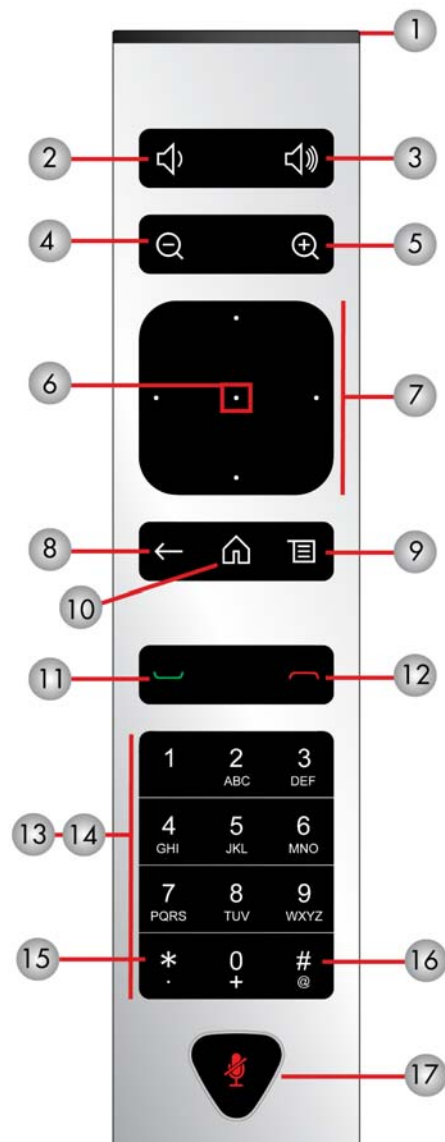


Polycom® RealPresence® Group Series Quick Tips

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Parts of the Remote Control




Number	Description
1	LED IR emitter.
2	Decrease speaker volume.
3	Increase speaker volume.
4	Zoom camera out.
5	Zoom camera in.
6	Select button - Press center button to select highlighted menu item.
7	Navigate through menu items using the Up, Down, Left, and Right buttons; pan/tilt the camera.
8	Delete letters or numbers or go back to a previous screen.
9	Display the Menu screen.
10	Return to the Home screen.
11	Place or answer a call and power on the system.
12	End or reject a call and power off the system.
13	Enter letters or numbers.
14	In camera control mode, move the camera to a stored preset or press and hold a number to store a preset.
15	<ul style="list-style-type: none"> Generates an asterisk if the cursor is in a text field. Generates a period if the cursor is in a numeric field.
16	Generates touch (DTMF) tones. Press #, followed by DTMF keys to send.
17	Mute or unmute a microphone.

Wake the System




To wake the system, lift the remote or press any button on the remote.

Place a Video Call




Enter a Name or Number

- 1 Press  on the remote control.
- 2 Enter the IP address, SIP address or H.323 name. To enter text, select .
- 3 Press .



Call a Contact

- 1 Press  on the remote control.
- 2 Select  **Contacts**. Choose the desired contact from the list or press the **Select** button to search.
- 3 Press .

Call a Recent Contact




- 1 Press  on the remote control.
- 2 Select  **Recent**. From the list of placed and received calls, select the desired number.
- 3 Press .

Call a Speed Dial Contact


- 1 Press  on the remote control.
- 2 Select  **Speed Dial**.
- 3 Highlight the desired contact and press the **Select** button to place a call.

Place an Audio-Only Call

If your administrator enabled audio-only calls, you can place an audio-only call.


- 1 From the Home screen, choose **Place a Call**.
- 2 From the **Keypad**, position the slider bar to  audio. Press **Select** to switch from  video to audio-only.
- 3 Enter the number and press  on the remote.

Place a Conference Call

- 1 Place a call using your preferred method.
- 2 Press  on the remote to place another call that is automatically added to the active call.
- 3 Continue calling until all participants are added.

Accept a Call

To accept a call when not in a call:

- » Select **Accept** or press  on the remote control.

To accept a call during a conference:

- » Select **Add to Call**, **Hold + Accept**, or **Hang Up + Accept**.

Decline a Call



If your system is configured to accept calls automatically, the call connects unless you decline.

- » Select **Decline**.


End an Active Call

You can only end active calls. Resume any held calls before ending.


Do one of the following:

- » In a point-to-point call, press  on the remote control.
- » In a conference call, press , then select **Hang Up** to hang up one participant, or select **Leave Conference** to hang up all calls.

Mute the Microphone



- » To mute, press  on the remote control or on the table microphone.

Unmute the Microphone



- » If muted, press  on the remote control or on the table microphone to unmute.

Join a Meeting

Do one of the following:


- » On a meeting reminder, select **Join**.
- » From the Home screen, navigate to the calendar, and select **Join**.
- » Press  on the remote control, then navigate to  **Calendar**, and select **Join**.

Adjust the Volume

- » To decrease the volume, press .
- » To increase the volume, press .

Adjust the Video Layout in a Call

Control the display of the video layout during calls.

- 1 Press  on the remote control.
- 2 Navigate to **••• More > PIP Layout**.
- 3 Select one of the available layouts.

Start Video




- » To start video, press  and select  **Camera On**.

Stop Video




- » To stop video, press  and select  **Camera Off**.

Select a Camera



Do one of the following:

- » From the home screen, select  **Camera**.
- » In a call, press  and select  **Camera**.

Adjust a Camera

- 1 Navigate to  **Camera Control**.
- 2 Press  to zoom in or  to zoom out. Press the left, right, up, and down navigation buttons to pan or tilt the selected camera. Not available with all cameras.
- 3 Press the Select button to switch between near and far cameras during a call.

Power the System On and Off

- » To power on the system, press  on the remote control or the power sensor on the front of the system.
- » To power off the system, press and hold  on the remote control or the power sensor on the front of the system for 3 seconds. Wait 15 seconds before you unplug the power cord.

More Information

For more information about setting up and using the system, refer to support.polycom.com.