

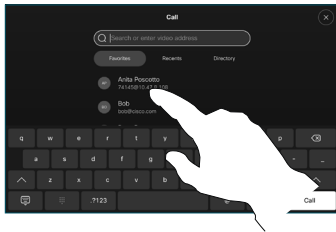
# Cisco Room Series Touch Controller Quick reference guide

## Place a call

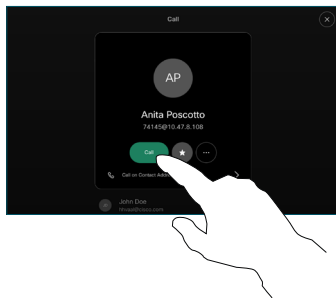
- 1 Tap the **Call** button.



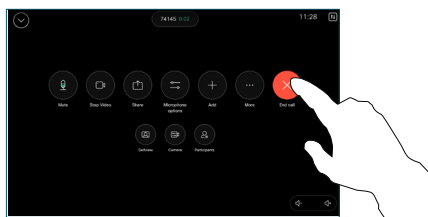
- 2 Tap **Favorites**, **Recents**, or **Directory**, and then scroll down to locate a contact.



- 3 Tap that entry and then tap the green **Call** button.

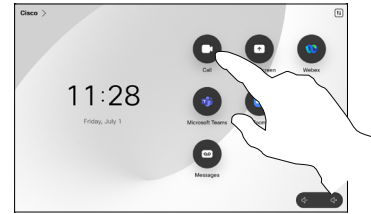


- 4 The call is placed.  
To end the call, tap the red **End call** button.

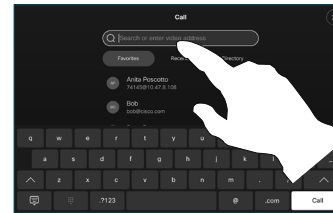


## Place call using name, number or address

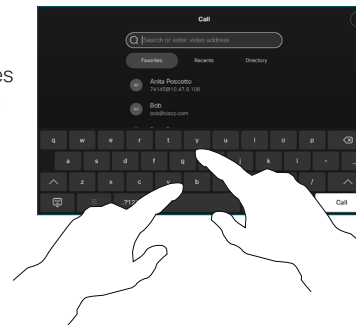
- 1 Tap the **Call** button.



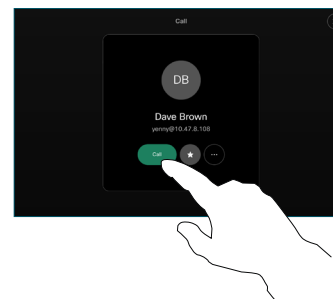
- 2 Tap the **Search** field. This opens the keyboard.



- 3 Type in a name, number, or address. Matches and suggestions appear as you type. If the correct match appears, tap it, otherwise keep typing.

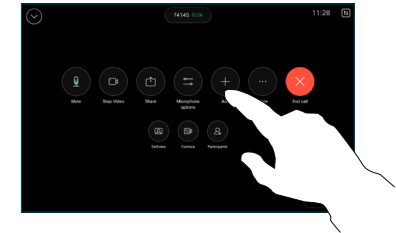


- 4 Once you've located and selected your contact, tap the green **Call** button to place the call.

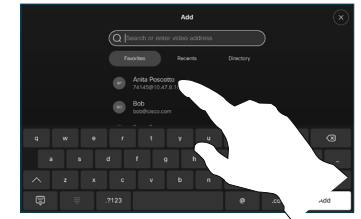


## Add more people to your call

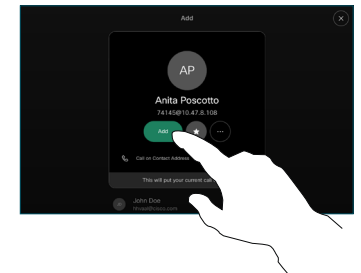
- 1 In a call tap **Add**.



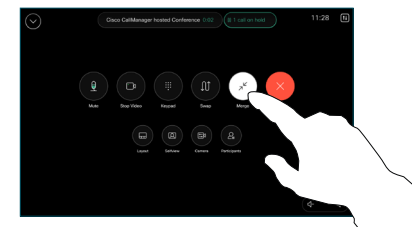
- 2 Locate and select the next person you want to call.



