Polycom® RealPresence Touch™ Device Quick Tips

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Wake the RealPresence Touch

To wake the device, touch the screen.

Place a Video Call

Enter a Name or Number

1. From the Home screen, tap ☑ Place a Call.
2. Use the slider ☛ to select ☐ Video or ☑ Audio call.
3. Tap ☛ and enter a number or name.
4. Tap ☛ or ☑ to complete the call.

Call a Contact

1. From the Home screen, tap ☑ Place a Call.
2. Tap Contacts.
3. Choose the desired contact from the list or type the contact name in add participant.
4. Tap ☐ or ☑ to complete the call.

Call a Recent Contact

1. From the Home screen, tap ☑ Place a Call.
2. Tap Recent.
3. Tap the name or number on the recent calls list to complete the call.

Place an Audio-Only Call

1. From the Home screen, tap ☑ Place a Call.
2. Use the slider to select ☑ Audio.
3. Enter the number using the keyboard and tap ☑.

Place a Conference Call

1. From the Home screen, tap ☑ Place a Call.
2. From the search bar, add participants using Contacts, Recent Calls or Keypad.
3. Tap + to add or x to remove a participant.
4. Tap ☒ or ☑ to complete the call.

Add a Participant to a Call

1. From the call screen, tap ☐ > ···· More.
2. Tap ☑ Add.

Remove a Participant from a Call

1. Tap More > Participants > Video or Audio.
2. Tap the participant > More > ✖ Remove.

Accept a Call

If the system is not set to answer calls automatically, you can accept an incoming call. Do one of the following:

» To accept an incoming call, tap Accept.
» To accept a call during an active call, tap Add to Call, Hold + Accept or Hang Up + Accept.

Decline a Call

If your system is configured to accept calls automatically, the call connects unless you decline.

» From an incoming call, tap Decline.

Hold a Call

» Tap ☐ Control Bar > ✋ Hold.

Resume a Held Call

» From the Manage Conference screen, tap Resume.
End a Call

» In an active call, tap 
   > Hang Up.

Adjust the Volume

1 Tap 
   Control Bar and tap 
   Volume.
2 On the volume slider bar, move right to increase
   volume or left to decrease volume. Tap anywhere
   on the bar to set the volume.

Mute the Microphone

1 Tap 
   Control Bar.
2 Tap 
   Mute to mute the microphone.

Unmute the Microphone

1 Tap 
   Control Bar.
2 Tap 
   Unmute to unmute the microphone.

Share Content

1 Connect your computer to the RealPresence
   Touch using a compatible USB micro cable. The
   Polycom® People+Content™ IP application is
   available as a new drive on your computer.
2 In People + Content IP, click 
   to connect to the
   conference.
3 To start sharing in an active call, tap 
   More >
   Content. Under People+Content IP, tap 
   Show
   Content.
4 To stop sharing, tap Stop Content.

Join a Scheduled Meeting from the Calendar

Do one of the following:

» From the Home screen, find the meeting and
   tap Join.
» Tap Place a Call > Calendar. Tap 
   More. Enter the meeting number and tap
   or 
   to join.

Control Brightness

1 Tap 
   Menu > Settings > User Settings.
2 Under Display, Auto Adjust is on by default. To
   turn Auto Adjust off, use the slider bar.
3 After Auto Adjust is turned off, you can manually
   touch and drag the Brightness slider to the left for
   lower brightness, or to the right for higher
   brightness.

Select and Adjust a Camera

1 Tap 
   Control Bar and select 
   Camera.
2 Select Near for near-end or Far for far-end
   camera control.
3 Tap the arrow buttons to adjust the camera.
4 Tap the zoom buttons to zoom the camera in or
   out.

EagleEye Producer: To enable or disable tracking,
   use the slider Camera Tracking.

Change Monitor Layouts in a Call

1 Touch the screen monitor to adjust the displayed
   layout. If automatic self-view is disabled, use the
   slider to see options with or without self-view.
2 Select a layout from the available choices under
   Adjust PIP Layout to adjust the near-end layout
   or Adjust Participant Layout to adjust the
   far-end layout.

Note: Layouts on Polycom® RealPresence Immersive
   Studio™ systems are automatically set for you.

Move Camera to a Preset Position

1 Tap 
   Camera and tap Presets.
2 Touch and hold one of the camera positions to
   save as your preset.
3 Enter a label next to the preset number and tap
   Done (optional).

Note: Presets are not available on RealPresence
   Immersive Studio systems.

Start Video

» Tap 
   > Camera On to show your video.

Stop Video

» Tap 
   > Camera Off to hide your video.

Note: This is not available on RealPresence
   Immersive Studio systems.

Get Help

Access Company Contact Information

» Tap Settings > Help.

Access More Documentation

For more information about setting up and using the
   system, refer to support.polycom.com.

www.polycom.com

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