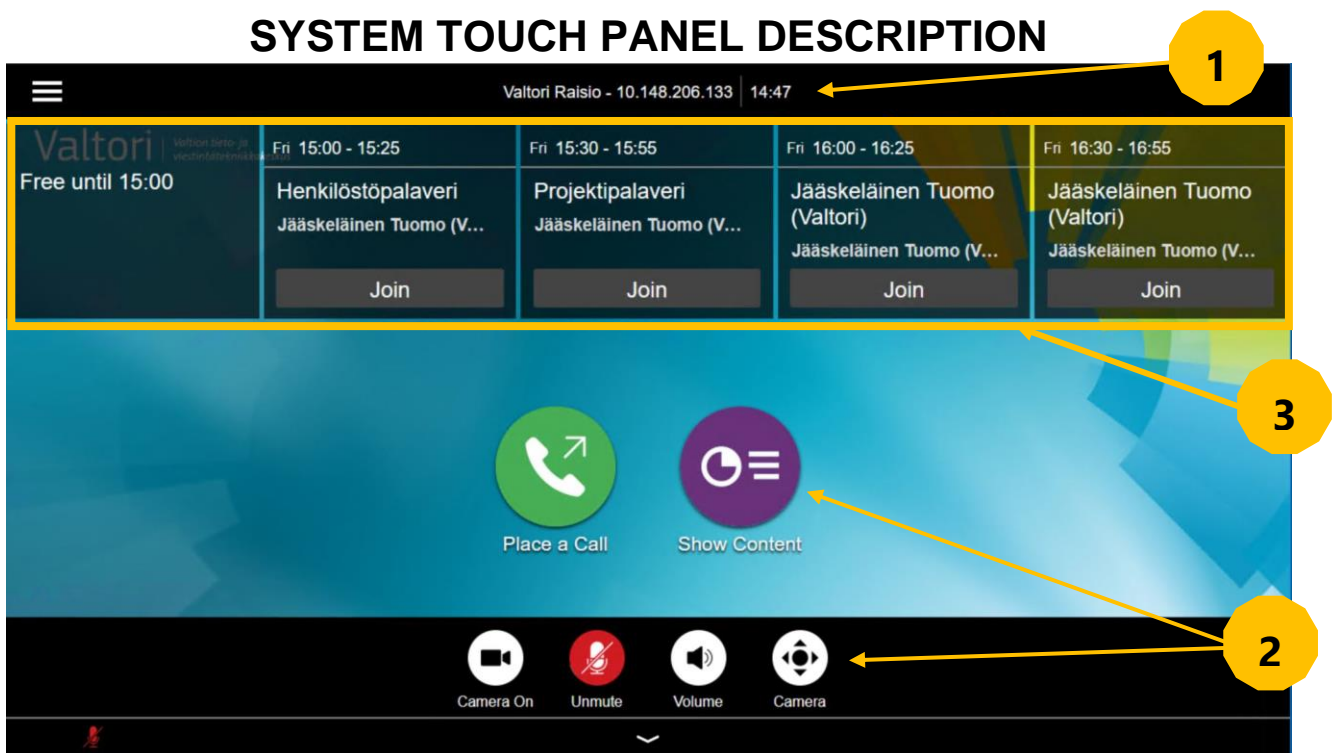


**The video conference device and the room display wake up by touching the touch panel. Devices automatically go into power saving mode when the using is ended.**

## SYSTEM TOUCH PANEL DESCRIPTION



1. System information, such as device name, time and date
2. Function keys for normal use of the device
3. Calendar view. Booked meetings are displayed at the top of the panel.

For support services, please contact to Lobby Services or your own organization's End user support.

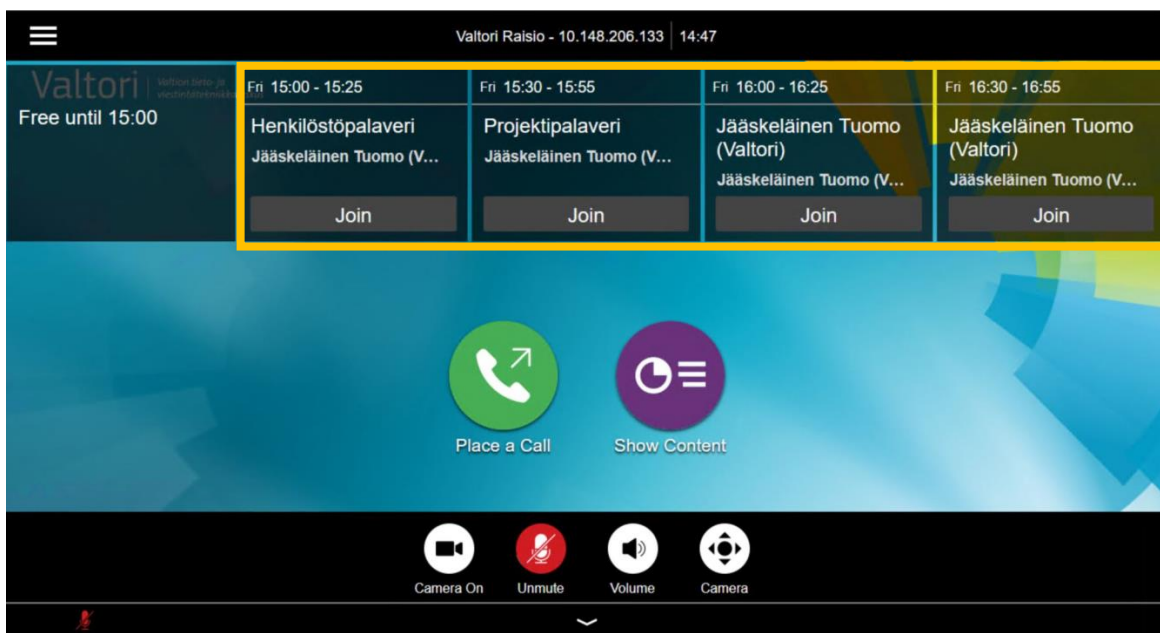
## MAKING A CALL

You can make a call directly using a calendar reservation, via the directory or with a direct call address.

