




POINT-TO-POINT CALLS

- 1 If T3 is in standby press the **Menu** button *below* the screen to display the menu:



You can add a participant using,

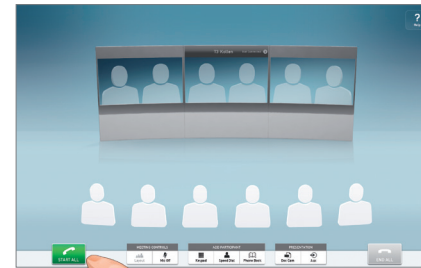
-  **Speed Dial** (Frequently used presets)
-  **Phone Book**
-  **Keypad** (for manual dialing)

- 2 You can **scroll** by dragging up or down anywhere in the lists.

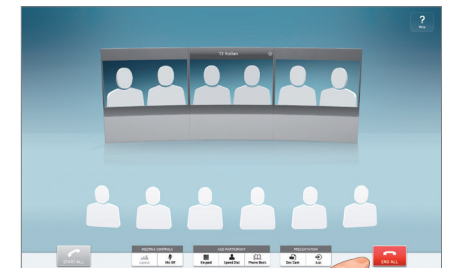
Tap to automatically add an entry or alternatively **drag** it into the screen.



- 3 To **start** the meeting, tap the green button.



- 4 To **end** the meeting, tap the red button.



MICROPHONE



Tap the **Mic Off** button to deactivate microphones.

Tap again to activate.

PRESENTATIONS



- Tap the **Doc Cam** button to activate the document camera. Focus and magnification are adjustable. **Light Off** turns the light off and **Share** lets the others see your document.
- Tap the **Aux** button to activate auxiliary sources like a DVD player.
- Systems without document camera will display two Aux inputs.

PC Presentations



- Connect the PC using the cable in the cable well and press the **PC** button *below* the screen to activate the PC presentation.

KEYPAD



For alphanumerical entries tap here to display a standard virtual PC keyboard.

Delete the last entry.

Move back and forth in your entry.

When finished, tap **Add** to bring your entry to the screen. Then proceed from 3 above.




Tap here to display the numerical keypad.

MULTIPOINT CALLS

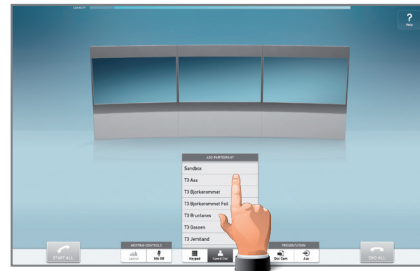
- 1 If T3 is in standby press the **Menu** button below the screen to display the menu.



You can add a participant using,

-  **Speed Dial** (frequently used presets)
-  **Phone Book**
-  **Keypad** (for manual dialing)

- 2 You can **scroll** by dragging up or down anywhere in these lists (see also overleaf).



Tap to automatically add an entry or alternatively **drag** it into a specific screen.

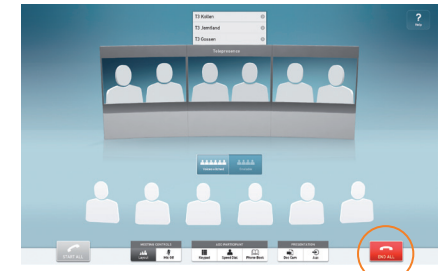
Repeat this process to add more participants to the meeting. You can manually enter a number and add it to the meeting (see overleaf for details).

- 3 When all participants have been added, tap **START ALL** (as outlined) to call them all.

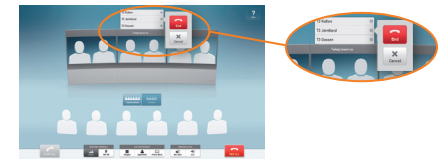


T3 telepresence systems are placed in the background and other systems (if applicable) are placed in the foreground.

- 4 To end the meeting, tap the **END ALL** (as outlined).



To disconnect just one of the parties, tap the participant header and select **End** (as outlined).



HELP



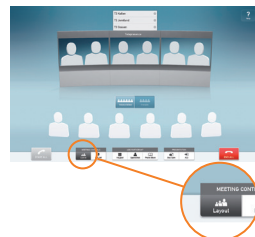
Tap **Help*** to call for assistance:

- Tap **Assistant** to call an assistant, if available.
- Tap **Support** if a support center is available.
- Tap **Cancel** to leave menu.

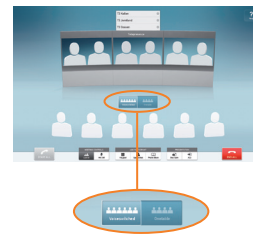
* This menu will not appear if no assistant and/or support is available.

LAYOUT

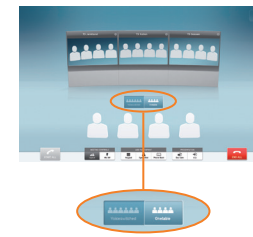
When in a call with multiple T3 locations, you can select to view either the four center-most persons from each location, or six persons from one of the locations as in a Point-to-Point call.



Tap the **Layout** button to display the layout options.



With the setting shown the locations will be voice-switched, i.e. the location speaking will be displayed on the screen.



When set to Onetable the four center-most participants of each of the other T3 locations will be shown.

CLEARING THE STAGE

After the meeting has been brought to an end, drag each of the participants out of their screens to clear the stage.



The stage will be automatically cleared when the system enters idle mode.