Basic operating principles

- Tap screen to wake up system.
- Tap a button to activate its function and scroll in the lists when needed.
- Tap Home, as outlined to return to initial display.

Calling someone using their number

- Tap Dialpad.
- Key in the number, as outlined.
- Tap Call to place the call.

Switching between dialpad and keyboard

- Tap ABC... This is the keyboard. To insert a digit tap and hold the corresponding key, or tap 123 to switch to numeric mode, as outlined.
- This is the keyboard in numerical mode. Tap ABC to go back to alpha mode.

Calling someone using the lists of Contacts

- Tap Contacts... Search or scroll through any of the lists, see overleaf for details.
- Tap Call to place the call.

Calling more than one

Assume you are in a call with someone. Then call the next participant in the usual way.

- Tap Add.
- Your first participant will be put on hold by the system. Tap Merge to place the second call, initiating a conference.
- You are now in a conference. Repeat procedure to add more participants.
- Tap END to leave the conference. You do have some layout options in a conference call. See overleaf for more on this.

Transferring an ongoing call

- Tap Transfer, as outlined. Select whom to call, in the usual way. Tap Complete transfer.

Call swapping

Assume that you are in a call with another already put on hold. You may also tap Merge to create a conference.

- Tap Swap to go between the two parties.

Barge in (shared lines only)

To barge into a call, tap as outlined.

- Tap Barge, as outlined.
- You will now barge into the existing call.

About scheduled meetings

- Tap on Meeting to invoke the list of meetings.
- Tap on to expand meeting info and on to collapse again.

Joining a scheduled meeting

As default you may join a meeting 10 minutes in advance, but this may have been set otherwise by your administrator.

- Your system may have been set up to join a meeting automatically, if not you will be prompted to tap JOIN MEETING when time is due.

Meetings scheduled in parallel

When Parallel Meetings occur (two or more meetings taking place simultaneously), the reminder will be displayed in context of the meeting list, displaying all upcoming meetings. Choose which meeting to join and then join the selected meeting.

Extending an ongoing meeting

You may want to extend an ongoing meeting. This will be accepted by the system provided that no other meeting is scheduled for any of the video systems involved, during the period of possible extension.
The three types of Contacts

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

**Directory** is your corporate phone book. It cannot be edited by you. Entries can be copied to Favorites and edited there.

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

Locating someone in Contacts by scrolling

Tap **Contacts**.

Tap **Favorites, Directory or History**.

Scroll in the selected list, as outlined.

Adding an entry to Favorites

In **History** or **Directory** tap the entry to be added to **Favorites**.

Searching within Directory

The **Directory** may contain folders. If you tap a folder and then search, 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.

Clearing History

To clear the list scroll the list as outlined (a) until the button **Dismiss All** appears, then tap this button (b).

Locating someone in Contacts by searching

In **Contacts** tap the **Search** field, as outlined.

Type to search for an entry. Searches will be conducted within all three **Contacts** lists.

Matches will appear as you type. Once located, tap the entry to place a call, to edit the entry or to add the entry to **Favorites**.

Changing layout during presentations

During a presentation tap **Layout**, as outlined, to display the layout alternatives available.

Tap the layout you prefer to start using that layout.

Do not disturb/Forward all calls

If you tap the name in the upper left corner, as outlined, you may set the system to **Do Not Disturb** (ringtones are muted and incoming calls will appear as missed calls) or to **Forward all calls** to someone you specify. You may place calls as usual.

Far end camera control

Tap as outlined. If you are in a call with more than one, tap the one whose camera you want to adjust.

Adjust pan and zoom as required. Tap **Back** to exit.

Sharing content—conducting presentations

Make sure your presentation source is switched on and connected to the video system before you tap **Presentation**.

Changing layout during presentations

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

Using touch tones (DTMF) in a call

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to change layout (see below), reach extensions or to provide a pin code.

Tap **Touch Tones** to invoke the keypad.

Layout and other controls in a conference call

To gain access to the **Controls menu**, tap **Touch Tones**. Then tap ⭐️ to invoke the menu itself.

**Note!** The **Controls menu** shown below, will appear on your video system’s monitor itself, rather than on the Touch Pad as usual.

**Main menu**

1. My actions
2. Participants
6. Mute my audio
0. Close

**My actions**

1. Request floor
2. Mute my audio
3. Stop my video
4. Return to audio attendant
5. Change layout
9. More actions
0. Back

**More actions**

1. Increase border
2. Clear text chat
6. Widescreen mode (off)
0. Back

**Notes:**

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- Forward all calls

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**Far end camera control**

Tap as outlined. If you are in a call with more than one, tap the one whose camera you want to adjust.

Adjust pan and zoom as required. Tap **Back** to exit.