**Polycom Group 500**

**Placing a Call**
- **Join Button** – Use this button to join a meeting scheduled in that room
- **Place a call** – Use this button to dial a Skype for Business Conference ID or 11-digit number

**Call Controls**
- **Self-View On/Off** - toggle picture-in-picture on or off
- **Camera On/Off** - toggle the camera on or off
- **Mute On/Off** - to mute your audio
- **Volume Up/Down** - allows you to control the sound
- **Camera** - allows for more camera display options

**Sharing Content**
- **USB Cable** - Use the USB Cable attached to the touch panel, launch People + Content IP from Windows Explorer, and select play.
- **Skype** – From your tablet or laptop, using the Share Content button and content will be shared wirelessly into meeting
Using Skype with Polycom Video

**New Skype Meeting** - to book a Skype meeting to include a Polycom Unit, create a “New Skype Meeting”.

**Invite Polycom Units** - Add any conference rooms or Polycom units in the “To” field of the meeting invite. This will reserve the room and add the “Join” button to the touch panel.

**Join the Skype Meeting**

- **Laptop or Tablet** - click on the “Join Skype Meeting” button to launch Skype for Business application and join the meeting.
- **Polycom video unit** – Select “Place a Call” and dial the Conference ID.
- **Audio only** - To join the Skype meeting with audio only, dial the 11-digit number and enter the Conference ID.

→ Join Skype Meeting

Trouble Joining? Try Skype Web App

Join by phone

1-614-466-7177 2851305# (Ohio) English (United States)

Find a local number

Conference ID: 2851305

Forgot your dial-in PIN? Help