

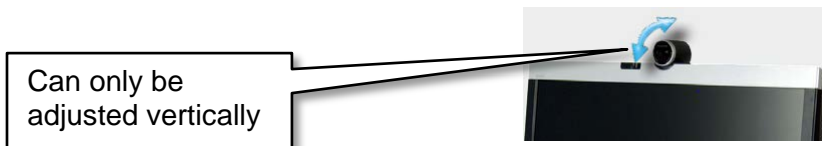
EX 60 & EX 90 Quick Reference Guide

GETTING STARTED

1. Press Touch Panel Screen to **"Wake Up"** the Touch Panel.
2. To see what others will see, select **Self-View**.

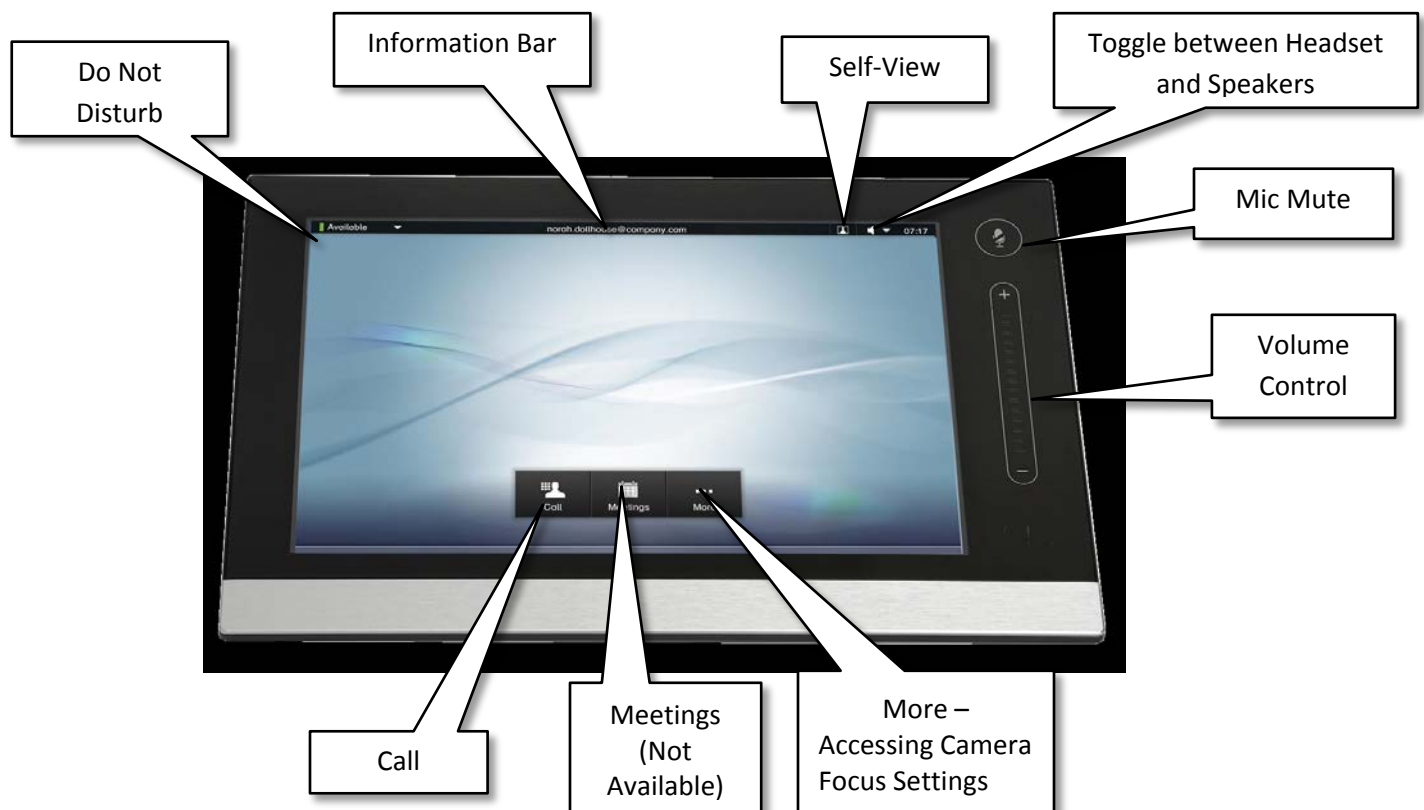


3. To obtain the best picture, adjust the camera manually.



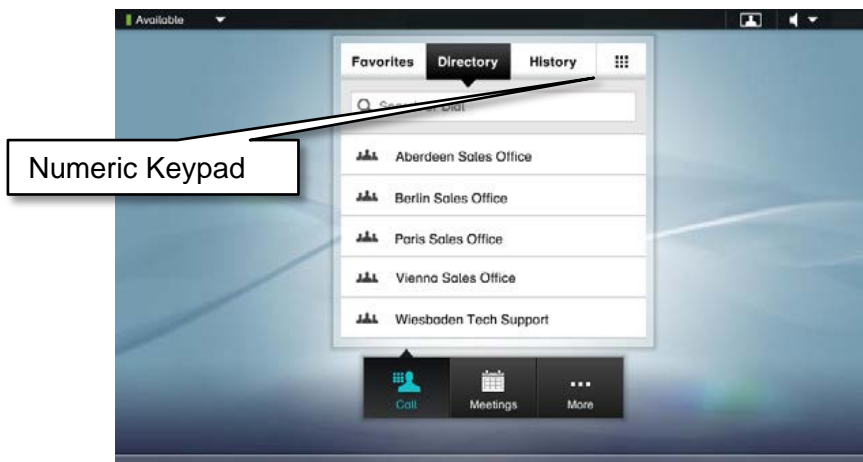
4. If picture is out of focus, tap **More** and select **Camera Focus**.
5. Tap outside the menu to collapse the **More** menu.
6. Select **Self-View** again to remove Self-View image.
7. Ensure the Mic is not muted.
8. Check the Speaker/Headset volume is the desired level.

