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# poly G7500 studio Video Mode User Guide

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**poly G7500 studio Video Mode**

## Before You Begin

**Topics:**

- Audience, Purpose, and Required Skills
- Related Poly and Partner Resources

This guide contains overview information, procedures, and references you can use to perform tasks with your video system. The information in this guide applies to all the following Poly video systems except where noted:

- Poly G7500 (model: P011)
- Poly Studio X50 (model: P017)
- Poly Studio X30 (model: P018)

**Audience, Purpose, and Required Skills**

This guide is intended for beginning users, as well as intermediate and advanced users, who want to learn more about the features available with the system.

**Related Poly and Partner Resources**

See the following sites for information related to this product.

- The Polycom Support Site is the entry point to online product, service, and solution support information including Licensing & Product Registration, Self-Service, Account Management, Product-Related Legal Notices, and Documents & Software
- The Polycom Document Library provides support documentation for active products, services, and solutions. The documentation displays in responsive HTML5 format so that you can easily access and view installation, configuration, or administration content from any online device.
- The Polycom Community provides access to the latest developer and support information. Create an account to access Poly support personnel and participate in developer and support forums. You can find the latest information on hardware, software, and partner solutions topics, share ideas, and solve problems with your colleagues.
- The Polycom Partner Network are industry leaders who natively integrate the Poly standards-based Real Presence Platform with their customers' current UC infrastructures, making it easy for you to communicate face-to-face with the applications and devices you use every day.
- The Polycom Collaboration Services help your business succeed and get the most out of your investment through the benefits of collaboration.

## Getting Started

**Topics:**

- Product Overview of Poly Video Systems
- LED Status Indicators
- Overview of Poly G7500, Studio X50, and Studio X30 Hardware

- Navigating Your System
- Powering the System On and Off
- Wake the System
- Accessibility Features

Before you use your system, familiarize yourself with its features and user interface.

**Product Overview of Poly Video Systems**

Poly G7500, Studio X50, and Studio X30 systems in Poly Video Mode support Poly video conferencing and content sharing features.

**Poly G7500 System Features and Capabilities**
The G7500 systems support the following features:

- Peripheral cameras and microphones make the system scalable for medium rooms and up to large integrated rooms
- Placing and joining video calls
- Viewing and joining scheduled calendar meetings
- Managing contacts, call lists, and directories
- Sharing wireless and wired content
- Collaborating with electronic blackboards
- Camera tracking technology that can automatically zoom in on the person talking or frame the group of people in the room (depending on how you configure the system)
- Poly Noise Block AI, which during calls eliminates background and extraneous sound from being heard in common working environments when no one is talking
- Polycom Acoustic Fence technology, which allows video conferencing in open workspaces by capturing only the voices in a defined area
- HDMI: Single input and dual output
- Serial port connection

**Poly Studio X50 Features and Capabilities**

The Studio X50 systems support the following features:

- All-in-one collaboration system for huddle rooms and small-to-medium rooms
- No need for a separate PC, laptop, or codec to run video-conferencing software
- Placing and joining video calls
- Viewing and joining scheduled calendar meetings
- Managing contacts, call lists, and directories
- Sharing wireless and wired content
- Collaborating with electronic blackboards
- Built-in 4K camera with ultra-wide 120-degree field of view
- Camera tracking technology that automatically frames the group of people in the room
- High-fidelity, built-in stereo microphones that pick up sound within 3.66 m (12 ft) and use spatial audio for life-

like presence and clarity

- Poly Noise Block AI, which during calls eliminates background and extraneous sound from being heard in common working environments when no one is talking
- Dual stereo speakers
- HDMI: Single input and dual output

**Poly Studio X30 Features and Capabilities**

The Studio X30 systems support the following features:

- All-in-one collaboration system for huddle rooms and small-to-medium rooms
- No need for a separate PC, laptop, or codec to run video-conferencing software
- Placing and joining video calls
- Viewing and joining scheduled calendar meetings
- Managing contacts, call lists, and directories
- Sharing wireless and wired content
- Collaborating with electronic blackboards
- Built-in 4K camera with ultra-wide 120-degree field of view
- Camera tracking technology that automatically frames the group of people in the room
- High-fidelity, built-in stereo microphones that pick up sound within 3.66 m (12 ft) and use spatial audio for life-like presence and clarity
- Poly NoiseBlockAI, which during calls eliminates background and extraneous sound from being heard in common working environments when no one is talking
- Single mono speaker
- HDMI: Single input and output

**LED Status Indicators**

The following figures display the LEDs on your systems. The tables list each LED indicator and its associated status.

**LED Status Indicators for the G7500 System**

Use the LED on the front right corner of the codec to get information on the state of your system.

