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 a button** to activate its function.
- **Scroll in lists** as outlined.
- **Adjust volume here (tap and drag).**
- **Tap to mute/unmute microphone.**
- **Time of day.**
- **Any messages to you while you were away will be indicated here.**

- **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 to start sharing content and conduct presentations.**
- **Tap here to invoke the dial pad.**
- **Tap here to invoke the list of contacts including Favorites, Directory and History.**
- **Tap here to invoke a list of upcoming scheduled meetings.**
- **Tap here to invoke the voice mail system, if applicable.**

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