

CANCEL KEY

The cancel key on the remote contains the word “Cancel” and has an X over it. The on-screen icon is a gray circle with an X on it. This on-screen icon allows you to back out or cancel out of steps. Once you are on the icon, you can either press the “Cancel” key a second time or press the “OK” key.

Directory Key

When you press the “**Directory Key**”, it brings up the Local Phone Book Window. In this window, you have the option of using your arrow keys to move over to the last number dialed option or choosing a dial-up number from the list. It is here that you can also add individual numbers to your system for later use.

To use the **last number dialed feature**, arrow over to the last number dialed. The green phone handset icon will appear along with the cancel key. Choose either to make the call or to cancel the action.

NOTE: In the near future, ETS will be pushing out a “full” directory listing to your unit so that you will not have to input the entire list of sites within the county individually.

HANGING UP A MULTIPOINT CALL

When you are in a multipoint call, you have the option of hanging up one of the parties or all the parties in the call. To do so, hit the RED “Disconnect Call” key. A window will pop up asking you if you want to end all calls or if you want to disconnect only one of the parties, you will toggle to that “number” and then hit the “disconnect call” key again or the “OK” key. (This shows you that there is more than one way to accomplish a task.) If you want to disconnect all parties in the call, toggle to the “end all calls” key, (a telephone handset with a line through it), then click the “OK” key or the “Disconnect Call” key a second time.

LAYOUT KEYS

The layout key allows you to choose what layout view you want to utilize for your conference. As you press the layout key multiple times, it will take you through the layouts available.

PRESET KEYS

Preset keys only **function** while you are **in a call**. To set the preset keys, bring up the menu and go to the icon containing the four-way arrows. Move the camera to the location of the first preset you want to set and click and hold the number 1 key down.

Move the camera again and click and hold the 2 key, and so on until you have set all the presets done that you want to have. (ALWAYS SET THE PRESET- 1 KEY TO A GROUP VIEW AND PRESET- 3 TO THE FACILITATOR. WE WANT TO KEEP THIS UNIFORM THROUGHOUT THE COUNTY IN THE EVENT WE BEGIN USING THE TRACKER REMOTES.)

(If you hit a preset key when you are not in a call, it will actually bring up the “Make a Call” screen and start inputting numbers.)

SELFVIEW BUTTON

The Self-view button will act like a “**swap**” button, relocating the local and remote sites back and forth while **in point-to-point call**. In a **multipoint** call, it will **swap between a full self-view or local view and the layout mode** that you were in.

TRACKER REMOTE

The Tracker remote is a small remote control unit consisting of two buttons. One button contains an icon of a single individual and the other button is an icon of a group of people.

The Tracker remote buttons should always be set to coincide with:

- Individual – P-1- Main Camera Screen
- Group – P-3 – Presentation or Duo Video Mode

The P-3 or Group Button is a toggle key. Once you are in the Duo Video Mode, even if you hit the Individual or P-1 Main Camera Screen key, you will not be released from the Duo Video mode until you press the group key for the second time.

VOLUME KEY

The volume key allows you to adjust the volume on your unit. There is a plus sign to raise it and a minus sign to lower it.

ZOOM KEY

The Zoom key allows you to zoom in or out on the screen, closer or further away from the image you are seeing on **your** camera. (If you want to do this on the remote end, you must set your camera to far end camera control. **This will only function in a point-to-point call for a remote end.**)