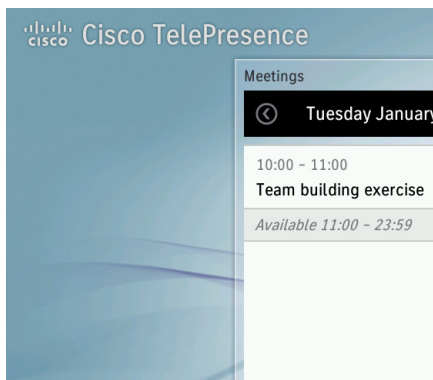# Meeting Quick Reference

Cisco TelePresence System

For complete information about how to use the Cisco TelePresence Touch 12, refer to the *Cisco TelePresence Touch 12 User Guide* on Cisco.com.

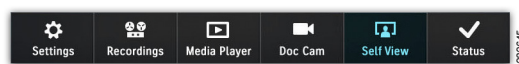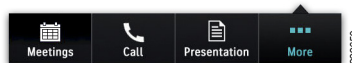## Starting a Meeting

The Meetings screen appears by default.

Tap the **Join** button next to the desired meeting, as shown in **Figure 1**.

Figure 1   Meeting Window

Using Self View

1. Tap the **More** button in the primary button bar.

2. Tap **SelfView** in the secondary button bar.

The Self View window appears on the Cisco TelePresence Touch 12 and your mirror image appears on the CTS main display.

Making a Call

Using the Keypad

1. Tap **Call** in the primary button bar.

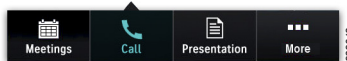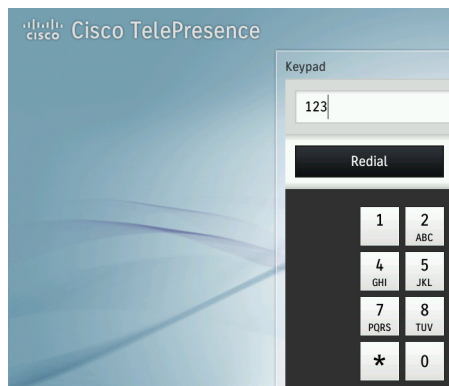2. Tap the numbers you wish to dial on the provided keypad (**Figure 2**), then tap **Call**.

Figure 2   Keypad

To dismiss the Call window or the keypad at any time, tap the X icon or tap another button on the primary button bar.

Using the Directory or Favorites List

The Directory and Favorites tabs will only be present if a directory or favorites list has been configured by your administrator.

1. Tap **Call** in the primary button bar.

2. Tap the **Directory** or **Favorites** tabs and tap once into the search field to bring up the keyboard, as shown in **Figure 3**.
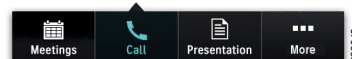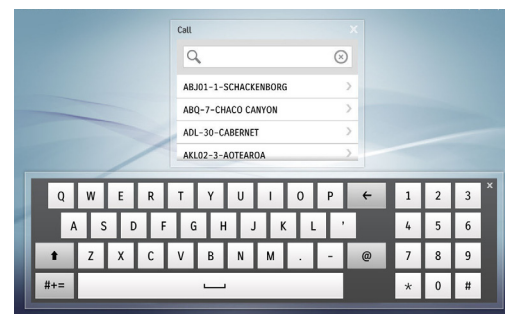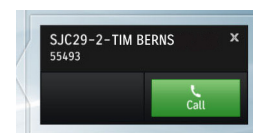
Figure 3   Keyboard

3. Type the names of people or conference rooms; the system searches while you type.

   Or you can scroll through the Directory or Favorites list with your finger.

4. Tap to select a name or room.

5. Tap **Call** in the contact card to initiate the call and dismiss the keyboard.

When the call connects, the active meeting window appears, as shown in **Figure 4**. the Call Duration window is shown by default.

Managing Call Details

Figure 4   Active Meeting Window

Now that your call is connected, tap the available buttons to view meeting details and control your options. To navigate from one window to the next, simply tap another button in the active meeting window (**Figure 4**).

Manage Call Participants

Tap to view and manage the list of participants for your meeting.

View Details About Your Meeting

78-20470-01

Tap to view meeting information, including phone and meeting numbers, and the Cisco WebEx URL, if available for your meeting.

Send Touch Tones

Tap to bring up the keypad to send Dual Tone Multi-Frequency (DTMF) tones.

