


## How to Connect to a Virtual Meeting Room

- Press Call → Meetings  → Select the name of the Virtual Meeting Room and tap it to join as video.

## How to Answer a Call

If someone calls you while you are already in a call or a meeting room, you have four choices.

- **Add** – Add will bring the new caller into the existing call.
- **End + Answer** – Ends the current call and answers whoever was calling to you. You will be connected to the new call.
- **Ignore** – Ignore this call. If they call back, you will see this screen again and have the choice to answer.
- **Do Not Disturb** – Prevents incoming calls and this screen will not appear again during the call.

## How to Share Content – Lifesize Icon

- Connect your laptop to the video conference system attaching HDMI cable to the panel in the center of the table.
- Press PRESENTATION on the Lifesize Phone touch panel to begin the presentation.
- Press END to stop sharing your presentation.



## How to Disconnect from a Call

- Whenever you are ready to end a Lifesize video conference call, use the END button.
- If you are connecting with the Lifesize Icon system, you will have the power to disconnect individual participants within the call.

