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

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.

1. 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*.

   Repeat the procedure to add more participants.

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.

   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.

   Repeat the procedure to add more participants.

Keyboard layout

Tap as outlined to go between dialpad and alphanumerical keyboard.
Sharing content

Make sure your presentation source is switched on and connected to the video system before you tap Share.

1. Connect your source and make sure it is switched on. Tap Share (a), then scroll horizontally (b) to locate the presentation source, if needed. Once located tap the required source.

2. Tap the three small dots (•••), to access the menu allowing you to preview or to share the content of the selected source.

3. Tap Preview, if you want to check what you will share before you share it, and then tap Share to actually start sharing the content of your source.

4. Your content will now be viewable by all connected participants. To stop sharing content tap Stop Sharing, as shown.

A tour of the Touch pad

- Tap the touch screen to wake up the system, if needed.
- Tap a button to activate its function.
- 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 start sharing content and conduct presentations.
- Any messages to you while you were away will be indicated here.
- Adjust volume here (tap and drag).
- Time of day.
- Tap to mute/unmute microphone.
- Tap the three small dots (•••), to access the menu allowing you to preview or to share the content of the selected source.
- Tap the dial pad.
- Tap here to invoke the list of contacts including Favorites, Directory and History.
- Tap here to invoke a list of upcoming scheduled meetings.
- Tap here to start sharing content and conduct presentations.

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