

## PLACE A CALL



### Cisco TelePresence EX90 Quick Reference Guide

#### 1 Tap **Dial pad**.



To wake up the system, tap the screen first.

#### 2 Use the numeric keypad for numbers, or use the keyboard mode...



Tap **abc** to change to keyboard and **123** to change back.

#### 3 Tap



If you need to key in digits and special characters, press and hold the key until the character appears.

## CALL ANOTHER

#### 1 While already in a call, tap **Add**.



You can be in a call with two persons at the same time (optional feature).

#### 2 You will now see the list of recent calls. Tap an entry in this list...



... or, go to **Dial pad**, **My contacts** or **Phone book** and select there.

#### 3 Tap

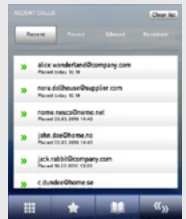


## RECENT CALLS

**Recent calls** is a list of placed, missed and received calls since the last time you cleared the list.

- Calls made by you
- Calls received
- Calls missed

Use all lists as you would use the **Phone book**.



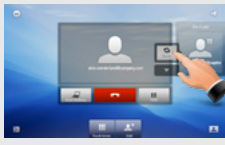
## HOLD AND RESUME

You can be in a call with two persons at the same time, either one at a time or both of them simultaneously (optional feature).

If you want to talk to one at a time, put the current call on **Hold** and then call another by tapping **Dial pad**, **My contacts**, **Phone book**, or **Recent calls** as outlined elsewhere on this page.



Assume you talk to one and have another on hold. To swap the two, tap the one on hold, then tap **Swap**.



If both are set on hold, tap either of them, then tap **Resume**.



The hold function may also be used in any call to "mute" both audio and video for instant privacy.

## USE PHONE BOOK TO CALL

#### 1



Tap **Phone book**.

#### 2



Phone books may have subfolders. Tap a subfolder to display its contents.

Scroll by dragging up or down anywhere in these lists.

Tap the entry to be called.



#### 3

Tap to call, as outlined.



## SEARCHING IN PHONE BOOK



Tap **Phone book**.

#### 2



Tap in the search field to start searching for an entry. The keyboard will now appear.

Start keying in the entry.

Matches will appear as you write.



#### 3

Tap to call, as outlined.



## RECEIVE CALLS—YES/NO?



## TERMINATE ONGOING CALLS



## ABOUT MY CONTACTS

**My contacts** is your personal phone book, generated and maintained by you. Use it as if it were the **Phone book**.

**To get entries into My contacts you can:**

- Define entries manually.
- Copy entries from the **Phone book**.
- Copy entries from the **Recent calls** list.

**!** Entries copied from the **Phone book** will not be updated if the **Phone book** itself is updated after you did your copy. You will then have to do this manually.

Whenever you are about to dial someone, or you have located someone in the **Phone book** or **Recent calls** list; the below options list will be available. Tap **New contact** to start adding the entry to the **My contacts** list. Edit the entry as required.



## CAMERA ZOOM

Tap **Setup** ① followed by **Camera** ②, as outlined. Adjust **Zoom** as required ③. Tap **Setup** ① again to collapse menu.



## DOCUMENT CAMERA

Tilt the camera as shown to use it as a document camera. Image is automatically turned upside down, so that both parties will see the document correctly.



## USE AS PC SCREEN

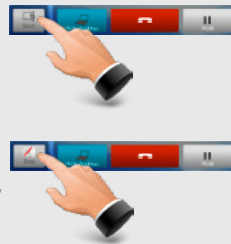
Connect to PC as shown below. The EX90 will serve as your PC screen outside calls. In a call tap **View desktop** to see the desktop.

Your desktop is **not** exposed to the other side.



## SHARING PRESENTATIONS

In a call, you may share your PC screen with the other side. Press **View desktop** (as above) and then press **Start** to activate. To deactivate, press **Stop**.



## DO NOT DISTURB

When set to **Do not disturb**, ringtones are muted and incoming calls are displayed on the input device only. You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner.



Tap **Cancel** to deactivate.

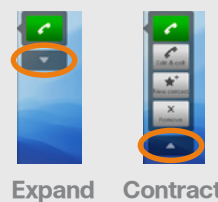
## SELVIEW

You may want to check how to appear on the screen. Tap **Selview** to see the outgoing video (how the other side sees you). Adjust camera, if needed. Tap again to remove.



## CONTEXT SENSITIVITY

You may expand and contract the options list as outlined. This list provides context sensitive access to functions you may want to use in the current context.

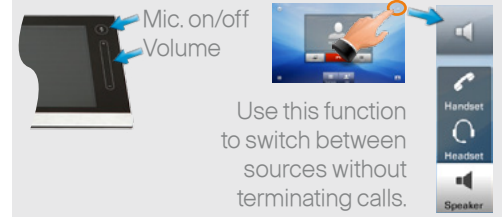


**Expand Contract**

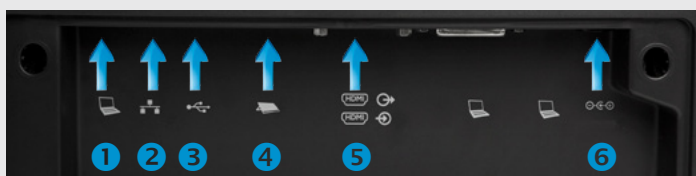
## SOUND MATTERS

Mic. on/off  
Volume

Use this function to switch between sources without terminating calls.



## CONNECTING EX90



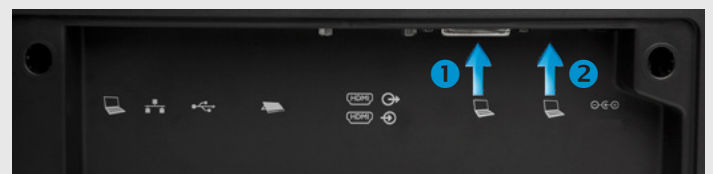
- 1 Connect your PC here if you need to share a single LAN connection with the EX90.
- 2 Connect your EX90 to the LAN.
- 3 USB socket.
- 4 Connect the Operating panel.
- 5 HDMI In (inner socket) and HDMI Out\* (outer socket).
- 6 Connect power here.

\* HDMI out is used when connecting an extra monitor (typically for presentations)—see the EX90 User guide (available separately for download) for more on this.

## CONNECTING EX90 FOR USE AS PC SCREEN

Your EX90 has an HD display, which also may serve as your PC screen.

Connect your PC to the sockets on the rear panel as shown below.



Connect your PC video to ① and PC audio to ②

A resolution of 1920×1200 is recommended. DVI-D to DVI-I cable is recommended to get a high resolution image. For a list of other screen resolutions supported, see the User guide or the Administrator guide for this product, which is available for download separately.