Hold a Call and Place a Call .................................................14
Switch Between Point-to-Point Calls ........................................14
Resume a Call ..................................................................14
Hang Up All Calls and Answer a Call ..................................14
End a Call ......................................................................15
Video Stopping and Starting ................................................15
  Stop Video Using the Remote Control .............................15
  Start Video Using the Remote Control ..............................15
Multipoint Video Calls .......................................................16
  Place a Multipoint Call by Adding Participants ..................16
  Place a Multipoint Call from Contacts ..............................16
  Place a Multipoint Call from Recent Calls .........................17
  Hold and Answer a Call in a Conference ............................17
  Place a Call While a Multipoint Call is on Hold ..................17
  Switch Between Calls in a Multipoint Call .........................17
  Resume a Held Call in a Multipoint Call .........................18
  Hang Up an Individual Call in a Multipoint Call .................18
  Hang Up a Held Call and Add a Call .................................18
  Hang Up All Calls ..........................................................18
  Passwords for Multipoint Calls ........................................18
    Enter a Meeting Password ............................................19
    Set Up a Meeting Password .........................................19
Microsoft Meetings .........................................................19
  View Scheduled Meetings with the Remote .......................19
  Join a Scheduled Meeting from the Home Screen ..............20
  Join a Scheduled Meeting from the Calendar ....................20
Calling with a Polycom SoundStation® IP 7000 Conference Phone .........................................................20
  Answer a Call with a Connected SoundStation IP ...............20
  Place a Call with a Connected SoundStation IP ..................21
  Place a Multipoint Call with a Connected SoundStation IP ....21
  Control Volume with a Connected SoundStation IP ..........21
  Mute Audio with a Connected SoundStation IP .................22
  End a Call with a Connected SoundStation IP ...................22
  Display Content with a Connected SoundStation IP ..........22
Sharing and Managing Content ..........................................23
  Polycom People+Content IP ............................................23
  Install People+Content IP ..............................................24
  Show Content with People+Content IP .............................24
  Stop Showing Content with People+Content IP .................24
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute Automatically Answered Video Calls Using the Remote Control</td>
<td>40</td>
</tr>
<tr>
<td>Multipoint Viewing Modes</td>
<td>40</td>
</tr>
<tr>
<td>Set the Multipoint Viewing Mode</td>
<td>41</td>
</tr>
<tr>
<td>Multipoint Viewing Layouts</td>
<td>41</td>
</tr>
<tr>
<td>Change Multipoint Viewing Layout</td>
<td>42</td>
</tr>
<tr>
<td>Encryption and Security</td>
<td>42</td>
</tr>
<tr>
<td>Verify Encryption Check Code</td>
<td>42</td>
</tr>
<tr>
<td>Change the Call Security Level</td>
<td>43</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>44</td>
</tr>
<tr>
<td>Make a Test Call</td>
<td>44</td>
</tr>
<tr>
<td>System Information</td>
<td>44</td>
</tr>
<tr>
<td>Locate the System Serial Number</td>
<td>44</td>
</tr>
<tr>
<td>Locate the Software Version</td>
<td>44</td>
</tr>
<tr>
<td>Locate Active Alert Messages</td>
<td>45</td>
</tr>
<tr>
<td>Locate the IP Address and H.323 Extension Settings</td>
<td>45</td>
</tr>
<tr>
<td>Locate the LAN Status</td>
<td>45</td>
</tr>
<tr>
<td>Locate Diagnostics</td>
<td>45</td>
</tr>
<tr>
<td>Regulatory Notices</td>
<td>45</td>
</tr>
<tr>
<td>Getting Started with Polycom RealPresence Touch</td>
<td>46</td>
</tr>
<tr>
<td>Power On the RealPresence Touch</td>
<td>46</td>
</tr>
<tr>
<td>Wake the RealPresence Touch</td>
<td>47</td>
</tr>
<tr>
<td>Pair a Previously Paired RealPresence Touch and RealPresence Group System</td>
<td>47</td>
</tr>
<tr>
<td>Managing Calls</td>
<td>47</td>
</tr>
<tr>
<td>Place a Call Using Contacts</td>
<td>47</td>
</tr>
<tr>
<td>Place a Call by Entering a Name or Number</td>
<td>48</td>
</tr>
<tr>
<td>Place a Call Using Recent Calls</td>
<td>48</td>
</tr>
<tr>
<td>Place a Call Using Speed Dial</td>
<td>48</td>
</tr>
<tr>
<td>Search for Directory Contacts to Call on the RealPresence Touch</td>
<td>48</td>
</tr>
<tr>
<td>Answer an Incoming Call on the RealPresence Touch</td>
<td>48</td>
</tr>
<tr>
<td>Decline an Incoming Call on the RealPresence Touch</td>
<td>49</td>
</tr>
<tr>
<td>Hold a Call and Answer a Call</td>
<td>49</td>
</tr>
<tr>
<td>Hold a Call and Place a Call</td>
<td>49</td>
</tr>
<tr>
<td>Switch Between Calls on the RealPresence Touch</td>
<td>49</td>
</tr>
<tr>
<td>Hold a Call</td>
<td>50</td>
</tr>
<tr>
<td>Resume a Held Call on the RealPresence Touch</td>
<td>50</td>
</tr>
<tr>
<td>End a Call</td>
<td>50</td>
</tr>
<tr>
<td>Video Stopping and Starting</td>
<td>50</td>
</tr>
<tr>
<td>Start Video</td>
<td>50</td>
</tr>
</tbody>
</table>
Stop Video .................................................................51

Multipoint Video Calls ................................................51
  Place a Multipoint Call from Recent Calls ..........................51
  Place a Multipoint Call from Contacts ..............................51
  Place a Multipoint Call by Adding Participants .....................52
  Answer an Incoming Call in a Multipoint Conference ...............52
  Hang Up an Individual Call in a Multipoint Call ...................52
  Hang Up All Calls ..................................................53
  Resume a Held Call in a Multipoint Call on the RealPresence Touch ..........................53
  Switch Between Calls in a Multipoint Call .........................53
  Set Up a Meeting Password on the RealPresence Touch .............53

Microsoft Meetings ....................................................54
  View Scheduled Meetings on the Calendar ..........................54
  Join a Scheduled Meeting from the Calendar .........................54
  Join a Meeting in an Overbooked Time Slot on the Calendar .......54
  Create a Conference Call with Microsoft CCCP ......................55
  Add Participants to a CCCP Conference ............................55
  Mute All Participants in a CCCP Conference .........................55
  Remove All Participants from a CCCP Conference ...................56

Sharing and Managing Content .......................................56
  Content Connections of RealPresence Group Systems ...............56
  Show Content From a Computer Connected to the RealPresence Touch ..................58
  Stop Showing Content From a Computer Connected to the RealPresence Touch ........59
  Show Content Using the RealPresence Touch ........................59

Audio Adjustments .....................................................59
  Mute the Microphone ..............................................59
  Unmute the Microphone ............................................60
  Adjust the Call Volume ..........................................60
  Generate Touch Tones on the RealPresence Touch ..................60

Video Adjustments .....................................................60
  Change Monitor Layouts on the RealPresence Touch ................60
  Control the Brightness ............................................61
  Allow Video Display on the Web ..................................61
  Turn Off Video Display on the Web ................................61

Managing Cameras ....................................................61
  Select and Adjust a Camera .......................................62
  Turn On Far End Control of Camera ................................62
  Turn Off Far End Control of Camera ................................62
  Store a Camera Preset ............................................62
  Move a Camera to a Preset Position ...............................63
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troubleshooting</td>
<td>63</td>
</tr>
<tr>
<td>View Device Details for a RealPresence Touch</td>
<td>63</td>
</tr>
<tr>
<td>View System Details and Connection Status for a Room System Connected to RealPresence Touch</td>
<td>63</td>
</tr>
<tr>
<td>Locate Company Contact Information</td>
<td>64</td>
</tr>
<tr>
<td>View Call Statistics</td>
<td>64</td>
</tr>
</tbody>
</table>
Before You Begin

This guide is for users who need to operate Polycom® RealPresence® Group systems.

Please read the Polycom RealPresence Group Series documentation before you operate the system. The following related documents for RealPresence Group Series systems are available from Polycom Support:

- Polycom RealPresence Group Series Software, Options, and Accessories Installation Guide which describes how to install Polycom RealPresence Group systems and accessories
- Polycom RealPresence Group Series Administrator Guide, which describes how to configure, customize, manage, and troubleshoot RealPresence Group Series systems and the Polycom touch devices
- Setup sheets for your hardware
- Release notes
- Polycom RealPresence Group Series Integrator Reference Guide, which provides cable information and API command descriptions
- Polycom RealPresence Group Series Regulatory Notices, which describes safety and legal considerations for using RealPresence Group Series systems

Polycom recommends that you record the serial number and option key of your Polycom RealPresence Group Series system here for future reference. The serial number for the system is printed on the unit.

System Serial Number: ________________________________
Option Key: _______________________________________

Audience, Purpose and Required Skills

The primary audience for this guide are users who want to perform basic to intermediate tasks using the RealPresence Group Series system with or without a Polycom touch device.

These tasks include using the remote controls, making video conference calls to one or several endpoints, adjusting cameras and audio, showing content, recording calls, and more.

Get Help

For more information about installing, configuring, and administering Polycom products, refer to Documents and Downloads at Polycom Support.
**Polycom Partner and Solution Resources**

To find all Polycom partner solutions, see Strategic Global Partner Solutions.

Polycom Implementation and Maintenance services provide support for Polycom solution components only. Additional services for supported third-party Unified Communications (UC) environments integrated with Polycom solutions are available from Polycom Global Services and its certified Partners. These additional services help customers successfully design, deploy, optimize and manage Polycom visual communications within their UC environments.

Professional Services for Microsoft Integration is mandatory Microsoft Office Communications Server, Microsoft Lync Server 2013, or Skype for Business Server 2015 integrations. For additional information and details please refer to http://www.polycom.com/services/professional_services/index.html or contact your local Polycom representative.

**The Polycom Community**

The Polycom Community gives you access to the latest developer and support information.

Participate in discussion forums to share ideas and solve problems with your colleagues. To register with the Polycom Community, simply create a Polycom online account. When logged in, you can access Polycom support personnel and participate in developer and support forums to find the latest information on hardware, software, and partner solutions topics.
Getting Started with Polycom®
RealPresence® Group Series

This guide includes information about Polycom RealPresence Group Series systems.

It includes information that helps you whether you're just starting to learn about video conferencing or if you just need a quick refresher. It also includes step-by-step instructions for everyday video conferencing tasks.

All RealPresence Group Series systems, except the 700 systems, support 1080p60 performance for people or for content at one time. RealPresence Group 700 systems support 1080p60 performance for people and content at the same time.

For detailed information on the available systems and bundles, as well as the most recent feature descriptions, refer to the Polycom RealPresence Group Series Release Notes available at support.polycom.com.

---

**Note: Options are enabled by your administrator**

RealPresence Group systems and Polycom touch devices can be configured to show only those options used in your organization. Therefore, this guide might cover options that you cannot access on your system. To find out more about these options, speak to your administrator.

---

**RealPresence Group System Power**

Powering your system on and off is a simple procedure, but it is important to perform the tasks in a certain order.

Make sure that the system is powered off before you connect devices to it. After you have connected all of the related equipment that you intend to use, connect the power cable and power on the RealPresence Group system.

It is important to note that RealPresence Group Series systems do not have what you might think of as a power button—they have a power proximity sensor. Instead of pressing an actual button that moves, you touch the sensor (or near the sensor) that indicates power on the front of the system.
Power On the RealPresence Group System

*After charging your remote control or attaching accessories, you need to power on the RealPresence Group Series system.*

To power on the RealPresence Group system:

» On RealPresence Group 300, 310, 500, and 700 systems, touch and hold the power sensor on the front of the system. Because the power sensor is touch sensitive, you can place your finger on or close to the sensor. The Polycom splash screen displays within several seconds.

