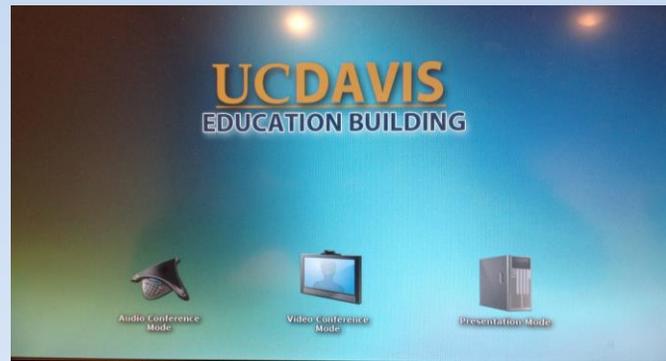
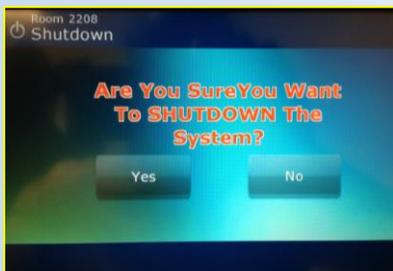


Audio Conference Quick Reference Guide

- Touch the screen to awaken the system if the screen is blank.
- The Initial page lists a few quick task modes to minimize setup time.
- Select **Audio Conference**
Touch the screen avoiding the icons to go to the main menu)



- To make an audio call you must dial 9 first, enter the desired telephone number and press the dial button.
- Remember to hang up the call after completion.
- The room's telephone number is listed on the screen if you need to accept an incoming call.
- The Volume and controls *within* the Audio Conference menu control the call volume.
- The **Mute** button *within* the Audio Conference status menu silences the room microphone for privacy during a call.
- The **privacy** button disables the room's microphones so the caller cannot hear the conversation within the room
- If you are expecting an incoming call press the auto answer button and the call will be connected when it comes in automatically.



Help Screen

Request a coordinator or technician. By selecting the Advancer Request check box the tech will know to bring a slide advancer to the room.

The "Help Screen" shows a "Tech" button, a "Coordinator" button, and a "Bring Advancer" checkbox which is checked. Below the buttons is a "Room Off" button.

Be sure to completely shut down the system after use.

11/1/2013