



## CISCO CIUS QUICK START



### First Steps

Welcome to Cisco Cius, the world's first mobile collaboration endpoint.

To get started, you must charge the battery, unlock the screen, and run the Setup Assistant.

1		To turn on your Cisco Cius, press <b>Power</b> on the top.
2		To charge the battery, insert the power cable into the power port on the right side. The notification bar will show the battery charging status.
3		Press <b>Back</b> to go to a previous page, to make the on-screen keyboard disappear, or to exit an application.
4		Press <b>Home</b> to view the home screen.
5		Press <b>Menu</b> to view a menu for the current application. If no options are available, a menu does not appear.

### Battery

When using Cisco Cius for the first time, charge the battery for a minimum of 5 hours. You can use your Cius while it charges.

### For 4G Models: Insert a SIM Card

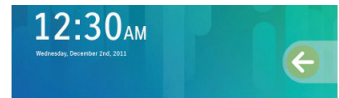


To insert a SIM card:

1. Completely remove the SIM card tray.
2. Place the SIM card into the tray.
3. Reinsert the tray.

### Unlock Your Screen

To unlock the screen, drag the arrow at the bottom right corner across to the left side.



### Setup Assistant

The Setup Assistant runs automatically the first time that you use your Cius. Follow the on-screen instructions to set up Wi-Fi, Email, Chat, Cisco WebEx, and Visual Voicemail applications. You can access the Setup Assistant anytime through Settings

### Connect to a Wireless Network

1. From the Applications menu , launch Settings .
2. Tap **Wireless & Networks**.
3. Tap **Wi-Fi Settings**.
4. Tap **Wi-Fi**.
5. Select a wireless network.
6. Enter your credentials and tap **Connect**.

## Quick Tips

### Quick Launch Bar

The quick launch bar at the bottom of the home screen provides the following links:

- Launch the Applications menu
- Launch the Phone application
- Launch the Add to Cius Home Screen menu
- Launch the Google Search application

### Cius Home Screen

To add widgets or shortcuts to the home screen or to change the wallpaper:

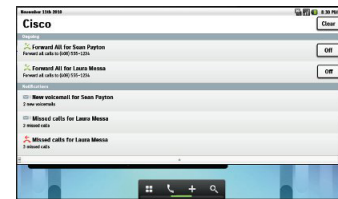
- Tap **Add to Cius Home Screen** , or
- Tap and hold an open space on the home screen

To remove a widget or shortcut, tap and hold the widget or shortcut and drag it to the trash.

### Notification Bar

The notification bar at the top of the screen shows application notifications on the left and status icons on the right.

To see more detailed notifications, slide the notification bar down.



To open an application, tap a notification.

### Multitasking

To view and switch between recently used applications, press and hold **Home** .

## Applications

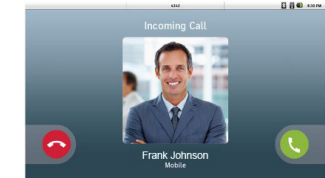
Some Cius applications require an active network connection and registration to a Cisco Unified Communications Manager server.

### Phone Application

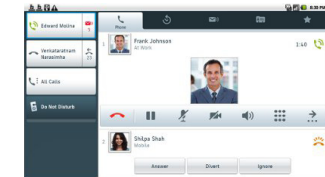
The Phone application is integrated with the Contacts, Chat, and other Cisco collaboration applications.

### Incoming Calls

From a locked screen, slide **Answer** to the left, or slide **Ignore** to the right.



From an active Cius, choose to **Answer**, **Divert**, or **Ignore** a call.



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## Visual Voicemail

To sign in to your voicemail:

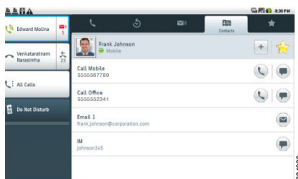
1. Tap **Voice Messages** .
2. Tap **Sign In**.
3. Enter your account credentials and tap **Save**.

If a voice message is new, the name of the sender is bold.


Tap **Play**  to listen to a voice message.

## Contacts Application

To view a contact card, tap a contact. From here, place a call, start a chat, or send an email message.



### Add a Contact






1. Press **Menu** .
2. Tap **New Contact**.
3. Enter the contact details.
4. Tap **Done**.

### Quick Contact Badge



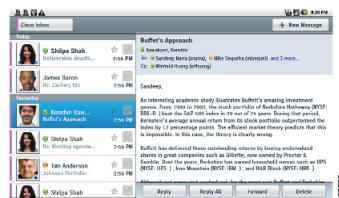
To display the Quick Contact Badge, tap a contact icon for one of your local contacts.

From the Quick Contact Badge, you can:

-  Place a call
-  View contact details
-  Send an email message
-  Start a chat
-  Start a Cisco WebEx meeting

## Email Application

To send and receive email from multiple accounts, use the Email application.



### Send an Email Message

To send an email message, tap **+ New Message**.

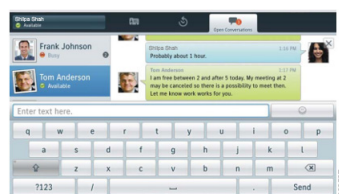
## Chat Application


To chat with your contacts and to update your status, use the Chat application.

### Start a Conversation


To start a conversation, tap a contact name.

### Select an Active Conversation



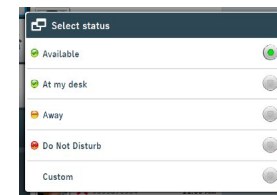
1. Tap **Active Conversations**  at the top of the Chat application.
2. To select a conversation, tap a contact name on the left side.

### End a Conversation

To end a conversation, tap **Close** .

## Set Your Status

To select your status, tap the status area at the top left of the screen.



## Calendar Application

To schedule and keep track of your events, use the Calendar application.



Upcoming appointments are listed in the Agenda panel on the right side of the screen.

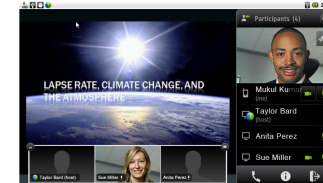
### Change Calendar View

To change your calendar view, tap **1** (day), **7** (week), or **31** (month). Tap **Today** to return to the Day view of the current day.

### Add an Event

To add an event to your calendar, tap **+ Event**.


## Cisco WebEx Meetings Application



During a WebEx meeting, participants can:

- Join the audio conference
- View shared presentations
- See and chat with other participants

The host is in full control of the meeting and can:

- Drag and drop the WebEx ball  to change presenters
- Mute or unmute participants

A popup notification at the bottom of the screen identifies the current speaker.

## Settings Application

To edit and customize Cius settings and applications or to view the *User Guide* and other documentation, use the Settings application.

## Accessories




For information about accessories, such as carrying cases, conversion cables, and Bluetooth headsets, go to <http://www.cisco.com/go/cius/accessories>.

## HD Media Station

An HD media station extends the capabilities of Cisco Cius. Features include three USB ports for connecting a USB keyboard or mouse, a DisplayPort for connecting to an external monitor, and a Gigabit Ethernet switch.

## Keyboard Shortcuts

If you are using your Cius with a media station and USB keyboard, you can use keyboard shortcuts instead of pressing the keys on the Cius:

-  Menu: Shift-Ctrl-]
-  Home: Shift-Ctrl-]
-  Back: Shift-Ctrl-\

## MicroSD Card Slot

To extend the available memory, insert a microSD card into the microSD card slot.



**Note** For best results, print this document on 8 1/2 x 14 in. (legal-sized) paper.