Power On Self Test (POST)

*After being powered on, RealPresence Group 300, 310, 500, and 700 systems automatically perform system health checks before the systems are initialized.*

This process is known as a power on self test, or POST. The status of the POST sequence is displayed with the LED indicator light on the front of the device, or for the RealPresence Group 700 system, in the text field display on the front of the system.

All test results are logged in the system memory. For more information about what the colors of the indicator lights mean, contact your administrator.

When the POST sequence completes with no severe errors, the RealPresence Group system starts normally.

View POST Warnings

*If any warnings occur during the POST, use the remote control to view them after the system starts.*

» Go to > System Information > Status > Active Alerts. For more details, use the remote control to select More Information. If a severe error occurs during startup, the system does not power on. Contact Polycom technical support.

Wake a RealPresence Group System

*After a certain amount of time with no activity, the RealPresence Group system goes into sleep mode.*

» Press any button on the remote control, or just pick up the remote to wake up the system.

Power Off a RealPresence Group System

*If you need to change out certain connected peripherals, you might need to power off the RealPresence Group system.*

To power off RealPresence Group 300, 310, 500, and 700 systems:

1  Touch the power sensor on the front of the system. The indicator light changes color and blinks, which means that the system is shutting down.

2  Release the power sensor when the indicator light changes color.
RealPresence Group Series Icons and Menus

*Cycle through the icons at the bottom of the Home screen to access system features.*

To accomplish tasks, you can press buttons directly on your remote control or use your remote control to navigate menus on the left side of the local user interface.

Available icons on the Home screen vary based on how your administrator configured the system.

Your system IP address, extension, and SIP address might be displayed on the Home screen if your administrator has configured them to be visible.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📜</td>
<td><strong>Menu</strong> - Displays the Menu screen, which allows you to place a call, change cameras, show content in a call, and show the Self View (PIP).</td>
</tr>
<tr>
<td>☎️</td>
<td><strong>Place a Call</strong> - Displays the keypad, recent calls, or contacts so that you can enter numbers, letters, or names to make a call.</td>
</tr>
<tr>
<td>🎥</td>
<td><strong>Content</strong> - Allows you to send content from a supported device. This icon appears only when a content source is detected.</td>
</tr>
<tr>
<td>🛡️</td>
<td><strong>Settings</strong> - Displays the Settings screen, which allows you to open one of the following screens:</td>
</tr>
<tr>
<td></td>
<td>● System Information</td>
</tr>
<tr>
<td></td>
<td>● User Settings</td>
</tr>
<tr>
<td></td>
<td>● Administration</td>
</tr>
</tbody>
</table>

The following table shows the Settings Screen icons and their descriptions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📱</td>
<td><strong>System Information</strong> - Displays the System Information screen, which allows you to obtain system details, view system usage, run diagnostic tests, and view call statistics.</td>
</tr>
<tr>
<td>🎥</td>
<td><strong>User Settings</strong> - Displays the User Settings screen, which allows you to change basic camera settings and to configure call and meeting preferences. This screen is only available if your administrator has allowed you access to the user settings.</td>
</tr>
<tr>
<td>🛡️</td>
<td><strong>Administration</strong> - Displays the Administration screen, which allows you to configure location settings, specify LAN properties, and manage some user security settings. This screen is only available if your administrator has allowed you access to the administration settings. Once an admin password is configured, this icon changes to a padlock.</td>
</tr>
</tbody>
</table>

RealPresence Group Series Remote Control

*The infrared remote control allows you to operate a RealPresence Group Series system.*

This includes placing calls, adjusting the volume, zooming the camera, navigating screens, and more. RealPresence Group Series systems and EagleEye cameras have infrared receivers. You can control your...
RealPresence Group Series system by pointing the remote control toward a RealPresence Group Series system or a connected EagleEye camera. You might need a special cable to connect an SDI camera to the system to receive infrared signals from the remote control. For more information about the cable, contact Polycom support.

**Note: Remote control is disabled when the system is paired**

When the RealPresence Group Series system is paired with an optional Polycom touch device, the infrared remote control is disabled. This insures that only one device is controlling the system.
Remote Control Buttons and Descriptions

Descriptions of the remote control parts are shown in the following table and corresponding graphic.

<table>
<thead>
<tr>
<th>Remote Control Button Descriptions</th>
<th>Parts of the Remote Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number 1</td>
<td>LED IR emitter</td>
</tr>
<tr>
<td>Number 2</td>
<td>Decrease speaker volume.</td>
</tr>
<tr>
<td>Number 3</td>
<td>Increase speaker volume.</td>
</tr>
<tr>
<td>Number 4</td>
<td>Zoom camera out.</td>
</tr>
<tr>
<td>Number 5</td>
<td>Zoom camera in.</td>
</tr>
<tr>
<td>Number 6</td>
<td>Press center <strong>Select</strong> button to select highlighted menu item.</td>
</tr>
<tr>
<td>Number 7</td>
<td>Navigate through menu items using the Up, Down, Left, and Right buttons; pan/tilt the camera.</td>
</tr>
<tr>
<td>Number 8</td>
<td>Delete letters or numbers or go back to a previous screen.</td>
</tr>
<tr>
<td>Number 9</td>
<td>Display the Menu screen.</td>
</tr>
<tr>
<td>Number 10</td>
<td>Return to the Home screen.</td>
</tr>
<tr>
<td>Number 11</td>
<td>Place, answer call.</td>
</tr>
<tr>
<td>Number 12</td>
<td>End, reject call.</td>
</tr>
<tr>
<td>Number 13</td>
<td>Enter letters or numbers.</td>
</tr>
<tr>
<td>Number 14</td>
<td>In camera control mode, move the camera to a stored preset or press and hold a number to store a preset.</td>
</tr>
<tr>
<td></td>
<td>• Generates an asterisk if the cursor is in a text field.</td>
</tr>
<tr>
<td></td>
<td>• Generates a period if the cursor is in a numeric field.</td>
</tr>
<tr>
<td>Number 15</td>
<td>Generates dual-tone multi-frequency (DTMF) tones. Press #, followed by DTMF keys to send.</td>
</tr>
<tr>
<td>Number 16</td>
<td>Mute or unmute a microphone.</td>
</tr>
</tbody>
</table>
Recharge the Remote Control Battery

Your system setup sheet shows how to charge the battery in the remote control the first time.

When the remote control battery power is at 10% or less, a notification displays on the RealPresence Group system Home screen.

Use a USB 2.0 port to charge the remote battery. The RealPresence Group 300, 310, and 500 systems have two USB 2.0 ports on the back of each system, while the 700 system has one USB 2.0 port on the front of the system and two USB 3.0 ports on the back of the system.

To recharge the remote control battery:

1. Pull the battery out of the end of the remote control.
2. Insert the USB plug of the battery into a USB 2.0 port such as the one on your system.
3. Wait until the status light on the battery turns green before removing it from the port.
   Recharging the battery might take from 20 minutes to multiple hours.
4. Insert the charged battery into the remote control.

Figure 1: Recharge the Battery: RealPresence Group 300, 310, 500 and 700 Systems
Accessing Contacts

Before you start calling with your RealPresence Group system, it is important to learn about how the directory is set up by your administrator. After reading this information, contact your administrator with any further questions about the directory setup.

The directory on your RealPresence Group system stores dialing information that helps you make calls quickly and easily. When a site listed in the directory calls your system, the system displays the name on the screen when the call comes in. If a site that calls you is not listed in the directory, you might be prompted to save the contact information in the directory when the call ends.

Sites that you have added are stored on your RealPresence Group system as Contacts. Everyone at your site who uses the system can use the contact entries to place calls. Users at other sites cannot access the contacts on your system.

Polycom RealPresence Group systems support up to 2,000 contacts, or an unlimited number of contacts when the RealPresence Group system is registered with Microsoft Lync Server 2013 or Skype for Business Server 2015. You might also be able to search a directory, view a list of Microsoft Lync or Skype for Business contacts, see if the contacts are online, and call contacts without knowing or remembering their numbers. These contacts appear on the RealPresence Group system when your system is registered with one of the supported Microsoft servers. For more information about this and other Microsoft and Polycom interoperability considerations, refer to the Polycom Unified Communications for Microsoft Environments Deployment Guide.

Contact Presence States on the Local Interface

If your system is automatically provisioned and registered to a global directory server, your directory might include default LDAP group members and up to 200 global contacts stored by the presence service.

Polycom RealPresence Group systems registered to Microsoft Lync 2013 or Skype for Business Server 2015 in an integrated environment use the following presence icons to indicate presence states.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Presence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon1.png" alt="Available" /></td>
<td>Available</td>
<td>The user is available either in or out of a call</td>
</tr>
<tr>
<td><img src="icon2.png" alt="Do Not Disturb" /></td>
<td>Do Not Disturb</td>
<td>The user is set to Do Not Disturb or Busy</td>
</tr>
</tbody>
</table>
Browse the Global Directory

*If your system is registered with a Global Directory Server, you can search for information about other active sites that are registered with the same Global Directory Server.*

These entries are stored on the Global Directory Server, and you cannot edit them.

The global directory contains address book entries downloaded from an enabled global directory server. You can select the global directory to view a list of all global directory entries, scroll through the global directory, and select contacts in the global directory to call. The global directory displays on the RealPresence Group system as a default Favorites group, Global Entry.

**To browse the Global Directory on a RealPresence Group system:**

1. On your remote control, press 📞, then select ‡.
2. Scroll through the directory entries to locate the desired contact.

Search for Directory Contacts

*If you want to call someone who is not in your Favorites or Contacts list, you might need to perform a directory search.*

**Note: Directory searching**

Start your search with the last name first. Do not begin a search with a first name.

**To search for directory contacts:**

1. With your remote control, select 📞 > ‡.
2. To enter a name in the search field, do one of the following:
   - Enter the name using the onscreen keyboard.
   - Use the text-entry method commonly used with cell phones to select letters directly on your remote control.
3. Select **Search** to search for an entry in the directory.
Managing Calls

There are several ways to initiate calls. The most basic calling tasks include the placing calls, answering calls, and ending calls.

You can perform all of the functions that are available when making conventional calls, plus you can make multipoint conference calls, stop and start your video, and more.

Call by Entering a Name or Number

You can place a call several different ways.

One easy way to place a call is to enter a specific name or number using a touch device or the remote control.

An alternate way of entering data is by attaching a standard English USB keyboard to one of the system's USB ports. When a USB keyboard is connected to a RealPresence Group system, you can enter only numbers with the remote control on the local interface's Keypad or Contacts screens.

To enter letters, unplug the keyboard from the USB port, then select the Keyboard button now displayed on your system screen.

Note: Keyboard button does not display if USB keyboard is active

The Keyboard button does not display on your system screen if a USB keyboard is plugged into the system USB port. After you unplug the USB keyboard from the system's port, the Keyboard button displays.

Keep in mind that, depending on the capabilities of your system and the system you are calling, the dialing information could look like one of these examples:

- 10.11.12.13 (IPv4 address—include the dots)
- 2555 (E.164 extension for H.323 or SIP)
- stereo.polycom.com (host name)
- (SIP)

To place a call by entering a name or number:

1. Press \( \text{Enter} \) on the remote control.
In the dialing field, enter the dialing information as follows:

**Numbers:** To enter numbers, select each number on the keypad with the remote control or enter numbers.

**Letters:** To enter letters, touch \( \text{Letter} \). Touch and hold keys to access accented characters. To enter letters, select **Keyboard**. Then use your remote control to select each letter on the onscreen keyboard. Or you can use the text-entry method commonly used with cell phones to select letters directly on your remote control.

**Backspace:** To backspace, touch \( \text{Backspace} \).

To delete a number or letter, press \( \text{Backspace} \) on the remote control.

Enter any additional information needed for the call.

The available settings depend on the type of call and your system's configuration.

