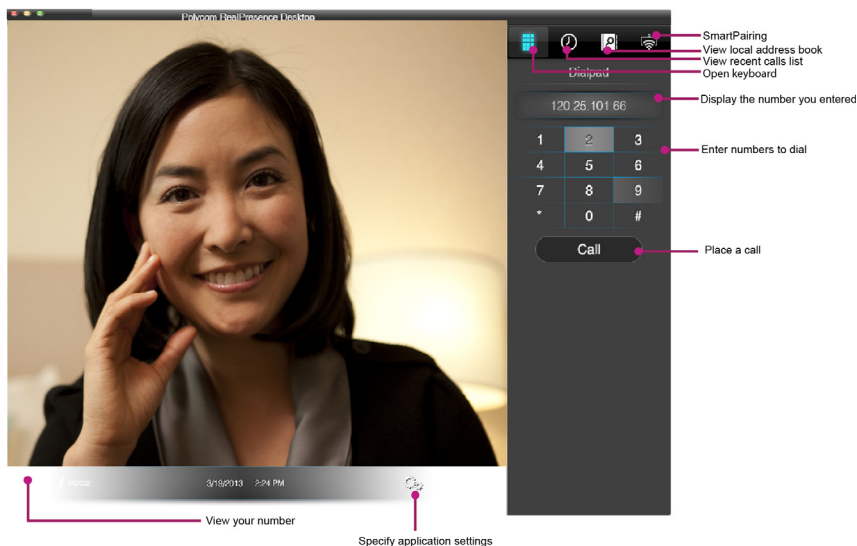
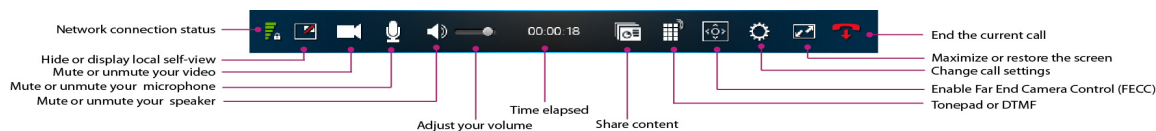


## Quick Tips for Polycom® RealPresence® Desktop for Mac OS X

For detailed information, refer to the Polycom RealPresence Desktop Help, available at [support.polycom.com](http://support.polycom.com).




During a call, touch the screen to activate the in-call toolbar.



## Place a Call

### Enter a Number

1 Enter the contact number by using the on-screen dialpad or your keyboard.


To delete a number, click  or press Backspace.

2 Click **Call** to start the call.

### Use the corporate directory

1 Select .

2 To search for a contact, in the **Find a contact** field enter the name or part of the name, and then press **Enter**.

3 Click  beside the contact name.

4 Click the applicable device name to start the call.

### Answer a Call


Click **Answer**.

### End a Call


Click .

### View Recent Calls

1 Click .

2 Click  beside the call that you want to review.

### Resize the Application Window




>> Click  to maximize or restore the window.

## Control Audio and Video





### To adjust the volume

Click and drag the **Volume** slider .

### To mute and unmute video and sound


- Click  to mute or unmute your video.
- Click  to mute or unmute your microphone.
- Click  to mute or unmute your speaker.

### Control the Far-End Camera

- Click  to start far-end camera control.
- Click  and  to zoom in and out.
- Click  to pan and tilt.

## Share Content

### To start sharing



- 1 Click .
- 2 Select a monitor or a running application.

### To stop sharing from a Monitor or an application



Click **Stop**.

## Manage Contacts





### To add a contact to your local address book

- 1 Click , and then click .
- 2 Enter the contact's **Last Name** and **First Name**.
- 3 (Optional) Enter identifying information.
- 4 Click **Add a device**.
- 5 Enter the **Device Name** and **Device Type**.
- 6 Complete at least one of the following fields: IP Address, H.323 Extension, H.323 Name, SIP URI.
- 7 Click **Add**, and then click **Save**.

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

- 1 Click .
- 2 Search for the contact, and then select  beside the contact name.
- 3 Click **Save to Contacts**.

### To edit or delete a contact in your local address book

- 1 Click .
- 2 In the **Contacts** list, select  beside the contact's name.
- 3 Do one of the following:
  - To edit the contact, on the **Details** screen, click . Update the information, and then click .
  - To delete the contact, click **Delete**.



## Quick Tips for Polycom® RealPresence® Desktop for Mac OS X