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

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.

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.

**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.

Keyboard layout

Tap as outlined to go between dialpad and alphanumerical keyboard.

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Sharing content

Make sure your presentation source is switched on and connected to the video system before you tap Presentation.

1. Connect your source and make sure it is switched on. Tap Share (a), then scroll horizontally (b) to locate the presentation source, if needed. Once located tap the required source.

2. Tap the three small dots (···), to access the menu allowing you to preview or to share the content of the selected source.

3. Tap Preview, if you want to check what you will share before you share it, and then tap Share to actually start sharing the content of your source.

4. Your content will now be viewable by all connected participants. To stop sharing content tap Stop Sharing, as shown.

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.

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 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.

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.