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.

   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.

2. 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**.

   When an entry has been located and selected the **Call** menu will appear.

   Tap **Call** to place the call.

   **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 **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.

Initiating a video conference (optional feature)
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 a button to activate its function.

Scroll in lists as on a smartphone.

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 Presentation to start sharing content and to conduct presentations.

Press the Microphone button to mute/unmute microphone.

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

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.