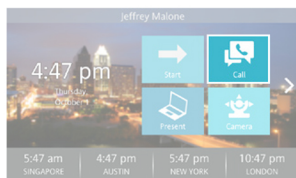


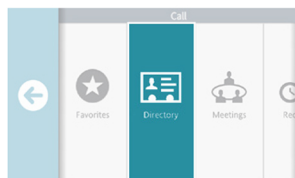
Quick start guide: using your Touch Phone HD for your Conference Calls

Make A Call

1. From the Home Screen, tap the **Call** icon.

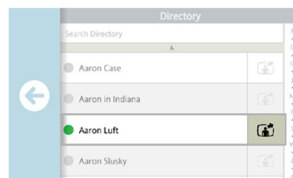


2. Now tap the **Directory** icon.

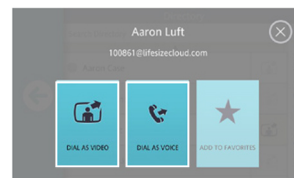


QUICK TIPS: Locate and add contacts using **Recents**, **Directory**, or **Favorites**. Join a meeting using **Meetings**. Use the **Keypad** to dial a phone directly.

3. Select the person to call.

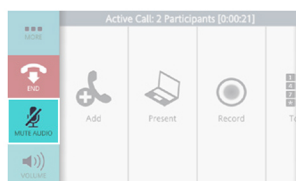


4. Select **Dial as Video** or **Dial as Voice**.



Mute Audio

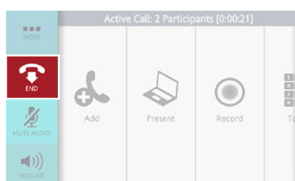
While in a call, tap the **Mute Audio** icon.



DID YOU KNOW? The lights on Lifesize Phone HD will turn red when audio is muted.

End a Call

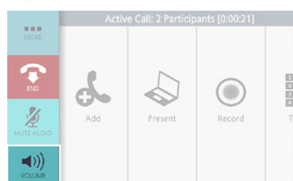
Tap the **End** icon.



DID YOU KNOW? There are several ways to end a call. You can remove yourself or one or more of the participants on the call.

Adjust Volume

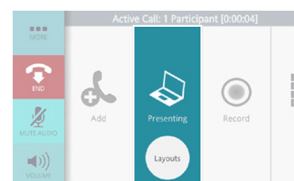
While in a call, tap the **Volume** icon. Adjust volume with slider.



QUICK TIP: To adjust the volume before starting a call, tap the **Start** icon on the Home Screen to access the Volume icon.

Start a Presentation

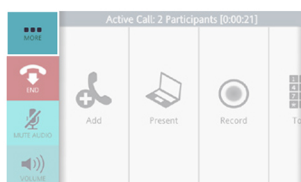
While in a call, tap the **Present** icon.



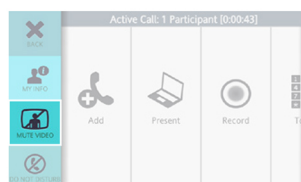
QUICK TIP: While in a call, tap the **Layouts** icon for screen layout options. To end presentation mode, just tap the **Presenting** icon.
DID YOU KNOW? You can share your screen whether you're in a video call or giving a presentation to others in the conference room.

Mute Video

1. While in a call, tap the **More** icon.

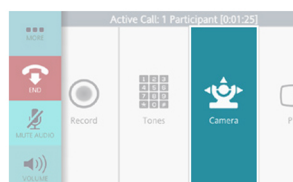


2. Tap the **Mute Video** icon.



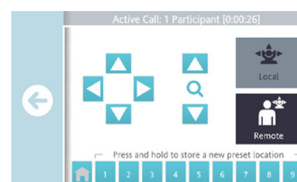
Move the Camera

1. While in a call, swipe left and tap the **Camera** icon.



QUICK TIP: If you'd like to move the camera before you make a call, just tap the **Camera** icon on the Home Screen.

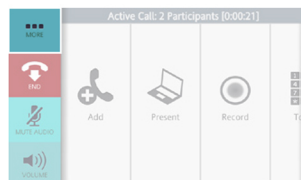
2. Reposition/zoom camera using the controls.



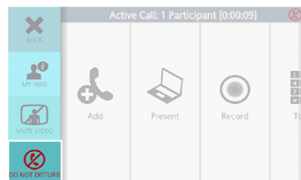
DID YOU KNOW? You can add a preset by pressing and holding a number in the **Presets** bar.
QUICK TIP: When you are in a one-on-one call, you can move their camera. Just look for the **Remote** icon.

Enable Do Not Disturb

1. While in a call, tap the **More** icon.

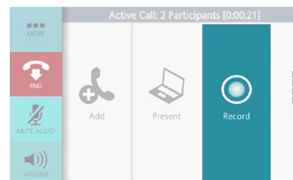


2. Tap the **Do Not Disturb** icon.

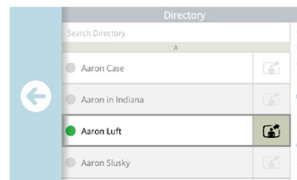


Record a Call

1. While in a call, tap the **Record** icon.



2. Select the person to own the recording.



NOTE: Lifesize Cloud Amplify is required to be able to record a call.

Touch Gestures



Scrolling
Swipe a single finger left or right to scroll horizontally, or up and down to scroll vertically



Volume
Swipe two fingers up or down to increase or decrease the volume one increment



Microphone Mute
During a call, tap anywhere on the screen with two fingers to mute or unmute the microphone



System Menu Quick Access
Tap the screen with four fingers to access the System Menu, for administrator access to system configuration & diagnostics

Contact your IT Administrator or VideoCentric Support for further assistance.