Press \( \text{Call} \) on the remote control to place the call or select **Place a Call**.

### Call from the Contacts Screen

*If your system administrator has added directory and contacts, you can view your favorites and search for contacts registered to the same Global Directory Server.*

To place a call from the Contacts screen:

1. Navigate to \( \text{Contacts} \).
2. With your remote control, highlight the entry on the RealPresence Group system screen and select **Call** or press \( \text{Call} \).
   - To see more details about an entry, select **Info**.
3. To search for an entry in the directory, enter the contact name, then select the **Search** keyboard key.

### Call from the Recent Calls List

*You can quickly choose a number to call from a list of the sites you have called recently.*

The Recent Calls screen provides details of all incoming and outgoing calls, including the time of the calls.

To place a call from the Recent Calls list:

1. Press \( \text{Recent Calls} \) and on the local interface, select \( \text{Recent Calls} \).
2. Highlight the entry you want to call.
3. Press **Select** and **Call**, or to use your remote control, select \( \text{Call} \).
   - You can filter the list by touching **All**, **Placed**, or **Received**.
Call a Speed Dial Entry

*If your system administrator enabled Speed Dial, you can use your remote to quickly call a contact in your directory.*

To call a speed dial entry:

1. At the top of the Home screen, select the **Speed Dial** tab and select a Speed Dial entry to call.
2. To place the call, select **Call** or to use your remote control, select 📞.

Answer a Call

*The way a RealPresence Group system handles incoming calls depends on how the system is configured.*

It either answers the call automatically, rejects the call automatically, or prompts you to answer the call manually.

If the Polycom RealPresence Group system is not configured to answer incoming calls automatically, you are prompted to answer manually.

To answer a call manually:

- Using your remote control, select **Answer** or press 📞.

Ignore a Call

*If the Polycom RealPresence Group system does not answer incoming calls automatically, you are prompted to answer manually.*

To ignore an incoming call:

- Using your remote control, select **Ignore** or press 📞.

Hold a Call

*In a point-to-point call, you can place a call on hold, and then answer an incoming call, make an outgoing call, or switch between two calls.*

After you complete a call, you can resume the call you had on hold.

To place a point-to-point call on hold:

1. Press **Menu** on the remote control, then select **Active Call > Hold**.
   
   When a call is on hold, **On Hold** appears on the RealPresence Group system screen for 5 seconds. After 5 seconds, the Hold icon 📞 appears and remains on the screen until all calls disconnect or are resumed.
Hold a Call and Answer a Call

At times, you might need to place a call on hold and answer an incoming call.

To place a call on hold to answer a call:
- Use your remote control to select **Hold + Answer**.
  If you want to hang up on the call that has been on hold the longest, select **Hang Up + Answer**.

Hold a Call and Place a Call

To make an individual outgoing call while you are on a call, you must place the active call on hold.

To make an outgoing call while a call is on hold:
- Press **home** on the remote control.
  Place the call using your preferred method.

Switch Between Point-to-Point Calls

When you have a call on hold, you can switch between the held and active call.

To switch between calls:
1. Press **Menu**.
2. Select **Switch To**.

Resume a Call

When you no longer want to keep a call on hold, you can resume the held call.

To resume a held call:
- Use your remote control to select **Manage > On Hold > Resume Call**.

Hang Up All Calls and Answer a Call

When Auto Answer Point-to-Point Video is set to No, you can add an incoming call to the conference.

To hang up all point-to-point active and held calls:
- Select **Hang Up + Answer** to hang up all active and held calls and establish a point-to-point call with the incoming call.
End a Call

When your call is complete, hang up the call.

To hang up a call:

» On the remote control, press \.

Video Stopping and Starting

Whether you are in a call or before a call begins, you can start and stop sending your video at any time.

Stopping your video allows you to stop sending your near-end camera-encoded video while still remaining connected to the conference. When your video is stopped, the far end does not see video transmission from you.

Note: Stopping video in Microsoft environments

In Microsoft Lync 2013 or Skype for Business 2015 environments when your video is stopped, video transmissions ceases and no Self View displays. When your video is stopped in other environments, a video pause image is sent to the far end.

Regardless of environment, stopping your video does not affect the sending or receiving of content.

Stop Video Using the Remote Control

Sometimes, you want to stop sharing your video whether in or out of a call.

To stop video in or out of a call:

1 Using the local interface, go to \ > My Video.
2 To stop video, select Camera Off.

When you stop the video, a video pause icon appears on the display.

Start Video Using the Remote Control

If your near-end site video is currently not displayed, you can choose to display your video to others in a conference call.

To start video in or out of a call:

1 Using the local interface, go to \ > My Video.
2 To start video, select Camera On.

When you start the video, the video pause icon disappears from the display.
Multipoint Video Calls

*Multipoint video calls, or conferences, involve at least three different endpoints.*

During a multipoint call, multiple sites can see and hear each other. You can also share content in a multipoint call, just as you can in a point-to-point call.

All systems can participate in multipoint calls. To host multipoint calls, your administrator must install the multipoint video option key. You can host multipoint calls using a video conferencing system with multipoint capabilities, or you can use a bridge, such as the RealPresence® Collaboration Server 800s.

**Note: Multipoint limitation**

You cannot host multipoint video calls on RealPresence Group 300 and 310 systems.

How you place a multipoint call depends on whether you're using a RealPresence Group system or bridge with multipoint capabilities. The number of sites allowed in the call is determined by the capabilities of the system or bridge hosting the call.

**Place a Multipoint Call by Adding Participants**

*To start a new multipoint call, you need to start with the first participant or site and then add others.*

**To place a multipoint call by adding participants to a call:**

1. Call the first site.
2. After the call connects, press on the remote control to open the dialing keypad.
3. Place a call to the next site.
4. Repeat the above steps until all sites are connected.

**Place a Multipoint Call from Contacts**

*If the sites you want to call are part of your contacts list, you can place a multipoint call from the Contacts screen.*

**To place a multipoint call using Contacts:**

1. Using your remote control, select and navigate to on your system screen.
2. Highlight an entry in the Contacts list.
3. On your remote control, press , or press Select, and navigate to Call on your system screen.

Your system attempts to call the site using a pre-defined list of call types, if it is configured to do so. For more information, contact your system administrator.
Place a Multipoint Call from Recent Calls
You can conveniently place a multipoint call to sites you recently called from the Recent Calls screen.

To place a multipoint call using Recent Calls:
1. Using your remote control, press  and select .
2. Highlight an entry in the Recent Calls list.
3. Press , or press Select, and navigate to Call on your system screen.

If it is configured to do so, your system attempts to call the site using a pre-defined list of call types. Contact your system administrator for more information.

Hold and Answer a Call in a Conference
While in a multipoint call, you can hold the main call and answer an incoming call.

To hold the main call and answer an incoming call:
1. Use your remote control to select Hold + Answer to hold the current call and answer the incoming call.

   Note: Holding individual calls in a multipoint conference
   Depending on the call type, you might be able to put an individual participant in the meeting on hold and resume in a multipoint conference.

Place a Call While a Multipoint Call is on Hold
You can hold a conference call in order to make a new call.

To make an outgoing call while a call is on hold:
» Press  on the remote control.
   Place the call using your preferred method.

Switch Between Calls in a Multipoint Call
When you have a call on hold, you can switch between the held and active calls.

To switch between calls:
» Use your remote control to select Manage.
   This allows you to determine which call to make active.
Resume a Held Call in a Multipoint Call

When there is no active call, but there is a call on hold, you can resume the held call.

To resume a call on hold:

» If you have a single call on hold with no active call, to resume the call on hold, select Resume Call.

Hang Up an Individual Call in a Multipoint Call

In a multipoint call, you can hang up calls individually.

To hang up an individual call in a multipoint call:

1. Using your remote control, press \.[

Hang Up a Held Call and Add a Call

Depending on how your administrator configured your system, you might be able to add an incoming call to a conference.

To hang up the call that has been on hold the longest and add an incoming call to the conference:

» Select Hang Up + Answer to hang up the call that has been on hold the longest.
   The incoming call is added to the conference.

Hang Up All Calls

When you are in a conference call, you can hang up one call at a time or hang up all calls at once.

To hang up all calls in a conference call:

1. Using your remote control, press \.[
2. Select Leave Conference.

Passwords for Multipoint Calls

You might be required to enter a meeting password to join a multipoint call.

In addition, you can require that far-end systems enter a meeting password to prevent unauthorized participants from joining multipoint calls hosted by your RealPresence Group system.

Keep the following points in mind regarding meeting passwords:

● Do not set a meeting password if multipoint calls include audio-only endpoints. Audio-only endpoints are unable to participate in password-protected calls.
● Microsoft Office Communicator clients are unable to join password-protected multipoint calls.
SIP endpoints are unable to dial in to password-protected multipoint calls.

If a meeting password has been set for a call, People+Content IP clients must enter the password before joining the meeting.

**Enter a Meeting Password**

*Before you can join a multipoint call, you might be prompted to enter a meeting password.*

**To enter a meeting password:**

» If a prompt appears on the screen, use the remote control or on-screen keypad to enter the password.

If you hear an audio prompt, use the remote control to generate DTMF tones. Press the # key on your remote control and a message displays “Touch tones enabled.” Then use the number keys to enter numbers.

**Set Up a Meeting Password**

*You can set up a meeting password to ensure only authorized participants can join the meeting.*

**To configure a meeting password:**

1. From the Home screen, select **Menu > Settings > User Settings > Meetings**.
2. Enter the password in the **Meeting Password** field in one of these ways:
   - Press the remote control number buttons, using the text-entry method commonly used with cell phones.
   - Use the on-screen keypad to enter the password.
3. Press **go** to save your change and return to the Home screen.

**Microsoft Meetings**

*RealPresence Group systems can connect to Microsoft Exchange Server 2013 and retrieve calendar information associated with a Microsoft Outlook or Microsoft Office 365 account.*

If the Home screen does not display calendar information, the system is not registered with the Microsoft Exchange Server. Contact your administrator to register the system.

**Note: Scheduled meetings**

Endpoints using Microsoft Office 365 accounts must be SIP-registered to Microsoft Lync 2013 or Skype for Business Server 2015 in order to join calendar meetings.

**View Scheduled Meetings with the Remote**

*If your RealPresence Group system is configured to connect to the Microsoft Exchange Server, you can view scheduled meetings on the Home screen.*

To view more information about a meeting on the calendar, select the meeting. Depending on the your system is configured, private meeting details might not be visible.
To view scheduled meetings from the calendar using the remote:

» In the local interface, access the Home screen.
   Scheduled meetings are listed for the current day and for the next 6 days.

Join a Scheduled Meeting from the Home Screen

*You can join a scheduled meeting from the Home screen.*

To join a scheduled meeting:

1. With your remote, select a meeting on the Home screen.
2. Select Join to call into the meeting.

Join a Scheduled Meeting from the Calendar

*You can join a scheduled meeting from the calendar.*

To join a meeting from the calendar:

1. Select the Calendar tab.
2. Use the arrow keys on the remote control to move the focus on the screen to the Calendar block.
3. Use the arrow keys to move the focus to the meeting you want to call into, and then click Join.

Calling with a Polycom SoundStation® IP 7000 Conference Phone

*When you connect a Polycom SoundStation® IP 7000 conference phone to a Polycom RealPresence Group system, the conference phone becomes another interface to dial audio or video calls.*

The conference phone operates as a microphone and as a speaker in audio-only calls.

For more information, refer to the SoundStation IP 7000 documentation available on the Polycom web site.

Answer a Call with a Connected SoundStation IP

*Use a connected SoundStation IP 7000 conference phone to answer incoming calls.*

To answer a call using a connected SoundStation IP 7000 conference phone:

» Press the Answer soft key on the conference phone.
Place a Call with a Connected SoundStation IP

It is easy to place a call using a SoundStation IP conference phone connected to a RealPresence Group system.

