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.

Keyboard layout

Tap as outlined to go betwen dialpad and alphanumerical keyboard.

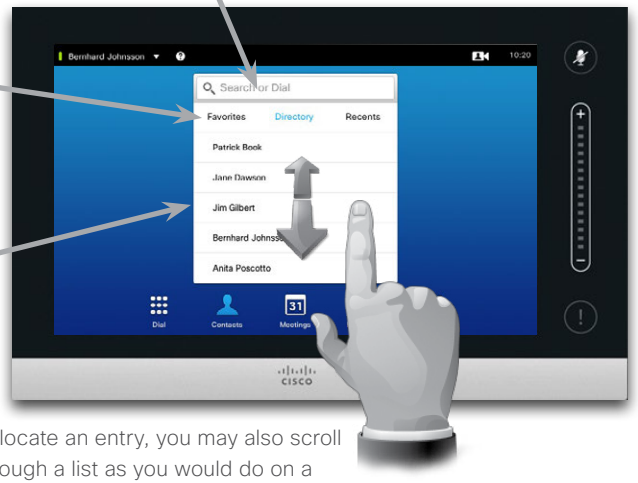
Using the list of contacts to call

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.

1

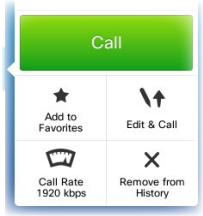
If you are going to look in a specific list only, tap the corresponding tab first.

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.

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**.

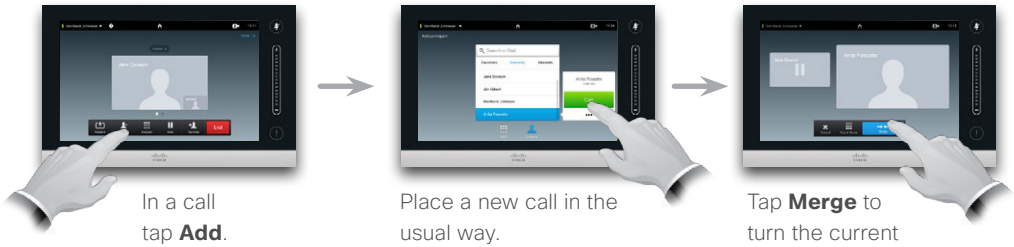
Search or dial in the usual way.

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

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.

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.

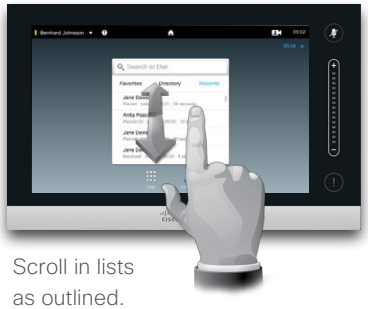
3

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 a button to activate its function.



Scroll in lists as outlined.