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

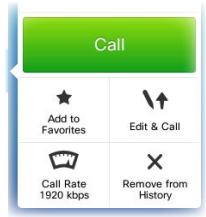
1. To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

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.

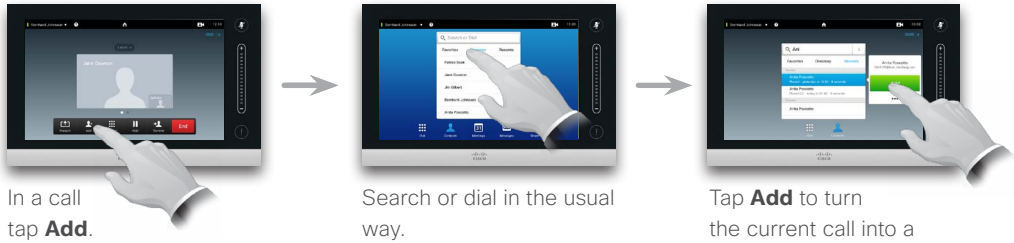


When an entry has been located and selected the *Call* menu will appear.

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**.

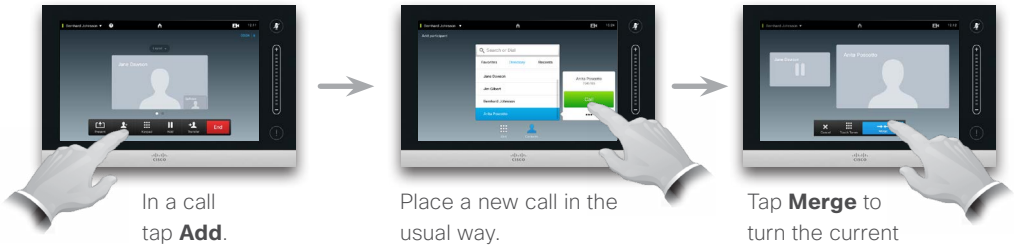
Search or dial in the usual way.

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.

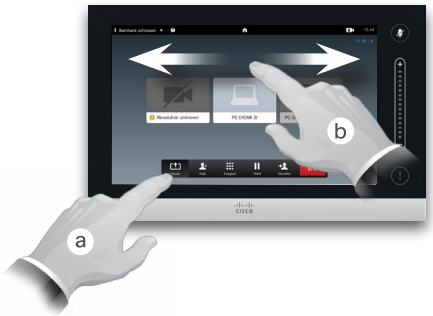
Repeat the procedure to add more participants.

Tap **END** to terminate the conference.

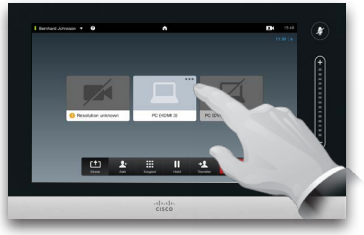
Sharing content

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

1. Connect your source and make sure it is switched on. Tap **Share** (**a**), then scroll horizontally (**b**) to locate the presentation source, if needed. Once located tap the required source.



2. Tap the three small dots (•••), to acess the menu allowing you to preview or to share the content of the selected source.



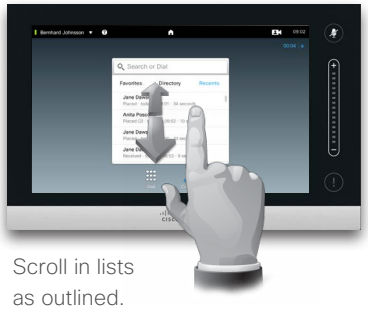
3. Tap **Preview**, if you want to check what you will share before you share it, and then tap **Share** to actually start sharing the content of your source.

4. Your content will now be viewable by all connected participants. To stop sharing content tap **Stop Sharing**, as shown.

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.

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.

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.

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 start sharing content and conduct presentations.