



Software s RCR Scheduling a Video Meeting on your Poly Studio X30 X50 Software User Guide

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SOFTWARE

Software s RCR Scheduling a Video Meeting on your Poly Studio X30 X50 Software



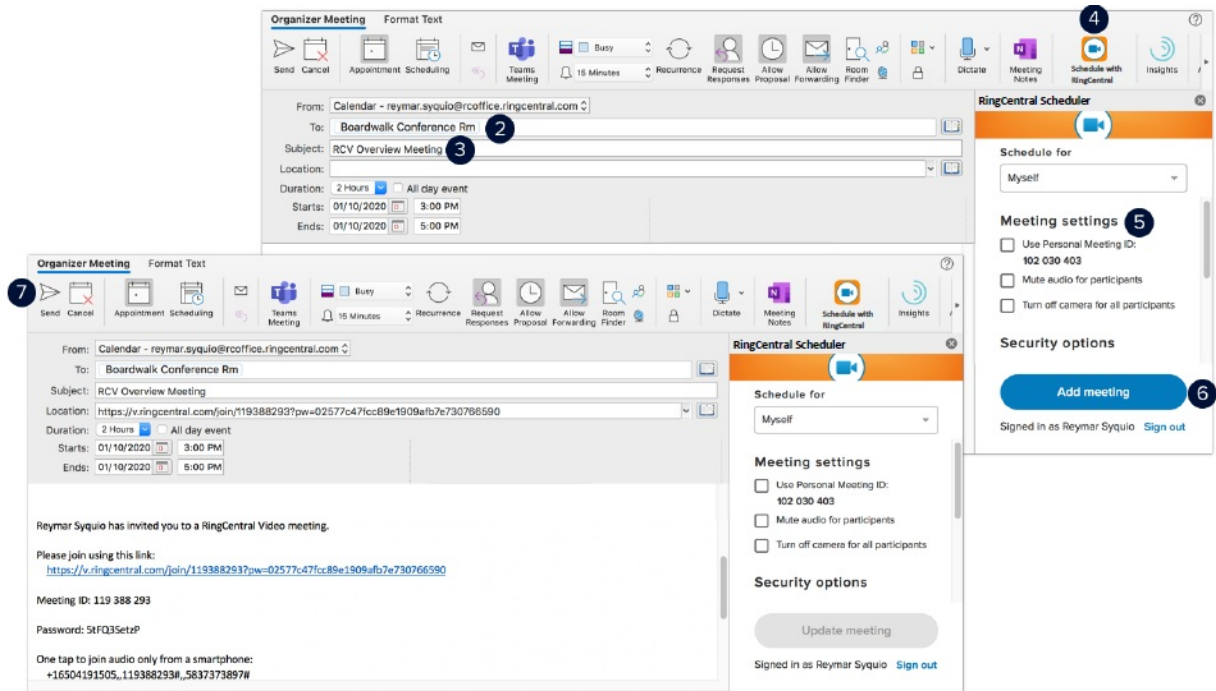
RINGCENTRAL ROOMS: SCHEDULING A VIDEO MEETING FOR YOUR POLY STUDIO X30/X50 USING YOUR EMAIL

Schedule a RingCentral Video meeting session for your Poly Studio X30 or X50 conferencing system using Microsoft Outlook or Gmail with the RingCentral Scheduler add-in. This guide provides an overview of the scheduling process for both Microsoft Outlook and Gmail

USING MICROSOFT OUTLOOK

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Microsoft Outlook

1. Create a new calendar appointment.
2. Add the Room name assigned to your Poly Studio X30/X50 in the To field. (The Room name and its associated email address is set up by your organization's IT.)
3. Type your preferred name for the video meeting in the Subject field.
4. Click Schedule with RingCentral. (The RingCentral Scheduler add-in must be set up and logged in on your Microsoft Outlook.)
5. Configure your preferred RingCentral Video settings.
6. Click Add Meeting.
7. Click Send to finish

