

Cisco EX60 TelePresence Endpoint

Placing Calls

1. Tap Call.



This will produce the virtual keyboard.

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



Tap ABC to switch to the QWERTY keyboard, tap 123 to switch to the numeric keypad. Type the number or URI.

3. Tap the green Start  button.

Using Favorites

Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to. To add someone to Favorites, do the following:

1. Locate the person (or location) in Directory or History and tap that entry.
2. This opens a dialog box that allows you to tap Add to Favorites.
3. Edit the entry, if needed. Tap a field and the keyboard will be produced.



4. Tap Save to put changes into effect.

Call History

Viewing Call History

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

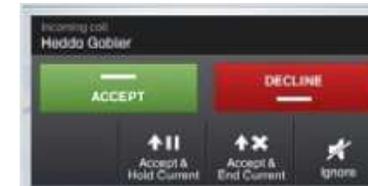
1. Tap History to produce the list.
2. Tap the entry.
3. You can now:
 - Call the entry by tapping Start. 
 - Optional Feature: Add the entry to create a video conference with up to 3 participants (including yourself).
 - Add the entry as a Favorite.
 - Edit the entry information then place a call.
 - Change the call rate default settings.
 - Remove the entry from the list.

Clearing History

To clear the History, scroll above what appears to be the beginning of the list. A Clear List button will then appear.

Join and Transfer

When you are in a call and another person calls you, the following will appear:



You may now put the current call on hold, Accept or end the current call, Decline the incoming call, or just ignore it.

If you put a call 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 someone 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.

Sharing Presentations

In a call, you may share a source connected to your video system.

To share a source, make sure the source is connected and active. Otherwise, the Presentation button will not appear.

Tap Presentation (1). Then tap Present (2) to start sharing content.



Tap Presentation, then Stop Presenting to stop sharing content.

Ending Calls

Tap the red End  button.

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.

1. Tap Contacts (if needed) then tap Directory. The directory is typically organized as folders.
2. Tap a folder to show its contents, scroll if needed to locate a folder or an entry within a folder.

Selfview and Camera Control

To check how you appear on the screen, either tap the Selfview icon (1), or if you want to adjust, tap More (2) followed by Camera Control (3).



Adjust zoom and pan as required. Tap Back to go back.



Sound

You may deactivate the microphone for privacy reasons, if needed (1).

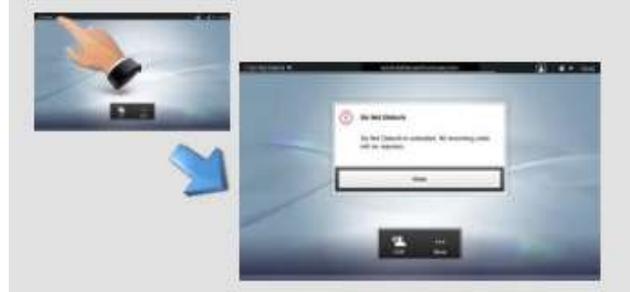
Tap as outlined (2) to adjust the sound volume.



Do Not Disturb

When set to Do Not Disturb, ringtones are muted and incoming calls are shown as missed calls when you deactivate it. You may, however, still place calls.

To activate, press the icon in the upper left corner. Press again to deactivate.



You may also hide the Do Not Disturb poster by tapping Hide.

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