PLACING A CALL USING THE NAME, NUMBER OR ADDRESS

1. Tap Call
2. Tap the Search or Dial field (1)
3. Tap (2)

This will produce the virtual keyboard. Tap ABC to switch to the QWERTY keyboard and tap 123 to switch to the numeric keyboard. Key in the name, number or address.

USING HISTORY

History lists the received, placed and missed calls since the last time the list was cleared. Tap History to produce the list...

...then tap the entry.

You will now be able to:
• Call the entry by tapping Start.
• Optional feature: Add a video conference with a total of 3 participants (yourself included).
• Add the entry to as a Favorite.
• Remove the entry from the list (see overleaf).
• Change the call rate default settings.
• Clear the entire list (see overleaf).

USING DIRECTORY

The Directory serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap Contacts (if needed) and then tap Directory. The directory is typically organized as folders.

Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

Note! It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

USING FAVORITES

Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

To add someone to the Favorites, locate the person (or location) in Directory or History and tap that entry (1). This will produce a dialog box which allows you to tap Add to Favorites (2).

You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap Save to put changes into effect.

SEARCHING

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the Favorites, the Directory and the History.

Tap in the Search or Dial field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to your list of favorites.

Note! When searching within the corporate directory, the search will apply to the current directory folder and its subfolders only. To go one level up, tap Back. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

VIDEO CONFERENCE (I)

Calling two others at the same time to initiate a video conference is an optional feature. If your system permits it you may set up the two participants to call in advance and then call them both in one go.

1. Enter a name, number or address, or pick an entry from the Directory, the list of Favorites, or from the History.
2. Tap Add to add the entry to the list of participants to be called. The entry will appear along the bottom line of the touch pad, as outlined.
3. Repeat the procedure to add more participants. The maximum number of participants possible will depend on your system configuration.
4. When all have been added, tap to call them all.

VIDEO CONFERENCE (II)

While in a call you may add another participant if your system permits to do so.
1. Tap Add as outlined (1).
2. Select whom to call (2).
3. Tap START to include this participant in the meeting (3).

You may also put the other party on hold to talk to someone else and/or you may transfer the other party to a third party—see overleaf.
To set ringtones and sound, tap More (1), followed by Settings (2). Then tap ringtones & sound settings (3).

You may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code. Tap Touch Tones (DTMF).

You may deactivate the microphone for privacy reasons, if needed (1). Tap as outlined (2) to adjust the sound volume.

You may also hide the Do Not Disturb poster by tapping Hide.

When set to Do Not Disturb, ringtones are muted and incoming calls are shown as missed calls when you deactivate it. You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.

In a call, you may share a source connected to your video system.

To share a source, make sure the source is connected and active. Otherwise, the Presentation button will not appear. Tap Presentation (1). Then tap Present (2) to start sharing contents.

Tap Present followed by Stop Presenting to stop sharing contents.

In MultiSite and in Point-to-Point calls with presentation running, you may alter the layout on the screen. Tap More (1) followed by Layout (2).

Select your preferred layout.

Note that if you have set up a conference by means of the Join feature, each participant must actively disconnect own equipment when the conference is over.

Assume that you are in a call and that someone else calls you.

You may now accept and put the current on hold; accept and end current; decline the incoming call, or just ignore it.

If you put someone on hold, tapping Resume will enable you to:

• Tap Swap to put the other on hold instead.
• Tap Transfer to connect the one on hold to somebody else.
• Tap Join to include the one on hold in the current call in order to turn it into a conference, or to expand an ongoing conference. This is an optional feature, that, if available, will act in lieu of the optional conferencing feature described overleaf.

To clear History, scroll as outlined beyond what appears to be the top of the list. A Clear List button will then appear.

Selfview & Camera control

To check how you appear on the screen, either tap the Selfview icon (1), or if you want to adjust, tap More (2) followed by Camera control (3).

Adjust zoom and focus as required. Tap Back to go exit.

Touch Tones (DTMF)

You may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code. Tap Touch Tones.

Tap anywhere outside the pad to exit.

Sound Matters

You may deactivate the microphone for privacy reasons, if needed (1). Tap as outlined (2) to adjust the sound volume.

Do Not Disturb

When set to Do Not Disturb, ringtones are muted and incoming calls are shown as missed calls when you deactivate it. You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.

You may also hide the Do Not Disturb poster by tapping Hide.

Sharing Presentations

In a call, you may share a source connected to your video system.

To share a source, make sure the source is connected and active. Otherwise, the Presentation button will not appear. Tap Presentation (1). Then tap Present (2) to start sharing contents.

Tap Present followed by Stop Presenting to stop sharing contents.

Layout Control

In MultiSite and in Point-to-Point calls with presentation running, you may alter the layout on the screen. Tap More (1) followed by Layout (2).

Select your preferred layout.

Clear History

To clear History, scroll as outlined beyond what appears to be the top of the list. A Clear List button will then appear.

Ringtones & Sounds

To set ringtones and sound, tap More (1) followed by Settings (2). Then tap Ringtones & Sound Settings (3).

Set Keytones to On or Off, the Ringtone volume and select the ringtone of your choice. Tap Exit to go back.

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