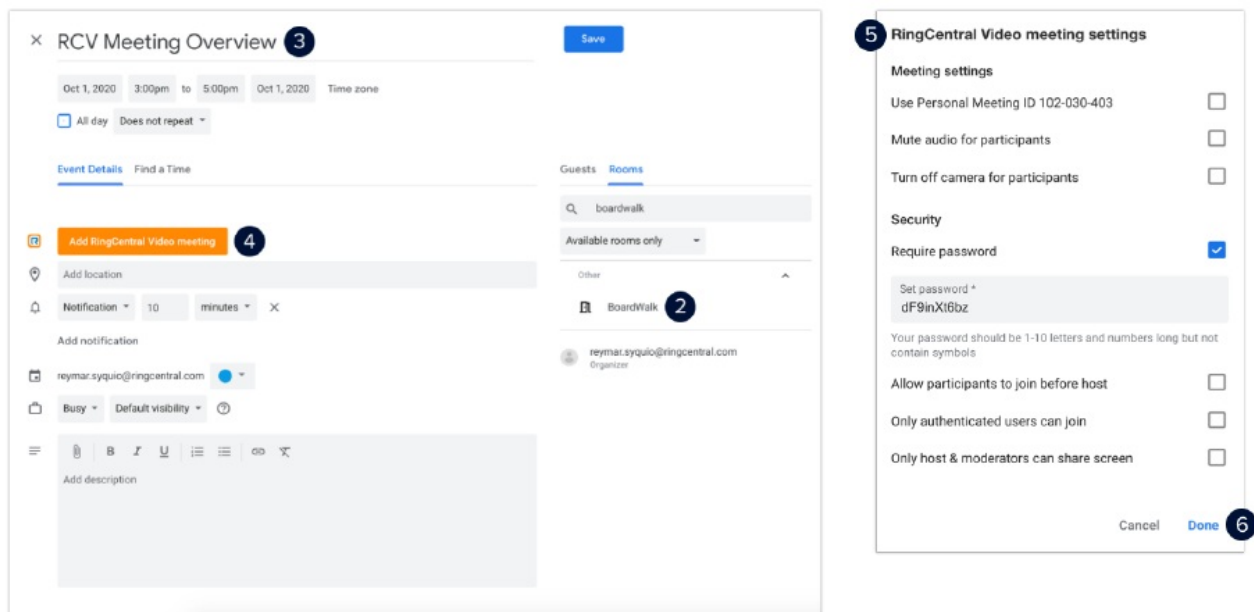


RingCentral Rooms Scheduling a Video Meeting for Your Poly Studio X30/X50 Using Your Email

USING GMAIL

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Gmail:

1. Create a new calendar event.
2. Add the Room name assigned to your Poly Studio X30/X50 under the Rooms section. (The Room name and its associated email address is set up by your organization's IT.)
3. Type your preferred name for the video meeting.
4. Click Add RingCentral Video meeting. (The RingCentral Video extension must be set up and logged in on your Gmail.)
5. Configure your preferred RingCentral Video settings.
6. Click Done.
7. Click Save to finish.



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RCV Meeting Overview

Save

7

Oct 1, 2020

3:00pm

to

5:00pm

Oct 1, 2020

Time zone

☐ All day

Does not repeat

Event Details

Find a Time

Add notification

reymar.syquiao@ringcentral.com

Busy

Default visibility

B

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U

Reymar Syquiao has invited you to a RingCentral Video meeting.

Please join using this link:

<https://v.ringcentral.com/join/014633331?ow=93b12e0b1c623e2fad2f9c74ef6ac251>

Password: dF9inXt6bz

One tap to join audio only from a smartphone:

+16504191505_014633331#

Or dial:

Dial: +16504191505

PIN: 014 633 331

Dial-in password: 3394698629

International numbers available: <https://v.ringcentral.com/teleconference/>

Guests

Rooms

boardwalk

Available rooms only

Other


BoardWalk

reymar.syquiao@ringcentral.com

Organizer

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Documents / Resources

	<p>Software s RCR Scheduling a Video Meeting on your Poly Studio X30 X50 Software [pdf]</p> <p>User Guide</p> <p>RCR Scheduling a Video Meeting on your Poly Studio X30 X50 Software</p>
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[Manuals+](#)