Manage Meeting Settings

Tap to control available meeting options, if configured on your system:

- View Control—Choose CTS main display screen settings for the active speaker in a meeting.
- Meeting Access—Allow or block other endpoints from joining the meeting.
- Meeting Timing—Options for extending your meeting past the scheduled end time.

Answering an Incoming Call

Tap an option in the Incoming Call window:

- Answer or ignore the incoming call.
- End the current call to answer the new call.
- Put the current call on hold to answer the new call.
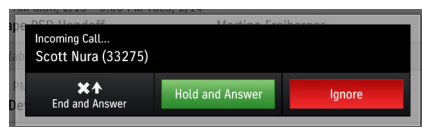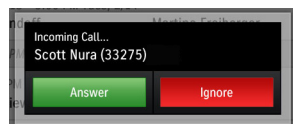
Or press the **Answer** button (handset icon) on the Cisco TelePresence Touch 12 console. The button will be backlit in color when it is active.
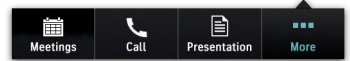
Ending a Call

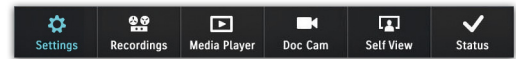Tap the **End** button in the active meeting window (**Figure 4**).

Or press the **Answer** button on the Cisco TelePresence Touch 12 console.

Controlling Call Volume

1. Tap **More** in the primary button bar.

2. Tap **Settings** in the secondary button bar.

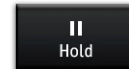Or press the **Volume** toggle on the Cisco TelePresence Touch 12 console.

Muting a Call

Mute yourself by pressing the **Mute** button on the Cisco TelePresence Touch 12 console. The button will be backlit in color when it is active
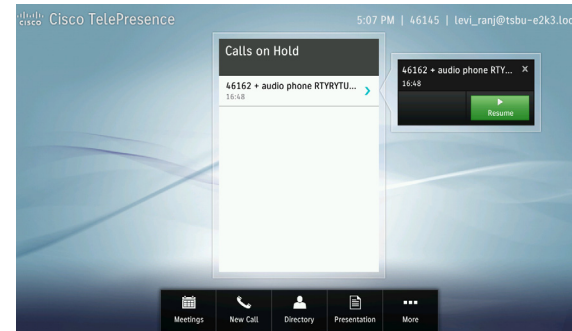
Placing a Call on Hold / Resuming

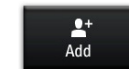1. Tap the **Hold** button in the active meeting window (**Figure 4**).

2. To resume, tap your meeting in the Call on Hold window, then tap **Resume** (**Figure 5**).

Figure 5   ***Call Hold / Resume Sequence***

Adding an Audio Participant

1. Tap the **Add** button in the active meeting window (**Figure 4**).

2. Tap the number you wish to dial on the provided keypad, then tap **Call**. You are placed on hold while the system dials the number.

3. Once connected, merge the new call into your current meeting by tapping the **Merge** button.

Sharing Presentations

1. Plug the in-room VGA cable into your laptop.

2. Tap the **Presentation** button in the primary button bar.
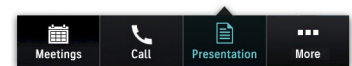
Tip   Press Fn+F7 on your PC to switch between laptop and presentation screens. Remember to set your Mac or PC screen resolution to 1024x768.
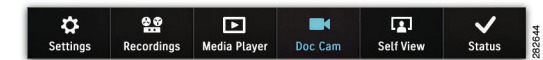
Controlling the Document Camera

The DocCam button will only be present if a document camera has been configured by your administrator.
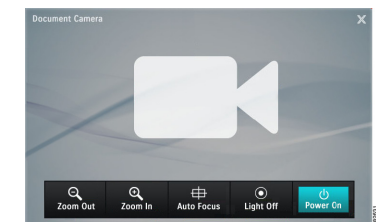
1. Tap **More** in the primary button bar.
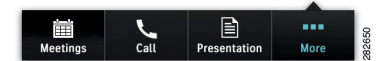
2. Tap **DocCam** in the secondary button bar.

3. Tap **Power On**. If there is no active meeting, the image displays locally.

Figure 6   ***Document Camera Window***

4. Adjust zoom, focus, and control the lights (if present) using the buttons provided (**Figure 6**).

Contacting Live Desk

For help on systems that have been configured with a technical support contact number, press the **Live Desk** button on the Cisco TelePresence Touch 12 console.