**Figure 1: G7500 System LED Location**
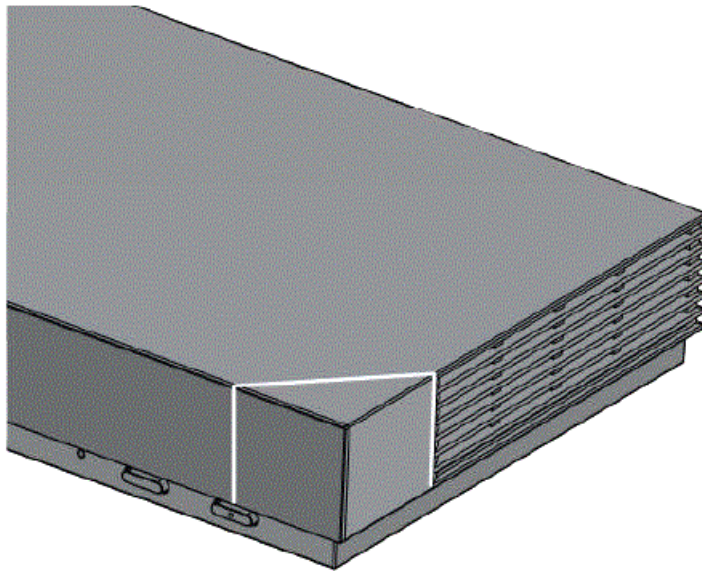
**G7500 System LED Status Indicators**

| Indicator | Status |
|---|---|
| Blinking white | Powering on |
| Solid white | Working normally |
| Blinking amber | Update in progress |
| Solid amber | Sleeping |
| Blinking red | Error preventing normal operation |

**LED Status Indicators for the Studio X50 and Studio X30 Systems**

The system provides an LED light bar above the camera to help you understand the system's behaviors.

**Basic Studio X50 and Studio X30 LED Indicators and Status**

| Indicator | Position | Status |
|---|---|---|
| Chasing white | All while alternating | Boot initialization in progress |
| Blinking blue | Twelve in the middle | Bluetooth in discovery |
| Solid blue for 3 seconds | All | Bluetooth paired |
| Blinking green | All | Incoming call |
| Solid green | Two in the middle | Outgoing call |

| Indicator | Position | Status |
|---|---|---|
| Solid green or white | Four to eight (when in the middle), indicating the tracked speaker or the direction of the camera | Working<br>The lights are green with supported applications, with the following cases:<br><br>• Tracking people in the group framing and speaker tracking mode.<br>• Indicating the direction of the camera that you customize in the pan-tilt-zoom (PTZ) mode. |
| Pulsing red | Twelve in the middle | Call on hold |
| Pulsing green | Twelve in the middle | Call on hold (by far site) |
| Solid white for 3 seconds | Twelve in the middle | Saving a preset |
| Solid red | All | Muted microphone |
| Pulsing amber | All | Firmware update in progress |
| Blinking red | All | Error preventing normal operation |

**Overview of Poly G7500, Studio X50, and Studio X30 Hardware**

The following figures and tables provide information about hardware features available on your system.

**Poly G7500 Hardware**

The following figure displays the hardware features on the Poly G7500 system. The table lists each feature numbered in the figure.
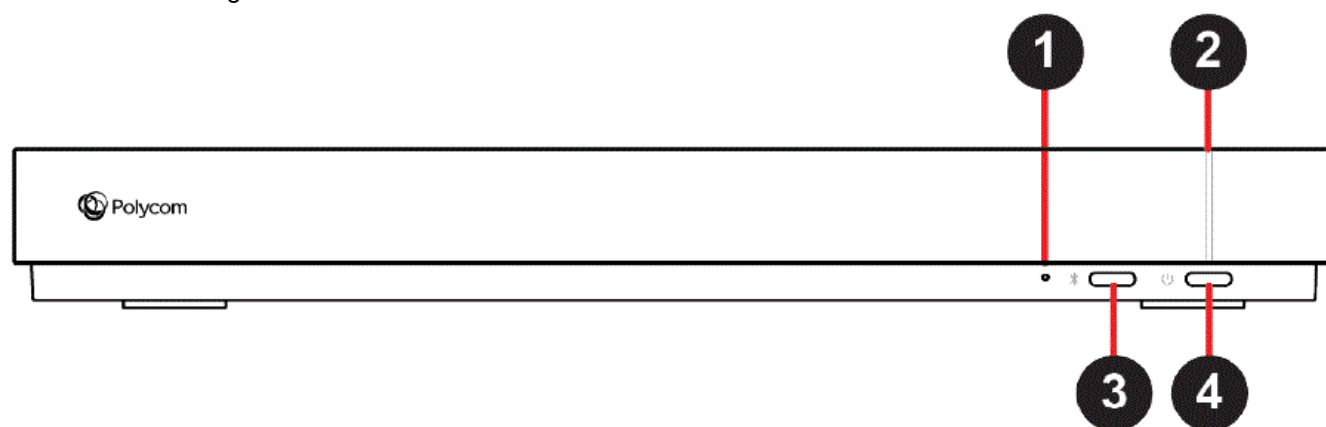


**Poly G7500 Feature Descriptions**

| Reference Number | Feature | Feature Description |
|---|---|---|
| 1 | Reset button | Resets the Poly G7500 to the factory software version |
| 2 | LED indicator | Indicates the system status |
| 3 | Remote control pairing button | Enables the Bluetooth remote control pairing mode |
| 4 | Restart button | Restarts your system |

**Poly Studio X50 Hardware**

The following figure displays the hardware features on the Poly Studio X50 system. The table lists each feature numbered in the figure.



