**Quick Tips for the Polycom RealPresence Group Series**

### Parts of the Remote Control

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>LED IR emitter</td>
</tr>
<tr>
<td>2</td>
<td>Decrease speaker volume</td>
</tr>
<tr>
<td>3</td>
<td>Increase speaker volume</td>
</tr>
<tr>
<td>4</td>
<td>Zoom camera out</td>
</tr>
<tr>
<td>5</td>
<td>Zoom camera in</td>
</tr>
<tr>
<td>6</td>
<td>Select highlighted menu item</td>
</tr>
<tr>
<td>7</td>
<td>Navigate through menu items using the Up, Down, Left, and Right buttons; pan/tilt the camera</td>
</tr>
<tr>
<td>8</td>
<td>Delete letters or numbers or go back to a previous screen</td>
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<td>9</td>
<td>Display the Menu screen</td>
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<td>10</td>
<td>Return to the Home screen</td>
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<tr>
<td>11</td>
<td>Place or answer a call</td>
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<td>End or reject a call</td>
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<td>13</td>
<td>Enter letters or numbers</td>
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<td>In camera control mode, move the camera to a stored preset or press and hold a number to store a preset</td>
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<td>15</td>
<td>Generate touch (DTMF) tones</td>
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For more information about setting up and using the system, refer to the Support pages at support.polycom.com.

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**Place a Video Call**

**Entering a Name or Number**

1. Select ✉️ from the Home screen, or just start entering the number on the remote control.
2. Enter the IP address, SIP address, or H.323 name. Include the dots in an IP address. To enter text, use the onscreen keyboard.
3. Select Place a Call or press ✉️ on the remote control.

**Calling Contacts or Recent Calls**

1. Select one of the following:
   - ➤ ✉️ ➤ Contacts
   - ➤ ✉️ ➤ Recent Calls
2. Highlight the contact you want to call. You can navigate to the contact or use the Search field.
3. Select Call or press ✉️ on the remote control.

**Using Speed Dial**

To call a speed dial contact from the Home screen, highlight it and press ✉️ on the remote control.

**Using the Calendar**

If your system is configured to use the Calendar widget, to join a video meeting, click the meeting in your Calendar.

**Answer a Call**

Select Answer or press ✉️ on the remote control.

**Mute Your Microphone**

Press 🎤 on the remote control or ⎦ on the table microphone.
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End a Call
1. Press \( \) on the remote control.
2. If prompted, confirm that you want to hang up.

Place a Multipoint Call
- Place a call, then press \( \) on the remote control or select \( \), and then select Add a Call to place a call to the next site. Repeat until all sites are connected.
- Call a group from the Contacts.
- Call one or more sites, and then ask those sites to call additional sites.

Adjust the Volume
Press \( \) or \( \) on the remote control.

Add to the Favorites List
- In the local interface, go to Place a Call > Contacts. Select Search and use the onscreen keyboard to find the desired entry. Highlight the entry and select Favorite.
- In the web interface, go to the Manage Favorites page. Click Add from Directory, and then search for the person to add and select Save.
- You can also create a Favorite in the web interface. On the Manage Favorites page, click Create New Favorite, and then complete the fields and click Save.

Select or Adjust a Camera
- While in a call, select > Cameras and either Your Cameras or Their Cameras. The menu disappears and a message displays, telling you which camera you are controlling.
- To switch between Your Cameras and Their Cameras without accessing the menu while in a call: on the remote control, press Select.

Tips and Tricks
- Make sure you know the name or number of the site you want to call.
- Connect and test any additional equipment before the meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or "busy" patterns. Light pastels and muted colors look the best on the screen.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts. Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don’t tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking.

Power the System On and Off
- To power on the system, press \( \) on the remote control or the power sensor on the front of the system.
- To power off the system, press and hold \( \) on the remote control or the power sensor on the front of the system for 3 seconds. Wait 15 seconds before you unplug the power cord.