Calling someone

1. Tap **Dialpad**, as outlined.

2. Key in the number, as outlined.

3. When the number has been keyed in, tap the **Call** key to place the call.

Using the list of contacts to call

To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

If you are going to look in a specific list only, tap the corresponding tab first.

Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

To locate an entry, you may also scroll through a list as you would do on a smartphone. Tap to select an entry.

 Initiating a video conference (optional feature)

**Method A (Multisite):**

- In a call tap **Add**.
- Search or dial in the usual way.
- Tap **ADD** to turn the current call into a conference.

**Method B (MultiWay/CUCM):**

- In a call tap **Hold**.
- Tap **Place New Call** and then search or dial in the usual way.
- Tap **CALL** to turn the current call into a conference.
A tour of the Touch pad

1. Tap **Presentation**, as outlined.

2. Scroll horizontally (a), if needed, to locate the required source, as outlined. Then tap **Present** (b). You should now see the presentation on the screen.

3. When the presentation is over, tap **Stop Presenting**, as outlined.

Want to share a document?

Place document as shown and tilt camera as shown to share a document.

Tap here to wake up the system, if needed.

Tap here to access the **Settings**.

Tap here to access the **Camera** settings.

Tap here to access the **Help desk**, if available.

Tap here to activate / deactivate the **Do not disturb** feature.

Tap here to activate self-view.

Tap here to access the **Voice mail** system, if applicable.

Headset in use is indicated here.

Tap here to access the **Upcoming scheduled meetings**.

Tap here to invokes **Contacts** list including **Favorites**, **Directory** and **History**.

Tap here to invoke the **Dial pad**.

Want to share a document?

Place document as shown and tilt camera as shown to share a document.

Tap to **mute/unmute microphone**.

Adjust volume here (tap and drag).

Any messages to you while you were away will be indicated here.

Tap here to **stop presenting**.

Scroll horizontally (a), if needed, to locate the required source, as outlined. Then tap **Present** (b). You should now see the presentation on the screen.

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