To place a point-to-point call using a connected SoundStation IP 7000 conference phone:

1. Press on the conference phone and press the Video or Phone soft key.
2. On the conference phone keypad, enter one of these:
   - The IP address (for example, 10*11*12*13) of the site you want to call
   - The phone number (for example, 19784444321) of the site you want to call
   - To enter letters, press the ABC soft key. To enter an asterisk, press the Video button and then press */# on the SoundStation IP 7000 keypad two times.
   - To enter a dot or @ symbol, press the ABC soft key then */# multiple times.
You can also place calls using the conference phone’s directory or the redial key.
The indicators on the conference phone are green when the system is in a call and audio is not muted.

Place a Multipoint Call with a Connected SoundStation IP

It is simple to place a multipoint call by using a SoundStation IP conference phone that is connected to a RealPresence Group system.

To place a multipoint call using a connected SoundStation IP 7000 conference phone:

1. Call the first site.
2. When the call connects, press the Add Video or Add Phone soft key on the conference phone.
3. Place a call to the next site.
4. Repeat steps 2 and 3 until all sites are connected.

Control Volume with a Connected SoundStation IP

It is intuitive to change the volume of a call on the SoundStation IP conference phone.

To control volume in a call using a connected SoundStation IP 7000 conference phone:

» Press and on the conference phone to adjust the volume of audio from the far end.
   You can also adjust the volume using the volume buttons on the RealPresence Group system remote control.
Mute Audio with a Connected SoundStation IP

Muting audio is a one-step process with the SoundStation IP conference phone.

To mute audio in a call using a connected SoundStation IP 7000 conference phone:

» Press \( \text{Mute} \) on the conference phone.

You can also mute the audio using the mute button on the RealPresence Group system remote control or on a connected RealPresence Group system microphone.

The indicators on the conference phone are red when your audio is muted. The near-end \( \text{Audio Mute} \) icon also appears on the monitor display.

End a Call with a Connected SoundStation IP

When your call is completed, quickly and easily end the call using the connected SoundStation IP conference phone.

To end a call using a connected SoundStation IP 7000 conference phone:

1 Press \( \text{End Call} \) on the conference phone to hang up the call.

• Press the More soft key then the Manage soft key to hang up one connection in a multipoint call.

Display Content with a Connected SoundStation IP

Showing content with a SoundStation IP conference phone connected to a RealPresence Group system is a simple task.

To start or stop showing content using a connected SoundStation IP 7000 conference phone:

» Press the Content soft key on the conference phone.

Content plays from the following input if that input is configured for Content:

- RealPresence Group 310 system: You can connect a camera to video input 2.
- RealPresence Group 500 system: You can connect a camera to video input 2.
- RealPresence Group 700 system: You can connect a camera to video input 3.

Contact your system administrator for more information.

Note: Content and RealPresence Group 300 systems

You can only show content with a RealPresence Group 300 system by using the People+Content IP application.
Sharing and Managing Content

To show people and content at the same time, the RealPresence Group systems must be configured for content.

You can show the following to the far-end systems:

- Any information stored on a computer connected directly to a RealPresence Group system or a Polycom touch device
- A DVD or DVR player connected directly to a Polycom RealPresence Group system
- Content from the Polycom People+Content™ IP application (installed on a computer and connected to the Polycom RealPresence Group system)
- VisualBoard

Note: Copyright-protected media

If you attempt to display copyright-protected content on the local interface, such as from a DVD or DVR, the following message is shown on the RealPresence Group system: “This content is protected and cannot be displayed or shared.” This message appears in a call and out of a call.

You can show one content source and one people video source at a time, and you can switch to a different type of content or people video source if you need to. Participants at other sites can also show content or people video sources. Content shown is from one site at a time; another site sharing content overrides any content being shared.

When you are showing content, a message appears on your main monitor. Whether you also see the content on your monitor or projector depends on how your system was configured.

Note: Showing content on RealPresence Group 300 system

To show content on a RealPresence Group 300 system, you must use People+ContentIP.

Polycom People+Content IP

The People+Content IP application allows you to send content from a computer that is not connected directly to the RealPresence Group system or Polycom touch devices.

Keep the following points in mind about People+Content IP:

- People+Content IP provides video-only content. No audio is shared.
- People+Content IP supports any computer desktop resolution with color set to 16-bit or higher.
- Your computer resolution can be set to anything, but People+Content IP scales the image to 1024x768 or 1280x720.
Note: Showing content recommendations
For a computer connected directly to the RealPresence Group system, Polycom recommends using the Send Computer button or Content button instead of People+Content IP.

Install People+Content IP
You must install the People+Content IP application on a computer before you can use it to show content.

To install People+Content IP on a computer:
   In the Search box, type PPCIP application download.
2. Download and install the People+Content IP software.

Show Content with People+Content IP
After you install People+Content IP, you are ready to share content.

Note: Multiple windows and People+Content IP
If you are using multiple windows on your computer, move the People+Content IP icon to the window you want to share.

To start showing content:
1. On your computer, start the Polycom People+Content IP application.
2. Enter the IP address or host name of the RealPresence Group system and the meeting password, if one is set.
   You can find your IP address by pressing the on the remote control.
3. On the computer, click Connect.
4. In People+Content IP, open the content you want to show, and click .

Stop Showing Content with People+Content IP
When you are done showing content, you must shut down People+Content IP.

To stop showing content:
1. If the People+Content IP toolbar is minimized, maximize it by clicking the icon in the task bar.
2. Click in People+Content IP.
Content Connections of RealPresence Group Systems

Before you prepare to show content, make sure the computer is powered on and connected to the RealPresence Group system. You can connect a computer to the HDMI or VGA video input.

**Note: 3.5 mm audio input and content**

Your administrator can enable 3.5mm audio input mixing with HDMI or VGA content input on RealPresence Group systems during active calls. If this feature is not enabled, 3.5mm audio functions as program audio input mixed into the RealPresence Group system. 3.5 mm audio input is heard by both the near-end and far-end conference site participants during active calls. For more information about 3.5mm audio input, contact your administrator.

**Figure 1:** Connections for RealPresence Group 310 and 500 systems
Show Content from a Computer Connected to RealPresence Group System

Before you show content, check that the computer video output is configured to use one of these supported resolutions and refresh rates.

For best video quality, use refresh rates of 60 Hz or less.

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Refresh rates (Hz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 x 600</td>
<td>56, 60, 72, 75, 85</td>
</tr>
<tr>
<td>1024 x 768</td>
<td>60, 70, 75, 85</td>
</tr>
<tr>
<td>1280 x 720</td>
<td>50, 60</td>
</tr>
<tr>
<td>1280 x 768</td>
<td>60</td>
</tr>
<tr>
<td>1280 x 1024</td>
<td>60, 75</td>
</tr>
<tr>
<td>1600 x 1200</td>
<td>60</td>
</tr>
<tr>
<td>1680 x 1050</td>
<td>60</td>
</tr>
<tr>
<td>1920 x 1080</td>
<td>60</td>
</tr>
<tr>
<td>1920 x 1200</td>
<td>60</td>
</tr>
</tbody>
</table>

Note: Resolution and refresh rates
The way you set the resolution and refresh rate differs, depending on the type of operating system you have. Check your computer's manual or help topics for the appropriate steps.

To start showing content from a source connected to a RealPresence Group system:

» Using your remote control, select \[\] and then select your content source from the list.

While in a call, you can select \[\] > Select on your remote to turn on and off the last used content source.

**Microsoft Content Management**

*Your RealPresence Group system can receive content from Microsoft Lync 2013 and Skype for Business 2015 remote desktop (RDP) clients in active calls.*

The Microsoft clients must initiate the content sharing request.

Be aware that RealPresence Group systems cannot share content, including content shared through People+Content IP and through VisualBoard, while actively receiving content from Microsoft clients.

**Scroll and Zoom Microsoft Content**

*When a Microsoft Lync 2013 or Skype for Business 2015 client shares content with your RealPresence Group system in an active call, and a USB mouse is connected to the system, you can scroll and zoom on the RealPresence Group system monitor in order to see all the shared content.*

To scroll and zoom:

1. Connect a USB mouse to the RealPresence Group system.
2. Move the mouse to scroll and zoom.

**Control Microsoft Content**

*RealPresence Group Series can control content received from Microsoft Lync 2013 and Skype for Business 2015 clients, when the clients give control to RealPresence Group Series and when a USB mouse is connected to the system.*

Microsoft clients must select the specific RealPresence Group Series they want to give control to. After a RealPresence Group system receives content from the client in an active call and takes control of content received from the client, the Real Presence Group system can open and use shared applications, programs, and files on the system with the client using a connected USB mouse and keyboard.

*Note: Normal Microsoft feature restrictions apply*

Any normal Microsoft feature restrictions apply. For more information, refer to the Microsoft documentation. Password enabled applications, programs, or files remain password enabled when using this feature.
To control content from a Microsoft client:

1. Connect a USB mouse to the RealPresence Group system.
2. If you want to use shared applications, programs, and files that require keyboard functions, connect a USB keyboard to the RealPresence Group system.
3. On the local interface, select the Control Remote checkbox. The RealPresence Group system now controls the content received from the Microsoft client.

Return Control of Microsoft Content

You can return control of Microsoft content at any time.

To return control of the Microsoft content:

1. Connect a mouse to the RealPresence Group system.
2. On the local interface, clear the Control Remote checkbox. The Microsoft client now controls the shared content. The RealPresence Group Series can still scroll and zoom to see all the shared content.
Recording Calls

Depending on how your system is configured, you can record calls in one or more ways. RealPresence Group 700 systems allow you to record calls using monitor 3.

If you have a different RealPresence Group system, you can record calls using Polycom RealPresence Media Suite.

Record and Stream with Polycom® RealPresence® Media Suite

Polycom® RealPresence® Media Suite is an enterprise recording, streaming, and video content management solution. This solution offers you a self-service portal for recording calls on a RealPresence Group system, or for turning a RealPresence Group system into a web-cast studio.

RealPresence Media Suite integrates with RealPresence Group systems to allow you to record or live-stream a call using the following methods:

- **Dial RealPresence Media Suite directly**: Use the default recording settings defined by a RealPresence Media Suite administrator. Before recording a call using this method, you must obtain the IP address, H.323 extension, or SIP URL of the RealPresence Media Suite.

- **Dial a RealPresence Media Suite Video Recording Room (VRR)**: A VRR is a virtual Capture Server with a specific recording profile that is defined by a RealPresence Media Suite administrator. Before recording a call using this method, you must obtain the VRR number and the IP address, H.323 ID, or SIP address of the RealPresence Media Suite.

**Note: Access to recordings**

You have immediate access to play a recording back as long as the Media Manager TVUI remains open. After that, you must access the RealPresence Media Suite portal to access the recording in the list of archives where recordings are saved.

Contact your administrator for details on accessing the RealPresence Media Suite User Portal.
RealPresence Media Suite Connection Methods

The following connection methods are supported for dialing a RealPresence Media Suite.

<table>
<thead>
<tr>
<th>Media Suite Type</th>
<th>Connection Method</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Suite</td>
<td>If the RealPresence Group system is not registered to the gatekeeper or to a SIP server, dial the RealPresence Media Suite IP address.</td>
<td>10.11.12.13</td>
</tr>
<tr>
<td>system</td>
<td>If the RealPresence Group system is registered to the gatekeeper, dial the RealPresence Media Suite E.164 extension for H.323.</td>
<td>1234</td>
</tr>
<tr>
<td></td>
<td>If the RealPresence Group system is registered to a SIP server, dial the RealPresence Media Suite SIP address.</td>
<td>CS123</td>
</tr>
<tr>
<td>VRR</td>
<td>For H.323 calls: [RealPresence Media Suite IP]##[VRR number] or [RealPresence Media Suite E.164 prefix][VRR number]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For SIP calls: [VRR number]@[RealPresence Media Suite IP] or [SIP peer prefix][VRR number]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the RealPresence Media Suite IP is 11.12.13.14 and the VRR number is 4096, dial 11.12.13.14##4096.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the RealPresence Media Suite E.164 prefix is 8888 and the VRR number is 4096, dial 88884096.</td>
<td></td>
</tr>
</tbody>
</table>

RealPresence Media Suite TVUI Interface

When you establish a connection to a RealPresence Media Suite, the TV Interface (TVUI) with buttons and far-end controls appear.

