

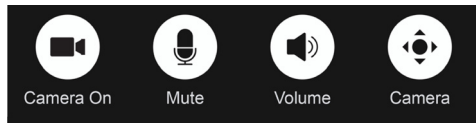
Polycom® RealPresence Touch™ Quick Tips

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

Out of a call, the Control Bar displays the following icons. During a call, additional icons are displayed.






Wake the RealPresence Touch



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

Place a Call


Enter a Name or Number

- 1 From the Home screen, tap  **Place a Call**.
- 2 On the **Place a Call** screen, tap  and enter a number or name.
- 3 To dial the call, tap .



Call a Contact

- 1 From the Home screen, tap  **Place a Call**.
- 2 On the **Place a Call** screen, tap **Contacts**.
- 3 Tap a contact to place the call.
- 4 To dial the contact, tap .



Call a Recent Contact

- 1 From the Home screen, tap  **Place a Call**.
- 2 On the **Place a Call** screen, tap **Recent**.
- 3 Specify whether you want to see all calls, recently placed calls, or received calls.
- 4 Tap a contact to place the call.

Add a Contact to a Multipoint Call

- 1 From the Home screen, tap  **Place a Call**.
- 2 On the **Place a Call** screen, tap **Contacts**.
- 3 Tap **Add Participants**. On the keyboard, type a contact name. From the resulting list, tap a contact.
- 4 To dial the contact, tap .

Call a Speed Dial Contact

- 1 On the Home screen, tap  **Place a Call**, and then tap  **Speed Dial**.
- 2 To dial a contact, tap a contact image on the Speed Dial screen.


Answer or Decline a Call

Tap **Answer** or **Decline** to answer or decline a call. If your system is configured to answer calls automatically, the call connects unless you tap **Decline**.

Hold a Call

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



Resume a Held Call

On the Manage Conference screen, tap  **Resume**.




End a Call

To end a call, tap  **Hang Up**.

Control Volume


Tap  **Control Bar** and tap  **Volume**.


Mute or Unmute the Microphone

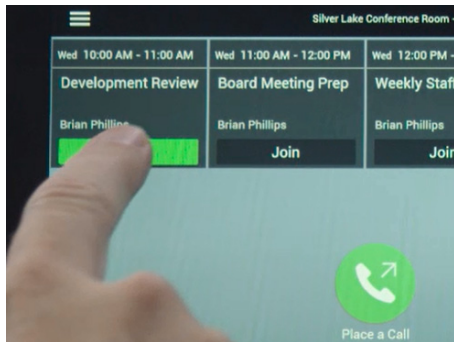
- 1 Tap  Control Bar.
- 2 Tap  **Mute** to mute the microphone, or tap  **Unmute** to unmute the microphone.

Show Content From a Connected Computer


- 1 Connect a compatible USB cable from the RealPresence Touch to your computer.
- 2 Ensure that the People+Content IP (PPCIP) application is installed.
- 3 Open the PPCIP.exe file to start the application.
- 4 To start sharing, do one of the following:

Out of a Call: From the Home screen, tap  **Show Content**. Under People+Content IP, tap **Show Content**.

In a Call: From any screen, tap  **Menu** > **Active Call** > **Content** > **Show Content**. Under People+Content IP, tap **Show Content**.




Join a Scheduled Meeting from the Calendar



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


Control Brightness

- 1 Tap  **Menu** >  **Settings** > **User Settings**.

Auto Adjust is on by default. To turn **Auto Adjust** off, touch and drag . After the setting is turned off, you can adjust the brightness.


Select and Adjust a Camera

- 1 Tap  Control Bar and select  **Camera**.
- 2 If you are in a call, tap **Near** or **Far** to select either near-end or far-end control. If you are out of a call, you can control your **Near** camera.
Tap the arrow buttons to adjust the camera.
Tap the zoom buttons to zoom the camera in or out.

EagleEye Producer: To enable or disable tracking, use **Camera Tracking**  to turn auto tracking off or on.

Change Monitor Layouts in a Call


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

- 1 Tap  **Menu**, then **Active Call**.
- 2 To adjust the near-end layout, tap the **PIP Layout** tab, or to adjust the far-end layout, tap the **Participant Layout** tab.
- 3 Select a layout from the available choices. Any layout changes are made immediately.

Note: The **Participant Layout** screen is not available in point-to-point calls. This feature is not supported on Polycom® RealPresence Immersive Studio™ systems.

Move Camera to a Preset Position


You can move your camera to a different camera position, called a camera preset.

- 1 Tap  **Camera** and tap **Presets**.
- 2 Tap one of the camera positions to use as your preset.

Note: This feature is not supported on RealPresence Immersive Studio systems.

Turn Camera On or Off

To show or hide your video in or out of a call, you can turn the camera on or off.

- 1 Tap  Control Bar.
- 2 Tap **Camera On** to hide your video, or **Camera Off** to show your video.

Note: This feature is not supported on RealPresence Immersive Studio systems.

Get Help

Access Company Contact Information

- » Tap  **Menu** and select **Help**.

Access More Documentation

For additional documentation with RealPresence Touch setup and usage information, refer to support.polycom.com.