Calling someone

1. Tap **Dial**, 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

1. 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.

2. When an entry has been located and selected, the **Call** menu will appear. Tap **Call** to place the call. There are some options available. These are always context sensitive, which means that meaningless options are not shown. For example **Add to Favorites** is not available for entries already residing in the list of **Favorites**.

   - 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):**

1. In a call tap **Add**.
2. Search or dial in the usual way.
3. Tap **Add** to turn the current call into a conference.
4. Repeat the procedure to add more participants.

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

1. In a call tap **Add**.
2. Place a new call in the usual way.
3. Tap **Merge** to turn the current call into a conference.
4. Repeat the procedure to add more participants.

Keyboard layout

- Tap as outlined to go between dialpad and alphanumerical keyboard.

Quick Reference Guide
Cisco TelePresence, Profile Series
Codec C-series, Quick Set C20
SX20 Quick Set, MX200, MX300

TC7.1
Sharing content

1. Make sure your source is connected and on. 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.

A tour of the Touch pad

- Tap the touch screen to wake up the system, if needed.
- Tap here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- Tap here to invoke help desk contact, if available.
- Tap here to activate self-view.
- Tap here to invoke a list of upcoming scheduled meetings.
- Tap here to invoke the voice mail system, if applicable.
- Tap here to start sharing content and conduct presentations.
- Tap here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- Tap here to invoke help desk contact, if available.
- Tap here to activate self-view.
- Tap here to invoke a list of upcoming scheduled meetings.
- Tap here to invoke the voice mail system, if applicable.
- Tap here to start sharing content and conduct presentations.

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