Unless the administrator for the RealPresence Media Suite has disabled the Start Recording Immediately option, the recording starts immediately after the TVUI opens.

You can dial a RealPresence Media Suite and activate the controls on the TVUI using your remote control or a supported touch device.

RealPresence Media Suite DTMF Codes

You can use the RealPresence Group system local interface to start, pause, resume, stop, and playback a RealPresence Media Suite recording.

Note: Recommended recording procedure

Polycom recommends that you record using the RealPresence Media Suite User Portal for ease of use.
The supported DTMF codes for activating the button controls on the TVUI are listed in the next table. The far end controls are presets that correspond to the button controls on the TVUI. You activate these controls by using the selection buttons (Left, Up, and Right) on the remote control.

<table>
<thead>
<tr>
<th>TVUI State</th>
<th>Operation</th>
<th>DTMF Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu display state</td>
<td>Pause recording</td>
<td>*1</td>
</tr>
<tr>
<td></td>
<td>Start a recording</td>
<td>*2</td>
</tr>
<tr>
<td></td>
<td>Resume a paused recording</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stop a recording</td>
<td>*3</td>
</tr>
<tr>
<td></td>
<td>Playback a recording</td>
<td>*5</td>
</tr>
<tr>
<td>Video playback state</td>
<td>Pause the video</td>
<td>*1</td>
</tr>
<tr>
<td></td>
<td>Start the video</td>
<td>*2</td>
</tr>
<tr>
<td></td>
<td>Resume a paused video</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stop a playback and return to the main menu</td>
<td>*3</td>
</tr>
<tr>
<td></td>
<td>Reverse a video</td>
<td>*4</td>
</tr>
<tr>
<td></td>
<td>Fast forward a video</td>
<td>*6</td>
</tr>
</tbody>
</table>

**Use the Remote Control to Record on the RealPresence Media Suite**

To activate TVUI button controls using a remote control:

1. To dial the Media Suite, press on your remote or navigate to .
2. In the dialing field, enter the number of the RealPresence Media Suite you want to call as follows:
   - **Numbers**: To enter numbers, select each number on the keypad with the remote control or enter numbers on your remote control.
   - **Letters**: To enter letters, select Keyboard. Then use your remote control to select each letter on the on-screen keyboard. Or you can use the text-entry method commonly used with cell phones to select letters directly on your remote control.
   - **Backspace**: To delete a number or letter, press on the remote control.
3. If the recording does not start immediately, press *2 on the remote control to start the recording.
4. When you are done recording, press *3 on the remote control.
5. To playback the recording, press *5 on the remote control.

**Use Far End Controls to Record on the RealPresence Media Suite**

To activate TVUI far end controls using a remote control:

1. Point the remote control toward the RealPresence Group system.
2. Using the remote control, press the appropriate selection button (Left, Up, or Right) that corresponds to the far end control shown on the TVUI (Record Start/Stop, Confirm/Pause, or Play) that you want to activate.
Record Calls on a DVD or DVR

On a RealPresence Group 700 system, you can record a call on monitor 3.

You can either record the speaker and content or record the speaker only. Your administrator must configure the settings for this feature.

To record a call using a DVD or DVR device:

1. Power off your RealPresence Group 700 system.
2. Attach a VGA cable from the VGA video output on your RealPresence Group system to the VGA input on your DVD or DVR device.
3. Power on your RealPresence Group system.
4. On the DVD or DVR device, use the record function to record the call.
   The layout option for the recorded video is the layout that your administrator configured for Monitor 3.

Record Calls with a Laptop or Tablet

On a RealPresence Group 700 system, you can record a call on monitor 3.

You can either record the speaker and content or record the speaker only. Your administrator must configure the settings for this feature.

To record a call using a laptop or tablet:

1. Power off your RealPresence Group 700 system.
2. Attach an HDMI cable from the HDMI video output on your RealPresence Group system to the HDMI input on your laptop or tablet.
3. Power on your RealPresence Group system.
4. On the laptop or tablet, use a recording application to record the call.
   The layout option for the recorded video is the layout that your administrator configured for Monitor 3.
Adjusting Audio, Video, and Call Settings

Depending on how your system is configured by your administrator, you can customize much of what you see on the RealPresence Group system or touch device screen.

Administration Settings

If your administrator allows access, you can configure some of the Administration settings using your remote control.

The information you can change relates to language, time zone, LAN settings, and security settings. If you have any questions about changing these settings, Polycom highly recommends contacting your administrator for assistance.

Allow the Far-End System to Control Your Camera

If your system administrator has allowed access to user settings, you can let the far-end system control your camera.

If their systems support presets, far-end participants can also set and use presets for your camera.

Note: Setting display is immediate
Changing this setting takes effect immediately, even if a call is in progress.

To allow others in the call to control your camera:

1 From the Home screen, select ⌨️ > User Settings > Camera.
2 Select Allow Other Participants in a Call to Control Your Camera.

Adjust for Room Lighting with the Remote Control

If your system administrator has allowed access to user settings, you can use the backlight control to adjust the brightness of the video that the main camera sends to the RealPresence Group system.

Use backlight compensation in situations where the subject appears darker than the background. Enabling this setting helps to darken a bright background, which can impact the tracking performance of the Polycom EagleEye Director.
Note: Backlight control display
Because backlight controls adjust the main built-in camera, these controls do not make content displayed from a computer appear brighter.

To turn backlight compensation on:

» From the Home screen, select > User Settings > Camera > Backlight Compensation and enable the setting.

Configure Automatic Self View Control with the Remote Control

If your administrator has allowed user access to the Automatic Self View Control, you can configure this setting so that users can display or hide the Self View window.

To enable or disable the Automatic Self View Control:

1. From the Home screen, select > User Settings > Camera.
2. Select the Automatic Self View Control checkbox.

Use the Remote Control to Allow Video Display on the Web

If your system administrator has allowed access to user settings, you can choose whether to allow viewing of the room where the system is located or video of calls in which the system participates.

Caution: Default setting does not allow video display
The default setting is to not allow video display on the web. Be sure to verify whether your system administrator wants the setting to be changed.

1. Navigate to > User Settings > Meetings.
2. Select Allow Video Display on Web.

Video and User Interface Adjustments

Besides managing audio and call settings, you can also manage the video and certain user interface settings.
Switch Between Full-Screen Video and the Home Screen

When your call connects, the system automatically shows video on the whole screen.

You can switch back to the Home screen during a call if, for example, you need to adjust a user setting and your system is configured to allow you to do so.

To switch between the Home screen and full screen:
1. Press \( \rightarrow \) on the remote control to go to the Home screen.
2. Press \( \leftarrow \) on the remote control to see the full screen.

Select Cameras with the Remote Control

You can use the remote control to select and adjust the main camera or other near-end or far-end video sources.

You might be able to adjust other auxiliary cameras or far-end cameras that support pan, tilt, and zoom movement. You can adjust the far-end camera only if it is configured at the far end to allow you to control it.

When you are in camera control mode, you can press and hold a number to save a preset.

To select a near-end or far-end camera, do one of the following:
1. If you are not in a call, go to \( \rightarrow \) > Cameras > Select Camera.
   Select the camera or other video source you want to use. If a single camera is connected to your system, Select Camera displays what the attached camera sees.
2. If you are in a call, select \( \rightarrow \) > Cameras.
   Then select Near Cameras for near-end control or Far Cameras for far-end control.

Switch Between Cameras with the Remote Control

You can switch to controlling the far-end camera or the near-end camera.

To switch between Near Cameras and Far Cameras without accessing the menu, press Select on the remote control while in a call.

Adjust Cameras with the Remote Control

After you select a camera, you can make some adjustments to enhance the view.

Note: Turn camera tracking off before adjustments

Before you can adjust the EagleEye Director camera, you must turn camera tracking off.
To adjust a Polycom EagleEye III, Polycom EagleEye IV, Polycom EagleEye Acoustic, or Polycom EagleEye Director using the remote control:

1. Select either a near-end or far-end video source to control. During a multipoint call being hosted by a system in the call, you can adjust a camera only at the far end that has a current speaker.
2. Press the navigation buttons on the remote control to move the camera up, down, left, or right.
3. On the remote control, press ▼ to zoom out or ▲ to zoom in.

Select EagleEye Director Tracking Type in a Call

If your administrator has enabled Administration settings for users in the local interface, you can set the tracking type to use in a call:

- **Voice**: Moves the view between the speaker and the room during a meeting.
- **Direct Cut**: Moves the view directly from speaker to speaker.

To select the camera tracking type:

1. Select **Settings > Administration > Camera Tracking**.
2. For the **Tracking Mode** setting, do one of the following:
   - Select **Voice** to track the speaker. When another speaker starts talking, the view switches from the first speaker to the room, then to the next speaker.
   - Select **Direct Cut** to track directly from speaker to speaker. You must recalibrate the left camera when you select **Direct Cut** mode.

Enable EagleEye Director Tracking in a Call

If *EagleEye Director tracking is enabled, the camera follows the person or people who are speaking.*

This tracking action, also called automatic camera positioning, can be manually started or stopped. You must start camera tracking using the menu before the **Mute** and **Unmute** buttons will again affect tracking. After the call is complete, EagleEye Director returns to its default setting.
To enable EagleEye Director tracking in a call:

» Use the remote to select  > Cameras > Start Camera Tracking.

The Mute and Unmute tracking functions on the microphone and remote now work.

Disable EagleEye Director Tracking in a Call

While in a call, you might want to disable EagleEye Director tracking.

When you stop camera tracking through the menu, the Mute and Unmute buttons do not affect tracking.

To disable EagleEye Director tracking in a call:

» Use the remote control to select  > Cameras > Stop Camera Tracking.

After you disable tracking in this way, the Mute and Unmute functions on the microphone and remote control no longer affect tracking.

Camera Presets

Camera presets are stored camera positions that you can create ahead of time or during a call.

The system uses preset 0 as the default camera position for all preset camera positions. This default camera position is zoomed out, panned straight ahead with horizontal tilt.

Presets allow you to do the following:

• Quickly point a camera at pre-defined locations in a room.
• Select a video source such as a document camera or an auxiliary camera.

If your system camera supports pan, tilt, and zoom movement, you can create up to 10 preset camera positions for the near-end camera. Each preset stores the following information:

• Camera number
• Camera zoom level
• Direction the camera points

These presets remain in effect until you change them.

If far-end camera control is allowed, you can create 10 presets for the far-end camera. These presets are saved only for the duration of the call. You might also be able to use presets that were created at the far end to control the far-end camera.

Keep the following camera control information in mind when using Self Layout:

• When in a call, selecting near camera control pans and zooms the local camera without changing the layout.
• When out of a call, selecting camera control changes the Self View to full screen.
• Incoming calls override the full-screen Self View layout.
View Stored Camera Presets with the Remote Control

You need to be familiar with the stored camera presets to get the most out of your system.

To view stored presets:

1. Using your remote control, press 📺.
2. On the local interface, navigate to Cameras > Presets.
   Icons for presets 0-9 are shown on the screen. A snapshot above the number means that a preset has been assigned to that number. An empty box means that no preset has been assigned to that number.

Store a Camera Preset with the Remote Control

You cannot delete a preset.

Instead, overwrite an existing preset with a new camera position.

