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.

Using the list of contacts to call

1. 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.

2. If you are going to look in a specific list only, tap the corresponding tab first.

3. Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

4. 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 **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.
- 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
c 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 a button
to activate its
function.

Scroll in lists
as on a smart
phone.

Tap the upper left corner to
activate/deactivate the Do not
disturb feature, to activate/
deactivate the Standby feature, and
to access the Settings.

Tap the ? to
contact or
access the Help
desk, if available.

Tap the Camera
icon to activate
self-view and
camera settings.

Time of day is
indicated in the
upper right corner.

Tap Dial to
invoke the
dial pad.

Tap Contacts to
invoke the list of
contacts including
Favorites, Directory and
History.

Tap Meetings
to invoke a list
of upcoming
scheduled
meetings.

Tap Messages
to invoke the
voice mail
system, if
applicable.

Press and hold
the left side of the
Volume button
to decrease the
loudspeaker volume
and the right side to
increase the volume.

Press the
Microphone
button to
mute/unmute
microphone.