Calling someone

1. Tap Dial, as outlined.

2. Key in the number, as outlined.

3. When the number has been keyed in, tap the Call key to place the call. Tap *** to gain access to more options.

Keyboard layout

Tap as outlined to go between dialpad and alphanumerical keyboard.

Using the list of contacts to call

1. To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

2. If you are going to look in a specific list only, tap the corresponding tab first.

3. Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

To locate an entry, you may also scroll through a list as you would do on a smartphone. Tap to select an entry.

Initiating a video conference (optional feature)

Method A (Multisite):

1. In a call tap Add.

2. Search or dial in the usual way.

3. Tap Add to turn the current call into a conference.

Method B (MultiWay/CUCM):

1. In a call tap Add.

2. Place a new call in the usual way.

3. Tap Merge to turn the current call into a conference.

Repeat the procedure to add more participants.

Tap END to terminate the conference.
Sharing content

You must be in a call to be able to do this. Make sure your presentation source is switched on and connected to the video system before you tap Presentation.

1. Tap View PC, as outlined.

2. Tap Present. You should now see the presentation on the screen.

3. When the presentation is over, tap Stop Presenting, as outlined.

A tour of the Touch pad

- Tap the touch screen to wake up the system, if needed.
- Tap a button to activate its function.
- Scroll in lists as outlined.
- Tap here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- Tap here to activate help desk contact, if available.
- Tap here to select between loudspeaker and headphones.
- Tap here to activate self-view.
- Tap here to invoke a list of upcoming scheduled meetings.
- Tap here to invoke the voice mail system, if applicable.
- Adjust volume here (tap and drag).
- Time of day.
- Tap to mute/ unmute microphone.
- Any messages to you while you were away will be indicated here.

Want to share a document?

- Place document as shown and tilt camera as shown to share a document.

Tap here to invoke the dial pad.
Tap here to invoke the list of contacts including Favorites, Directory and History.