To store a preset:

1. If you are in a call, press 📺.
   On the local interface, navigate to Cameras > Presets.
2. Select Near or Far camera.
3. If you selected a camera that supports electronic pan, tilt, and zoom, you can adjust the camera’s position using your remote control:
   - Press 📷 or 📸 to zoom the camera out or in.
   - Press the directional buttons to move the camera up, down, left, or right.
4. To store a preset position, press and hold a number from 0 to 9 for five seconds.
   Any existing preset stored at the number you entered is replaced.

Move the Camera to a Stored Preset with the Remote Control

After you have your presets stored, move the camera to one of the stored presets.

To move the camera to a stored preset using the remote control:

1. If you are in a call, press Select on the remote control to switch between a near-end site (Your Camera) or far-end site (Their Camera) camera.
2. Press a number on the remote control.

Audio Adjustments

You can control several audio settings on your RealPresence Group system and control devices. However, it is important that you do not move the microphones as this might detract from the audio quality.
Adjust the Volume

*You can raise or lower the volume of the meeting.*

Changing the volume affects only the sound you hear at your site.

**To adjust the volume:**

» On the remote control, press and hold ▲ or ▼ to increase or decrease the near-end volume.

Mute the Microphone

*You can mute the microphone if you do not want the far end to hear conversations at your site.*

Keep the following in mind regarding muting:

- Muting the microphone does not mute audio coming from any device connected to the content audio inputs.
- The red mute indicator on the front of the Polycom EagleEye View camera is lit when the system is muted or when a Polycom microphone is connected and muted.
- The microphone might mute when the system automatically answers an incoming call and if the system is configured to mute auto answered calls.

**To mute the microphone:**

» Press ‹ on the remote control.

If a Polycom tabletop microphone array is connected to your system, you can mute the call by touching ‹ on the microphone.

The indicators on the microphone are red when your audio is muted. This near-end icon also appears on the monitor display.

Call Answering Selections

To change the way calls are answered, you might want to change the default settings of your system.

Temporarily Refuse Calls Using the Remote Control

*If your system administrator has allowed you access, you can automatically refuse incoming calls when you do not want to be disturbed.*

Callers get a message that the call was rejected, and you receive no notification about incoming calls. You can, however, make outgoing calls.

**To temporarily refuse incoming calls using the remote control:**

1. Navigate to ‡ > User Settings > Meetings.
2. Set Auto Answer Point-to-Point Video or Auto Answer Multipoint Video to Do Not Disturb.

Enable Answering Video Calls Automatically Using the Remote Control

If your system administrator has allowed access to user settings, you can specify whether to answer video calls automatically or to have the system announce incoming video calls and wait for you to answer manually.

Caution: Security risk and auto-answering calls
Automatically answering calls is convenient, but it can create security issues. An unexpected caller could interrupt a meeting in progress or look at equipment and notes left in an empty room.

To use the remote control to enable automatically answering video calls:

1. Navigate to > User Settings > Meetings.
2. Set Auto Answer Point-to-Point Video or Auto Answer Multipoint Video to Yes.

Mute Automatically Answered Video Calls Using the Remote Control

If your system administrator has allowed access to user settings, you can choose whether to mute the audio when automatically answered video calls connect.

This prevents callers from overhearing conversations or meetings.

Note: Automatic muting
If you enable automatic muting during a call, the audio for the current meeting is not affected.

To mute automatically answered video calls using the remote control:

1. Navigate to > User Settings > Meetings.
2. Select Mute Auto Answer Calls.
3. After the call connects, press on the remote control when you're ready to unmute the microphones.
   When a call is muted, this icon is displayed on your monitor.

Multipoint Viewing Modes

The multipoint viewing mode configured on the host system is the one used in the call for all endpoints in the call.

The default mode is Discussion, however, your administrator might have configured one of the other modes for your system.
The following table describes the available multipoint viewing modes when a RealPresence Group system is hosting the multipoint call.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video images from multiple sites can be automatically combined on one monitor in a display known as continuous presence.</td>
</tr>
<tr>
<td>Auto</td>
<td>The view switches between continuous presence and full screen, depending on the interaction between the sites. If multiple sites are talking at the same time, continuous presence is used. If one site speaks uninterrupted for at least 15 seconds, that site appears in full screen on the monitor.</td>
</tr>
<tr>
<td>Discussion</td>
<td>Multiple sites are displayed in continuous presence. The current speaker’s image is highlighted.</td>
</tr>
<tr>
<td>Presentation</td>
<td>The speaker sees continuous presence while the other sites see the speaker in full screen on the monitor.</td>
</tr>
<tr>
<td>Full Screen</td>
<td>The site that is speaking is shown in full screen to all other sites. The current speaker sees the previous speaker.</td>
</tr>
</tbody>
</table>

**Set the Multipoint Viewing Mode**

*You might want to change your multipoint viewing mode from the default.*

**To set your multipoint viewing mode:**

1. In the local interface, go to 🌐 > User Settings > Meetings.
2. Select a viewing mode from the **Multipoint Mode** list.

**Multipoint Viewing Layouts**

*What you see during a multipoint call can vary depending on how the RealPresence Group system is configured, the number of sites participating, the number of monitors you are using, and whether content is shared.*

The multipoint viewing layout configured on the host system is the one used in the call for all endpoints in the call.

When you use two monitors of equal size, you can have eight-way multipoint calling, depending on your system configuration. When you share content, one monitor is used for content and one for people. The configuration varies depending on whether your administrator has enabled Self View and how many people are participating. When you do not share content, the configuration for both monitors is spread over both monitors.

To find out more about multipoint layouts, talk to the administrator of your RealPresence Group system.

**Note: Layout option limitation**

If you are not in an RealPresence® Collaboration Server (RMX®) system call, your only layout option is **Browse**.
Change Multipoint Viewing Layout

You can change the multipoint viewing layout by browsing through the available options in the local interface.

To change your layout during a multipoint call:

1. With your remote control, select 📌 > Layout.
2. Select Near Video or Far Video.
3. Cycle through the available layouts for the call to decide which layout you prefer.
   The available layouts vary depending upon certain factors, such as how many participants are in the call or the content status.

Encryption and Security

If encryption is enabled on the system, a locked padlock 🗝️ appears on the monitor screen when a call is encrypted.

If a call is not encrypted, an open padlock appears on the monitor screen.

- If you are in a point-to-point call or a multipoint call hosted by another system, the padlock icon displays the state of your individual connection.
- If you are hosting a multipoint call, the padlock icon displays the combined state of all connections: encrypted if all connections in the call are encrypted, unencrypted if one or more connections in the call are not encrypted.

In one call, some connections might be encrypted while others are not. However, the padlock icon might not accurately indicate whether the call is encrypted if the call is cascaded or includes an audio-only endpoint. If encryption is required on your system, the far end must support encryption or the call will not be completed.

Note: Communicate state of padlock icons

To avoid security risks, Polycom recommends that all participants communicate the state of their padlock icons verbally at the beginning of a call.

Verify Encryption Check Code

To provide extra security for encrypted H.323 calls, the RealPresence Group system provides an encryption check code. Participants in a call can use this check code to verify that their call is not being intercepted by a third party. This mechanism is most useful for point-to-point calling.

The check code is a 16-digit hexadecimal number that is calculated so that the number is the same at both sites in the call. The numbers are identical if, and only if, the calculation uses data exclusively from the two sites in the call, with no data being intercepted and modified by a third party. Note that in externally-hosted multipoint calls, check code numbers do not match any other numbers in the call.

Polycom recommends verifying check codes at each site to protect against third-party eavesdropping on H.323 point-to-point calls.
To verify the check codes match:

1. Place an encrypted H.323 point-to-point call.
2. Press on your remote control, then navigate to Settings > System Information > Call Statistics.
3. On the Call screen, touch View Call Statistics.
4. At Call Encryption, locate the 16-digit check code as in the following example:
   ABC-123/ab-1234 /1a2b34c99009d66e
5. Verbally verify that the check code is the same at both sites.
6. Do one of the following:
   - If the codes match, the call is secure. Proceed with the call.
   - If the codes do not match, the call might be compromised. Hang up the call and contact your system administrator.

Change the Call Security Level

When enabled by your administrator, visual security classification works for SIP calls in a BroadSoft environment.

This feature helps participants remain conscious of the maximum level of classified information that can be safely exchanged in a conversation. After a call begins, the Visual Security Classification indication of the call displays on all endpoint monitors in the call. During a call, you can override the security classification and assign a lower security classification level.

While you can change the security level, you cannot raise the it higher than the default setting.

To change the security level while in a call:

1. In the local interface, navigate to Call > Security.
2. From the Security Classification list, select the desired security level.
3. Click Continue to confirm your selection. After the security classification is raised or lowered, a message displays for five seconds to all video participants. The change is only applicable to the current call.
Troubleshooting

Your administrator is available to assist you when you encounter difficulties. First though, if you are having problems making a call, try the troubleshooting tips and then call our test numbers.

Make a Test Call

To troubleshoot any issues making video calls, call a Polycom video site to test your setup.

A list of worldwide test numbers is available at www.polycom.com/videotest.

When placing test calls, try these ideas:

- Make sure the number you dialed is correct, then try the call again. For example, you might need to dial 9 for an outside line or include a long distance access or country code.
- To find out if the problem exists in your system, ask the person you were trying to reach to call you instead.
- Find out if the system you are calling is powered on and is functioning properly.
- If you can make calls but not receive them, make sure that your system is configured with the correct number.

If you are not able to make test calls successfully and you have verified that the equipment is installed and set up correctly, contact your administrator for further assistance.

System Information

Note that your administrator might ask you for the system serial number, software version, any active alert messages, and other information.

Locate the System Serial Number

You can view the system serial number on the local interface of the RealPresence Group system.

  » To locate the system serial number (14 digits), go to > System Information > Information > System Detail or locate the number on the back of the system.

Locate the Software Version

You can view the software version on the local interface of the RealPresence Group system.

  » To locate the software version, go to > System Information > Information > System Detail.
Locate Active Alert Messages

You can view the active alert messages on the local interface of the RealPresence Group system.

» To locate the active alert messages, go to > System Information > Status > Active Alerts for messages generated by your system.

Locate the IP Address and H.323 Extension Settings

You can view IP Address and H.323 extension settings on the local interface of the RealPresence Group system.

To locate the IP address and H.323 extension settings:

» Go to > System Information > Information > Network.

Locate the LAN Status

You can view the LAN status on the local interface of the RealPresence Group system.

To locate LAN status:

» Go to > System Information > Status > LAN.

Locate Diagnostics

You can view diagnostics on the local interface of the RealPresence Group system.

To locate diagnostics:

» Go to > System Information > Diagnostics.

Regulatory Notices

Regulatory notices describe safety and legal considerations for using the following Polycom RealPresence Group systems:

- Polycom RealPresence Group 300 System (Model: Group 300; Type: P001)
- Polycom RealPresence Group 310 System (Model: Group 310; Type: P001)
- Polycom RealPresence Group 500 System (Model: Group 500; Type: P001)
- Polycom RealPresence Group 700 System (Model: Group 700; Type: P002)

For more regulatory information, refer to Polycom RealPresence Group Series Regulatory Notices at support.polycom.com.

Caution: EagleEye Acoustic camera interoperability

If you have an EagleEye Acoustic camera, be sure to use it only with UL-approved Information Technology Equipment (ITE) or similarly approved equipment.
Getting Started with Polycom RealPresence Touch

The new Polycom® RealPresence Touch™ graphical interface solution is a highly-intuitive touch control device that enables you to quickly and easily initiate video conferences.

Besides all of the expected call controls, RealPresence Touch offers a USB port for content input and the ability to activate the VisualBoard application.

For more information about using RealPresence Touch for basic tasks, refer to the Polycom RealPresence Group Series Quick Tips. Your administrator configures and pairs the RealPresence Touch. For assistance with pairing or other administration tasks, contact your administrator.

Power On the RealPresence Touch

If you want to use a RealPresence Touch with your RealPresence Group system, you must first power it on. For detailed instructions, refer to the Polycom RealPresence Touch Control Setup Sheet.

