

# Polycom® RealPresence Touch™ Device Quick Tips

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Number	Description
1	Home screen
2	Place a Call
3	Show Content
4	Menu
5	Control Bar

## 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**.

- 3 Use the slider  to select  Video or  Audio.
- 4 Complete the call using your preferred method.

## 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**.

## Unmute the Microphone

- 1 Tap  Control Bar.
- 2 Tap  **Unmute**.

## 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

You can locate your company's contact information if your administrator has added it.

- » Tap **Settings** > **Help**.

### Access More Documentation

For more information about using this device, refer to [support.polycom.com](https://support.polycom.com).

### Call the Help Desk

You can place an audio-only call to your company's help desk, if your administrator has enabled the Help Desk button.

- » On the RealPresence Touch home screen, tap **Call Help Desk** .