**Calling someone**

1. Tap **Dialpad**, 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.

**Keyboard layout**

Tap as outlined to go between dialpad and alphanumerical keyboard.

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**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.

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**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.
A tour of the Touch pad

1. Tap here to invoke the dial pad.
2. Tap here to invoke the list of contacts including Favorites, Directory and History.
3. Tap here to invoke the list of upcoming scheduled meetings.
4. Tap here to invoke the voice mail system, if applicable.
5. Tap here to start sharing content and conduct presentations.

Tap the touch screen to wake up the system, if needed.

Tap here to access the Settings.

Tap here to access the Camera settings.

Scroll in lists as outlined.

Adjust volume here (tap and drag).

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

Tapping a button to activate its function.

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.

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

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

Tap here to access Help desk, if available.

Tap here to activate self-view.

Tap here to access the Standby feature.

Tap here to activate / deactivate the Do not disturb feature.

Tap here to access the Settings. Time of day.

Tap to mute / unmute microphone.

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