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 between 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.

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.

**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.

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**.
A tour of the Touch pad

1. Make sure your source is connected and on. Tap **Presentation**, as outlined. Then tap **Present** (b). You should now see the presentation on the screen.

2. Scroll horizontally (a), if needed, to locate the required source, as outlined. Tap **Dial** to invoke the dial pad. Tap **Contacts** to invoke the list of contacts including Favorites, Directory and History.

3. When the presentation is over, tap **Stop Presenting**, as outlined. Tap **Meetings** to invoke a list of upcoming scheduled meetings. Tap **Messages** to invoke the voice mail system, if applicable.

Tap **Presentation** to start sharing content and to conduct presentations. Press the **Microphone** button to mute/unmute microphone. Press and hold the left side of the **Volume** button to decrease the loudspeaker volume and the right side to increase the volume. Time of day is indicated in the upper right corner. Tap the **Camera** icon to activate self-view and camera settings. Tap the **?** to contact or access the Help desk, if available.