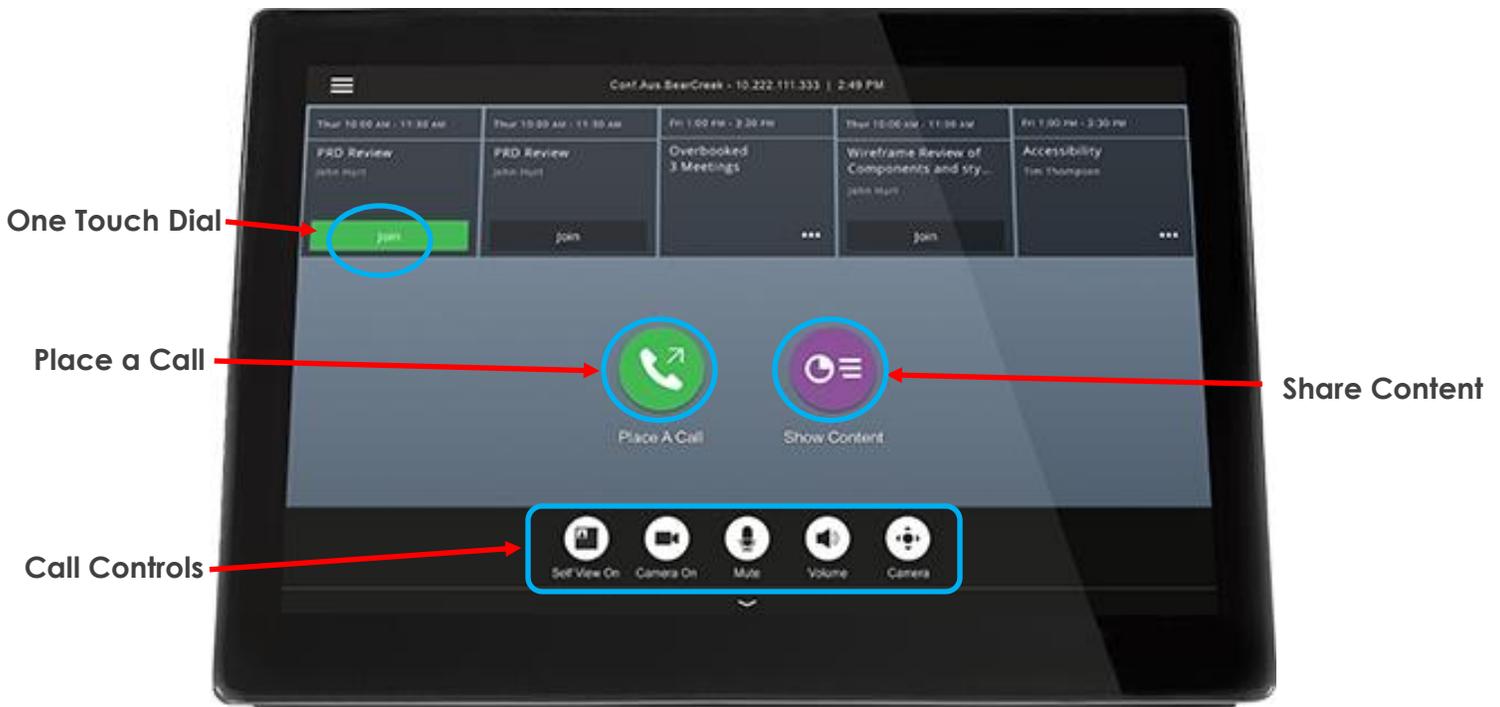


Polycom Group 500



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

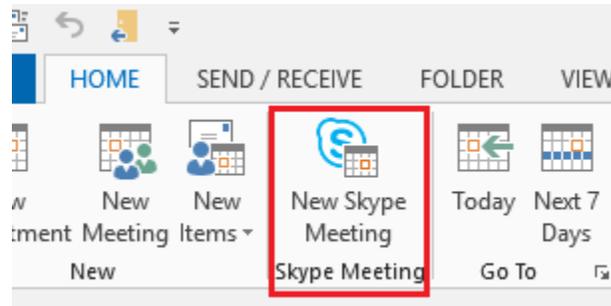
- **Self-View On/Off** - toggle picture-in-picture on or off
- **Camera On/Off** -toggle the camera on or off
- **Mute On/Off** - to mute your audio
- **Volume Up/Down** - allows you to control the sound
- **Camera** - allows for more camera display options

Sharing Content

- **USB Cable** - Use the USB Cable attached to the touch panel, launch People + Content IP  **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 by phone

1-614-466-7177, 2851305# (Ohio)

English (United States)

[Find a local number](#)

Conference ID: 2851305

[Forgot your dial-in PIN? | Help](#)