Wake the System
To wake the system, touch the screen or lift the remote.

Place a Video Call

Enter a Name or Number
1 On the Home screen, tap Place a Call.
2 Tap Keypad and tap Onscreen Keyboard. Enter a contact’s name or number.
3 Tap Dial.

Call a Contact
1 On the Home screen, tap Place a Call and tap Contacts.
2 Do one of the following:
   » Choose the desired contact from the list of contacts, and tap Call.
   » Tap a group and select a contact.
   » Using the onscreen keyboard, enter your contact’s name and select your contact in the search results.

Call a Recent Contact
1 On the Home screen, tap Place a Call and tap Recent.
2 Tap a recent placed or received call.

Call a Speed Dial Contact
1 On the Home screen, tap Place a Call and tap Speed Dial.
2 Tap a contact image on the Speed Dial screen.

Place a Multipoint Conference Call
1 Place a call using your preferred method.
2 In an active call, touch the screen.
3 Tap More > Add a Call.

Answer a Call
If the system is not set to answer calls automatically, you can manually answer an incoming call.

To answer an incoming call:
   » Tap Answer.

To answer a call during a call:
   » Tap Hold + Answer or tap Hang Up + Answer.

Ignore a Call
   » Tap Ignore.

Hold a Call
Place an active call on hold to answer an incoming call, place a call, or switch between calls.

Resume a Held Call
Resume a held call when ready. If you completed a separate call while another call was on hold, the held call will not automatically resume.

   » On the Home screen, tap Resume Call.

End a Call
Only active calls can be ended.

   » In a point-to-point call, tap Hang Up.

End a Multipoint Conference Call
1 In a multipoint conference call, tap Hang Up.
2 Select Hang Up to end one call or select Leave Conference to hang up all calls.

Mute the Microphone
1 In a call, touch the screen.
2 Tap Mute.

Unmute the Microphone
1 In a call, touch the screen.
2 Tap Unmute.
Join a Meeting
Join a meeting from the meeting reminder, the Home screen, or the Place a Call screen.

Do one of the following:
» On a meeting reminder, tap Join.
» On the Home screen, tap a meeting and tap Join or tap  to use the Keypad to enter the meeting number.
» Tap Place a Call > Calendar and tap Join to attend the meeting.

Adjust the Volume
1 Touch the screen, and tap Volume.
2 Place your finger on the Volume slider and move your finger to the left to lower the volume and to the right to raise the volume. Tap anywhere on the bar to set the volume.

Adjust the Video Layout in a Call
Control the display of the video layout during calls.
1 In a call, touch the screen.
2 Tap  More > PIP Layout. Select one of the available layouts.

Start Video
» To start video, tap Camera On.

Stop Video
» To stop video, tap Camera Off.

Select a Camera

Do one of the following:
» On the Home screen, tap Camera.
» In a call, tap  > Camera.

Adjust a Camera
1 Navigate to Camera Control.
2 Tap  to zoom in or  to zoom out. Tap the left, right, up, and down navigation buttons to pan or tilt the selected camera. Not available with all cameras.
3 Tap Near Cameras or Far Cameras to switch between cameras during a call.

Power the System On and Off
• To power on the system, press  on the remote control or the power sensor on the front of the system.
• To power off the system, press and hold  on the remote control or the power sensor on the front of the system for 3 seconds. Wait 15 seconds before you unplug the power cord.

Video Call Etiquette
• Be prepared with the name or number of the site you want to call.
• Connect and test any additional equipment before the meeting.
• Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns. Solid pastels and muted colors look the best on the screen.
• Ensure that the far site can see and hear you.
• Mute the microphone unless you are speaking.
• Adjust your settings to see and hear the far-site participants.
• Introduce all participants when the meeting starts. Speak and gesture naturally.

More Information
For more information about setting up and using the system, refer to support.polycom.com.