Quick Reference Guide
Cisco TelePresence System EX60
TC4.1

PLACING A CALL BY DIALING THE NUMBER OR URI

❶ Tap **Contacts**.

❷ Tap the **Search or Dial** field (❶)

❸ Tap [START]

This will produce the virtual keyboard. Tap **ABC** to switch to the QWERTY keyboard and tap **123** to switch to the numeric keyboard. Tap the number or URI

USING HISTORY

History lists the received, placed and missed calls since the last time the list was cleared.

Tap **History** to produce the list...

...then tap the entry.

You will now be able to:

· Call the entry by tapping **Start**.
· **Optional feature:** Add the entry to create a video conference with a total of 3 participants (yourself included).
· Add the entry to as a **Favorite**.
· Edit the entry information and then place the call.
· Change the call rate default settings.
· Remove the entry from the list
· Clear the entire list (see overleaf).

SEARCHING

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to your list of favorites.

Note! When searching within the corporate directory, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

USING DIRECTORY

The **Directory** serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.

Tap a folder (❶) to show its contents, scroll (❷) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

Note! It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

SWAP BETWEEN CALLS

In a call you may tap **Hold** to put the other party on hold and then call another in the usual way (see overleaf).
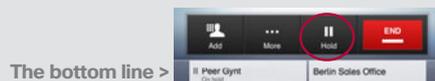
The bottom line >

To **Swap** calls (putting the other on hold instead), click on the one on hold along the bottom line and select **Swap**.

Swap may also be combined with the **Transfer** functionality.

USING FAVORITES

Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

To add someone to the **Favorites**, locate the person (or location) in **Directory** or **History** and tap that entry (❶). This will produce a dialog box which allows you to tap **Add to Favorites** (❷).

You may now edit the entry, if needed— just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect.

TRANSFERRING CALLS

In a SIP call tap the name along the bottom line of the screen (❶), then tap **Transfer** (❷) in the menu that pops up.

Call someone else in the usual manner. The call will now be transferred.

Transfer may also be combined with the **Swap** and **Hold** functionality.

SELFVIEW & CAMERA FOCUS

To check how you appear on the screen, tap **More** (❶) followed by **Selfview** (❷). Adjust camera in vertical direction, if needed.

If you need to focus the camera, tap **Focus**.

TOUCH TONES (DTMF)

You may be to urged enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code. Tap More (❶) followed by **Touch Tones** (❷).

Tap anywhere outside the pad to exit.

FAR END CAMERA CONTROL

In a call, if the far end system permits, you may control that camera. Tap the person's name along the bottom line.

In the dialog box appearing, tap **Camera Control**.

Adjust pan and zoom of the far end camera.

Tap **Back** to go back.

SOUND MATTERS

Select between **Speaker**, **Handset** and **Headset** (❶).

Tap (❷) to adjust the **Sound volume**.

You may **Deactivate the microphone** for privacy reasons, if needed (❸).

SHARING PRESENTATIONS

You may share contents while in a call. Your presentation source must be powered and active as well as connected.

Otherwise the **Presentation** button will fail to appear.

Tap **Presentation** (❶) followed by **Present** (❷) to start sharing contents and tap **Stop Presenting** (❸) to stop sharing contents.

LAYOUT CONTROL

In MultiSite and in Point-to-Point calls with presentation running, you may alter the layout on the screen. Tap **More** (❶) followed by **Layout** (❷).

Select your preferred layout.

DO NOT DISTURB

When set to **Do Not Disturb**, ringtones are muted and incoming calls are shown as missed calls when you deactivate it. You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.
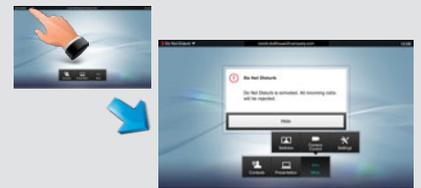
Tap **Hide** to hide the Do Not Disturb poster.

NOTES

CLEAR HISTORY

To clear **History**, scroll as outlined beyond what appears to be the top of the list.

A **Clear List** button will then appear.