To power on the RealPresence Touch:

» Connect the Ethernet cable to the RealPresence Touch. The splash screen displays first, and then the Home screen displays.
Wake the RealPresence Touch

*If the RealPresence Touch has been idle for two minutes or longer, you might need to wake the device.*

**To wake the RealPresence Touch:**

» Tap the RealPresence Touch screen. This action also wakes the RealPresence Group system and displays the last screen that was accessed.

Pair a Previously Paired RealPresence Touch and RealPresence Group System

*If your connection to a paired RealPresence Group system is lost, you need to pair that system again.*

**To pair to a RealPresence Group system that was previously paired:**

1. After the system is unpaired, you might see a "Searching" message. Tap **Cancel**.
2. On the Recently Paired tab, tap the RealPresence Group system that you want to pair.

The pairing connection begins, and the Home screen displays when the pairing is successful.

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**Note: Unpairing does not hang up calls**

If you unpair from the RealPresence Group system, any current calls on the system are still active. To hang up the calls, pair to the room system and select \(\text{•••} \) then \(\text{Participants > •••} \), and **Remove** or **Remove All**.

Managing Calls

*There are several ways to initiate calls. The most basic calling tasks include the placing calls, answering calls, and ending calls.*

You can perform all of the functions that are available when making conventional calls, plus you can make multipoint conference calls, stop and start your video, and more.

Place a Call Using Contacts

*You can select an existing contact from a list and dial the participant.*

**To call using Contacts:**

1. On the Home screen, tap \(\text{Place a Call} \) and then tap **Contacts**.
2. Tap a contact in the contact list.
3. To dial the contact, tap \(\text{Call} \). The RealPresence Touch dials the contact.
Place a Call by Entering a Name or Number

You can place a direct call by entering the name or number using the RealPresence Touch.

To place a call by entering a name or number:

1. From the Home screen, tap \( \text{Place a Call} \).
2. On the Place a Call screen, enter the number or name to call in the input field. To use a keyboard to enter letters or numbers, tap \( \text{ } \) .
3. To dial the call, tap \( \text{ } \).

Place a Call Using Recent Calls

You can select a recent call from a list and dial the participant.

To call using the Recent calls list:

1. On the Home screen, tap \( \text{Place a Call} \), and then tap \( \text{Recent} \).
2. Specify whether you want to see all calls, recently placed calls, or received calls.
3. Tap a contact in the list. The RealPresence Touch dials the recent contact.

Place a Call Using Speed Dial

If your administrator has enabled Speed Dial and added contacts, you can call contacts from the Speed Dial screen.

To call using Speed Dial:

1. On the Home screen, tap \( \text{Place a Call} \), and then tap \( \text{Speed Dial} \).
2. Tap a contact on the Speed Dial screen. The paired RealPresence Group system dials the contact.

Search for Directory Contacts to Call on the RealPresence Touch

If you want to call someone who is not in your Contacts list, you can perform a directory search.

To search for directory contacts to call:

1. On any screen, tap \( \text{Menu} \), then \( \text{Place a Call} \).
2. Tap the \( \text{Contacts} \) tab.
3. Tap \( \text{ } \), then enter a name to search.
4. If no records are found, tap \( \text{Continue Search on the Server} \).
5. Tap the contact name you want to call in the list.
6. To dial the contact, tap \( \text{ } \).
Answer an Incoming Call on the RealPresence Touch

You can choose to answer an incoming call using the RealPresence Touch.

If your administrator has configured your room system to automatically answer point-to-point calls, no action is required.

» Touch Answer to answer an incoming call.

Decline an Incoming Call on the RealPresence Touch

You can choose to decline an incoming call using the RealPresence Touch.

If your administrator has configured your room system to automatically answer point-to-point calls, no action is required.

» Touch Decline to decline an incoming call.

Hold a Call and Answer a Call

While in a point-to-point call, you might need to place the active call on hold and answer an incoming call.

To hold one call and answer an incoming call:

» Tap Hold+Answer.

Hold a Call and Place a Call

You can place a call on hold, and then you dial a new call.

To make an outgoing call while a call is on hold:

1 Touch Hold to place a participant on hold.
2 Touch Place a Call. Place the call using your preferred method.

Switch Between Calls on the RealPresence Touch

You can easily switch between two calls using the RealPresence Touch.

To switch between calls:

1 When one call is on hold and one call is active, to resume the call on hold, from the Home screen, tap Manage Calls.
2 Tap Resume to resume the call on hold.
Hold a Call

While in a call, you might need to hold an active call.

To hold a call:

1. On any screen, tap the Control Bar at the bottom of the RealPresence Touch screen to view the control icons.
2. Tap Hold.

Resume a Held Call on the RealPresence Touch

When you no longer want to have a call on hold, you can resume the call.

To resume a held call:

- On the Manage Conference screen, tap Resume.
  
  After the call resumes, the Layout screen displays.

End a Call

You can end a call using the RealPresence Touch.

- To end a call, tap Hang Up.

Video Stopping and Starting

Whether you are in a call or before a call begins, you can start and stop sending your video at any time.

Stopping your video allows you to stop sending your near-end camera-encoded video while still remaining connected to the conference. When your video is stopped, the far end does not see video transmission from you.

Note: Stopping video in Microsoft environments

In Microsoft Lync 2013 or Skype for Business 2015 environments when your video is stopped, video transmissions ceases and no Self View displays. When your video is stopped in other environments, a video pause image is sent to the far end.

Regardless of environment, stopping your video does not affect the sending or receiving of content.

Start Video

You can choose to display your video to others in or out of a call from the RealPresence Touch.

To start your video:

1. From the Home screen, tap the Control bar at the bottom of the RealPresence Touch screen. The Control Bar icons display.
2. Tap Camera Off to start your video.
Stop Video
You can stop sharing your video whether in or out of a call from the RealPresence Touch.

To stop your video in or out of a call:
1. From the Home screen, tap the ⌚ Control bar at the bottom of the RealPresence Touch screen. The Control Bar icons display.
2. Tap Camera On to stop your video.

Multipoint Video Calls
If your administrator has enabled the multipoint option, you can place and manage multipoint conference calls with a RealPresence Group Series system.

Place a Multipoint Call from Recent Calls
You can use the Recent Calls list to include participants in a multipoint conference call.

To place a multipoint call using Recent Calls:
1. On the Home screen, tap ☀️ Place a Call.
2. Under ☀️ Add Participants > Recent Calls, tap a recent contact in the list. The contact now has a check mark.
3. Repeat the above step until you have selected all of the recent contacts to add to the conference.
4. Tap ☎️. The system dials all of the selected contacts.

Place a Multipoint Call from Contacts
You can call contacts to include them as participants in a multipoint conference call.

To place a multipoint call using Contacts:
1. On the Home screen, tap ☀️ Place a Call, and then tap Contacts.
2. Tap a contact in the contact list.
3. Continue to add the rest of the contacts to the conference list.
4. To dial all of the contacts in the list, tap ☎️. The paired room system dials all of the selected contacts.
Place a Multipoint Call by Adding Participants

You can add participants to a multipoint conference call.

To add a participant to a multipoint call:

1. Using your preferred dialing method, call the first site.
2. To dial the next site, do one of the following:
   - If you are on the monitor layout screen, after the first call connects, tap Add.
   - On any screen, tap ..., then tap Back to Call. After the first call connects, tap ..., then tap Add.
3. Dial the site using your preferred dialing method.
4. Repeat the above steps until all meeting participants have been dialed.

Answer an Incoming Call in a Multipoint Conference

While in a multipoint conference call, as a conference host, you can answer an incoming call.

To answer an incoming call in a multipoint conference:

» If an incoming call comes in during a conference call, you have four options. Do one of the following:
   - Hold + Answer: Holds all of the conference participants and allows you to answer the incoming call.
   - Hang Up + Answer: Hangs up all of the conference participants and allows you to answer the incoming call.
   - Decline: Declines the call and allows the conference call to continue.
   - Add to Call: Allows the incoming call to join the ongoing conference.

Note: Participants in a multipoint conference

If you are a participant in a multipoint conference, you can put your call on hold and the conference continues. If you are a Microsoft conference participant, you can also put your call on hold and the conference will continue.

Hang Up an Individual Call in a Multipoint Call

You can hang up an individual call in a multipoint conference.

To hang up an individual call in a multipoint conference:

1. On the Manage Calls screen, under Participants, select the participant that you want to hang up, tap ..., and then tap Remove.
2. From any other screen, tap Menu, then Active Call, then in the Participants list, select the call you want to hang up and tap Remove.
Hang Up All Calls

You can hang up all calls in a multipoint conference.

To hang up all calls in a multipoint conference call:

» From the Manage Conference screen, tap Hang Up.

From any other screen, tap Menu, tap Active Call, and then Hang Up.

A Meeting Ended message is displayed.

Resume a Held Call in a Multipoint Call on the RealPresence Touch

You can resume a call that has been placed on hold.

To resume a call on hold:

» To resume a call on hold, do one of the following:

  ✓ On the Manage Conference screen, under Participants, tap the call you want to resume, then tap Resume.

  ✓ On any screen, tap Menu, tap Manage Conference, and then tap Resume.

Switch Between Calls in a Multipoint Call

You can switch between calls in a multipoint call on the RealPresence Touch. When one call is on hold and one is active, a Manage Calls button displays on the Monitor Layout screen. Use this button to switch between calls.

To switch between calls:

1. Touch Manage Calls to display the manage conference screen.
2. Tap the participant that you want to switch to.

Set Up a Meeting Password on the RealPresence Touch

You can configure a meeting password to require that far-end systems enter a meeting password; this prevents unauthorized participants from joining multipoint calls hosted by the paired RealPresence Group system.

To set up a meeting password:

1. On any screen, tap Menu, Settings, then User Settings.
2. Scroll down to Meeting Password.
3. Enter your meeting password, then enter it again to confirm the password.
4. Tap Done, then Save.
5. On the upper left of the screen, tap Done again to exit the screen.

After the password is confirmed, you are returned to the Home screen.
**Note:** Meeting passwords

Do not set a meeting password if multipoint calls include audio-only endpoints, because audio-only endpoints cannot participate in password-protected calls. SIP endpoints are unable to dial in to password-protected multipoint calls.

**Microsoft Meetings**

*RealPresence Group systems can connect to Microsoft Exchange Server 2013 and retrieve calendar information associated with a Microsoft Outlook or Microsoft Office 365 account.*

If the Home screen does not display calendar information, the system is not registered with the Microsoft Exchange Server. Contact your administrator to register the system.

**Note:** Scheduled meetings

Endpoints using Microsoft Office 365 accounts must be SIP-registered to Microsoft Lync 2013 or Skype for Business Server 2015 in order to join calendar meetings.

**View Scheduled Meetings on the Calendar**

You can view meetings on your calendar on the RealPresence Touch.

**To view scheduled meetings:**

» Go to the Home screen.

At the top of the Home screen, scheduled meetings are listed for the current day and for up to 5 days. If several meetings occur on the current day, only current day meetings are displayed.

**Join a Scheduled Meeting from the Calendar**

You might want to join a meeting from your calendar on the RealPresence Touch Home screen.

**To join a scheduled meeting from the Home screen:**

1. On the Home screen, find the meeting you want to join.
2. Touch Join to call into the meeting.

**Join a Meeting in an Overbooked Time Slot on the Calendar**

After you select a meeting time on the RealPresence Touch Calendar that is labeled Overbooked, you must select a meeting from the list to join.

**To join a meeting in an overbooked time slot:**

1. On the Home screen, select an Overbooked time slot on the calendar.
2. Decide which meeting you want to join and tap Join to call into the meeting.
Create a Conference Call with Microsoft CCCP

You can create a conference with Microsoft CCCP using the RealPresence Touch.

