



# Quick Tips for Poly Studio X70, Poly Studio X50 and Poly Studio X30 in Google Meet Mode

3725-88121-001A | February 2023

## Home Screen

Google Meet controls display on a Poly touch controller.

Ref.	Feature	Description
1	<b>Meeting card</b>	Join a scheduled meeting.
2	<b>Report a problem</b>	Report issues with <b>Connectivity</b> , <b>Audio</b> , <b>Video</b> , or <b>Other</b> features.
3	<b>Settings</b>	Access and edit <b>Audio</b> , <b>Video</b> , <b>Accessibility</b> , <b>General</b> , and <b>Display</b> settings.
4	<b>Start a new meeting</b>	Start an unscheduled meeting.
5	<b>Use a meeting code</b>	Join a scheduled meeting using a meeting code.
6	<b>Call a phone</b>	Call a phone number.

## Join a scheduled meeting from a Poly touch controller

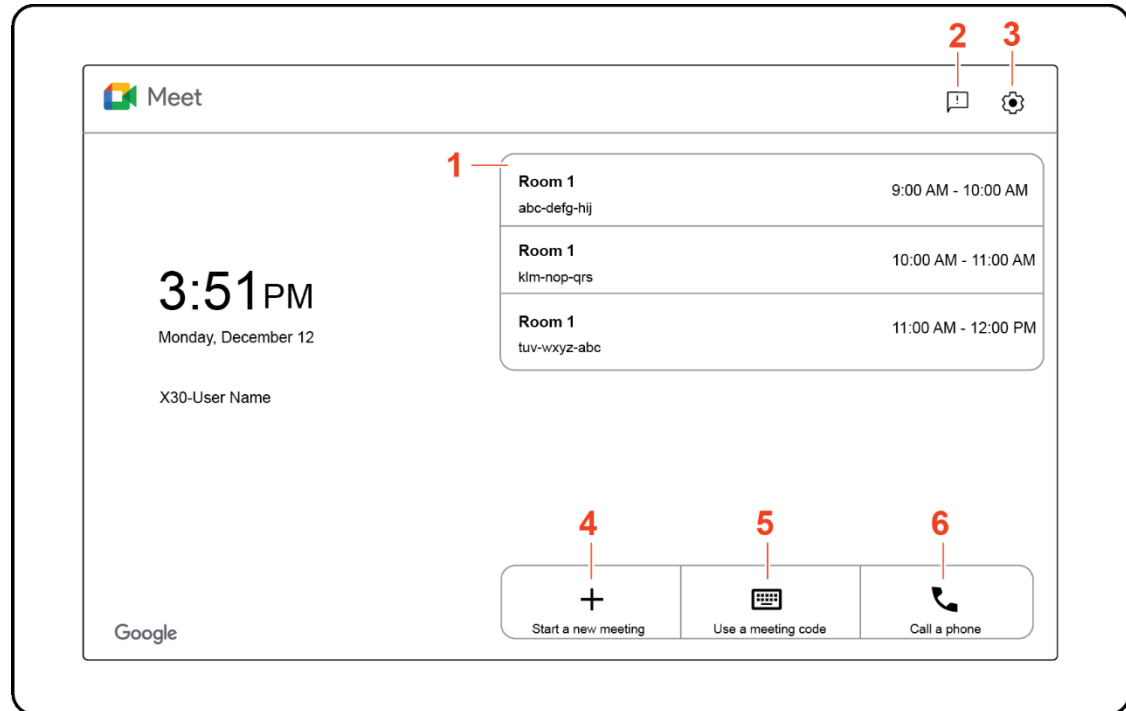
- » On the Poly TC8 or TC10 device, select a meeting card.

**Note:** The meeting owner must first start the meeting and admit you to the meeting.

## Join a meeting from a computer

Join a meeting and connect to the room from your computer.

1. Sign into your Google Meet account at [meet.google.com](https://meet.google.com).
2. Select **Google apps** > **Calendar**.
3. Select the meeting card and select Join with **Google Meet**.
4. Select Join now.



## Start a new meeting from a Poly touch controller

- » On the Poly TC8 or TC10 device, select **Start a new meeting**.

## Join an unscheduled meeting from a Poly touch controller

1. Select **Use a meeting code**.
2. Enter the meeting code provided by the meeting organizer
3. Select **Join**.

## Call a phone from a Poly touch controller

While in a meeting, use your phone for audio or add someone by phone. You can connect Google Meet to phone numbers in the US and Canada at no extra cost.

1. On the Poly TC8 or TC10 device, select **Call a phone**.
2. Enter a phone number using the onscreen dialpad.
3. Select **Call**.

