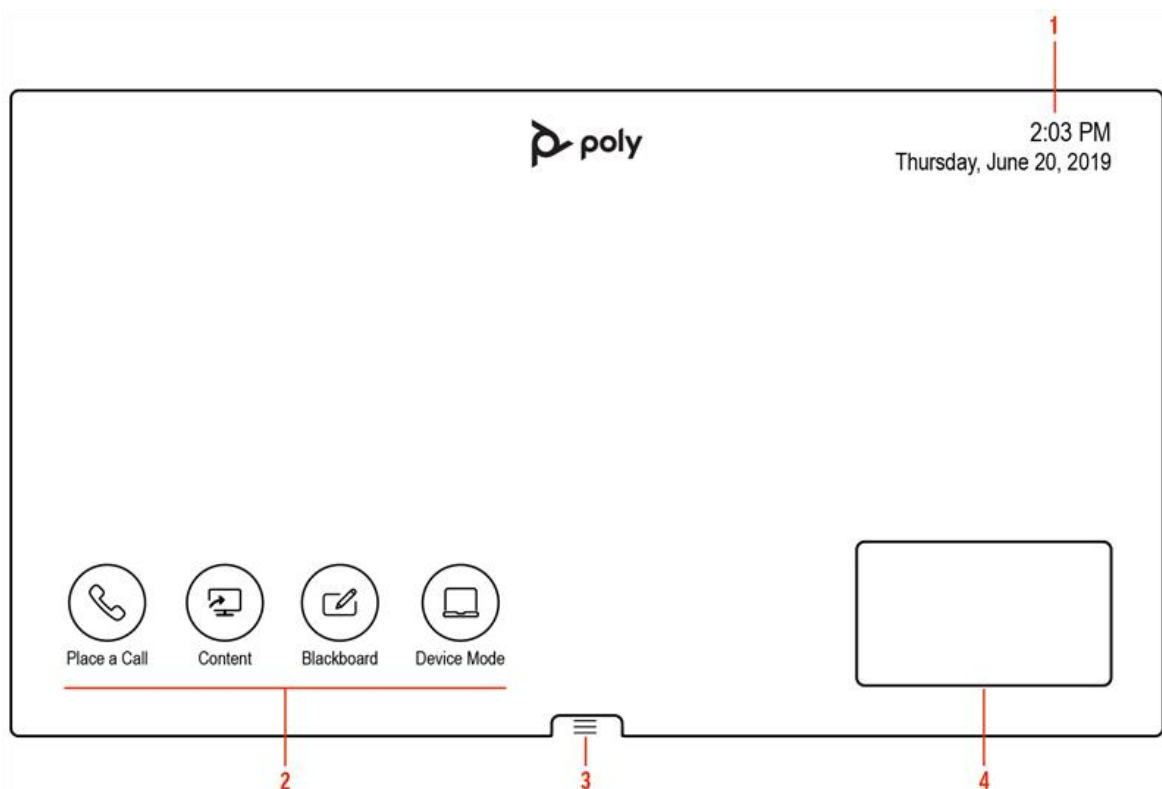**The video conference device and the room display wake up by touching the touch panel. Devices automatically go into power saving mode when the using is ended.**

SYSTEM TOUCH PANEL DESCRIPTION

1. System information, such as device name, time and date
2. Function keys for normal use of the device
   a. **Place a Call** - Making a call
   b. **Content** – Distribution of material locally without a phone call
   c. **Blackboard** - Not in use
   d. **Device Mode** – Using the device as a laptop audio and video device using a separate USB cable
3. *Selection of additional menu. Menu functions are not required for general use*
4. Local video image preview

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** .
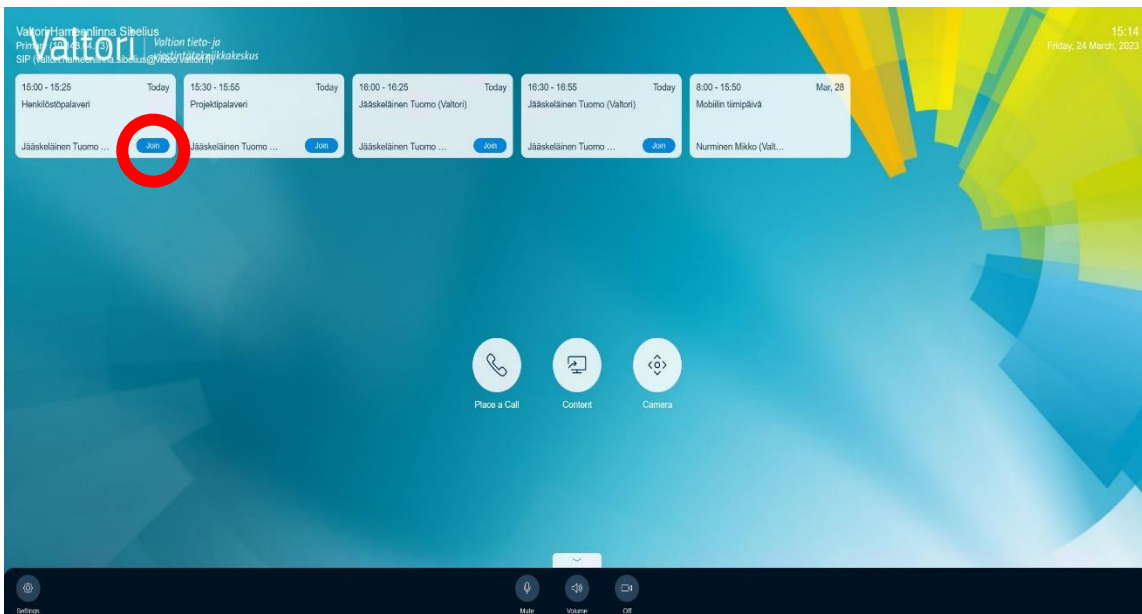
2. Calling through the directory

Wake up the device by touching the touch panel.

