Cisco EX90 TelePresence Endpoint

Placing Calls
1. Tap Call.
   This will produce the virtual keyboard.

   ![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.

Ending Calls
1. 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.

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.
   - 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:

![Join and Transfer Screen]

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.

![Sharing Presentations Screen]

Tap Presentation, then Stop Presenting to stop sharing content.
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Video Conferencing

Initiate a Video Conference Call
If your system permits, you may set up two participants to call in advance and then call them both in one go.

1. Enter a number or URI, or pick up 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 shown below.
3. Repeat the procedure to add more participants. The maximum number of participants will depend on your system configuration.
4. When all have been added, tap the Start button to initiate the call to all participants.

Add Participants to an Existing Call
While in a call, you may add another participant if your system permits.
1. Tap Add as shown (1).
2. Select who to call (2)
   Tap Start to include this participant in the meeting.
3. You may also put the other party on Hold to talk to someone else and/or you may Transfer the other party to a third party. (See Join and Transfer)

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.