Calling someone

1. Tap Dialpad, 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 Hold.

Tap + Place New Call and then search or dial in the usual way.

Tap CALL 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 here to activate / deactivate the Do not disturb feature.

Tap here to access Help desk, if available.

Tap here to activate self-view.

Tap here to access Camera settings.

Tap here to access the Settings.

Time of day.

Scroll in lists as outlined.

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 invoke the voice mail system, if applicable.

Tap here to start sharing content and conduct presentations.