**Poly Studio X50 Feature Descriptions**

| Reference Number | Feature | Feature Description |
|---|---|---|
| 1 | Screen | Protective screen that covers the front of your system |
| 2 | Microphone array | Microphone array that captures audio |
| 3 | Camera | Camera with a privacy cover that enables or disables the video input as you choose |
| 4 | Speakers | Stereo audio output |
| 5 | LED indicators | Indicates the system status and information on the tracked speaker |

**Poly Studio X30 Hardware**

The following figure displays the hardware features on the Poly Studio X30 system. The table lists each feature numbered in the figure.
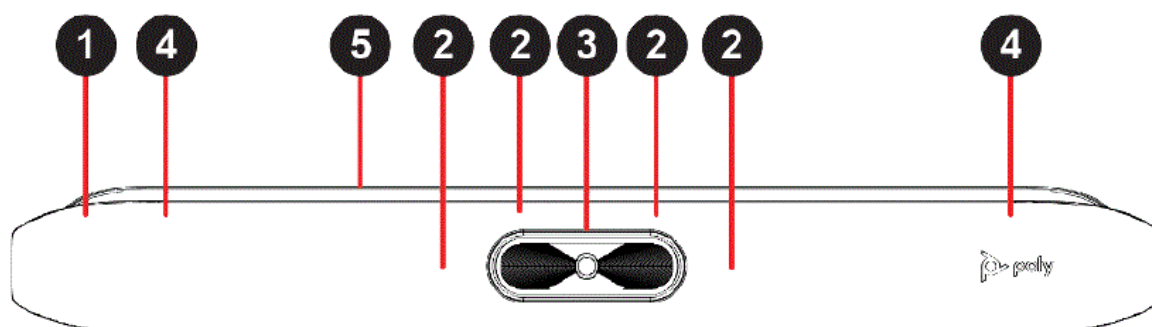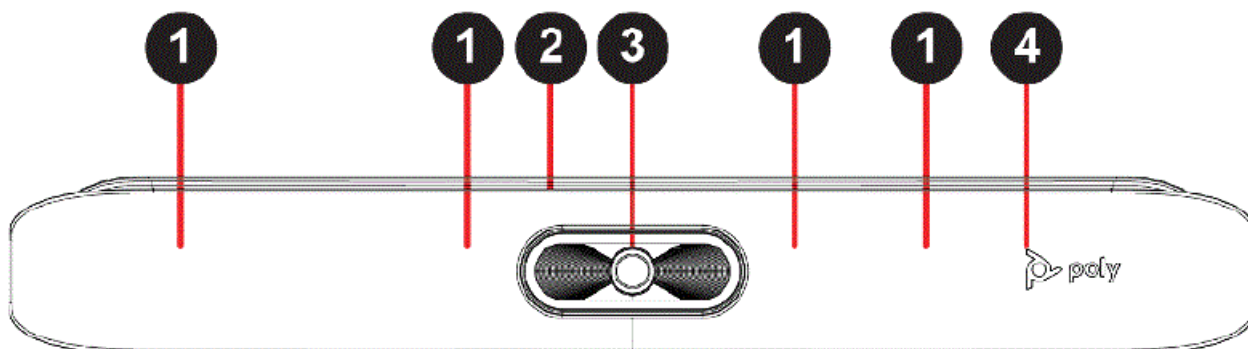
**Poly Studio X30 Feature Descriptions**

| Reference Number | Feature | Feature Description |
|---|---|---|
| 1 | Microphone array | Microphone array that captures audio |
| 2 | LED indicators | Indicates the system status and information on the tracked speaker |
| 3 | Camera | Camera with a privacy cover that enables or disables the video input as you choose |
| 4 | Speaker | Mono audio output |

**Poly Studio X50 and Studio X30 Privacy Cover**

The Poly Studio X50 and Studio X30 systems provide a physical cover that you can place over the camera lens to protect your privacy.
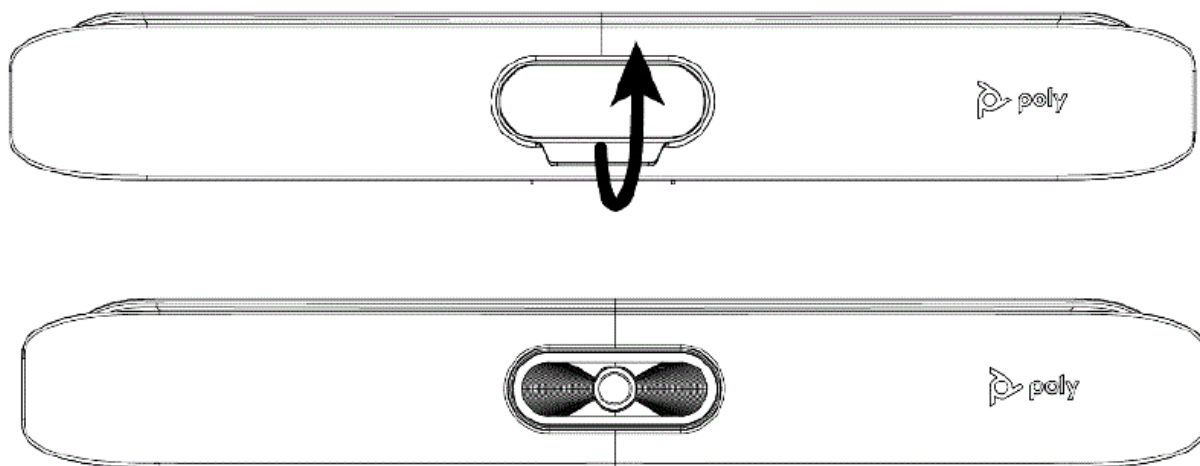
**Navigating Your System**

The system has icons and user screens to help you navigate and understand important information about your system.

