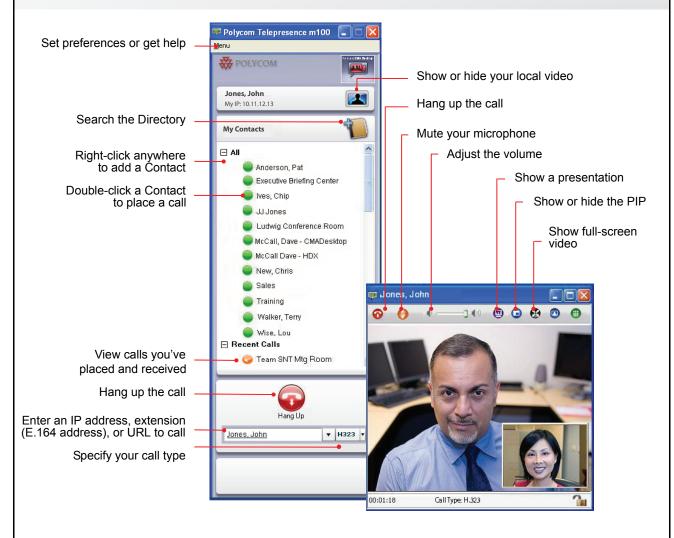
▶ Quick Tips for Polycom Telepresence m100



What is Polycom Telepresence m100?

With Telepresence m100, you can connect to anyone else who is using Telepresence m100 or other types of video conferencing systems. You can show presentations and other content to participants in video calls.



For help with Telepresence m100, go to **Menu > Help**, or press **F1**.

Placing a Call

From Your Contacts List:

- 1 Click # to expand the Contacts list.
- 2 Select a contact from the Contacts list.
- 3 Click Call to place a call.

From the Recent Calls List:

If your system is configured to show recent calls in the Contacts list, you can see the Recent Calls list from the main window.

- 1 Click

 to expand the Recent Calls list.
- 2 Select a contact from the Recent Calls list.
- 3 Click Call to place a call.

From the Directory:

If your system is registered with a directory server, you can see information about other active sites that are registered with the same sever.

- 1 Click \(\frac{1}{2}\) to open the Directory.
- 2 Start typing a name. you see entries that contain the characters you enter as you type.
- 3 Click a name and then click all to place a call.

By Entering the Information Manually:

- 1 Enter the IP, SIP address, or H.323 name in the field at the bottom of the main window.
- 2 Specify whether you want to use H.323 or SIP for the call (optional).
- 3 Click Call to start the call.



By Calling a Virtual Meeting Room on a Bridge:

- 1 Do one of the following:
 - If Telepresence m100 and the virtual meeting room are registered to the same gatekeeper, enter the extension (E.164 address).
 - For SIP calls, enter the address in this format: RoomNumber@IP_Address. For example, 1000@11.12.13.14.
 - For H.323 calls, enter the address in this format: IP_Address##Extension. For example, 11.12.13.14##1000.
- 2 Click Call to start the call.

Answering a Call

If your system is configured to answer calls automatically, do nothing. The call connects automatically.

To answer calls manually, do one of the following:

- · Click Answer to accept the call.
- · Click Ignore to refuse the call.

Ending a Call

>> Click to end the call.

Adding People to Your Contacts List

- 1 Click **1** to open the Directory.
- 2 Start typing a name. You see entries that contain the characters you enter as you type.
- 3 Click a name and then click Add to Contacts.

Showing Your Desktop

- 1 Click on the in-call toolbar.
- 2 Click Send Monitor.

The other sites see the content as it appears on your monitor.

Using the In-Call Toolbar

•	Hang up the call.
0	Mute your microphone.
(1)	Adjust the volume.
(III)	Show your desktop.
<u> </u>	Toggle the Picture-in-Picture (PIP).
3	View full-screen video.
	Adjust the far-end camera.
•	Display the tone pad.

Tips and Tricks

- Make sure you know the name or number of the site you want to call.
- Adjust your camera so that the far site can see you. Fill the screen with people rather than with the table, chairs, walls lights, or floor.
- Adjust your microphone so that the far site can hear you. Mute the microphone before moving it so that the far site doesn't hear you moving it.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Don't tap on the microphone or rustle papers near the microphone.
- In a multipoint call, mute your microphone when you are not speaking.

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