The Share button also enables the Layout Control feature, which allows you to:

- share two separate presentation and whiteboard content sources on multiple screens
- share duplicate content on multiple screens.

For more information, see “Move, Copy, & Replace Presentation and Whiteboard Content Using Layout Control” on page 8.
Place and end calls

1. To place a call, tap **Call**.

2. Enter the number or URI and tap **Call**.

3. To call a directory contact, tap **Call** and type the contact’s name. The search result(s) appears above the keypad. Tap the icon of the contact to place the call.

4. To end a call, tap **End**.
Join meetings

1. From the home screen, view the meeting and tap **Join**.

2. Or tap **Join** in the pop-up window.

3. Or tap **Meetings** in the home screen...

4. ...select the meeting, and tap **Join**.
Touch 10 In Call screen overview

Place and receive calls, join meetings, and share presentations locally from the Home Screen. Mute or increase/decrease the volume of your system using the physical buttons on the Touch 10. You can also change the brightness of the fill-lighting and specify if participants will be sitting down or standing up.

**System information** - Also provides call status

**Camera presets** - Specify stand-up or sit-down mode

**Share** - Share presentation content

**Add** - Add a video or audio participant

**Keypad** - Enter touch-tones

**Hold** - Place the call on hold

**End** - End the call
Add and remove participants

1. To add a video or audio participant to an existing call, tap **Add**.

2. Enter the number, URI, or directory entry, and tap **Call**.

3. Tap **Merge** to merge the call.

4. To remove a participant, tap the participant list.

5. Select the caller to drop and tap **Drop**.

Tips

The number of participants you can add is set by your system administrator and depends on the system version. In some cases, participants added may be audio only.

In ad hoc video conferences, if you’re the conference owner, you cannot remove participants from the call.
Move to and from the home screen during a call

1. To return to the Home screen from the In Call screen, tap the **Return to Call** button at the top of the screen.

2. To return to the Home screen from the In Call screen, tap the **Return** or **Home** buttons on the bottom of the screen.

Tips

Return to the In Call screen to view and drop call participants, to use the keypad for touch-tones, or to add an audio participant.
Move, Copy, & Replace Presentation and Whiteboard Content Using Layout Control
Share tray overview (for presentation & whiteboard content)

**Presentation area** – Shows the content being shared and the main and presentation displays.

**Share tray** – Move presentation content, including whiteboard content, to and from the screen.

Tips

The share tray allows you to move and duplicate content to and from the main and presentation displays.

- To show the share tray, tap Share.
- To add content to the conference, drag the content from the share tray to the presentation area.
- To remove content from the conference, drag the content from the presentation area to the share tray.
- To duplicate content, touch the content in the share tray, then move the content to an available display in the presentation area.
- To move content, touch the content in the presentation area, then move the content from one display to another.
- You can move and/or copy up to two presentations using the share tray.
Share content

Connect your presentation source (for example, a laptop) to the presentation cable. If prompted, tap Share to share the content.

To remove the content from sharing, drag the content away from the presentation area.

To view the share tray, tap Share.
Share the whiteboard

1. Tap **Share** from the In Call screen to show the share tray.

2. Touch and hold the Whiteboard Camera icon in the share tray and drag it up to the displays.

3. On release, the whiteboard shows on the left display.
Duplicate content

1. Tap **Share** from the In Call screen to show the share tray.

2. Tap and hold the icon in the Share Tray and move the presentation from the Share Tray to the left.

3. On release, the presentation shows on the left and right display.
Move content

1. Tap Share from the In Call screen to show the share tray.

2. Touch the presentation on the right display and drag it across the screen to the center display. Valid drop targets light up during the move.

3. On release, the presentation shows on the center Main display.

Note: Because Auxiliary displays mirror each other, moving a presentation to one Auxiliary display causes the same presentation to be displayed on the other Auxiliary display.
Drag off duplicate content

1. Tap **Share** from the In Call screen to show the share tray.
2. Drag the duplicate presentation away from the presentation area.
3. On release, the duplicate presentation is removed.
Show system information

Tap the number on the top left of the screen.

Tap System Info.