**Home Screen**

The Home screen is the first screen you encounter on the system monitor. From this screen, you have quick access to many of the system functions.
**Note:** Some elements of your screen may be different depending on the system configuration.
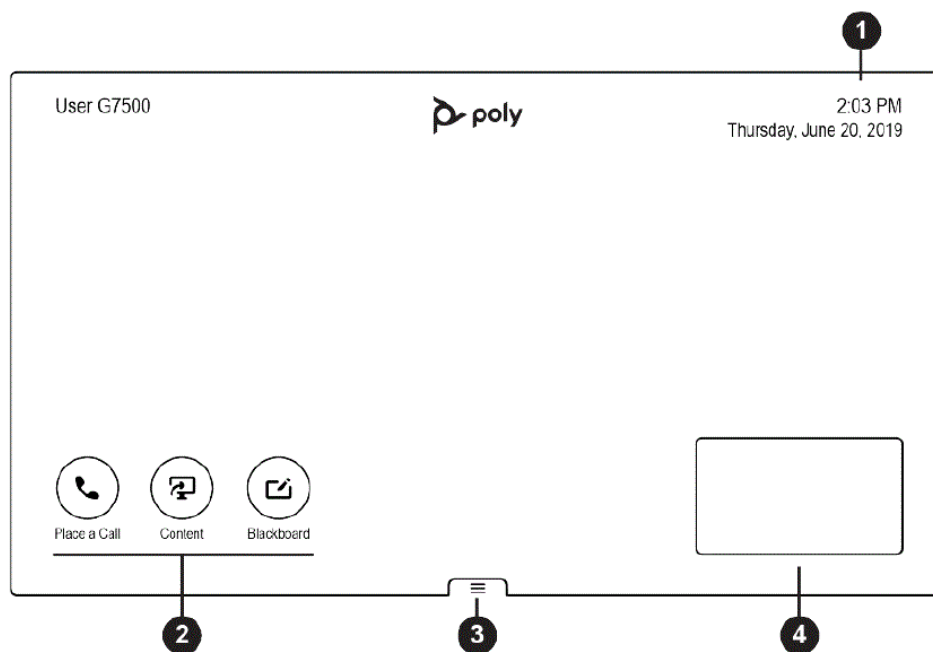
| Ref. Number | Description |
|---|---|
| 1 | System information bar, which shows details such as date/time and system name. |
| 2 | Task buttons for placing calls, sharing content, or creating a blackboard. |
| 3 | Menu for accessing other features. |
| 4 | Local camera view. |

**Home Screen Elements**

Some of the following interactive and read-only elements might not display on your system depending on the system configuration.

| Element | Description |
|---|---|
| Name | Descriptive name determined by the system administrator. Used when you want to connect to a system. |
| Security code | Displays after you attempt a content sharing connection. Use the four-digit code to set up wireless connections through the Polycom Content App or a n AirPlay- or a Miracast-certified device. |
| IP address | IP address, SIP, H.323, or secondary network configured for your system. |
| Current time | Local time zone. |
| Current date | Local time zone date. |
| Warning | Notification that the system has detected one or more problems that might prevent it from fully functioning. |
| Calendar or Favorites cards | View your calendar or favorites. |
| Place a Call | Opens a call screen where you can dial a call, or you can select a card to d ial numbers, access favorites, or view your calendar. |
| Content | When content is available, the system displays a list of available content. O therwise, this function opens a help screen that describes how to set up co ntent sharing using HDMI, the Polycom Content App, or an AirPlay- or a Mi racast-certified device. |
| Blackboard | Creates a new blackboard, where you can share annotations or drawings. |
| Menu | Opens new menu selections for calling, sharing content, camera control, a nd additional functions. |

