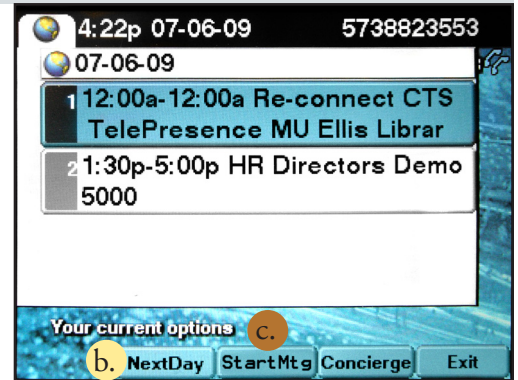


# TelePresence Quick Start Guide



## 1. Connect to a Scheduled Conference

- Press the **Meetings** softkey or touch the **Meetings** icon to start meetings scheduled through Outlook. Cisco TelePresence Manager launches the meeting components and determines the best settings for the call.
- Use the arrow buttons as needed to navigate to the desired meeting. Future meetings may be viewed by pressing the **Next Day** softkey.
- Touch the **meeting listing** or the **StartMtg** softkey to initiate the conference.



## 2. Mute the Conference

- Press the **Mute** button on the table-mounted microphone to mute a call. Wait two seconds.  
Keep in mind that parties still observing you by camera may be able to read lips.  
By pressing the **Mute** button, the audio on ALL microphones at your location is turned off.
- Press the **Mute** button again on the table-mounted microphone to unmute.



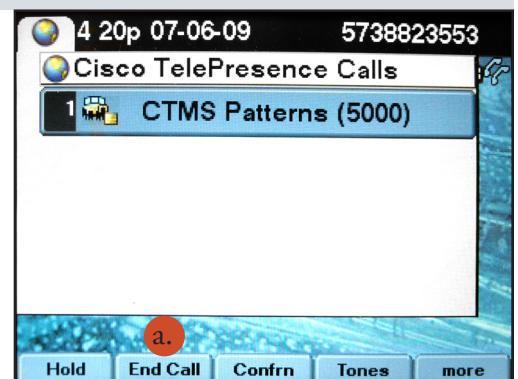
## 3. Place the Conference on Hold

- Press the **Hold** softkey to turn off the audio.  
You'll see a pause icon on the middle of the blackened screen.
- Press the **Resume** softkey to remove the hold.  
Using hold can force a system to refresh.



## 4. End the Conference

- Press the **End Call** softkey.  
A jingle will play as the screen darkens.



### Help

**First Responder:** MOREnet Video Help Desk (573)884-6986. **Second Level of Support:** If it's not a video or Inter-campus Network (ICN) issue, MOREnet escalates the issue to the appropriate technical campus video contact, who in turn is responsible for involving campus network staff as needed. Please be patient, as troubleshooting may take some time. Revised August 2009.