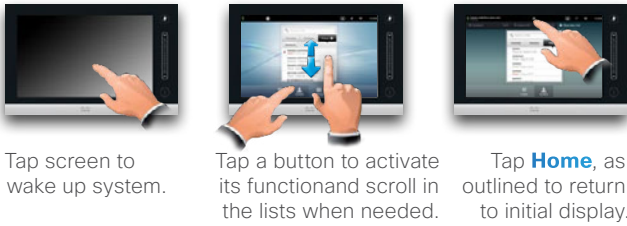


### Basic operating principles



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 the 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. Tap **Add**. Then call the next participant in the usual way.



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. Tap the other, as outlined. Tap **Swap** to go between the two parties. You may also tap **Merge** to create a conference.

### 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. If you tap on any of the meetings listed, you will see more information about the meeting. This does not apply if the meeting is listed as Private. Tap on to expand meeting info and on to collapse again.

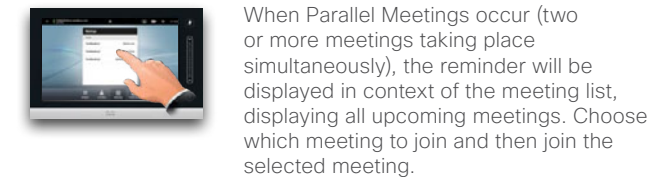
### Joining a scheduled meeting

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



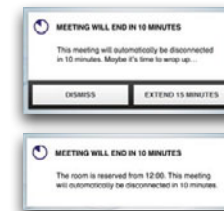
Your system may have been set up to join a meeting automatically, if not you will be prompted to tap **JOIN MEETING** when time is due. If you are in a call already, you will be offered to hold current and join the meeting.

### 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

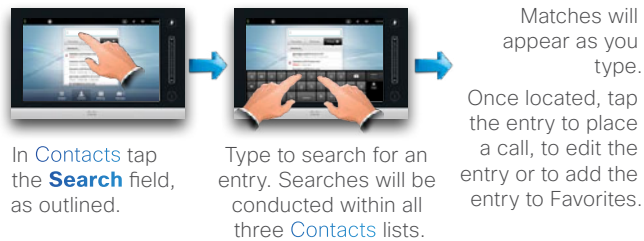


Tap **Contacts**.

Tap **Favorites, Directory** or **History**.

Scroll in the selected list, as outlined.

## 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**.

## Adding an entry to Favorites



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

Tap **Add to Favorites**.

## Clearing History

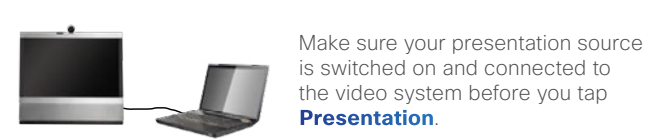


To clear the list scroll the list as outlined (a) until the button **Dismiss All** appears, then tap this button (b).

## 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.

## Sharing content—conducting presentations



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



Tap **Presentation**, as outlined.

Tap **Present**, as outlined.

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

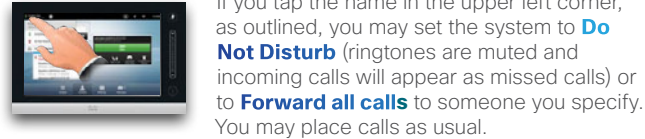
## Changing layout during presentations



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.

Tap **Camera**, as outlined.

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

## Using touch tones (DTMF) in a call

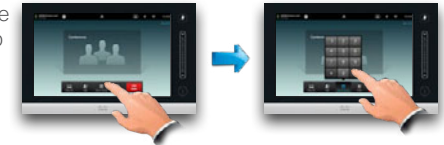
Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to change layout (see below), reach extensions or to provide a pin code.

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

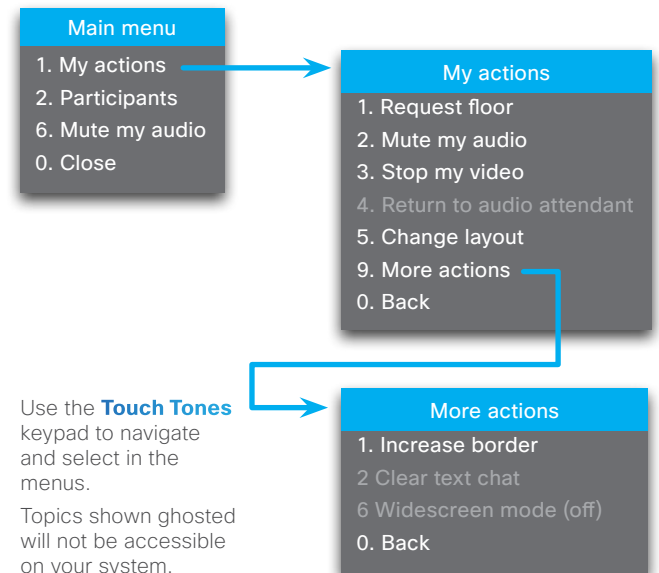


## Layout and other controls in a conference call

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.



Use the **Touch Tones** keypad to navigate and select in the menus.

Topics shown ghosted will not be accessible on your system.

## Notes: