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.

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:

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.

Sound

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

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

If your system permits, you may set up a list of several participants to call, then call them all in one go.

1. Enter the number or URI, or pick an entry from 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.
3. Repeat the procedure to add more participants.
4. Tap once all participants have been added to begin your video conference.

Video Conference (II)

While in a call, you may add participants.

1. Tap Add (1).
2. Select whom to call (2).
3. Tap Start to include this participant in the meeting (3).
4. Repeat to add more participants.

Sharing Presentations

In a call, you may share sources connected to your video system. The sources are initially named PC, DVD, Document camera and Secondary camera, but they may have been renamed by your administrator. To share a source, make sure the source is connected and tap Presentation (1). Scroll horizontally, as outlined, to locate the source (2).

Tap Present to start sharing contents and tap Present followed by Stop Presenting to stop sharing contents.

Layout Control

In Multi-site and in Point-to-Point calls with Presentation running, you may alter the layout on your screen. Tap more (1) followed by Layout (2).

Select your preferred layout.