Quick Reference Guide
Cisco TelePresence Systems
Profile Series / Codec C Series
Quick Set C20/SX20 Quick Set / MX200/MX300

PLACING A CALL USING THE NAME, NUMBER OR ADDRESS

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

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.

SEARCHING

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).

USING HISTORY

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.

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.

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.

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.

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 up. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

Read more in the complete user guide, available separately for download.
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**.

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

Select your preferred layout.

In a call, you may share sources connected to your video system. The sources are initially named PC, DVD, Document camera and Secondary camera, but they may have been renamed by your administrator.

To share a source, make sure the source is connected and tap **Presentation** (1). Scroll horizontally, as outlined, to locate the source (2).

Tap **Present** to start sharing contents and tap **Present** followed by **Stop Presenting** to stop sharing contents.

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

Tap anywhere outside the pad to exit.

You may deactivate the microphone for privacy reasons, if needed ().

Tap as outlined () to adjust the sound volume.

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.

To check how you appear on the screen, either tap the **Selfview** icon as shown. To adjust, tap **Camera control** next to it.

Expand menu, as shown, if needed. Adjust zoom and pan, if required.

Tap anywhere outside the menu to exit.