The call will now be placed. To end the call, navigate to the red **End** button and press **OK** or press the red **button on the remote.

To search for someone in a specific list (Favorites, Directory or Recents), navigate to that headline and press **OK**. Navigate down to locate the entry to be called.

At that entry press **OK** on the remote to produce the green **Call** button. Press **OK** again or press the **Call** button on the remote control.

To enter numbers use the keys on the remote control. To use the virtual keyboard, navigate down to and about the keyboard and select characters. Press **OK** to select a character.

Then press the green **Call** button to place the call. End the call as shown at left.

In a call, navigate to **Add** and press **OK** on the remote control. This will put the current call on hold.

Locate or type in the participant to be added in the usual way.

This will produce the **Add** button. Navigate to **Add** and press **OK** or press the **Call** button on the remote control.

This new call will now be added to the existing, creating a conference. Repeat to add more people.
Forwarding Calls, Proximity & Do not Disturb

1. Navigate to and tap the icon in the upper left corner.

2. Activate/deactivate functions as required using OK. Use Go Back to exit.

Share Content in a Call

1. Make sure your presentation source is connected and On. You may need to select Share and press OK on the remote control.

2. Select Local preview to inspect the contents without sharing it with the others, before you select Share in call to share it with the others.

3. The size of the shared image is controlled by means of the Minimize/Maximize button. Select this and press OK on the remote control, if needed.

4. To stop sharing content, select Stop sharing and press OK on the remote control.

To share using Proximity, activate Proximity on your computer. Once paired you will be offered to share your screen.

Transfer an Ongoing Call

1. Navigate to the Transfer button and press OK on the remote control. This will cause the current call to be put on hold.

2. Search for whom to call in the usual way.

3. Navigate to the green Call button and press OK or use the green Call button on the remote control. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.

4. Navigate to Complete Transfer and press OK on the remote control.