**Content Screen**

The Content screen is where you share and annotate content in your meetings.
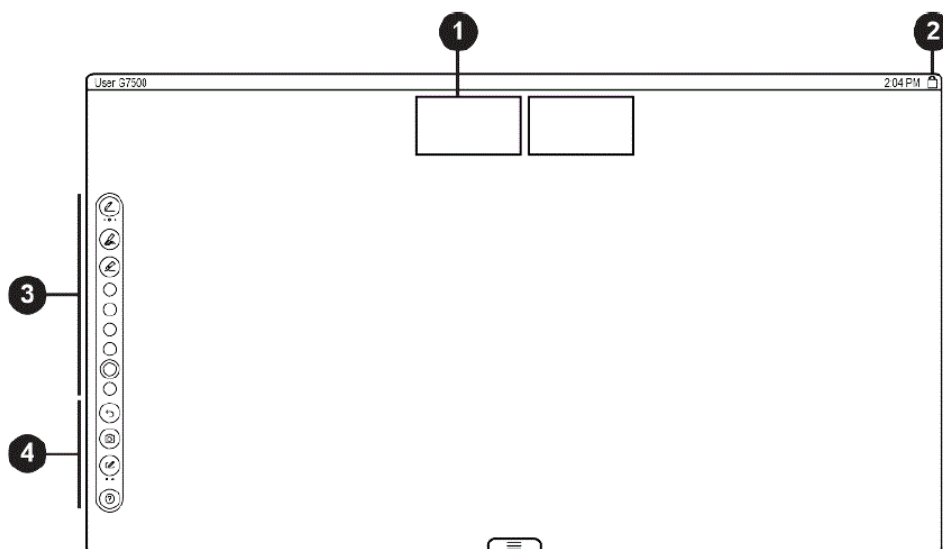
| Number | Description |
|---|---|
| 1 | Camera views of call participants. |
| 2 | System information bar, shows system information such as system name and time. |
| 3 | Content toolbar, provides tools to annotate and work with content. |
| 4 | Content management functions. |

**Powering the System On and Off**

The system turns on when you plug it into a power source. The system doesn't have a power button, so you must unplug the power cable to power it off.
**Note:** Don't power off the system during maintenance activities (for example, while a software update is in progress).

**Wake the System**

After a period of no activity, the system enters sleep mode (if configured by your administrator). You can wake it using a touch monitor, Poly TC8, or Poly Bluetooth Remote Control.
**Procedure**
» Do one of the following:

- If you're using a touch monitor, tap the primary
- If you're using the TC8, tap the
- Press any button on the remote

**Accessibility Features**

Polycom products include a number of features to accommodate hearing-, vision-, mobility-, or cognitively-impaired users.

**Features for Hearing-Impaired and Deaf Users**

Certain features enable users with hearing impairments to use the system. If needed, contact your administrator to enable the following features.
**Features for Hearing-Impaired Users**

| Accessibility Feature | Description |
|---|---|
| Visual notifications | Status and icon indicators let you know when you have incoming, outgoing, active, or held calls. Indicators also alert you of the device's status and when features are enabled. |
| Status indicator lights | The system and its microphones use LEDs to indicate some statuses, including if your microphones are muted. |
| Adjustable call volume | While in a call, you can raise or lower the volume of the device. |

**Features for Vision-Impaired and Blind Users**

Certain features enable users with visual impairments to use the system. If needed, contact your administrator to enable the following features.

**Features for Vision-Impaired and Blind Users**

| Accessibility Feature | Description |
| --- | --- |
| Auto-answering | You can enable the phone to auto-answer calls. |
| Mute auto-answered calls | You can configure the system to mute auto-answered calls. |
| Ringtones | An audible tone plays for incoming calls. |
| Join and leave tones | The system plays a tone when someone joins or leaves a conference call. |

| Accessibility Feature | Description |
| --- | --- |
| Embossed buttons | The remote control has embossed push buttons for performing common tasks with the system, such as dialing a number. |

**Features for Mobility-Impaired Users**

Certain features enable users with mobility impairments to use the system. If needed, contact your administrator to enable the following features.

**Features for Mobility-Impaired Users**

| Accessibility Feature | Description |
| --- | --- |
| Remote control | The Bluetooth remote control enables you to control the system and to perform tasks such as placing calls, starting a sharing session, and configuring some settings. |
| Poly TC8 | The TC8 enables you to control the system and to perform tasks such as placing calls. |
| Auto-answering | You can enable the phone to auto-answer calls. |
| Calling from a personal device | With administrator credentials, you can wirelessly access the system web interface from your own device to make calls and manage contacts and favorites. |
| Touch-capable monitor support | If you have a touch-capable monitor connected to the system, you can select, swipe, and press the screen to perform functions and activate features. |

# Calling

**Topics:**

- Placing Calls
- Calling Contacts

- Calling Favorite Contacts
- Joining Meetings from the Calendar

There are several ways to initiate calls on the system. You can place a call by entering your contact's name or number, choosing a contact in the directory, calling a favorite or recent contact, or joining a scheduled meeting. You can place calls using the following methods:

- Call using the dial pad
- Call a contact
- Call a frequently-used number
- Call a recent contact
- Call a favorite
- Join a meeting from the calendar

**Placing Calls**

You can place audio calls, video calls, and conference calls using the onscreen keyboard. Use the following dialing formats when placing calls:

- IPv4 address: 0.2.0
- Host name: company.com
- SIP address: **user@domain.com**
- 323 or SIP extension: 2555
- Phone number: 9782992285

**Place a Call**

You can place an audio or video call to a contact.
**Procedure**

1. Go to Place a Call.
2. On the Dial pad screen, move the slider to Audio  or Video.
3. Enter a number on the dial pad or select Keyboard to enter
4. Select Call.

**Answer a Call**

The way the system handles incoming calls depends on how your administrator configured it. The system either answers the call automatically or prompts you to answer manually.
**Procedure**
» If you receive an incoming call notification, select Answer.