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 **Call** to make the 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

the dialpad screen enter the call address using the number keys, or press the keyboard icon to enter 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, press **Call** to make the call.

RECEIVING A CALL

All incoming calls to the device must be accepted.

| The call is answered or rejected from the touch panel. |
| :---: |

4. Using a video conference device during a call

During the call, the functions related to call management are displayed on the device's touch panel.

⤢ **Content** – Material sharing options. The device automatically shares when the HDMI cable is connected. However, with this function, the material sharing can be interrupted and restarted without having to remove the material sharing cable.

‹⊙› **Camera** – Control the operation of the camera. With this function, the position of the camera and the zoom can be controlled.

⣿ **Touch Tones** – Open a separate numeric keypad. This is needed, for example, to enter a PIN code, if the connected service requires this.
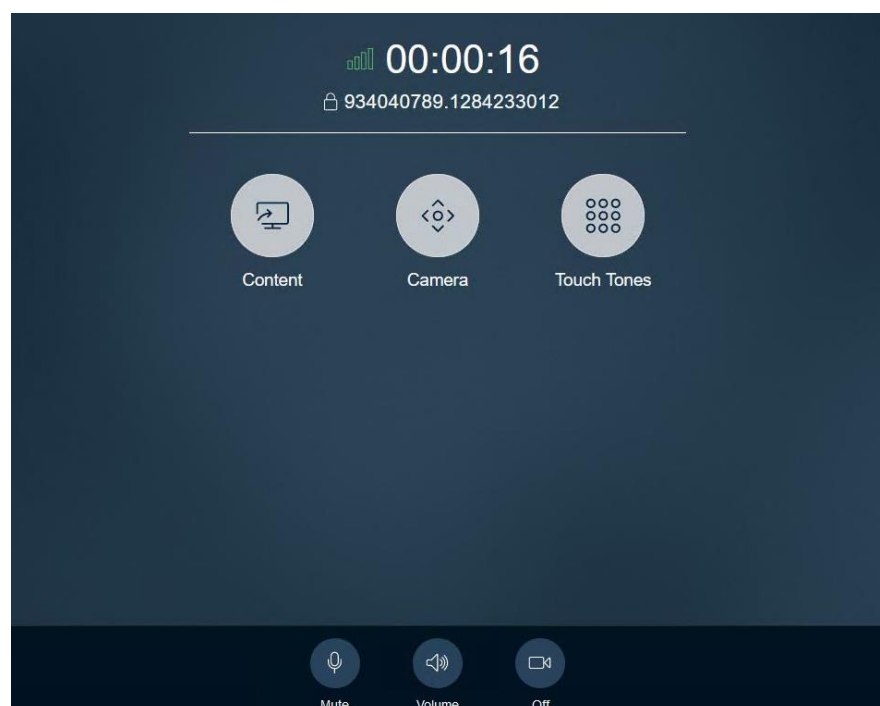
At the bottom of the touch panel, the sound and picture on/off functions, as well as the volume control, are visible during the call.

| Microphone On/Off | Volume | Camera On/Off |
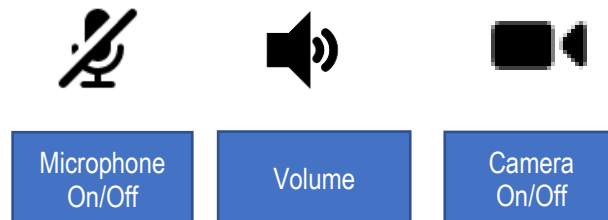
Microphone On/Off – Mute/unmute the hardware microphone. Be sure to mute when you are not speaking to avoid transmitting disturbing sounds to other conference participants.

Volume Down/Off/Up – Control the volume of the hardware speakers.

Camera On/Off – Turn the camera on or off.

5. Material sharing

The device can be used to share material either locally or to the participants of a video conference.

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

6. Using the video conference device with the Device Mode function

The video conferencing device can also be used as a laptop webcam, utilizing the video and audio features of the video conferencing device. In this case, the video conferencing device itself is not calling anywhere. Calling and joining to the conference is made using the computer conference client.

The conference device comes with a USB cable which is used to connect to the computer. Then the conference device can be used as a video camera, microphone and speaker.

Through the HDMI cable, you can project your own computer's screen onto the screen of the conference room equipment.

1. Press **the Device Mode** key on the touch panel
2. Connect the USB cable to the computer through which some video conferencing software is used.
3. Connect the HDMI cable to the computer if you want to project the computer screen onto the screen of the video conferencing equipment.
4. Start the conference using video conferencing software, for example Skype.
5. Before starting the conference, check the video and audio settings of the software.
6. Select Poly hardware as the video camera
7. Choose Poly hardware as the microphone and speaker
8. Start a video conference through the software
9. Control the volume and the microphone through your computer. The touch panel also shows the volume control buttons:

After the negotiation is over, disconnect the cables. The video conference device returns to the initial state after 2 minutes.

Alternatively, you can press the **Exit** key on the touch panel.