

# Polycom® RealPresence Touch™ with Skype™ for Business Quick Tips

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## Get Started

The Polycom® RealPresence Touch™ device in Skype mode enables you to use Polycom® RealPresence Group® and Polycom® RealPresence Centro™ systems in a Microsoft® Office 365™ environment.

You can use Skype mode with a system registered to Office 365 and paired with a RealPresence Touch device. In Skype mode, you can only control the system with the touch device. The remote control and the touch screen are disabled.

Your administrator powers on, configures, and pairs the RealPresence Touch device. For help with the touch device, contact your administrator.

## Skype Mode Home Screen

Depending on how your administrator has configured your system, the Home screen of your RealPresence Touch device displays in one of two ways:

- The regular interface displays the  Place a Call icon.
- The Microsoft Skype for Business mode interface displays a  New Meeting icon.

The following icons display on the home screen in Skype mode.

### Home Screen Icons

Icon	Description
	Dial Pad

Icon	Description
	New Meeting
	Present
	Control Bar
	Settings

## Wake the RealPresence Touch

- » To wake the device after it has been idle for two minutes or more, touch the screen.

## Start a Skype Meeting

- 1 From the Home screen, tap  **New Meeting**.
- 2 Use the keyboard to enter a contact name or number, including a bridge number, IP address, or SIP address.
- 3 Tap a contact name to include participants under **Invitees**. To add a number, tap .
- 4 Continue adding participants until the **Invitees** list is complete.
- 5 Tap **Start Meeting**.

## Add a Participant to a Meeting

- 1 From the active meeting screen, tap  > .
- 2 On the keyboard, type a contact name or number.
- 3 Do one of the following:

- Tap a contact name to add it to the list.
  - Tap  to add a number to the list.
- 4 Tap **Add**.

## Accept a Call

Unless your system is configured to answer calls automatically, do one of the following:

- » Tap **Accept** to join an incoming call.
- » Tap **Hold + Accept** to hold the current call and answer the incoming call.
- » Tap **Hang Up + Accept** to end the current meeting and begin a new meeting with the incoming call.

## Decline a Call

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

- » From an incoming call, tap **Decline** or **Ignore**.

## Hang Up a Participant in a Meeting

- 1 From the active meeting screen under **People**, tap the participant.
- 2 Tap . The rest of the participants remain in the meeting.

## Join a Scheduled Meeting

- 1 From the Home screen calendar, select a meeting.
- 2 Tap **Join**.

## Place an Audio-Only Call

- 1 From the Home screen, tap  **Dial Pad**.
- 2 Tap  to switch to  for audio only calls.
- 3 From the keypad, enter a number, IP address, or H.323 address.
- 4 Tap **Call**.

## End a Call

- » To end a call, tap .

## Control Volume

- » Do one of the following:
  - Tap  to quickly mute the speakers.
  - Move the volume slider to the right to increase volume or to the left to decrease volume.
  - Tap anywhere on the slider to set the volume.

## Mute and Unmute the Microphone

- 1 Tap  to mute.
- 2 Tap  to unmute.

## Share Content

- 1 Connect a micro USB cable from the of the RealPresence Touch device to your computer.  
The Polycom® People+Content™ IP application is available as a new drive on your computer.
- 2 Open the People+ContentIP.exe or .dmg file to start the application.
- 3 From the active call screen, tap .
- 4 Under content source, tap **People+Content IP**, then tap **Show**.
- 5 To finish sharing content, tap **Stop**.

## Control Shared Content

When you receive control of shared Skype for Business content, connect a USB mouse and keyboard to the touch device.

- 1 Connect a USB mouse and keyboard to the touch device.
- 2 On the system, select the **Control Remote** check box.

## Return Control of Shared Content

- » On the system, clear the **Control Remote** check box.

## Control Brightness

You can control screen brightness by turning off Auto Adjust.

- 1 Tap  **Settings** > **User Settings**.
- 2 Tap the slider to off .
- 3 Touch and drag the Brightness slider to the left for lower brightness or to the right for higher brightness.

## Select and Adjust a Camera

- 1 In a meeting, tap  > **Camera Control**.
- 2 From Select Camera, tap **Near** or **Far** to select either near-end or far-end control.
- 3 Tap the arrow buttons to adjust the camera.
- 4 Tap the zoom buttons to zoom the camera in or out.

## Enable or Disable Camera Tracking

To enable or disable Polycom® EagleEye™ Director tracking:

- » Tap **Camera** > **Auto Camera Tracking** to turn auto tracking off or on.

## Change Monitor Layouts in a Meeting

Browse through the available viewing layouts and select a layout for an ongoing meeting.

- 1 In a meeting, tap .
- 2 To view the layout options with or without self view, use the slider  to enable or disable **Self View**.
- 3 Select a layout from the available choices.

## Move Camera to a Preset Position

You can quickly move your camera to preset camera positions.

- 1 Tap  > **Camera Presets**.
- 2 Tap one of the preset camera positions.

## Start or Stop Video in a Meeting

To start or stop your video in a meeting, you can turn the camera on or off.

- 1 In a meeting, tap .
- 2 Tap **Camera On** to show your video, or **Camera Off** to hide your video.

 indicates your camera is off.

## Get Help

### Access Company Contact Information

- » Tap **Settings** > **Help**.

### More Information

For more information about setting up and using the system, refer to [support.polycom.com](http://support.polycom.com).