Quick Reference Guide
Software version TC 6.0—January 2013

Basic operating principles
Tap screen to wake up system.
Tap a button to activate its function.
Scroll in the lists, as outlined.

Calling someone using their number
Tap Dialpad.
Key in the number, as outlined.
Tap Call to place the call.

Switching between dialpad and keyboard
Tap ABC.
This is the alphanumerical keyboard. To insert a digit tap and hold the corresponding key, or tap 123 to switch to numeric mode, as outlined.
This is the keyboard in numerical mode. If you prefer the dialpad instead, tap anywhere outside the keyboards, as outlined.

Calling more than one (MultiSite)
Place a call to the first participant.
Once you are in the call, tap Add.
Then call the next participant in the usual way.

Tap Add to place the second call, initiating a conference.
To add more participants, tap Add again.
Tap END to terminate the conference.

Calling more than one (MultiWay™)
Place a call to the first participant.
To add another, tap Hold (a) followed by Add (b).
Then call the next participant in the usual way.

Tap Add to place the second call, initiating a conference.
To add another, tap Hold (a) followed by Add (b), as outlined above.
Tap END to terminate the conference.

Receiving an incoming call while already in a call
You may:
ACCEPT & MERGE (MultiSite)
DECLINE (all configurations)
Accept & Hold Current (MultiSite/MultiWay)
Accept & End Current (all configurations)
Ignore (all configurations)

Transferring an ongoing call
Tap as outlined to invoke the Transfer dialog box.
Tap Transfer, as outlined, then call someone else in the usual way.
Tap TRANSFER as outlined.

Call swapping
Tap Hold, as outlined.
Tap + Place New Call as outlined, then place a call in the usual way.
Tap Swap to go between the two parties.

Layout control in a call
To select a different layout, tap Layout and then tap the new preferred layout.
What you see is what you get.
Tap the dots, as outlined, to switch between graphical and tabulated presentation of the participants.
Tap as outlined during a call to add self-view to your screen (this will not be seen by the remote participants).
Tap and hold the self-view icon. When it turns blue drag it to a new position, as outlined.
The three types of Contacts

**Favorites** is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

**Directory** is your corporate phone book. It cannot be edited by you. Entries can be copied to **Favorites** and edited there.

**History** lists the received, placed and missed calls since the last time the list was cleared.

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**Locating someone in Contacts by scrolling**

1. Tap **Contacts**.
2. Tap **Favorites, Directory or History**.
3. Scroll in the selected list, as outlined.

**Locating someone in Contacts by searching**

1. In **Contacts** tap the **Search** field, as outlined.
2. Type to search for an entry. Searches will be conducted within all three **Contacts** lists.
3. Matches will appear as you type.
4. Once located, tap the entry to place a call, to edit the entry or to add the entry to **Favorites**.

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**Adding an entry to Favorites**

1. In **History** or **Directory** tap the entry to be added to **Favorites**.

**Searching within Favorites**

1. Tap **Presentation**, as outlined.
2. Scroll (a) to locate the required source, as outlined. Then tap **Present** (b).
3. When the presentation is over, tap **Stop Presenting**, as outlined.

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**Changing layout during presentations**

1. During a presentation tap **Layout**, as outlined, to display the layout alternatives available.
2. Tap the layout you prefer to start using that layout.

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**Full screen presentations**

1. You may set up your system for a full screen presentation with the presenter appearing in a PP (Picture-in-Picture), which is similar to self-view. To enable this, tap as outlined.
2. The PP can be moved to a different position by tapping and holding until it turns blue. You may then move it to a different position, as outlined.

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**Do not disturb**

1. When set to **Do Not Disturb**, ringtones are muted and incoming calls will appear as missed calls. You may place calls as usual.

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**Clearing History**

1. To clear the list scroll the list as outlined (a) until the button **Clear List** appears, then tap this button (b).

**Camera presets in a call**

1. Tap the camera icon, as outlined.
2. Select the preset required, as outlined.
3. Tap anywhere outside the menu to hide the presets.

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**Near end camera control**

1. Tap the camera icon, as outlined.
2. Tap **Show camera controls**, as outlined.
3. Adjust as needed (a) and tap **Hide camera controls** (b).

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**Far end camera control**

1. Tap **Camera control**, as outlined.
2. Adjust pan and zoom as required.
3. Tap anywhere outside the menu to exit.

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**Lock as speaker**

1. Start with a layout as outlined (one speaker larger than the others) and tap as shown, then tap **Lock as Speaker**, as outlined to prevent voice switching.
2. To unlock, repeat the process and tap **Unlock Speaker**.

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**Using touch tones (DTMF) in a call**

1. Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.
2. Tap **Touch Tones** to invoke the keypad.