

## POINT-TO-POINT CALLS

- 1 If T3 is in standby, then press the **Menu** button *below* the screen to wake up the display.



Now, tap **Contacts**, (above) as shown. A dialog box (right) will appear, allowing you to dial someone, search among your **Favorites** or search in the **Directory**.



- 2 You can **scroll** by dragging up or down anywhere in the lists.

**Tap** to automatically add an entry or, alternatively, **drag** it down to the **Participants bar**.



- 3 Tap in the text field to display the keyboard.



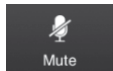
To use a numerical keypad instead, tap **123**.

- 4 To **start** the meeting, tap the green button.

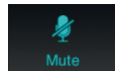
To **end** the meeting, tap the red button.



## MICROPHONE



No mute

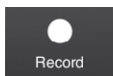


Mute activated

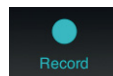
Tap the **Mute** button to deactivate microphones.

Tap again to activate.

## RECORDING



Record



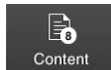
Record

Tap the **Recording** button\* to start recording the conference.

Tap again to stop.

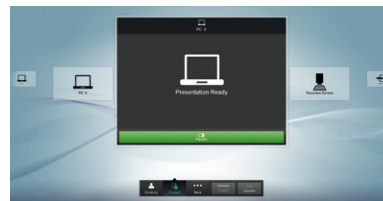
\* Recording is an optional feature and may not be available in all systems.

## PRESENTATIONS



Content

Tap the **Contents** button to display available sources for presentation. These are shown as "cover flow". Scroll to locate the source required. If a document camera has been installed you may access it here.



### PC Presentations



Connect the PC using the cable in the cable well and select the source as shown above. **PC 1** is the leftmost and **PC 6** is the rightmost.

## DOCUMENT CAMERA

If a document camera has been installed, then it can be used to show documents and physical objects to the other side. The camera offers object illumination, focus options, zoom and On/Off (tap **Present**).



## DRAG AND DROP

You can:

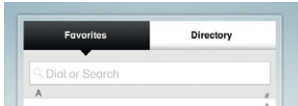
- Drag a participant from the favorites list or the directory list onto the participant bar at the bottom of the screen.
- Drag a participant from the participant bar to the favorites list to copy the participant to the favorites list for future use.
- Drag a participant from the directory, favorites or participant bar onto the text input field to edit participant call information.

## MULTIPOINT CALLS

- 1 If T3 is in standby, then press the **Menu** button *below* the screen to wake up the display.



Now, tap **Contacts**, (above) as shown. A dialog box (right) will appear, allowing you to dial someone, search among your **Favorites** or search in the **Directory**.



- 2 You can **scroll** by dragging up or down anywhere in the lists.

**Tap** to automatically add an entry or, alternatively, **drag** it down to the **Participants bar**.



- 3 Tap in the text field to display the keyboard.



To use a numerical keypad instead, tap **123**.

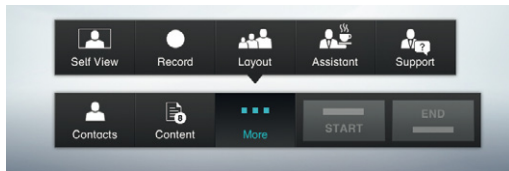
Add the participants needed.

- 4 When all participants have been added, tap the green button as shown overleaf.

To end the meeting, tap the red button as shown overleaf.

To disconnect just one of the parties, tap the participant on the stage or on the participant bar and press **End**.

## HELP



Tap **More** to call for assistance:

- Tap **Assistant\*** to call an assistant, if available.
- Tap **Support\*** if a support center is available.
- Tap anywhere outside the menu to cancel.

\* If no assistant and/or support is available, these items will not be shown. Menu is shown when not in a call.

## LAYOUT

When in a call with multiple T3 locations, you can select to view either the four center-most persons from each location, or six persons from one of the locations as in a Point-to-Point call.



Tap the **More** button to display the layout options.



With the setting shown the locations will be voice-switched, i.e. the location speaking will be displayed on the screen.



When set to Onetable the four center-most participants of each of the other T3 locations will be shown.

## CLEARING THE STAGE

After the meeting has been brought to an end, drag each of the participants out of the **Participants bar** to clear the stage.

