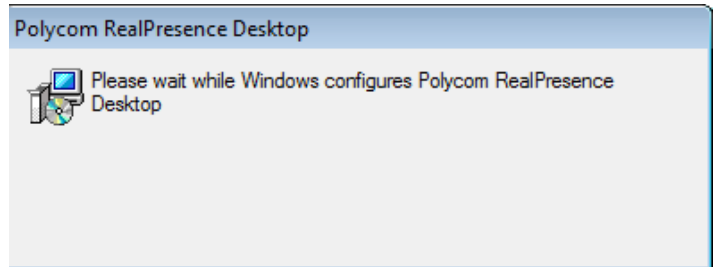


Install and Configure the Polycom RealPresence Desktop Client

Copy the RPDesktop.exe file to your desktop and double click it. . .

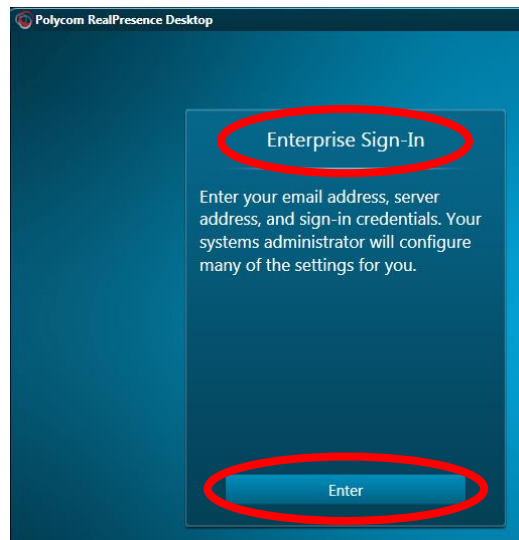
The installer will run and place an icon on your desktop when it is finished.



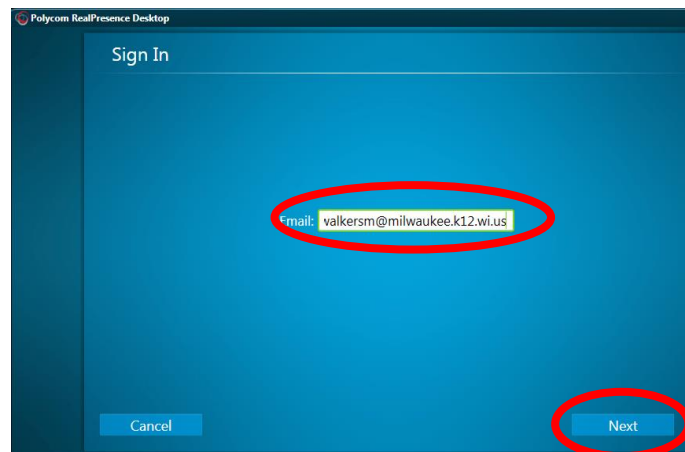
Double click the **Polycom RealPresence Desktop** icon to start the application



Click **Enter** on the **Enterprise Sign-in** tab



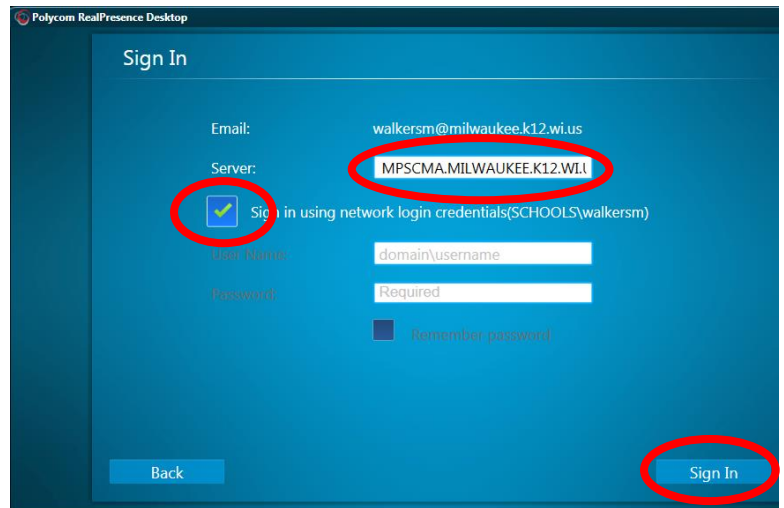
Enter your **email address** and click **Next** to continue. . .



