When set to Do Not Disturb, ring tones are muted and call attempts made by others to reach you will appear as missed calls.

You may, however, place calls as much as you like.

As default, there is a 60 minutes timeout on the Do Not Disturb (after which the system will return to normal operation), but this may have been changed to a different setting by your video support team.

**Note!** Your video system may, or may not, display all the icons shown here. Some of the features described in this user guide are optional and they may therefore not be present on your system.
Place Call

Place Call Using Number

1. **Tap Dial** to invoke the numerical dialpad.

2. Type the number.

3. When you are ready to place the call, tap the green **Call** button.

About Placing Calls

You may call someone who is not listed in your list of contacts by keying in their name, address or number using the virtual keyboard of the Touch pad.

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

**Calling extensions.** Sometimes you may be urged to enter numbers during a call, typically to reach extensions or to provide a pin code.

Tap **Keypad** (this button appears as soon as the call is placed) to invoke the keypad needed for this.
To disconnect yourself from a call, tap **End**.

**About Disconnecting Yourself**

Tapping **End** in a call will disconnect yourself from a call. In a call with two parties only, this will then terminate the call.

In a conference call with multiple participants tapping **End** will terminate your participation only if you are a regular participant.

However, if you are the host of such a conference, i.e. the one who initiated it, tapping **End** will cause the entire conference to terminate.
A few words on microphone behavior and privacy

The Mute button has an LED indicating whether the microphone is transmitting or muted.

The microphone will transmit only when the green LED is illuminated!
This is a convenient way to obtain information about all the participants and their current status.

In addition, you may use the list to disconnect participants from the conference or to grant them certain rights, such as to retain the position as prominent speaker even if someone else starts speaking. These features are outlined on the following pages.
Conference Calls with Multiple Participants

Manage Conference Call Layout

1. To change the existing layout on your video screen, tap Layout.

2. Tap the new preferred layout.

3. The new layout will now be put in effect.

About Layout Options

You may alter the screen layout when you are in a call. The Touch pad will show the options available. The actual options may differ from what is shown here, but the Touch device will always show you what is available.

The WYSIWYG (what you see is what you get) principle applies even here.

Including a Selfview

Selfview (what the others see from your video system) may be added to any layout in the usual way. To invoke the selfview, see “Manage Selfview” on page 49.

If needed, you may also move the selfview to a different location.

See “Move the Selfview PiP” on page 51.
Start and Stop Presentation in a Call

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.

About Content Sharing

Your video system supports the ability to show presentations in a video call or video conference as well as outside a call. The latter ability allows the system to be used for local presentations in a meeting room, thus extending the use of the video system and the room itself. Note that you may change the layout of the screen during presentations, see the next page for more on this.
Share content

Change Presentation Layout In a Call

1. Tap **Layout** to invoke the layout options.

2. Select your preferred layout by tapping it.

### About Presentation Layout

You may change the layout of the screen during presentations. Typical options available will be with or without showing the presenter and showing the presenter as either a PIP (Picture in Picture) or PoP (Picture outside Picture).

The layout options available on your system may differ from those shown here, but the layouts shown are always those you may choose between.
Camera

View Camera Settings

Tap Camera to invoke the camera adjustment menu.

Any camera presets defined will be listed here.

Pan and tilt controls.

Turn Selfview On and Off.

Maximize/minimize Selfview.

Zoom in and out.

Select which camera to control (for configurations with more than one camera).

About Camera Settings

The camera settings let you control the zoom, pan and tilt of the camera as well as define and edit camera position presets.

In addition selfview (the image that the others see from your system) can be turned on and off as well as be shown minimized or maximized.

