

TelePresence Quick Reference

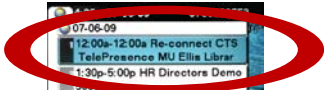
Initiate a Scheduled Meeting:



Use Phone Screen



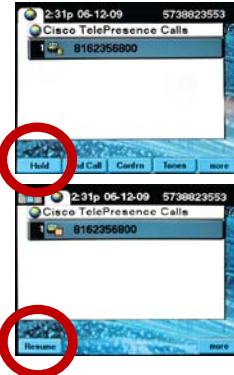
Touch *Meetings* button



Navigate to your meeting *Date* and touch meeting *Time*.

Now you are being connected to your meeting.

Room on Hold:



Touch *Hold* button to keep other rooms from seeing or hearing your room

Touch *Resume* button to rejoin conference

Switching Room View or Speaker View:



Touch *More* button twice

Touch *ViewCtrl*



Touch *Room* to see all participants of speaker's room

Touch *Speaker* to see only one screen switch to speaker

***Note:** Changing View changes *every* participating room's screen view not just your room.

Present from Laptop/Document Camera:

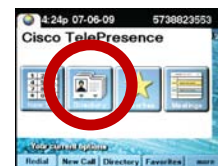


Plug VGA cable into Laptop or Document Camera

If content is not displayed on Laptop press *Fn F8*

Document Camera press *Power* button

Initiate Multipoint Ad-Hoc Call:



Touch *Directory* button

Select 5048 or 5049

***Note:** All conference rooms wanting to join must dial same number.

Mute Room:



Press *Mute* once
Press again to un-mute

***Note:** Pressing *Mute* silences entire room, but lips can be read.

End Meeting:



Touch *End Call* button