

# 5 Minute Guide to using the HDX Systems

## Using the Remote Control...

<ol style="list-style-type: none"> <li>1. Access the online help; see system status in a call</li> <li>2. Store camera presets (when followed by a number); delete all camera presets</li> <li>3. Cycle through display layouts</li> <li>4. Select a far-site camera or video source</li> <li>5. Adjust the camera; navigate through menus</li> <li>6. Increase or decrease the sound you hear from the far sites</li> <li>7. Select a near-site camera or video source</li> <li>8. Return to the previous screen</li> <li>9. Place or answer a call</li> <li>10. Display the onscreen keyboard</li> <li>11. Display menu of optional features</li> <li>12. Enter a dot in an address</li> </ol>		<ol style="list-style-type: none"> <li>13. Press to power the system on; hold to power off</li> <li>14. View button presses and various menus</li> <li>15. Select a camera or other video source</li> <li>16. Start and stop sending content to far sites</li> <li>17. Confirm your current selection; perform functions on highlighted items</li> <li>18. Zoom the camera in or out</li> <li>19. Mute the microphone audio you're sending to the far sites</li> <li>20. Return to the Place a Call (home) screen</li> <li>21. View or manage directory entries</li> <li>22. End a call</li> <li>23. Delete letters or numbers</li> <li>24. Enter letters or numbers; move the camera to a stored position</li> <li>25. Control a programmed recording device</li> </ol>
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## 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. (If auto answer is not switched on)

### Ending a Call

1. Press **Hang Up** on the remote control.
2. Confirm that you want to hang up.

### 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.

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