




# MiVOICE CONFERENCE/VIDEO PHONE - QUICK REFERENCE GUIDE

## Activating the HDMI Display

- If the screen is dark, press Home .
- Ensure that the HDMI device is turned on.

## Adjusting the Camera for a Video Call


1. Before a video call, tap  on the display.
2. Tap  to turn on your local camera.
3. Check that the camera is positioned at the best angle.

**NOTE:** For a MiVoice Conference Phone, the Camera Control icon and Camera Status icons are not available.




## Adding Calls to a Conference

An incoming call appears on a conference avatar.







- Tap  to answer the call. You can talk with the caller. The first call is automatically added to the conference.

When subsequent calls arrive:


- Tap  to talk with the caller, and tap  to add the caller to the conference.
- You can tap  to ignore the call.

## Making a Call

### Using the Keypad or Redial


- Tap  or  and enter a number.
- Or press  and select a number from the Redial list.
- Press .

### Using Contacts

- Tap  to open contacts.
- Select a contact to call.

If your MiVoice Video Phone and the external party is video-enabled, a video connection is established.

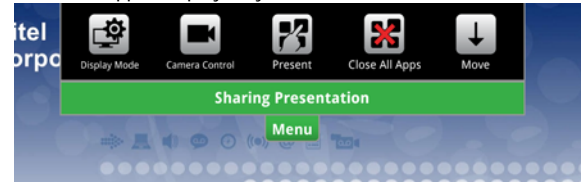
## Displaying a Presentation

1. On the screen, tap Present  to launch an application for your presentation.
2. Select the app you wish to use.

The external parties connected via video will automatically see the presentation.



## Using the Presentation Controls





When the App is displayed, you will see the Presentation Controls:



The window closes several seconds after it is displayed. It also indicates whether you are sharing or not sharing a presentation.



These controls allow you to do the following:

- Tap  to open or close the Presentation Controls.
- Tap  to select what participants will see on the HDMI display (see **Using Display Mode** below).

- Tap  to access camera options (see **Using Camera Control** below).
- Tap  to open a new App.
- You can press  to Close all Apps.
- Tap  to move the control to the bottom of the screen.


## Using Camera Control

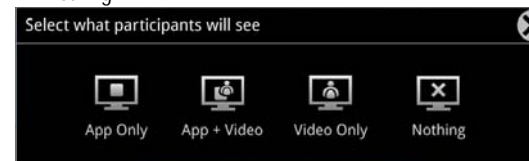
Camera Control lets you change the camera status at any point during a call. The options available depend on the state of the call.

- Tap  on the display or from  during a presentation to change the camera status.
- Press the desired icon: Turn Camera On or Off, Turn Self View On or Off, or Turn Picture-in-Picture (PIP) On or Off.



## Using Display Mode

After you have launched an App, Display Mode lets you choose what the participants will see. The options available depend on the state of the call.

1. Tap  to select what participants will see on the HDMI display.
2. Press the desired icon: App Only, App + Video, Video Only, or Nothing.








If you wish to quickly display nothing on the HDMI monitor for confidentiality reasons:


- Press  and select Nothing .

## Using Mitel MiCollab Conference

You can easily launch MiCollab Conference from the phone.



1. Tap  on the touch screen.
2. Tap MiCollab Conference .
3. Select either Add Server  and add a server if necessary, or select an MCA Server from the list by tapping on the server name in the upper left corner.
4. Enter access code (using the keyboard).
5. Tap  to join the conference.
6. Tap  for more information.

## Using the Browser

1. Tap  on the touch screen and select Browser.
2. Navigate to your web-based email, Google accounts, cloud-enabled documents, web-based content, and so forth.


While browsing, you can use the  to go back in the browser.

## Using Picstel® SmartOffice™

1. Insert your USB flash drive or micro SD card, if needed.
2. Tap  on the touch screen and select  or SmartOffice2.
3. Navigate to the document you wish to use in Dropbox™, Google® Docs or Box.net, or to the file on the flash drive or SD card.

# QUICK REFERENCE GUIDE


## Using Remote Desktop (RDP)

1. Tap  on the screen.
2. Tap **RemoteRDP** for Remote Desktop.
3. If your computer name has not been preset by the administrator, tap the Host/IP field and enter your computer name or IP address.

**NOTE:** You can save your computer name/IP address to a USB flash drive for future use.

4. Press **Connect** and login to your remote computer.
5. Navigate to the application you wish to use on your desktop.
6. Use the external mouse and keyboard to navigate the display.


## Hold

- Tap Hold  for the individual participant.
- Tap again to retrieve the call or press the flashing red ring around the conference avatar.

To put the entire conference on hold, place each party on hold.



In a video call, video is blocked in both directions.

## Muting a Conference Call



- Press Mute .

You will see a red light above the mute button when muted.

- Press again to unmute.

If desired, turn your video off by pressing  and then .




## Ending the Session and Cleaning Up

1. Press End Conference .
2. Press Close All Apps  at the bottom of the screen.



Press **Yes** when prompted by the dialog "Would you like to close all applications, clear login credentials and browser history?"

This will clear personal information.

## Cleaning the Display Screen

1. Press Menu  then Settings .
2. Tap **Clean Mode**.
3. When the screen is clean, hold  for 3 seconds to exit Clean Mode.


## Brightness

1. Press Menu .
2. Press Settings .
3. Tap **Brightness** and drag the slider to the desired brightness.
4. Press OK.


## Adjusting the In-Call Volume

- Press the volume button  during a call.

## Adjusting the Ringer Volume

- Press the volume button  during ringing.

## Accessing Help






- Press  on any screen to access help for the active screen.

## More Information








Refer to the *MiVoice Conference/Video Phone User Guide* on [www.mitel.edocs.com](http://www.mitel.edocs.com).



## Function Keys

-  Home - Go to the Home screen
-  Menu - Display the Menu bar
-  Back - Go back one menu or to the previous screen
-  Mute - Turn off the microphone
-  Volume - Increase or decrease the volume

## App, Display Mode, and Camera Controls

-  Phone only - Open the keypad to dial an audio call
-  Phone and camera - Open the keypad to make an audio/video call
-  Open Contacts App to select a contact to dial.
-  Launch a shared app
-  Close All Apps and delete data
-  Turn camera control on
-  Select what participants will see