**Ignore a Call**

If the system doesn't answer incoming calls automatically, you can choose to ignore the call rather than answer it.
**Procedure**
» If you receive an incoming call notification, select Ignore.

**End a Call**

When your call is complete, hang up the call. If you have content such as blackboards, whiteboards, or snapshots, the system asks if you want to keep them.
**Procedure**
» In a call, do one of the following:


- On your remote control, press Hang Up .

- On the screen, select Menu > Hang Up.


**Place a Conference Call**

To start a conference call, place the first call as normal and then add additional contacts.
**Note:** Contact your administrator to make sure your system is set up for conference calls.
**Procedure**


1. Go to Place a Call.

2. Do one of the following:

    - Enter a number on the dial pad or select Keyboard to enter

    - Select a

    - Select a

    - Select a recent

3. Select Call.

4. After the call connects, place another

    The system connects all sites to the same call.


**Calling Contacts**

You can access and call contacts, recent contacts, and frequent contacts on your system. If configured by your administrator, contacts display on the Place a Call screen. Contact cards can display the following information:


- Contact name

- Contact number

- Contact email address

- Contact IP address


**Call a Contact**

To quickly dial a contact, you can search and select a contact card from the results. Contact cards display for frequent contacts, directory contacts, and favorites.
**Procedure**


1. Go to Place a Call > Contacts.

2. In the search field, use the onscreen keyboard to type characters or numbers and select Search.

3. Select a contact card to view contact

4. Select Call.


**Call a Frequent Contact**

As you place calls, the system learns your frequently-used contacts and displays them in a list.
**Procedure**

1. Go to Place a Call.
2. Select a contact card from the Frequent The call automatically dials.

### Call a Recent Contact

You can quickly call recent contacts from a list (organized by most to least recent).
**Procedure**

1. Go to Place a Call > Recent.
2. Scroll through the list of recent contacts (sorted by date) and select The call automatically dials.

### Calling Favorite Contacts

To quickly access a short list of contacts you call most often, create favorite's.
Favorites display on the Favorites, Contacts, or Home screens, depending on your system configuration. The system adds a star icon next to the contact's name, providing you an easy way to identify and call favorites.

### Favorite a Contact

Create favorites to display contacts that you call the most often.
**Procedure**

1. Go to Place a Call > Contacts.
2. Select a contact card, then select Favorite.

   The contact receives a star icon and displays in the Contacts and Favorites lists.

### Unfavorite a Contact

Unfavorite a contact to remove the contact from your Favorites list.
**Procedure**

1. Go to Place a Call > Favorites.
2. Choose a favorite card, then select Unfavorite. The contact is removed from the Favorites

### Call a Favorite Contact

To quickly call a contact, select a favorite card.
**Procedure**

1. Select a favorite card on the Favorites, Contacts, or Home
2. Select Call.

### Joining Meetings from the Calendar

On the Home screen, you can join meetings directly from your calendar using the meeting cards on the screen (if

configured).
**Note:** If calendaring isn't configured for your system, the system doesn't display meeting cards. You must dial manually to join meetings

**Meeting Cards**

If configured, meeting cards display on the Home screen. You can access meeting cards to view meeting details. Meeting cards display the following scheduling information:

- All-day meetings display as the first meeting
- For meetings scheduled later in the day, a Free until [time/day] message displays, followed by upcoming meeting cards in the time and date order they're scheduled.
- For meetings scheduled later in the week, a Free until [time/day] message displays until the day of the next scheduled meeting.
- If there are no scheduled meetings for the current week, a No Meetings message

**View Meeting Cards**

On the Home screen, you can view meeting cards that show your calendar event details. Meeting cards display meeting times, subjects, and organizers.
**Note:** Private meetings are labeled Private Meeting. Except for the time, meeting details are hidden.
**Procedure**
» Do one of the following:

- To view meeting information, choose a meeting card and select Info.
- To view upcoming scheduled meetings, select a card and scroll to the

**Join a Meeting from a Meeting Card**

On the Home screen, you can select a meeting card for options to join a meeting. The system supports automatic dialing if the meeting organizer added calling information to the calendar event and your administrator has configured calendaring.
**Procedure**
» Do one of the following:

- On a current meeting card, select Join.
- If the meeting card doesn't include calling information, select More **…**the card to display the dialpad. Dial the number to join the meeting.

**Join an Overbooked Meeting**

If two or more meetings are scheduled at the same time, the meetings display as Overbooked. You can join one of the meetings using its individual meeting card.
**Procedure**

1. Select an overbooked meeting card and choose Info. The individual meeting cards display.
2. Choose one of the meeting cards and select Join to connect to the

**Join a Password-Protected Meeting**

Some meetings may require a password to join. Make sure that you have the password for password-protected meetings before you join. If you don't have a meeting password and a message prompts you for one, contact the meeting organizer for the password.

**Note:** Meeting cards don't indicate if a meeting is password protected.

**Procedure**

1. Do one of the following:
   - Manually dial in to a
   - Join a meeting from a meeting
2. Enter the meeting password and select Join.

