


Telepresence Technology Touch Screen Quick Sheets

Introduction to Video Conferencing Tour the Touch Screen



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 **Camera** to activate selfview 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.

Tap **Dial** to invoke the dial pad.

Tap **Contacts** to invoke the list of contacts including *Favorites*, *Directory* and *Recents*.

Tap **Meetings** to invoke a list of upcoming scheduled meetings.

Tap **Messages** to invoke the voice mail system, if applicable.

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 touch screen to wake up the system, if needed.



Tap a button to activate its function.

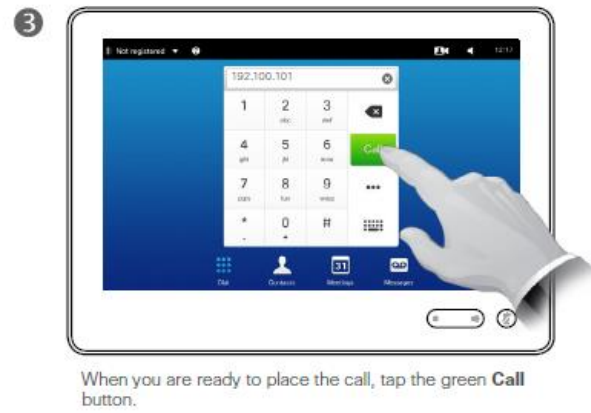


Scroll in lists as on a smart phone.

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Place Call

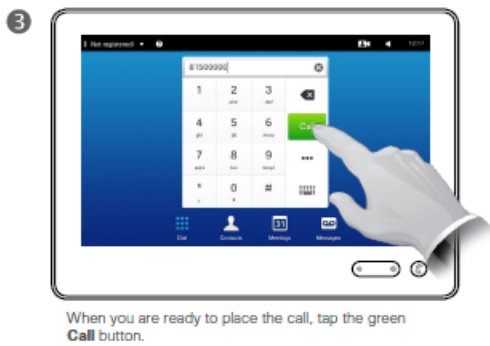
Place Call Using an IP Address



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Place Call

Place Call Using Number

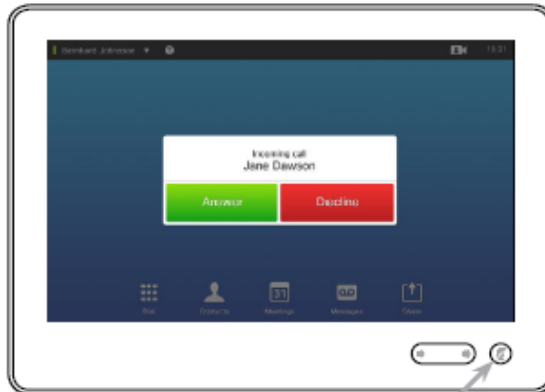


About Placing Calls

Anyone you have previously called will appear in the *Recents* lists (until you clear that list) and you may then transfer any of them to your list of *Favorites*.

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Receive Call Receive Call



If you set up the system to respond to incoming calls automatically (*Auto Answer*) you may want to mute the system microphone(s), to preserve privacy.
Microphone(s) are muted if this symbol is illuminated. To mute / unmute the microphone(s), tap the symbol.

End Call Disconnect Yourself From Call



To disconnect yourself from a call, tap **End**.

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Share content

Start and Stop Presentation in a Call



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.



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



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.



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