

Quick Reference Guide

Cisco TelePresence System EX90

TC4.1



PLACING A CALL BY DIALING THE NUMBER OR URI

1 Tap **Contacts**.



2 Tap the **Search or Dial** field (1)



3 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).

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 (1) to show its contents, scroll (2) 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.

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 (1). This will produce a dialog box which allows you to tap **Add to Favorites** (2).



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.



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.

VIDEO CONFERENCE (I)

Calling two others at the same time to initiate a video conference is an optional feature. If your system permits it you may set up the two participants to call in advance and then call them both in one go.

1. Enter a number or URI, or pick an entry from the **Directory**, the list of **Favorites**, or from the **History**.
2. Tap **Add** to add the entry to the list of participants to be called. The entry will appear along the bottom line of the touch pad, as outlined.



3. Repeat the procedure to add more participants. The maximum number of participants possible will depend on your system configuration.
4. When all have been added, tap **START** to call them all.

VIDEO CONFERENCE (II)

While in a call you may add another participant if your system permits to do so.

1. Tap **Add** as outlined (1).
2. Select whom to call (2).
3. Tap **ADD TO MEETING** to include this participant in the meeting (3).



You may also put the other party on hold to talk to someone else and/or you may transfer the other party to a third party—see overleaf.

SELFVIEW & CAMERA CONTROL

To check how you appear on the screen, tap **More** (1) followed by **Selfview** (2).



If you need to adjust the camera, tap **Camera Control** (3). Tapping **Camera Control** will display the selfview, so you do not have to go via selfview.



Adjust zoom and pan as required. Tap **Back** to go back.

TOUCH TONES (DTMF)

You may be urged enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code. Tap **More** (1) followed by **Touch Tones** (2).



Tap anywhere outside the pad to exit.

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.



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.

Note that this works for MultiSite as well as Point-to-Point calls.

SOUND MATTERS

Select between **Speaker, Handset** and **Headset** (1).

Tap (2) to adjust the **Sound volume**.

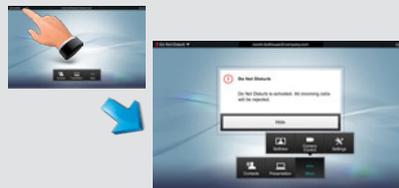
You may **Deactivate the microphone** for privacy reasons, if needed (3).



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.



You may also hide the Do Not Disturb poster by tapping **Hide**.

SHARING PRESENTATIONS

You may share contents while in a call. EX90 accepts two sources—via DVI and via HDMI.

Your presentation source must be powered and active as well as connected.

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



Tap **Presentation** (1) and **Present** (2) to start sharing contents and tap **Present** (2) and **Stop Presenting** (3) to stop sharing contents.

LAYOUT CONTROL

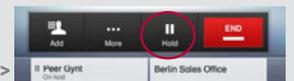
In MultiSite and in Point-to-Point calls with presentation running, you may alter the layout on the screen. Tap **More** (1) followed by **Layout** (2).



Select your preferred layout.

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).



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

TRANSFERRING CALLS

In a SIP call tap the name along the bottom line of the screen (1), then tap **Transfer** (2) 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.