   If you enter an incorrect password, the password prompt displays again

## Sharing Content

**Topics:**

- Sharing Content from a Computer or Device
- Sharing Content on a Blackboard or Whiteboard
- End a Content Session
- End a Call with Blackboard or Whiteboard Content

To enhance the collaboration experience, you can share documents, graphics, videos, and blackboards or whiteboards with other participants. You can share content with all members of a call or meeting using a computer or a certified device.

### Sharing Content from a Computer or Device

You can share content from a computer or use applications to stream content from other devices. You can use the following methods to share content:

- Polycom Content App, which wirelessly connects to the system
- Screen mirroring with an AirPlay- or Miracast-certified device
- Computer or device directly connected to the system through HDMI

The system allows up to four simultaneous content sources out of a call and three in a call (a source can include content shared from a device in the room or by a far-end participant). For example, if you're in a call with three content sources and you share your desktop using the Content App, the oldest wireless or far-end content source in the session is replaced by your content. HDMI content, however, is never replaced.

**Important:** Before you share content, take precautions to protect your privacy. For example, disable your device's screen lock feature before you share your screen with meeting participants.

### Polycom Content App

The Polycom Content App enables you to share content from a computer connected to a system over an IP network. For information on using this application, see the Polycom Content App User Guide.

### Cast Content from an AirPlay- or a Miracast-Certified Device

You can share content from your Airplay- or Miracast-certified device and display it on the system.

**Procedure**

1. Go to AirPlay or Miracast on your

2. From the list of available devices, select the name of your

3. Begin casting from your AirPlay- or Miracast-certified

    For casting information for your device, refer to the product documentation.

4. If prompted, enter the security code shown on the **Home**


**Share Content Using an HDMI Connection**


Share content from your device through an HDMI connection. This method doesn't require you to connect using a wireless service.
**Procedure**
» Connect your device to the video system's HDMI input port.
Your HDMI content displays until you disconnect your device. If you restart the video system while your device is connected, the HDMI content is still there following the reboot.


**Sharing Content on a Blackboard or Whiteboard**


Blackboards and whiteboards provide blank canvases to write on so you can share your ideas and collaborate with others.
**Note:** The Blackboard button only displays if a mouse or touchscreen is connected to the system.


**Add a Blackboard or Whiteboard**


You can create a blackboard or whiteboard at any time.
**Note:** If the active board has no annotations, you can't add a new board.
A limited number of blackboards or whiteboards are available. A prompt notifies you when you have reached the limit.
**Procedure**


1. Do one of the following:

    - Out of a call: On the Home screen, select Blackboard .

    - In a call: Select Menu > Content > Blackboard .

2. To add another board, do one of the following:

    - To add a blackboard: In the toolbar, select Blackboard .

    - To add a whiteboard: In the toolbar, long press Blackboard and select Whiteboard.

      **Note:** The default board type is whatever type you last selected.


**Take a Snapshot of Your Content**


You can take a picture of your current content. Then you can annotate on the snapshot or download it using the Polycom Content App. A limited number of snapshots are available. A prompt notifies you when you have reached the snapshot limit.
**Procedure**
» With a board or content on the screen, select Snapshot .
The system captures the content and displays it as Snapshot-1. The system names additional snapshots with successive numbers.


**Delete Snapshots or Content**

You can delete snapshots or content that you no longer need.
**Procedure**

1. Select a snapshot or piece of content in the content
2. Select the red X.
3. Select Delete.

**End a Content Session**

By ending the content session, you stop showing and delete all content shared on your system.
**Procedure**

1. During a content session, select Menu > End Session.

   A message displays a warning and a countdown timer.
2. Select End Session.

   **Note:** To keep content, select **Continue Session.**

**End a Call with Blackboard or Whiteboard Content**

If there's an open blackboard or whiteboard in your call (including drawings, markup, snapshots, or even a blank board), you can keep that content session going after hanging up. (Markup doesn't include highlights.)
Procedure

1. In a call with blackboard or whiteboard content, select Menu > Hang Up    .

   The call ends and the system prompts if you want to keep content.
2. Do one of the following:
   - Select Yes, Keep Content.
   - Select No, End Session.

     If you keep content, the content session continues.
3. When you are ready to stop content, select Menu > End Session > End Session

# Cameras

Topics:

- Adjust an In-Room Camera.
- Adjust a Far-Site Camera.
- Turn Your Camera On or Off.
- Turn Camera Tracking On or Off.
- Using Camera Presets.

Camera controls are available in and out of calls.
You can control cameras, depending on the camera type, in the following ways:

- Adjust an in-room camera.
- Adjust a far-site camera.

- Turn your camera on or off.
- Turn camera tracking on or off.
- Select, save, or delete presets.

**Adjust an In-Room Camera**

To enhance the view of meeting participants, make adjustments to the in-room camera. If camera tracking is on, camera control is unavailable. Turn tracking off to access camera controls. With the Studio X50 and Studio X30 systems, you can't pan or tilt the camera if it's zoomed all the way out.

**Procedure**

1. Select Menu > Camera .
2. Select Control .
3. Press + to zoom in or – to zoom Press the arrows to tilt up and down or to pan left to right.
4. To exit the control screen, select Back .

