



**MIC OFF** turns your microphone on and off.

Press **OK/MENU** to show the menu and select menu items.

**VOLUME +** and **-** adjusts the Codec volume only and not the monitor volume.

The **LAYOUT** key toggles between full screen and different display layouts.

Press the **CALL** key to place a call.

**CAMERA PRESETS** define specific camera positions. To activate a preset while in a call, simply press and release that number key. Move the camera to the desired position and press and hold a number key for one second to save the current camera position to that number key.

The **ALPHANUMERICAL KEYPAD** functions in the same manner as a cellular phone.

**SNAPSHOT** takes a snapshot of our video during the call.

**PRESENTATION** key switches to a predefined presentation source. If the Presentation key is held down for one second then the Presentation video sources menu will appear.

**ARROW** keys are used to navigate in the menus and for moving the camera\* when the menu is hidden.

Use **ZOOM +** and **-** to zoom the camera\* in and out.

The **SELVIEW** key displays your outgoing video. Press again to turn off.

The **CANCEL** key takes you back one step in the menu system, i.e to leave a menu undoing any changes. Use **CANCEL** to delete characters in an input field. Press and hold the **CANCEL** key for one second to close the menu

Use the **END CALL** key to end the current call. You can also use the **END CALL** key to exit a menu, and if you press the **END CALL** key once again, the **STANDBY** menu will be displayed and you can put the system in to **STANDBY** mode.

Use the **PHONE BOOK** key to store and recall video contracts for easy placement of calls.

Press the **TOUCH TONES** key when you are in a call and need to dial extension numbers. Toggle between ABC and abc mode by pressing the # key. To switch between letter and 123 mode press the # for one second. Press the **OK/MENU** button to exit **TOUCH TONES**.

\* Applies to systems with controllable cameras.