Cisco Room Series Touch Controller Quick reference guide
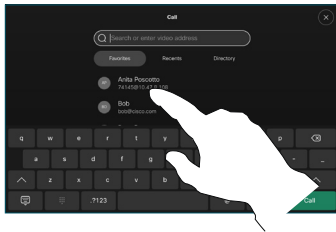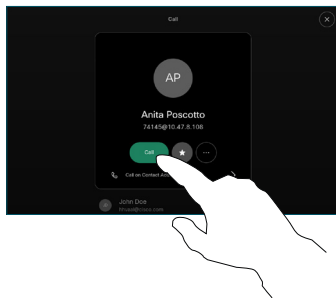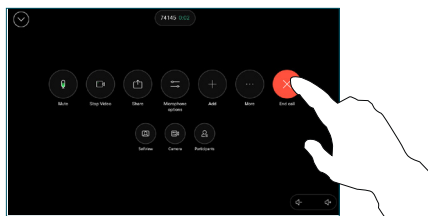
Place a call

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.
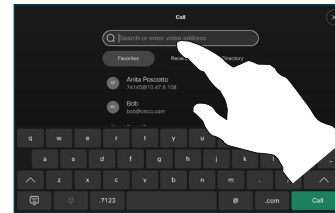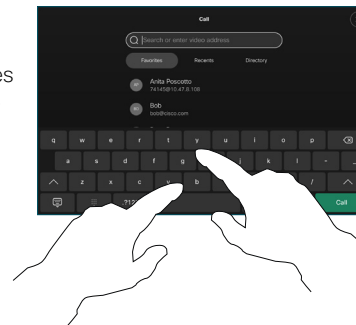

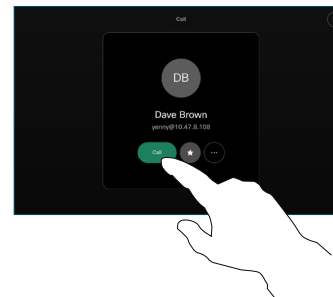## Place call using name, number or address

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.
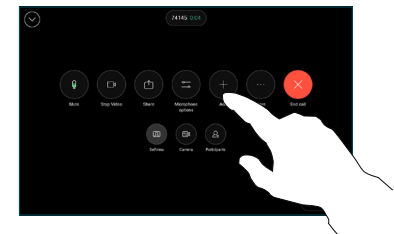

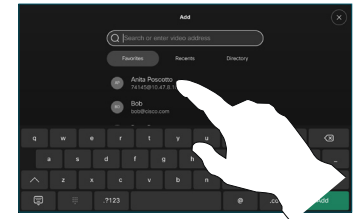4 Once you've located and selected your contact, tap the green **Call** button to place the call.
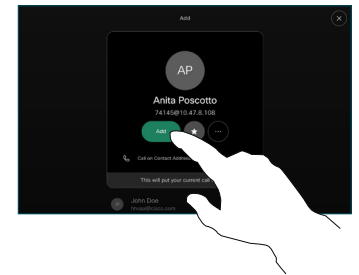

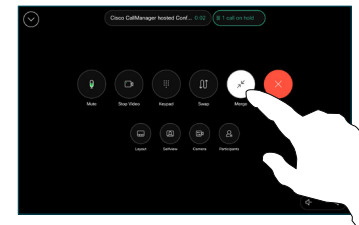## Add more people to your call

1 In a call tap **Add**.

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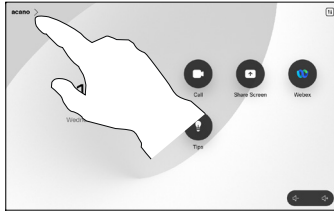

3 Tap **Add** on the contact card.

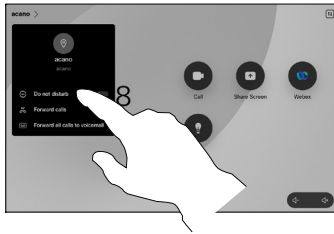4 Tap **Merge** in the call controls to add the new call to the existing one. You have now established a conference.

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.
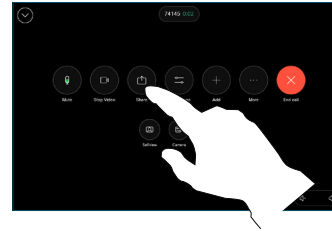
Share content outside calls

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**.
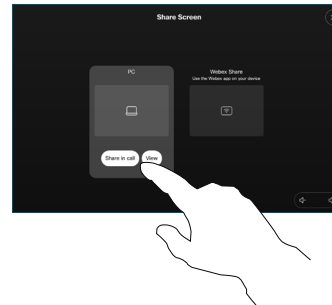

Share content in a call

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**.
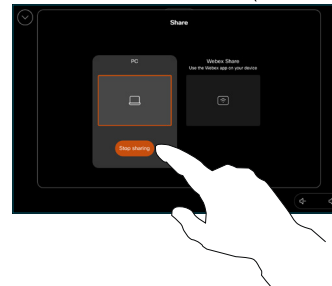

2 Select your source. Tap **View** for a preview, then tap **Share** when you're ready.
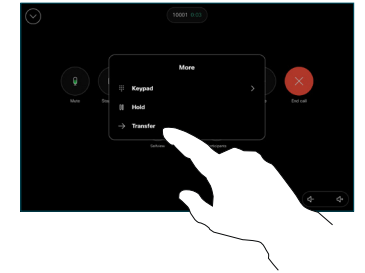
Or tap **Share in Call** to share immediately.

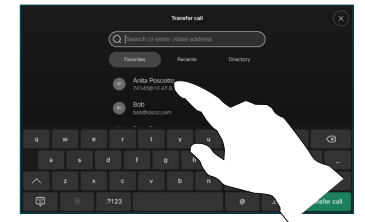**3** To end the share, tap **Stop sharing**.
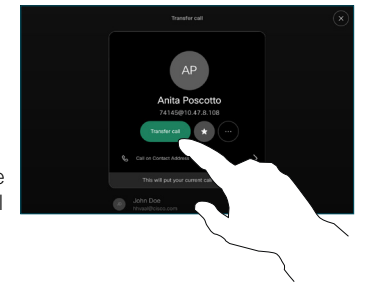

Transfer an ongoing call

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**.

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