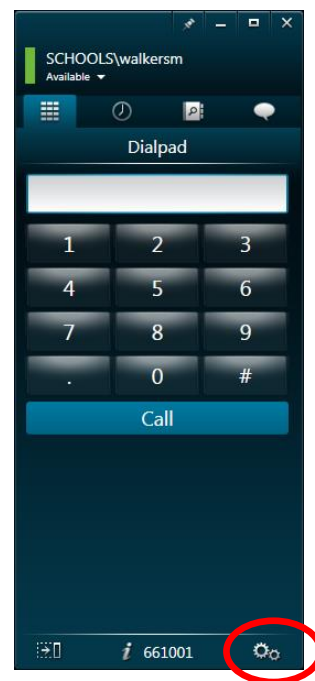
Enter **MPSCMA.MILWAUKEE.K12.WI.US** in the **Server** field.

Check the box to **Sign in using network login credentials**.

Click **Sign In** to begin using the Real Presence Desktop Client



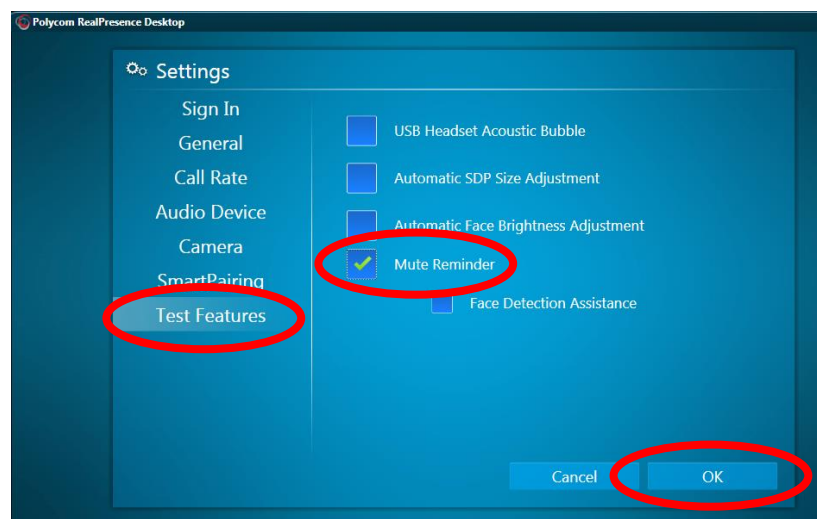
Click the **settings** button in the lower right corner of the Dialpad. This button looks like two gears. . .



Click **Test Features**. You will be prompted for a password. Enter **456** to open this menu.

Click **Mute Reminder** and Click **OK**.

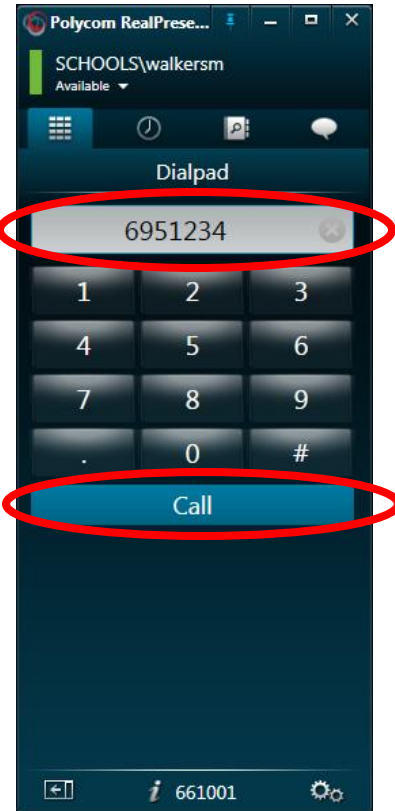
*The **Mute Reminder** feature enables a popup box that notifies you if are speaking during a call when your microphone is muted.



Join a Video Conference

You will need a conference ID number to join a call. This information will be given to you prior to your meeting. All conference IDs begin with 695 followed by four or five more digits.

Enter the conference ID in the field shown and click **Call** to establish a connection.



You will have several tools available when you are in a call.

From left to right. . .

1. Green Bars – Statistics on the active call
2. Display the image from your camera
3. Mute the video from your camera
4. Mute the audio from your microphone
5. Mute the speakers
6. Volume Control
7. Open a chat window
8. Share content – This option will allow you to share a specific application or the whole screen.
9. Touch pad – This is used most often if there is a password required to enter a video call.
10. Far side camera controls – Not often used
11. Settings available when you are in a call
12. Full Screen
13. Hang up and disconnect the call