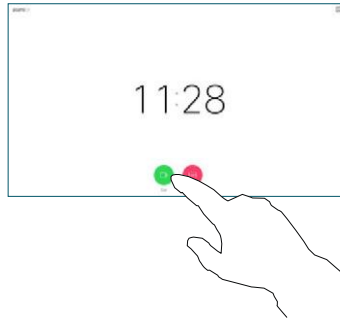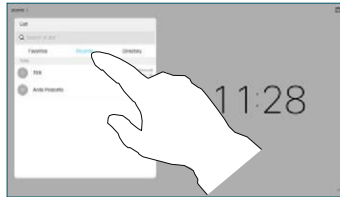# Cisco Webex DX70 & DX80 Quick User Guide
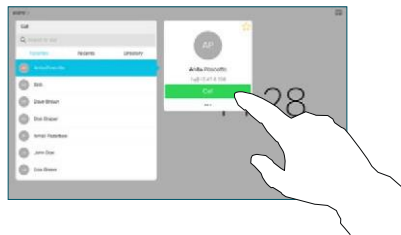
Place Call From Contact List

1 Tap the green Call button.

2 To search for someone in a specific list (Favorites, Directory or Recents), tap that list and then scroll down to locate the entry to be called.
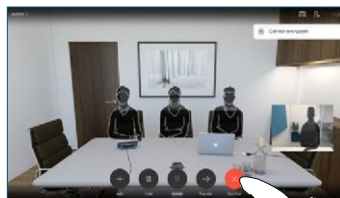
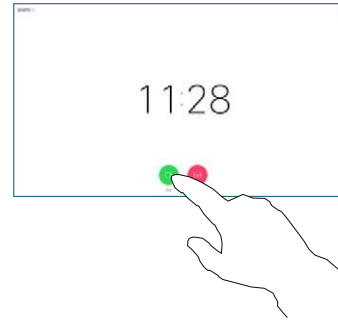**3** Tap that entry to produce the green Call button. Then tap the green Call button, as shown.

4 The call will now be placed.
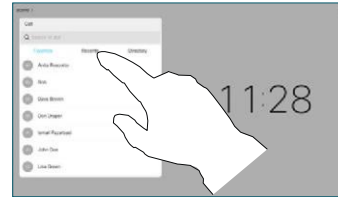
To end the call, tap the red End icon.
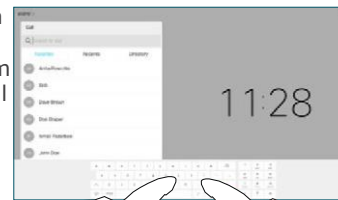
Place Call Using Number or Join Webmeeting
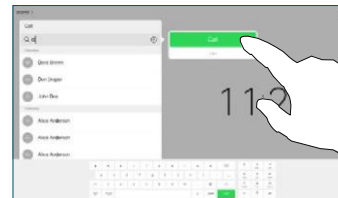
1 Tap the green Call button.

2 Tap the Search or Dial field. This will invoke the keyboard

3 Dial **Extension number** of a person to whom you want to call or to Join **Webmeeting** Enter the Meeting ID.
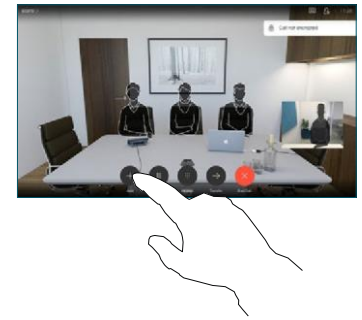
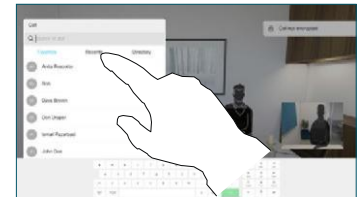**4** When you have typed or located whom to call, tap either of the green Call buttons to place the call.

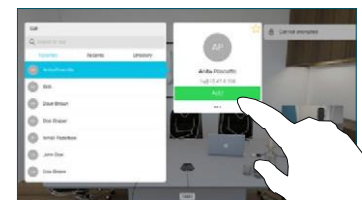## Add a person in an On-going Call

1 In a call tap Add.

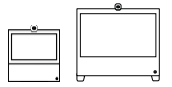**2** Locate whom to call, in the usual way

3 Place the call, in the usual way.

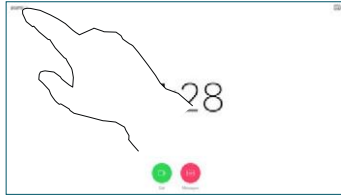**4** This new call will now be added to the existing, creating a conference.
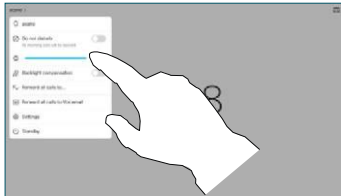
Repeat to add more people.

Forwarding Calls & Do not Disturb

1 Tap the icon in the upper left corner.

2 Activate/ deactivate functions as required. Tap anywhere outside the menu when you're done.

Use as PC Monitor

Use an HDMI cable to connect your computer to the HDMI socket PC, which is the socket with a PC symbol.

To switch between PC monitor and Video screen, just tap the screen.

Incoming calls will appear as usual, irrespective of mode (PC or video) unless Do not disturb is active.
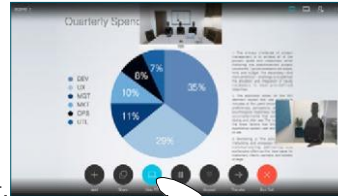
Share Content in a Call

1 In a call, tap Show PC to display the screen of your PC locally.
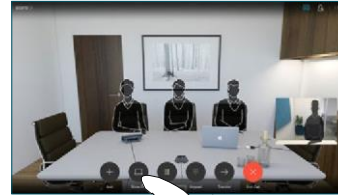
What you see on the screen when you do this, is not shown to the other participants.

2 Tap Hide PC to return to the previous state. Otherwise, tap Share, as shown, to proceed to sharing content.

3 The content of your PC screen will now be shared with the other participants.
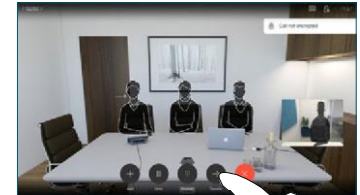
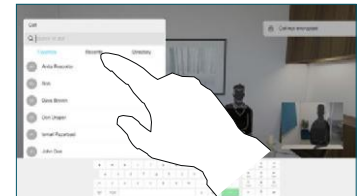**4** To stop sharing content, tap Stop sharing, as shown.

Transfer an Ongoing Call

1 Tap the Transfer button. This will cause the current call to be put on hold.

2 Search for whom to call in the usual way.

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

4 Tap Complete Transfer.