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.

Using the list of contacts to call

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.

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

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):

In a call tap **Add**.

Search or dial in the usual way.

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

Repeat the procedure to add more participants.

Tap **END** to terminate the conference.

Method B (MultiWay/CUCM):

In a call tap **Add**.

Place a new call in the usual way.

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

Repeat the procedure to add more participants.

Tap **END** to terminate the conference.

Keyboard layout

Tap as outlined to go between dialpad and alphanumerical keyboard.
**Sharing content**

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

1. Make sure your source is connected and on. Tap **Presentation,** as outlined.

2. Scroll horizontally (**a**), if needed, to locate the required source, as outlined. Then tap **Present** (**b**). 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 here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- Tap here to invoke help desk contact, if available.
- Tap here to activate self-view.
- Tap here to start sharing content and conduct presentations.
- Scroll horizontally (**a**), if needed, to locate the required source, as outlined. Then tap **Present** (**b**).
- You should now see the presentation on the screen.

**Time of day.**

TAP TO MUTE / UNMUTE MICROPHONE.

ADJUST VOLUME HERE (TAP AND DRAG).

ANY MESSAGES TO YOU WHILE YOU WERE AWAY WILL BE INDICATED HERE.