

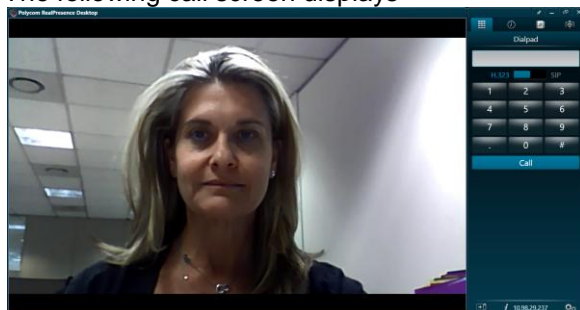
POLYCOM REALPRESENCE WINDOWS DESKTOP QUICK REFERENCE GUIDE:

The Polycom® RealPresence® Windows Desktop application can be downloaded from the Polycom site on the internet and is used to make and receive video calls. Point to point video calls can be placed to a TIPT video device. You can also initiate and join multipoint calls using your TIPT VMR (Virtual Meeting Room) number.

1. Downloading the application

- Open your web browser and go to the Polycom website (www.polycom.com) search for **Polycom® RealPresence® Desktop**
- select to download the client for your Windows desktop. A Trial 30 day version can be downloaded
- Select **Skip sign in** (when option appears)
- Click **Done**

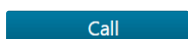
The following call screen displays

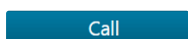


- After the 30 days, contact your Telstra Sales Representative to purchase the client

2. Making a call using the keypad

- On the call screen from your keyboard or dial pad enter the Video Meeting Room number (VMR) **xxxxxxxxxx@tiptvideo.telstra.com**



- Click  to start the call
- Press the **Backspace** on your keyboard to delete an incorrectly entered number

- To call a TIPT device directly point to point, enter the *TIPT phonenumber* **@tiptvideo.telstra.com**

3. VMR Waiting room

When you dial into a VMR you will hear the following announcement

"Welcome to the TIPT virtual meeting room. If you are the meeting host please press the # key, otherwise please wait for the meeting to begin".











If the host has not joined the meeting you will be placed in a waiting room and the following screen will be displayed.




If you are the host press the # key and then enter your 4 digit host pin. This will commence the conference and join those in the waiting room into the call.




4. In-Call Options Toolbar

- During a call the In-Call Toolbar displays
- Click the relevant icon to disable/enable the feature


Icon	Description
	Connection status
	Self view/Hide self view
	Pause my video
	Mute/unmute my microphone
	Mute/unmute my speaker
	Adjust the volume
	Time elapsed of active call
	Send Content
	Displays the keypad for VMR Feature Access Codes
	Far end camera control

Icon	Description
	Call Settings
	Full screen
	Hang up

5. Making a call using the Recent Call list




- Click the **Recent Calls** icon 
- Click the number you want to dial from the list
- Click **Call**

6. Making a call using the Directory

- Click the **Contacts** icon 
- Enter the name or part of the name you want to call and press **Enter**
- Double click the contact name from the search list
- Click **Call** next to the name of the contact you want to call

7. Changing the Video Layout

While in an active VMR call with multiple (3 or more) parties


- Click the  icon
- Click the * twice
- Select the number that corresponds to the layout you want to use 
- To return to the call click 

8. End a call

- Click **End/Hang-up** to end a call


9. SendContent

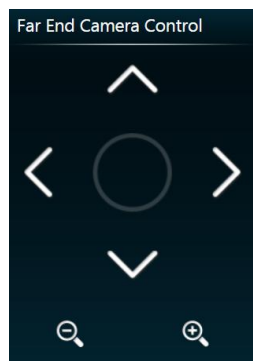
To send content during a call

- Click  and choose one of the following
 - to share your desktop, select an option under **Share Monitor**
 - to share a running application, select an option under **Share Application**
- Click **Stop** to stop sharing

10. Far End Camer control



To control the camera at the far (other) site.

- While on a video call click  to switch to the far end camera
- Click the relevant arrow to move the camera up, down, left, right
- Click the Zoom in or Zoom out buttons to zoom the camera




11. Managing Contacts


To add a new contact

- Click  and then click  Add contact
- Enter the contact **Last Name** and or **First Name**.
Title, Department, Location, Phone and Email are optional fields
- Click **Add a Device**
- Enter a Device Name and Device Type
- Complete **at least one** of the following fields:
 - IP Address** of the contact's endpoint
 - H.323 Extension** your company's dial plan will define the numbers used in this field
 - H.323 Name** your company's dial plan will define the names used in this field
 - SIP URI** of your system
- Click **Save**


To search for a contact

- Click 
- Enter the contacts name or part of their name
- Click the contact name

To add a contact from your corporate directory to your local address book

- Click 
- Enter the contacts name or part of their name
- From the search results select the contact
- Click **Add to Contacts**

To delete a contact


- Click 
- Select the contact you want to delete
- Click **Delete**

12. SmartPairing

You can pair your device with a Polycom RealPresence Group Series system and then either:


- Share your smart device screen with the paired Polycom RealPresence Group Series system
- You can control the paired Polycom RealPresence Group Series system, (e.g. place a call, adjust the call volume, transfer an ongoing call or end the call) using RealPresence Mobile.

To enable SmartPairing:


- Click the **Settings** 
- Select SmartPairing
- Click the **SmartPairing** checkbox

If **Auto Detection** is turned on, IP addresses of nearby Polycom RealPresence Group Series systems that have been detected will be listed here

- Click **OK**

The SmartPairing icon  will appear at the top of the screen

To share your content:

- Click the **SmartPairing** icon 
- Click **Share Content**
- Select one of the following
 - select a device from the system selected list
 - enter a device address in the **Room system IP** field
- Click **Pair**
- Choose one of the following
 - to share your desktop, select an option under **Share Monitor**
 - to share a running application, select an option under **Share Application**

To stop sharing content:

- Click **Stop Sharing**

