Muting/Unmuting the Microphone

Press the mute button on the Microphone Pod.
The red light indicates that the Pod is muted.

Adjusting the Volume

Press + or - on the Remote Control

Adjusting the Camera

1. From the meeting menu, select **Control Camera.**
2. Adjust the camera using the arrows and the zoom keys.

Sharing Content

1. Connect your laptop to the DVI cable that is connected to the Codec Unit and turn off the laptop's screensaver.

If the content does not appear on the endpoint, check the resolution of your laptop.

2. (Optional) Connect the audio output of your lapt op to the analog/digital audio input of the Codec Unit.

3. Press Present. Press again to end content sharing.

---

* Optional feature, may require an additional license in some XT models

About Avaya

Avaya is a leading, global provider of customer and team engagement solutions and services available in a variety of flexible on-premise and cloud deployment options. Avaya's fabric-based networking solutions help simplify and accelerate the deployment of business critical applications and services.
For more information, please visit **www.avaya.com**.

© 2015 Avaya Inc. All Rights Reserved.
Avaya and the Avaya logo are trademarks of Avaya Inc. and are registered in the United States and other countries. All other trademarks identified by ®, TM, or SM are registered marks, trademarks, and service marks, respectively, of Avaya Inc. 01/15 • Quick Tips for Avaya Scopia XT Series.

P/N 62111-02042 rev. A01

AVAYA

Engage The Power of We™

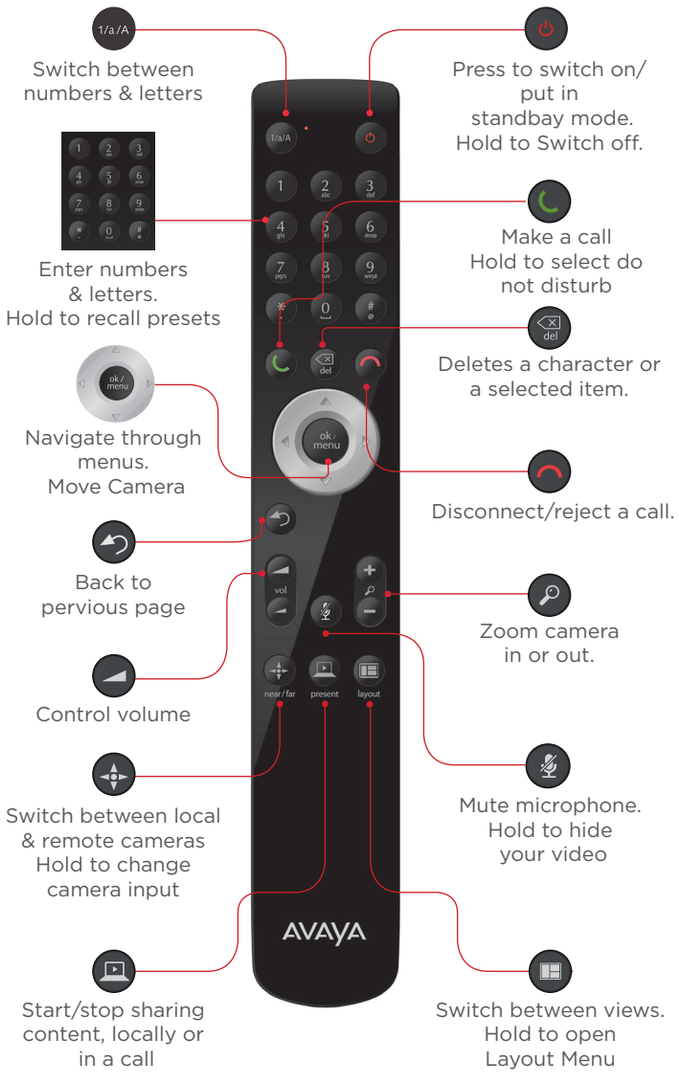
Quick Tips
for
Avaya Scopia® XT Series

www.avaya.com

Before You Begin

Press the Power key on the XT Remote Control.

Using the Remote Control



Making a Video Call

Dial the remote endpoint or virtual room number and press call

Starting a Videoconference from the Endpoint

Dial the first participant, and press

Starting a Videoconference Hosted by an External MCUEndpoint

Dial your virtual room number, and press

Inviting Additional Participants*

1. Press **ok/menu** to access the meeting menu.
2. Select **Participants > Invite a new participant**.
3. Press **ok/menu**.
4. Repeat for each additional participant. Maximum number of participants (4/9, included the local XT) depends on available MCU license.

Joining a Videoconference

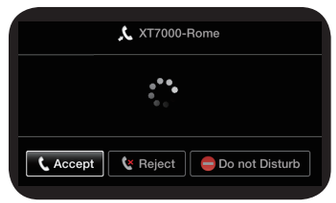
Dial the virtual room number, meeting ID, or the XT directly, and press

Ending a Call

Press Disconnect on the Remote Control.

Answering a Call

Accept the call by pressing **ok/menu**.
Or press

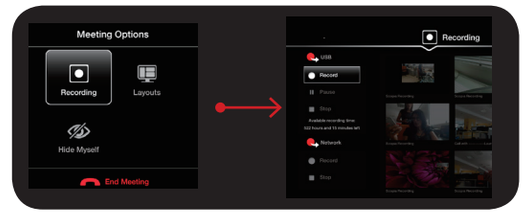


Accessing All Videoconferencing Features

During a videoconference, press **ok/menu** to access all available videoconferencing features from the meeting menu:

Recording the Videoconference*

1. Connect a USB storage device to the USB port on the XT Codec Unit.
2. From the meeting menu, press **ok/menu**, and select Meeting **Options > Recording**.



3. Select **Start**.
   When recording on local USB storage, the monitor displays the remaining time available for the recording.

Add contacts from recent calls

From the Recent Calls section, select the entry with the right-arrow and choose Add to favorites.