Cisco TelePresence System EX60

Quick Reference Guide

Accept   Reject

TERMINATE ONGOING CALLS

View desktop   Hold

PLACE A CALL

❶ Tap **Dial pad**.

To wake up the system, tap the screen first.

❷ Use the numeric keypad for numbers, or use the keyboard mode…

Tap **abc** to change to keyboard and **123** to change back.

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If you need to key in digits and special characters, press and hold the key until the character appears.

❸ Tap

USE PHONE BOOK TO CALL

❶

Tap **Phone book**.

❷

Phone books may have subfolders.

Tap a subfolder to display its contents.

Scroll by dragging up or down anywhere in these lists.

Tap the entry to be called.

❸

Tap to call, as outlined.

SEARCH IN THE PHONE BOOK

❶

Tap **Phone book**.

❷

Tap in the search field to start searching for an entry.

The keyboard will now appear.

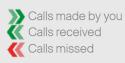Start keying in the entry.

Matches will appear as you write.

❸

Tap to call, as outlined.

RECENT CALLS

Recent calls is a list of placed, missed and received calls since the last time you cleared the list.

》 Calls made by you
《 Calls received
《 Calls missed

Use the lists as you would use the **Phone book**.

Once you have located someone in the **Recent calls** list you may:

- Call that person.
- Edit the information (for example add a prefix) and then call.
- Add the entry to **My contacts.**
- Remove the entry from the list.

CALL TRANSFER

With one on hold, tap the one in call to display the menu. The menu will allow you to transfer this call to someone else. A ▼ indicates that you should use the *Dialpad*, the *Phone book*, or the *Recent calls* list to locate whom to transfer the call to.

ABOUT MY CONTACTS

My contacts is your personal phone book.

To get entries into My contacts you can:
· Define entries manually.
· Copy entries from the **Phone book**.
· Copy entries from the **Recent calls** list.

⚠ Entries copied from the **Phone book** will not be updated if the **Phone book** itself is updated after you did your copy. You will then have to do this manually.

To add an entry to **My contacts** tap **New contact**, as shown.

Edit the new member of **My contacts** as required.

USE AS PC SCREEN

Connect to PC as shown below. The EX60 will serve as your PC screen outside calls. In a call tap **View desktop** to see the desktop.

Your desktop is **not** exposed to the other side.

SHARING PRESENTATIONS

In a call, you may share your PC screen with the other side. Press **View desktop** (as above) and then press **Start** to activate. To deactivate, press **Stop**.

CONTEXT SENSITIVITY

You may expand and contract the options list as outlined. This list provides context sensitive access to functions you may want to use in the current context.

Expand **Contract**

SELFVIEW

You may want to check how to appear on the screen. Tap **Selfview** to see the outgoing video (how the other side sees you). Adjust camera, if needed. Tap again to remove.

DOCUMENT CAMERA

Tilt the camera as shown to use it as a document camera. Image is automatically turned upside down, so that both parties will see the document correctly.

DO NOT DISTURB

When set to **Do not disturb**, ringtones are muted and incoming calls are displayed on the input device only. You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner.

Tap **Cancel** to deactivate.

SOUND MATTERS

Mic. on/off
Volume

Use this function to switch between sources without terminating calls.

CALL RATE

If you experience bad video quality, you may set the call rate to a lower setting. whenever you are about to place a call.

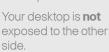Tap the **Call rate** as shown to gain access to the settings.

CONNECTING EX60

1 Connect power here.
2 Connect your PC here if you need to share a single LAN connection with the EX60.
3 Connect your EX60 to the LAN.
4 Connect the inTouch controller.
5 DVI socket to use the EX60 as a PC screen.
6 Mini-jack socket for PC audio.
7 For service and maintenance.

CONNECTING EX60 FOR USE AS PC SCREEN

Your EX60 has an HD display, which also may serve as your PC screen.

Connect your PC to the sockets on the rear panel as shown below.

1 DVI socket for the PC video signal.
2 Mini-jack socket for PC audio signal.

A resolution of 1920×1080 is recommended. DVI-D to DVI-I cable is recommended to get a high resolution image. For a list of other screen resolutions supported, see the User guide or the Administrator guide for this product, which is available for download separately.

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