Using the Remote Control

- Press to power the system on; hold to power off
- View button presses and various menus
- Select a camera or other video source
- Start and stop sending content to far sites
- Confirm your current selection; perform functions on highlighted items
- Zoom the camera in or out
- Mute the microphone audio you’re sending to the far sites
- Return to the Place a Call (home) screen
- View or manage directory entries
- End a call
- Delete letters or numbers
- Enter letters or numbers; move the camera to a stored position
- Control a programmed recording device

Placing a Video Call

Entering a Name or Number
1. Enter the ISDN number, IP address, or H.323 name. Include the dots in an IP address.
   To enter text, press Keyboard on the remote control to access the onscreen keyboard.
2. Press Call on the remote control.

Using the Directory
1. Press Directory on the remote control.
2. Find the site you want to call. You can use the arrow buttons, the alphabet tabs, or the Search field.
3. Press Call on the remote control.

Using the Contacts, Speed Dial, or Recent Calls Lists
1. In the Contacts, Speed Dial, or Recent Calls list, find the site you want to call.
2. Press Call on the remote control.

Answering a Call
Press Call or select Yes using the remote control.

Ending a Call
1. Press Hang Up on the remote control.
2. If prompted, confirm that you want to hang up.
**Video Etiquette**

- Make sure you have the video number(s) of the site you want to call or that the site is listed in a directory.
- Connect and test your peripherals before any meeting.
- Avoid wearing bright colors, all-light or all-dark clothing, or “busy” patterns (such as small checks or narrow stripes). Light pastels and muted colors look the best on the screen.
- Adjust your camera and microphone so that the far site can see and hear you. Mute the microphone before moving it so that the far site doesn’t hear you moving it. Fill the screen as much as possible with people rather than with the table, chairs, walls, lights, or the floor.
- Make sure that you can see and hear the far-site participants.
- Introduce all participants when the meeting starts.
- Speak in your normal voice without shouting. Use natural gestures when you speak.
- Avoid tapping on the microphone or rustling papers near the microphone.
- In a multipoint call, mute your microphone when you are not speaking.

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**Placing a Multipoint Call**

You can place multipoint calls in several ways.

- Place a call, then add more sites to that call by pressing Call on the remote control, selecting Add Call, and placing a call to the next site. Repeat until all sites are connected.
- Select Multipoint from the home screen if your system is configured to display that button. Enter the names of the sites you want to call by using the directory or by manually entering the numbers of the sites. Press Call.
- Press Directory on the remote control, find a multiple site entry in the directory list, and press Call on the remote control.
- Place a cascaded multipoint call by placing a multiple-site call from the directory or placing calls one at a time to several other sites then asking each site to call additional sites.

**Selecting a Video Source**

1. If you are in a call, press Near or Far to select either near-site or far-site control.
2. Press Camera on the remote control, then select the camera or video source you want to use.

**Adjusting a Camera**

1. Select a video source.
2. Press the arrow buttons on the remote control to move the camera up, down, left, or right.
3. Press Zoom to zoom out or in.