# Meeting Screen

Ref.	Feature	Description
1	<b>Raise hand</b>	Indicate to other participants someone in the conference room wants to speak.
2	<b>Pin to screen</b>	Pin the touch controller to the screen.
3	<b>More actions</b>	Pin a meeting member to screen, or disconnect them from the call.
4	<b>Settings</b>	Access and edit <b>Audio</b> , <b>Video</b> , <b>Accessibility</b> , <b>General</b> , and <b>Display</b> settings.
5	<b>Report a problem</b>	Report issues with <b>Connectivity</b> , <b>Audio</b> , <b>Video</b> , or <b>Other</b> features.
6	<b>Exit meeting</b>	Exit, or end the meeting.
7	<b>Turn on / Turn off microphone</b>	Mute, or unmute the microphone.
8	<b>Turn on / Turn off camera</b>	Mute, or unmute the camera.
9	<b>Volume</b>	Adjust the system volume.
10	<b>Control Camera</b>	Turn continuous framing on or off, zoom in or out, or adjust focus.
11	<b>Turn on captions</b>	Turn on live captioning.
12	<b>Change layout</b>	Change the participant and content layout. Spotlight a participant.
13	<b>Chat</b>	Use the chat option to send messages to other participants.
14	<b>Add people</b>	Invite participants to the meeting.
15	<b>Record Meeting</b>	Start a recording. The recording will be saved in your <b>Meet Recordings</b> folder.

## Mute or unmute the microphone

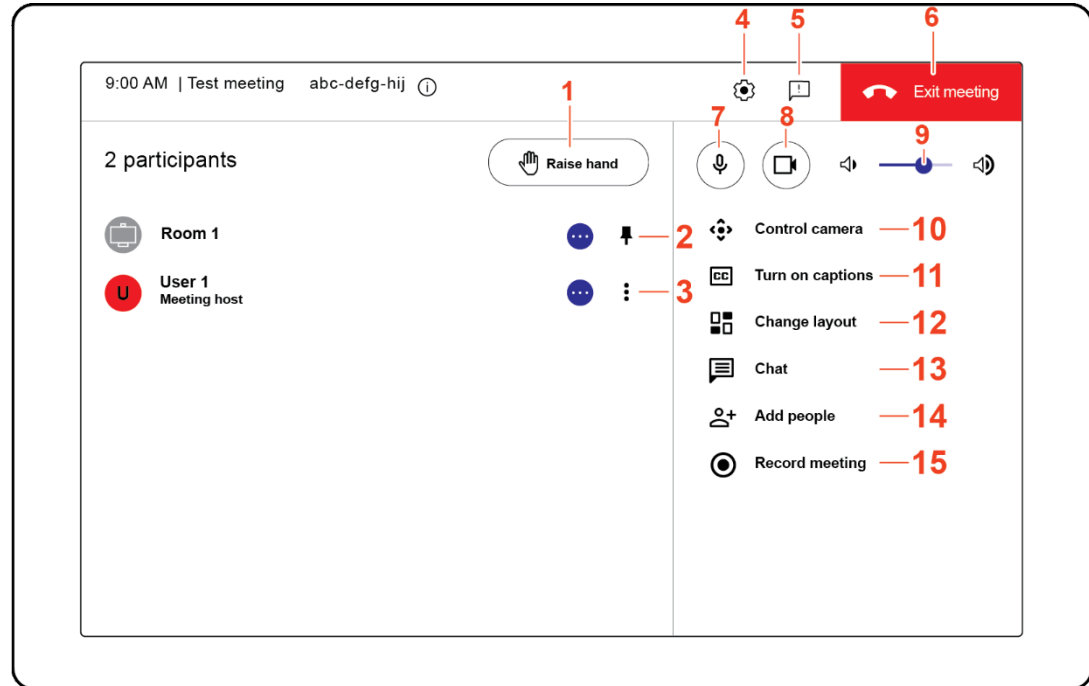
- » Select **Turn off microphone** or **Turn on microphone**.

## Turn the camera on or off

- » Select **Turn on camera** or **Turn off camera**.

## Control the camera

1. Select **Control camera**.
2. Toggle **Continuous framing** on or off.



## Turn on live captions

- » Select **Turn on captions**.

## Change the meeting layout

1. Select **Change layout**.
2. Select a layout option from **Auto**, **Spotlight**, **Sidebar**, or **Tiled**.
3. Select **Close**.

## Chat with participants

1. Select **Chat**.
2. Enter a message.
3. Select **Send**.

## Add participants to a live call

1. Select **Add people**.
2. Enter the email address of the person to invite to the meeting.
3. Select **Send email**.

## Record meeting

To record a meeting, a Google Workspace administrator must turn on recording for your account. Recordings are saved to the organizer's **Meet Recordings** folder in My Drive.

- » Select **Record meeting**.

# Getting Help

## Google Meet Help

For more information on using Google Meet, visit [support.google.com/meet](https://support.google.com/meet).

## Studio X70, Studio X50 and Studio X30 Help

For help with your system, visit [support.poly.com](https://support.poly.com).