To create a multipoint call using CCCP:

1. On any screen on the RealPresence Touch, tap Menu.
2. Tap Place a Call.
3. Next, add participants using any combination of the following methods:
   - Tap Keypad, then enter the SIP addresses. Each time you enter a SIP address, tap Add to add it to the list of participants.
   - Tap Contacts, then tap the names you want to include in the list of participants. If you tap a group, the group opens and you can tap the individual names to add them.
   - Tap Speed Dial, then tap the names you want to include in the list of participants.
4. When your list of participants is complete, tap . After you start the call, you can tap Add to add other participants as described in the previous step without putting participants on hold, although you might experience a brief audio or video pause.

Add Participants to a CCCP Conference

While you are in a Microsoft CCCP conference using the RealPresence Touch, you can add additional participants to the conference.

To add participants a multipoint call using CCCP:

1. While in a call, on any screen on the RealPresence Touch, tap Menu.
2. Tap Place a Call.
3. Select Keypad and enter a number to call, or choose a contact from one of the following locations:
   - Contacts list
   - Recent screen
   - Speed Dial
4. While in the call, under Participants, tap Add. Continue to add participants using the above steps until all participants are included in the conference.

Mute All Participants in a CCCP Conference

While you are in a Microsoft CCCP conference using the RealPresence Touch, you can mute the participants in the conference.

To mute all participants in a CCCP conference:

1. While in a call, on any screen, tap Menu.
2. Tap Active Call.
3. Under Participants, tap Mute All. All call participants are now muted.
Remove All Participants from a CCCP Conference

While you are in a Microsoft CCCP conference using the RealPresence Touch, you can remove all participants in the conference.

To remove all participants in a CCCP conference:

1. While in a call, on any screen, tap Menu.
2. Tap Active Call.
3. Under Participants, tap Remove All. All call participants are removed and the meeting ends.

Sharing and Managing Content

To show people and content at the same time, the RealPresence Group systems must be configured for content.

You can show the following to the far-end systems:

- Any information stored on a computer connected directly to a RealPresence Group system or a Polycom touch device
- A DVD or DVR player connected directly to a Polycom RealPresence Group system
- Content from the Polycom People+Content™ IP application (installed on a computer and connected to the Polycom RealPresence Group system)
- VisualBoard

Note: Copyright-protected media

If you attempt to display copyright-protected content on the local interface, such as from a DVD or DVR, the following message is shown on the RealPresence Group system: “This content is protected and cannot be displayed or shared.” This message appears in a call and out of a call.

You can show one content source and one people video source at a time, and you can switch to a different type of content or people video source if you need to. Participants at other sites can also show content or people video sources. Content shown is from one site at a time; another site sharing content overrides any content being shared.

When you are showing content, a message appears on your main monitor. Whether you also see the content on your monitor or projector depends on how your system was configured.

Note: Showing content on RealPresence Group 300 system

To show content on a RealPresence Group 300 system, you must use People+ContentIP.

Content Connections of RealPresence Group Systems

Before you prepare to show content, make sure the computer is powered on and connected to the RealPresence Group system. You can connect a computer to the HDMI or VGA video input.

Note: 3.5 mm audio input and content
Your administrator can enable 3.5mm audio input mixing with HDMI or VGA content input on RealPresence Group systems during active calls. If this feature is not enabled, 3.5mm audio functions as program audio input mixed into the RealPresence Group system. 3.5 mm audio input is heard by both the near-end and far-end conference site participants during active calls. For more information about 3.5mm audio input, contact your administrator.

**Figure 1:** Connections for RealPresence Group 310 and 500 systems
Show Content From a Computer Connected to the RealPresence Touch

After you connect a USB cable from your computer to the RealPresence Touch, you can share content from the computer to the RealPresence Group system monitor display.

The computer does not need a LAN connection for this feature, because content information is sent over the USB cable connected to the RealPresence Touch. Windows and Macintosh computers are supported. Content audio is not supported.

To show content from a computer connected to the RealPresence Touch:

1. Connect a compatible USB cable from the RealPresence Touch to your computer.
2. After the USB cable is connected, the People+Content (PPCIP) application is available on one of your computer drives, such as E or F.
3. Open the People+ContentIP.exe file to start the application.
4. When you are ready to begin showing content, do one of the following:
   - Out of a Call: On the RealPresence Touch, from the Home screen, tap Show Content. Then under People+Content IP, tap Show Content.
   - In a Call: On the RealPresence Touch, from any screen, tap Menu, Active Call, Content. Then under People+Content IP, tap Show Content.

Content on your computer is now displaying on the connected room system monitor.
Stop Showing Content From a Computer Connected to the RealPresence Touch

After sharing content from a connected computer, you can choose to stop showing content on the RealPresence Touch.

To stop showing content from a computer connected to the RealPresence Touch:

» On the RealPresence Touch, under People+Content IP, tap ■ Stop Content.

The content from the connected computer is no longer showing.

Show Content Using the RealPresence Touch

To show on content, you can use the RealPresence Touch to launch the VisualBoard application on the paired room system.

The content displays on the room system monitor, where you can make annotations on the content.

To show content using the VisualBoard Application:

1. To show content using the VisualBoard application, do one of the following:
   ➢ In a Call: On the RealPresence Touch, from any screen, tap Menu, Active Call, and then Content.
   ➢ Out of a Call: On the RealPresence Touch, from the Home screen, tap Show Content.

2. Under VisualBoard, tap Show Content.

The VisualBoard application displays on the paired room system monitor. For information on using the VisualBoard application to annotate content, refer to Polycom® VisualBoard™ Technology Application with Polycom® RealPresence® Group Series User Guide.

Audio Adjustments

You can control several audio settings on your RealPresence Group system and control devices. However, it is important that you do not move the microphones as this might detract from the audio quality.

Mute the Microphone

You can mute your microphone and listen to the far-end call audio using the RealPresence Touch.

To mute your microphone:

1. From the Home screen, tap the Control bar at the bottom of the RealPresence Touch screen. The Control Bar icons display.

2. Tap Mute to mute the microphone.
Unmute the Microphone
You can resume your microphone audio after muting it on the RealPresence Touch.

To unmute your microphone:
1. From the Home screen, tap the Control bar at the bottom of the RealPresence Touch screen. The Control Bar icons display.
2. Tap Unmute.

Adjust the Call Volume
You can control the call volume using the RealPresence Touch.

To control the call volume:
1. From the Home screen, tap the Control bar.
2. Tap Volume.

Generate Touch Tones on the RealPresence Touch
You can generate (DTMF) touch tones in a call easily. In some environments, you need to use touch tones.

To generate touch tones:
1. In a call, tap ....
2. Tap Touch Tones.

Video Adjustments
You can control several video settings on your RealPresence Group system and control devices.

Change Monitor Layouts on the RealPresence Touch
You can change monitor layouts during a call.

To change layouts in a call using the RealPresence Touch:
1. On any screen, tap Menu, then Active Call.
2. Tap Monitor 1, Monitor 2, or Monitor 3.
3. To adjust the near-end layout, tap the PIP Layout tab, or to adjust the far-end layout, tap the Participant Layout tab.
4. Select a layout from the available choices. Any layout changes are made immediately.

Note: Layout screen limitation
If you are not in a RealPresence® Collaboration Server (RMX®) system call, your only layout screen option is PIP Layout. The Participant Layout screen is not available.

Control the Brightness

You can control the brightness of your screen using the RealPresence Touch.

To control screen brightness:

1. From the Home screen, tap Menu.
2. Tap Settings and then User Settings.
3. Auto Adjust is on by default. To turn Auto Adjust off, touch and drag the slider.
4. After Auto Adjust is turned off, you can manually touch and drag the Brightness slider to the left for lower brightness, and to the right for higher brightness.

Allow Video Display on the Web

If your administrator has enabled users access to user settings, you can turn on video display on the web. Note that if this setting is turned on, an administrator can view the video images from meetings using the RealPresence Group system web interface.

To turn on video display on the web:

1. Tap User Settings.
2. Under Meetings, ensure that Allow Video Display on Web is turned on.

Turn Off Video Display on the Web

If your administrator has enabled users access to user settings, you can turn off video display on the web. Note that if this setting is turned on, an administrator can view the video images from meetings using the RealPresence Group system web interface.

To turn off video display on the web:

1. Tap User Settings.
2. Under Meetings, ensure that Allow Video Display on Web is turned off.

Managing Cameras

To show people and content at the same time, the RealPresence Group systems must be configured for content. You can show the following to the far-end systems.
Select and Adjust a Camera

You might need to select and adjust a near-end or far-end camera using the RealPresence Touch.

To select and adjust a camera:

1. On any screen, tap the Control bar and select Camera.
2. If you are in a call, you can tap more than one camera, either Near or Far; if you are not in a call, only the Near local camera is available.
3. On the Camera Control screen, tap the arrow buttons to pan the camera up, down, left, or right. Tap the plus sign to zoom the camera in; tap the minus sign to zoom the camera out.
4. To close the Camera Control screen, tap the X icon.

Turn On Far End Control of Camera

You might need to allow users to control the Far End Camera Control (FECC). FECC specifies whether the far site can pan, tilt, or zoom the local camera. When this option is selected, a user at the far site can control the framing and angle of the camera for the best view of the near site.

To turn on far end control of a camera:

1. From any screen, tap Menu, then tap User Settings and scroll to Camera.
2. Ensure that the Far Control of Near Camera button is turned on.

Turn Off Far End Control of Camera

You might need to turn off user control of the Far End Camera Control (FECC). FECC specifies whether the far site can pan, tilt, or zoom the local camera. When this option is turned off, a user at the far site cannot control the framing and angle of the camera for the best view of the near site.

To turn off far end control of a camera:

1. From any screen, tap Menu, then tap Settings and scroll to Camera.
2. Ensure that the Control of Near Camera button is turned off.

Store a Camera Preset

You can store a custom camera position on the RealPresence Touch.

To store a preset position:

1. On any screen, tap the Control bar and select Camera.
2. Tap Presets.
3. Select a position numbered 0 to 9 by touching and holding one of the presets. The new position displays immediately. You can optionally enter a label.
4. To close the Presets screen, then tap the X icon.
Move a Camera to a Preset Position

You can move a camera to a different preset position using the RealPresence Touch.

To move a camera to a stored preset position:

1. On any screen, tap the Control bar and select Camera.
2. Tap the Presets tab.
3. Tap a preset image to move the active camera to the preset.
4. Tap Done. Your new camera preset position is now actively used on the connected room system.

Troubleshooting

Your administrator is available to assist you when you encounter difficulties. First though, if you are having problems making a call, try the troubleshooting tips and then call our test numbers.

View Device Details for a RealPresence Touch

You might need to view certain device details to perform troubleshooting tests to provide information for your administrator.

To view device details:

1. On any screen, tap Menu and then Settings.
   The System Information screen displays.
2. Under Device Connection Status, tap the RealPresence Touch device name.
   Device details are listed for your RealPresence Touch device.

View System Details and Connection Status for a Room System Connected to RealPresence Touch

At times, you need to view certain system details to perform troubleshooting tests to provide information for your administrator.

To view system details and connection status:

1. On any screen, tap Menu and then Settings.
   The System Information screen is displayed.
2. Under Device Connection Status, tap the room system that you want information on.
   System details and connection status information is listed for the connected room system.
Locate Company Contact Information

If your administrator has configured the RealPresence Touch device to include your company’s contact information, you can access it on the device.

To access your company contact information:

» From any screen, tap Menu and select Help. The Contact Information screen displays; it includes a Help Desk phone number, your administrator’s name, and other helpful contact information.

View Call Statistics

During a call, you can view certain call statistics, such as bitrates, compression formats, and packet loss on the RealPresence Touch.

To view call statistics about a call in progress:

1. During a call, on any screen, tap Call Statistics (located at the top left of your screen). Call statistics for each stream in the current call are now displayed.
2. To view statistics for another call participant, switch to that participant and tap Call Statistics again.
3. To view more information about a specific stream, navigate to the desired stream and tap •••.