of your browser's URL field to access your camera and microphone settings.
- 2 Allow the browser to access your camera and microphone and select your audio and video preferences.

Adjust Audio and Video

For plug-in-based calls only.



- 1 During a meeting, click **Settings**.
- 2 Click the drop-down menus to select a **Microphone**, **Speaker**, or **Camera**.

Control Audio and Video

- Click  or  to mute or unmute your video.
- Click  or  to mute or unmute your microphone.
- Click  or  to mute or unmute your speakers.


Record a Meeting

Only attendees with the correct permissions can record a meeting.

- Click  to record.
- Click  to stop recording.



End Meetings

Only a chairperson can end a meeting for all. Participants and guests can leave a meeting.

- » Click  and select one:
 - Return to the meeting.
 - Exit the meeting.
 - End the meeting for all.


Mute Meeting Attendees

Chairpersons can mute all meeting attendees or individual attendees.


- Click **Roster** and click  to mute all attendees.
- Click **Roster**, click a name, and click  to mute an individual attendee.

Drop Attendees

Chairpersons can choose to remove attendees from a meeting.

- » Click **Roster**, click a name, and click .

Promote or Demote Attendees

- 1 Click **Roster** and click a name.
- 2 Click  and click either **Chairperson**, **Participant**, or **Guest**.

Invite Contacts during a Meeting



- 1 Click **Add** to open the meeting details pane.
- 2 Click **COPY TO CLIPBOARD**.
- 3 Send the meeting details to a contact.

Chat with Meeting Attendees

- 1 Click **Chat** and type a message.
- 2 Press **Shift + Enter** to move to the next line within the message and press **Enter** to send.

Share Content


Share Basic Content:

- 1 Click **Content**, select the desktop monitor you want to share, and click **Share**.
The Content Sharing toolbar  displays
- 2 Click  to stop sharing content.

Share Enhanced Content

- 1 Click **Content** and select the type of content you want to share:
 - Screen Share
 - File Share
 - Whiteboard
 - BlackboardThe Content Queue shows a thumbnail of each file or application being shared.
- 2 To share an item in the Content Queue, click **Share**.
- 3 To stop sharing an item in the Content Queue, click **Stop**.

Annotate Enhanced Content

- Using the toolbar to the left of the Stage, draw, highlight, or add text to shared files, whiteboard, or blackboard.
- To save annotated content, click  and select **Screenshot**.

Request Presentation Rights

- » Click **Roster** and click **To share content, click to ask for Presentation Rights**.

A message at the top of the RealPresence Web Suite Experience Portal informs you if the request is approved or denied.