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.

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.

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.

Repeat the procedure to add more participants.

Tap END to terminate the 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 **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 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.

Tap here to access the Time of day.

Tap here to activate / deactivate the Standby feature.

Any messages to you while you were away will be indicated here.

Tap to mute/unmute microphone.

Adjust volume here (tap and drag).

Tap to start sharing content and conduct presentations.

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