

# Quick Reference

## LifeSize Room 220

### VIDEO OR VOICE CALL: MANUAL

#### From the Phone

- Press CALL
- Press the KEYPAD numbers to enter the phone number or IP address
- Press CALL
- Press VIDEO, VOICE, or CANCEL
- Press END to hang up when finished

#### From the Remote

- Navigate to Video Call or Voice Call
- Press OK 
- Press the remote KEYPAD numbers to enter the phone number or IP address
- Press  Place this call

**Note:** A comma specifies a one-second pause in the dialing sequence.

### VIDEO OR VOICE CALL: REDIAL LIST OR RECENTS

#### From the Phone

- Press CALL
- Press the RECENTS
- Press a number in the RECENTS list
- Press CANCEL or END to hang up when finished

#### From the Remote

- Navigate to the Redial list
- Select the number
- Press  Hang up the call or  Hang up all calls

### VIDEO OR VOICE CALL: DIRECTORY

#### From the Phone

- Press CALL
- Press the DIRECTORY
- Press a number in the DIRECTORY list
- Press the number (select a number)
- Press CANCEL or Press END to hang up when finished

#### From the Remote

- Press 
- Navigate to the number
- Press OK 

### VIDEO OR VOICE CALL: ADD MULTIPLE SITES

#### From the Phone

- Press ADD
- Press numbers on the keypad, use the Directory or Recents
- Press VOICE or VIDEO
- Press CANCEL or END to hang up the call

#### From the Remote

- Press 
- Navigate to VOICE CALL
- OK
- Press numbers on the keypad, use the Directory or Recents
- Press 
- Press  Hang up the call or  Hang up all calls

### INCOMING CALL: ANSWER THE CALL

#### From the Phone

- Press ANSWER, IGNORE, or DO NOT DISTURB

#### From the Remote

- Press OK 

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### AUTO ANSWER: DISABLED

- Manually answer incoming calls

### CALLS: TERMINATE THE CALL

From the Phone

- Press END

From the Remote

- Press  for two-way call
- Press   for multiway calls

### CAMERA: CONTROL THE NEAR SITE OR FAR SITE

From the Phone

- Press PRESENTATION
- Press CHANGE
- Press the HD1, CAMERA, ETC.

From the Remote

- Select a Camera
- Press  (toggle between the near site and far site)

### CAMERA: ADJUSTMENTS

From the Remote

- Select a Camera
- Use the arrows to pan or tilt
- Press  or  to zoom in or out

### SOUND: VOLUME AND MUTE

From the Phone during a call

- Press VOLUME
- Adjust volume slider up or down

From the Remote

- Press  or  to increase or decrease the volume
- Press  to mute or unmute the audio.

### SCREEN: SELECT A LAYOUT

From the Phone

- Press LAYOUT (sequences through the options)

From the Remote

- Press 

### SCREEN: RETURN TO HOME

From the Phone

- Press the arrow on the left of the touch pad

From the Remote

- Press 

### PRESS VIDEO CALL: PRESENTATION

From the Phone

- Connect the computer to the LifeSize
- Press PRESENTATION
- May or may not need to Extend/Share the desktop (see computer manual)

From the Remote

- Connect the computer to the LifeSize
- Press  PC (Presentation), etc.
- Press  again to stop the presentation

*Note: If there are two displays in the room; the presentation will appear on display 1.*

### DO NOT DISTURB

From the Phone

- Press DO NOT DISTURB

From the Remote: Before the call is initiated

- Press  System Menu
- Navigate to DO NOT DISTURB

From the Remote: Incoming call

- Press ANSWER, IGNORE, or DO NOT DISTURB

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## LifeSize Room 220

### INPUTS: CHANGE TO A DIFFERENT INPUT.

#### From the Phone

- Press PRESENTATION
- Press CHANGE
- Press HD 1, HD2, DVD, PC, etc.

#### From the Phone

- Swipe Left
- Press appropriate input

#### From the Remote

- Press 

***Note: The inputs will vary according to the equipment installed in the conference room.***

### HELP

#### From the Phone

- Press Help to view information on how to use the gestures on the touch pad.

#### From the Remote

- Not Applicable

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