- 3 Tap **Add** on the contact card.



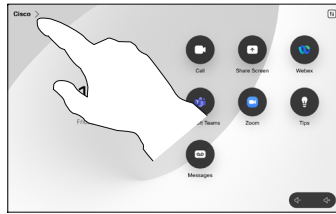
- 4 Tap **Merge** in the call controls to add the new call to the existing one. You have now established a conference.



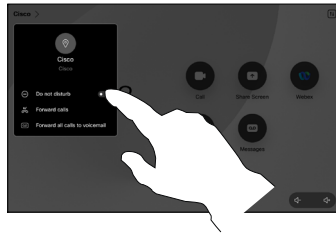
Repeat to add more people.

## Forwarding calls and do not disturb

- 1 Tap the name in the upper left corner.



- 2 Activate/deactivate either function. Tap anywhere outside the menu when you're done.

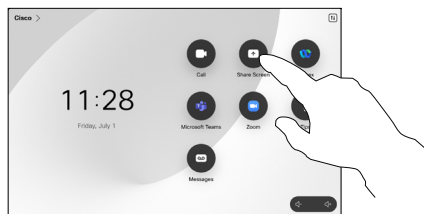


## Using Proximity to share content

On your PC set Proximity to **On** to share content wirelessly with others. You can also share wirelessly with Miracast® or AirPlay, when enabled.

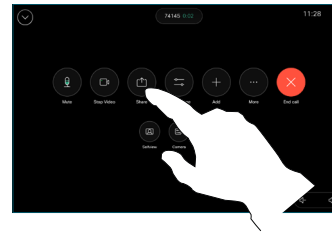
## Share content outside calls

To share content outside calls, connect the source, make sure it is switched on and tap **Share screen**. Then, select your source and tap **View**.

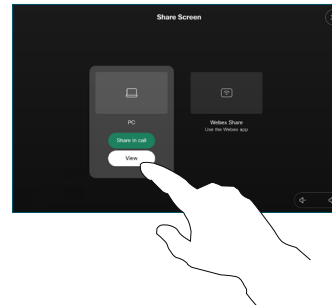


## Share content in a call

- 1 If using a cable, connect your source and make sure it's switched on. In a call, open the call controls and tap **Share**.

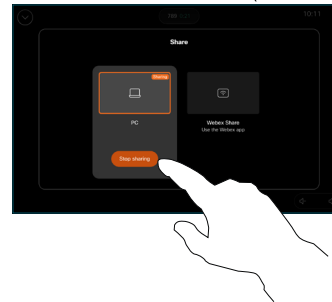


- 2 Select your source. Tap **View** for a preview, then tap **Share** when you're ready.



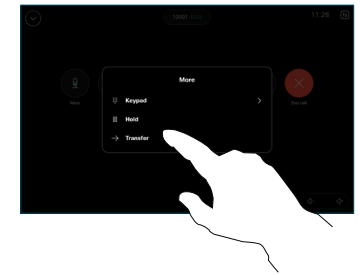
Or tap **Share in Call** to share immediately.

- 3 To end the share, tap **Stop sharing**.

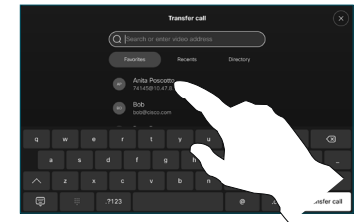


## Transfer an ongoing call

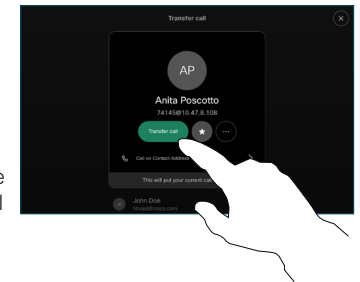
- 1 During a call, open the call controls and tap **More**. Then tap **Transfer**. The current call is put on hold.



- 2 Search for and select a contact.



- 3 Tap the green **Transfer call** button. Talk to the person to confirm that the transfer is OK. The person to be transferred is still on hold.



- 4 Tap **Complete Transfer**.