NAVIGATION



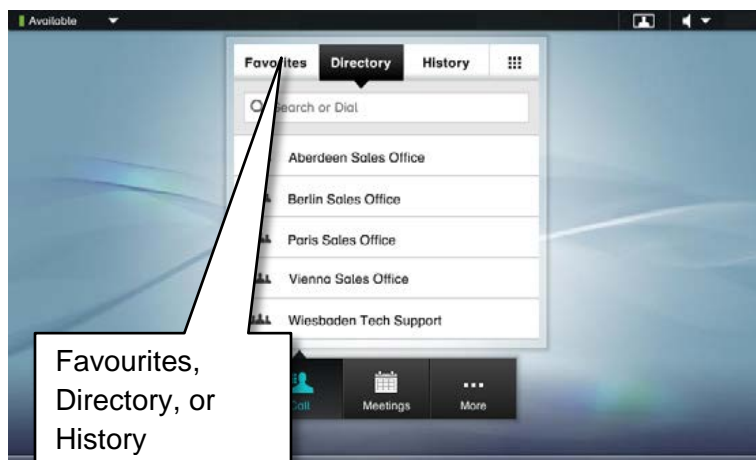
MAKING A VIDEO CALL

CALLING A SINGLE ENDPOINT BY DIALING THE KEYPAD



1. Select **Call**.
2. Tap **Numeric Keypad**.
3. A Numeric Keypad will appear
4. Use the numeric keypad for numbers.
5. Select **ABC** to access keyboard mode.
6. To access numeric and special character, press and hold the key until the character appears.
7. Press **Call** to place a call.
8. Press **End Call** to end a call

CALLING A SINGLE ENDPOINT FROM FAVOURITES, DIRECTORY OR HISTORY



1. Select **Call**.
2. Tap **Favourites, Directory** or **History** to display the lists.
3. Scroll the list by dragging up or down the names.
4. Tap the entry to be called and the **Call** button will

Favorites. The list of favorites is your own shortlist of people and places you frequently call or otherwise want to have easy access to.

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.

History lists the received, placed and missed calls since the last time the list was cleared.

Keypad. Tap the keypad icon to produce the keypad to enter a number or URI.

ACCEPTING A CALL

1. Press **Accept** to accept a call.
2. Press **Reject** to reject a call.

FAVOURITES

Favourites is a personal phone book, generated and maintained by the user. It operates similarly to the **Directory**. The information in the **Favourites** can be edited where the information in the **Directory** cannot. There are multiple ways to enter a number into **Favourite**.

SEARCHING FOR A CONTACT

1. Tap in the Search or Dial field.
2. Key in the name, URL, or number.
3. Matches will appear.
4. Tap the entry to call, edit, or Add to Favorites



ADDING FAVOURITES FROM THE HISTORY OR DIRECTORY



1. Select the contact in either **Directory** or **History**.
2. A dialogue box will appear.
3. Select **Add to Favourite** to start adding the entry to list.
4. Edit **Contact** dialogue box will appear.
5. Edit the entry as required.
6. Select **Save**.

EDITING A CONTACT

1. Touch **Favourites**.
2. Select the contact that is to be edited.
3. A dialogue box will appear.
4. Select **Edit**
5. Edit **Contact** dialogue box will appear.
6. Edit the entry as required.
7. Select **Save**.

DELETING A CONTACT

1. Touch **Favourites**.
2. Select the contact that is to be edited.
3. A dialogue box will appear.
4. Select **Remove from Favourite**.
5. A Query type of dialogue box will appear.
6. Select **Remove** to delete the contact.
7. Select **Cancel** to return to dialogue box.



SHARING PRESENTATIONS WHILE IN A CALL

1. Ensure that the **PC** is connected to the EX60. (See page 4)
2. While already in a call, select **Presentation** on the Menu bar.
3. A **Presentation** dialogue box will appear
4. Tap **Present** to start sharing.
5. The content will be displayed.
6. To adjust the layout, tap **More** on the **Menu** bar.
7. Tap **Layout** to adjust how the images are displayed.
8. Tap **Stop Presenting** to stop sharing.

UTILITIES

VOLUME AND MIC CONTROL



Mic. On/Off – to mute the microphones

Volume Control – to adjust the volume of the

DO NOT DISTURB

When set to **Do Not Disturb**, ringtones are muted and incoming calls are displayed on the input device only.

1. To activate **DND**, press the **Available** icon in the upper left corner.
2. A menu option will appear.
3. Select **Do Not Disturb**.
4. A dialogue box will appear on the main screen.
5. Press **Hide**. (optional)
6. The icon will change to **Do Not Disturb**.
7. To end **DND**, press **Do Not Disturb**.
8. A menu option will appear
9. Select **Available**.
10. The icon will change to **Available**.

CONNECTING A PC TO THE EX 60 OR EX 90



Connect the VGA here