**Quick Reference Guide**

Cisco TelePresence Systems
Profile Series / Codecs C Series
Quick Set C20/MX200/MX300
TC5.0

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**PLACING A CALL USING THE NAME, NUMBER OR ADDRESS**

1. **Tap Call.**
2. **Tap the Search or Dial** field (1).
3. **Tap ABC.**

This will produce the virtual keyboard. Tap **ABC** to switch to the QWERTY keyboard and tap **123** to switch to the numeric keyboard. Key in the name, number or address.

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**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 a video conference with several participants.
- 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).

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**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, use it in the same way as with the history list.

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**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.

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**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.

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**VIDEO CONFERENCE (I)**

Calling several to initiate a video conference is an optional feature. If your system permits it you may set up a list of several participants to call and then call them all 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.

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**VIDEO CONFERENCE (II)**

While in a call you may add participants provided that your system permits to do so.

1. Tap **Add** as outlined (1).
2. Select whom to call (2).
3. Tap **START** to include this participant in the meeting (3).
4. Repeat the process by adding more, if needed.
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.

Assume that you are in a call and that someone else calls you.

You may now accept and put the current on hold; accept and end current; decline the incoming call; or just ignore it.

If you put someone on hold, tapping Resume will enable you to:
- Tap Swap to put the other on hold instead.
- Tap Transfer to connect the one on hold to somebody else.
- Tap Join to include the one on hold in the current call in order to turn it into a conference, or to expand an ongoing conference. This is an optional feature, that, if available, will act in lieu of the optional conferencing feature described overleaf.

Note that if you have set up a conference by means of the Join feature, each participant must actively disconnect own equipment when the conference is over.

Join A

And

Transfer

A

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