**Adjust a Far-Site Camera**

To enhance your view of the other meeting participants during a call, you can adjust the far-site camera. If camera tracking is on, camera control is unavailable. Turn tracking off to access camera controls.
**Note:**  Contact your administrator for help setting up this feature.
**Procedure**

1. Select Menu > Camera.
2. Select Control .
3. Select Switch to select the Far camera.
4. Press + to zoom in or – to zoom Press the arrows to tilt up and down or to pan left to right.
5. To exit the control screen, select Back .

**Turn Your Camera On or Off**

You can turn your camera on to show local video or turn your camera off to hide your local video.
**Procedure**

1. Select Menu > Camera .
2. Select Camera On or Camera Off .

**Turn Camera Tracking On or Off**

When camera tracking is on, the camera automatically frames the group of people in the room or the current speaker (depending on your camera and how your system is configured).
**Note:**  If you mute your local microphone, the system disables speaker tracking.

**Procedure**

1. Select Menu > Camera .
2. Select Tracking On or Tracking Off     .

**Using Camera Presets**

If your camera supports pan, tilt, and zoom, you can create up to 10 preset camera positions. Camera presets are stored camera positions that let you quickly point a camera at predefined locations in a room.
Near camera presets are available in or out of a call. Far camera presets are available only during a call; if enabled, you can use them to control the far-site camera.
**Note:** If camera tracking is on, camera controls and presets are unavailable. Turn tracking off to access these features.

**Save a Preset**

Save the current camera position as a preset for later use. Use saved presets to change the near camera position in or out of a call. Far camera presets are available only in a call.

1. Select Menu > Camera.
2. Select Presets.
3. Adjust the camera to the desired
4. Do one of the following:
    - Select the image of the preset you want.
    - On the screen, long press the image and choose Select.
    - On the remote control, press a number to select a present.

**Select a Preset**

Using previously created camera presets, you can quickly move the camera to a desired position in a call.
**Procedure**

1. Select Menu > Camera .
2. Select Presets.
3. Do one of the following:
    - Select the image of the preset you
    - On the screen, long press the image and choose Select.
    - On the remote control, press a number to select a present.

**Delete a Preset**

You can delete a camera preset that you no longer need.
**Procedure**

1. Select Menu > Camera .
2. Select Presets.
3. On the screen, long press the preset image you want to delete.
4. Select Delete.

# Settings

**Topics:**

- Video Adjustments
- Audio Adjustments

Before or during calls, you can adjust video and audio settings, including adjusting the volume and changing the video layout.

**Video Adjustments**

You can manage video and certain user interface settings.

**Change the Participant Layout**

During a call, you can change from the current layout to another layout better suited for the meeting. The layout frames include the near site and far site.
If you're sharing content on a single monitor, content displays in one of the frames.
**Procedure**

1. In a call, go to Menu > Layouts .
2. Select one of the following layouts:
    - **Equal:** All participants are the same
    - **Gallery:** Participants display at the top of the screen and the speaker displays in the main
    - **Full screen:** The active speaker displays in full

**Audio Adjustments**

You can control several audio settings on the system.

## Mute Your Microphones

To prevent distractions for the speaker and meeting participants, you can mute your microphones. You can mute your audio in or out of a call.
**Procedure**
» Do one of the following:

- On your remote control, press Mute.
- On the screen, select Menu > Mute.

    A notification displays that the system muted your local microphones.

**Unmute Your Microphones**

When your audio is muted and you're ready to speak in a call, unmute your microphones.
**Procedure**
» Do one of the following:

- On your remote control, press Mute.
- On the screen, select Menu > Unmute.

**Adjust the Volume**

You can adjust the volume before or during a call.
**Procedure**

1. Go to Menu > Volume.
2. Do one of the following:

   - Use the volume slider on a
   - Press the **+** or **–** buttons on the remote
   - Press the left or right navigation buttons on the remote control (when the system displays volume control).

## Troubleshooting

**Topics:**

- View Content Help Tips.
- View Blackboard Help Tips.

This section includes information related to troubleshooting issues with your system. You can also find information on pairing your remote, configuring your monitors, and where to find help tips.

**View Content Help Tips**

Content help tips provide information on how to stream content using HDMI, the Polycom Content App, or an Airplay- or a Miracast-certified device.
**Note:** If you're already connected to a source for sharing content, the help tips don't display.
**Procedure**

1. On the Home screen, select Content .

   The help screen opens.
2. Review the tips for your source
3. To go back to the previous screen, select Back .

**View Blackboard Help Tips**

For help annotating on your blackboard or whiteboard, you can access information on how to use the annotation icons and touch gestures.
**Procedure**

1. On the home screen, select Blackboard .
2. On the toolbar, select Help . The help screen opens.

   To close the screen, tap the screen or press Back on your remote control.

## Documents / Resources

**poly G7500 studio Video Mode** [pdf] User Guide
G7500 studio Video Mode, studio Video Mode, Video Mode

## References

- 🌐 **Home - Poly Community**
- **Poly Documentation Library**
- **documents.polycom.com/category/content%20solutions**
- **Support | Poly, formerly Plantronics & Polycom**
- **Poly Services - Support, Professional, and Managed Services | Poly, formerly Plantronics & Polycom**
- **Poly Partners | Poly, formerly Plantronics & Polycom**