If the position of the selfview blocks important parts of the image on your screen, it can be moved. How to do this is shown in "Move the Selfview PiP" on page 51.
Camera
Add Camera Position Preset

1. Tap Camera to invoke the camera adjustment menu.

2. Tap Selfview to activate it.

3. Adjust Tilt, Pan and Zoom, as required.

4. Tap Add New.

5. Key in a descriptive name.

6. Tap Save to leave the menu putting changes into effect, or tap Cancel to leave menu undoing any changes.

About Camera Presets

Your video system lets you create predefined zoom and camera pointing directions (also known as pan and tilt). Use these to zoom into the person speaking, if appropriate. Do not forget to zoom out again afterwards.

This means that if you want to create one or more zoom-in presets you should also create a zoom-out (overview) preset to conveniently switch back to overview mode.

Although you may control the far end camera, i.e. the camera of any of the other participants (given that those cameras are remotely controllable), you cannot define nor make use of their presets.
Edit Existing Camera Position Preset

1. Tap Camera to see the effects of your camera adjustments.
2. Tap Selfview to activate it.
3. Adjust Pan, Tilt and Zoom, as required.
4. Tap the little arrowhead of the preset to be edited.
5. Tap Update to current position to put your changes into effect.
   To delete an existing preset, tap Remove.
6. Tap anywhere outside the menu to close it.

About Preset Editing

Preset editing is all about taking an existing preset, altering it and then saving it under the same name. If you want to change the name, we recommend that you delete the preset and create a new one with the preferred name.
Camera
Control Own Camera

Using your camera presets:

1. In a call (shown here) or outside a call, tap Camera.

2. Select the preset to use.

3. Tap anywhere outside the menu to exit.

Adjusting your camera’s pan, tilt and zoom:

1. In a call (shown here) or outside a call, tap Camera.

2. Tap Selfview (a) and then adjust Pan, Tilt and Zoom (b).

3. Tap anywhere outside the menu to exit.

About Camera control

Existing camera presets can be used right away during a call.

Your video system may have more than one camera, for example one camera showing the participants, while another shows the whiteboard.

If you need to add new or modify existing camera presets, this is done in the same way as you do outside a call—turn to “Edit Existing Camera Position Preset” on page 46 for details.

As an alternative to adding or editing presets, a simple adjustment of your camera’s pan tilt and zoom should also be considered.
Camera

Manage Selfview

Outside a call:

1. Tap Camera.
2. Tap Selfview to turn it on. You may now resize the selfview image (see the following page for more), or control the camera’s pan, tilt and zoom (see the previous page for more).
3. Tap anywhere outside the menu to exit.

In a call:

1. Tap the selfview avatar.
2. You may now switch the selfview off, maximize or minimize it, or select Camera to gain access to the camera control (see the previous page for more on camera control).
3. Tap anywhere outside the menu to exit.

About Selfview

The Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

The Selfview appears as a PiP (Picture-in-Picture).

The position of Selfview PiP can be changed if you wish—see "Move the Selfview PiP" on page 51 for details on this.
Camera

Resize the Selfview PiP

1. Tap Camera.

2. Tap Selfview to turn it on.

3. You may now tap Maximize to get a full-screen Selfview. Repeat the process to minimize, or deactivate the selfview by tapping the Selfview icon again. You may also use this to gain access to controlling your own camera.

4. To exit this menu, putting changes into effect, tap anywhere outside the active menu.

Why Resize the Selfview?

The selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see. The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting.

You may want to zoom, pan or tilt your camera to provide a better view for the other participant(s). To get a better view, you may want to maximize the selfview.
Camera

Move the Selfview PiP

Why Move the Selfview?

The Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see. The Selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the Selfview activated during the meeting. This could, for example, be to ensure that a lecturer in your room remains seen on the screen despite constantly moving around.

It may happen that the current position of the Selfview blocks important parts of the image on your screen. You may therefore want to move it.

1. Tap **Selfview** in the upper right part of the screen to invoke the selfview, if needed.

2. Press and hold your finger within the selfview area.

3. As soon as it turns blue drag the selfview to the new location. Possible locations are indicated.

4. Once you reach the location you want to have it in, lift your finger from the touchscreen.

5. The selfview will now assume its new location.