Calling someone

❶

Tap **Dialpad**, as outlined.

❷

Key in the number, as outlined.

❸

When the number has been keyed in, tap the **Call** key to place the call.

Keyboard layout

Tap as outlined to go betwen dialpad and alphanumerical keyboard.

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.
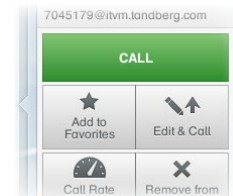
❶

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.

❷

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*.

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.

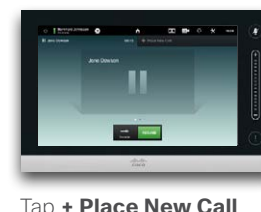Repeat the procedure to add more participants.

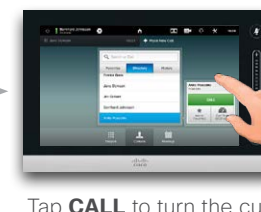Tap **END** to terminate the conference.

Method B (MultiWay/CUCM):

In a call tap **Hold**.

Tap **+ Place New Call** and then search or dial in the usual way.

Tap **CALL** to turn the current call into a conference.

Repeat the procedure to add more participants.

Tap **END** to terminate the conference.

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Sharing content

You must be in a call to be able to do this. Make sure your presentation source is switched on and connected to the video system before you tap **Presentation**.

❶

Tap **Presentation**, as outlined.

❷

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.

❸

When the presentation is over, tap **Stop Presenting**, as outlined.

Want to share a document?

Place document as shown and tilt camera as shown to share a document.

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 outlined.

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.

Headset in use is indicated here

Tap here to access the Settings.

Time of day.

Tap here to activate / deactivate the *Standby* feature.

Tap to mute / unmute microphone.

Adjust volume here (tap and drag).

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

Tap here to invoke the dial pad.

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

Tap here to invoke a list of upcoming scheduled meetings.

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

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