

# Quick Reference Guide

TelePresence System EX90

TC5.1



## PLACING A CALL USING THE NAME, NUMBER OR ADDRESS

1 Tap **Call**



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



3 Tap **START**



This will produce the virtual keyboard. Tap **ABC** to switch to the QWERTY keyboard and tap **123** to switch to the numeric keyboard. Key in the name, number or address.

## USING HISTORY

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

Tap **History** to produce the list...



...then tap the entry.



You will now be able to:

- Call the entry by tapping **Start**.
- **Optional feature:** Add the entry to create a video conference with a total of 3 participants (yourself included).
- Add the entry to as a **Favorite**.
- Edit the entry information and then place the call.
- Change the call rate default settings.
- Remove the entry from the list
- Clear the entire list (see overleaf).

## USING 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.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.



Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

**Note!** It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

## USING FAVORITES

**Favorites** is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

To add someone to the **Favorites**, locate the person (or location) in **Directory** or **History** and tap that entry (1). This will produce a dialog box which allows you to tap **Add to Favorites** (2).



You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect.



## SEARCHING

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.



Once located, tap the entry to call, edit or add to your list of favorites.

**Note!** When searching within the corporate directory, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

## VIDEO CONFERENCE (I)

Calling two others at the same time to initiate a video conference is an optional feature. If your system permits it you may set up the two participants to call in advance and then call them both in one go.

1. Enter a name, number or address, or pick 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 outlined.



3. Repeat the procedure to add more participants. The maximum number of participants possible will depend on your system configuration.
4. When all have been added, tap **START** to call them all.

## VIDEO CONFERENCE (II)

While in a call you may add another participant if your system permits to do so.

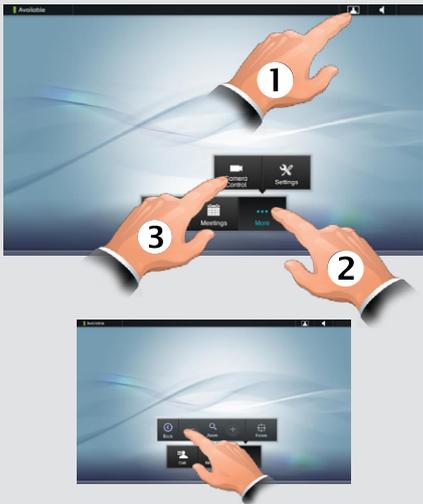
1. Tap **Add** as outlined (1).
2. Select whom to call (2).
3. Tap **START** to include this participant in the meeting (3).



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 overleaf.

## SELFVIEW & 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 focus as required. Tap **Back** to go exit.

## TOUCH TONES (DTMF)

You may be urged enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code. Tap **Touch Tones**.



Tap anywhere outside the pad to exit.

## CLEAR HISTORY

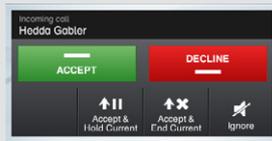
To clear **History**, scroll as outlined beyond what appears to be the top of the list.

A **Clear List** button will then appear.



## JOIN AND TRANSFER

Assume that you are in a call and that someone else calls you.



You may now accept and put the current on hold; accept and end current; decline the incoming call; or just ignore it.

If you put someone 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 somebody else.
- Tap **Join** to include the one on hold in the current call in order to turn it into a conference. This is an optional feature, that, if available, will act in lieu of the optional conferencing feature described overleaf.



Note that if you have set up a conference by means of the **Join** feature, each participant must actively disconnect own equipment when the conference is over.

## SOUND MATTERS

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

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



## 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 contents.



Tap **Present** followed by **Stop Presenting** to stop sharing contents.

## LAYOUT CONTROL

In MultiSite and in Point-to-Point calls with presentation running, you may alter the layout on the screen. Tap **More** (1) followed by **Layout** (2).



Select your preferred layout.



## 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, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.



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

## RINGTONES & SOUNDS

To set ringtones and sound, tap **More** (1) followed by **Settings** (2). Then tap **Ringtone & Sound Settings** (3).



Set **Keytones** to **On** or **Off**, the **Ringtone volume** and select the ringtone of your choice. Tap **Exit** to go back.