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

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. When an entry has been located and selected the **Call** menu will appear. Tap **Call** to place the call. There are some options available. These are always context sensitive, which means that meaningless options are not shown. For example **Add to Favorites** is not available for entries already residing in the list of **Favorites**.

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.

**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 the upper left corner to activate/deactivate the Do not disturb feature, to activate/deactivate the Standby feature, and to access the Settings.

Tap a button to activate its function.

Tap the ? to contact or access the Help desk, if available.

Tap the Camera icon to activate self-view and camera settings.

Tap **Dial** to invoke the dial pad.

Tap **Contacts** to invoke the list of contacts including Favorites, Directory and History.

Tap **Meetings** to invoke a list of upcoming scheduled meetings.

Tap **Messages** to invoke the voice mail system, if applicable.

Press and hold the left side of the **Volume** button to decrease the loudspeaker volume and the right side to increase the volume.

Press the **Microphone** button to mute/unmute microphone.

Time of day is indicated in the upper right corner.