### 1. One Touch Dial

The easiest way to join the conferences is using One Touch Dial feature. At first you need to make a calendar reservation by reserving a conference room with conference device for the video conference service via calendar software, e.g. Outlook.

When the calendar reservation has been made, a separate entry for the reserved time appears in the calendar view of the touch panel.



To join the conference, press **Join** on the calendar reservation on the touch panel .

## 2. Calling through the directory

Wake up the device by touching the touch screen.

Press **the Place a Call** button on the touch panel 


In the menu that opens, press **the Contacts** key, and the contact information menu opens on the screen.

You can call from the Contacts menu using the directory structure or by searching for contact information in the search field.

Select a contact and press  to make a video call.

## 3. Direct call using the calling address

You can use the device to call outside using the calling address. The destination of the call can be another video conference device or video conference service. You will receive the necessary call information from the party organizing the conference.

To call directly from the device, press **the Place a Call** button on the touch panel 

Press  to enter the call address using either numbers or letters.

The calling address can take different forms, e.g .

**IP address** (123.123.123.123)

**SIP URI** (example@domain.com)

After entering the calling address, p  to make a video call.


## RECEIVING A CALL

All incoming calls to the device must be accepted..

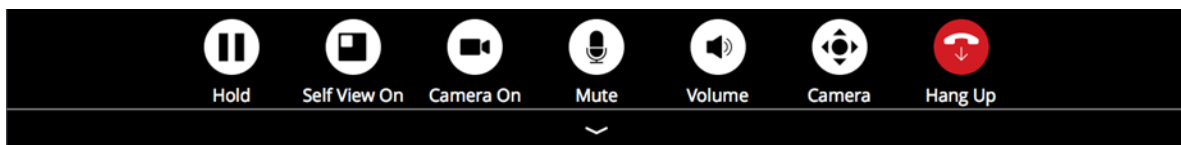
**The call is answered or rejected from the touch panel.**

Accept the incoming call by pressing **Accept** or **Decline** to decline an incoming call .

### 4. Using a video conference device during a call

During a call, the device's touch panel can be used to control the hardware's functions. If the functions are not visible, press the arrow at the bottom of the touch panel 

The following buttons appear at the bottom of the touch panel:



**Hold** – with this you can put the ongoing call on hold


**Self View On/ Off** – On/off preview of own video image

**Camera On/ Off** – My camera on/off

**Mute** – Microphone on/off

**Volume** – Volume control

**Camera** – Camera position and zoom control panel

**Hang Up** – Ending the call. Always remember to end the call after the negotiation is over. 

## 5. Content sharing

The video device can be used to share content either locally or to the participants of a video conference. The content is shared automatically when the cable is connected. Alternatively, the content sharing can be controlled from the touch panel without disconnecting the cable.

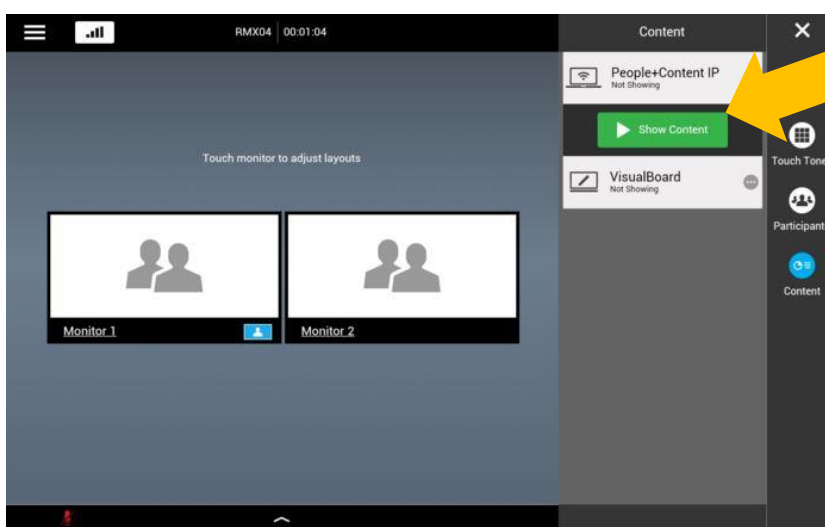
### Automatic content sharing (when enabled)

1. For content sharing, connect the system's HDMI cable to the computer
2. To stop sharing, disconnect the HDMI cable from your computer



### Manual content distribution on top

1. Connect the HDMI cable to your computer
2. Press ●●● **More > Content**
3. Press **Show Content** to start sharing the content.



When the content sharing cable is connected to your computer, you can stop the content sharing from the touch panel without disconnecting the cable.

## No more manual content sharing

Press **Stop Content** on the touch panel to stop the content sharing.

