



Cisco TelePresence System



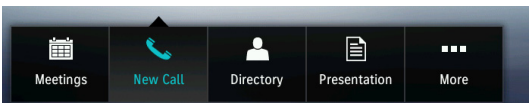
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Meeting Quick Reference

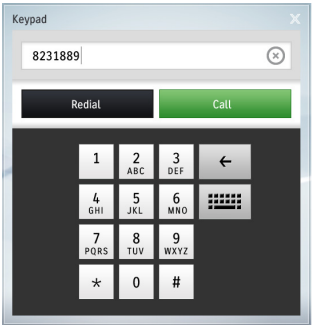
For complete information about how to use the Cisco TelePresence system, refer to the [Cisco TelePresence System User Guide](#) on Cisco.com.

Making a Call Using the Keypad or Keyboard

Tap the New Call button in the primary button bar.

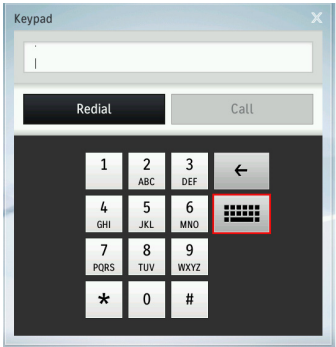


- To call using the keypad, Tap the numbers you wish to dial on the provided keypad, then tap Call.



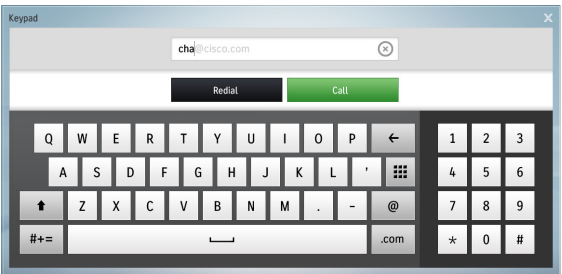
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- To call using the keyboard, tap the Keyboard button in the keypad area.



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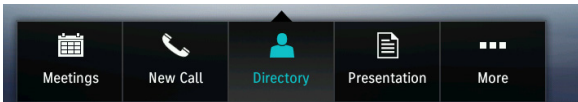
Enter the URI string to dial using the keyboard, then tap Call.



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Making a Call Using the Directory or Favorites List

1. Tap the Directory button in the primary button bar.



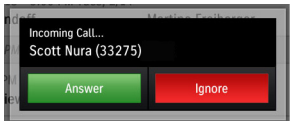
2. Tap either the Directory or Favorites tabs.
3. Use one of the following methods to place the call:

- Use your finger to scroll through entries in the Directory, tap a name to open the entry for that person or room, then tap Call.
- Tap once into the search field to bring up the standard keyboard. Type the names of people or resources. Tap the number or URI associated with the person or resource to start the call.

Answering an Incoming Call

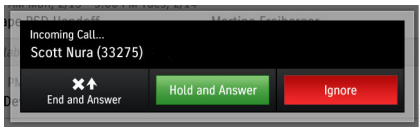
Tap an option in the Incoming Call window:

- Press the **Answer** button (handset icon) on the Cisco TelePresence Touch 12 device.
- Answer or ignore the incoming call.



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- End the current call to answer the new call.
- Put the current call on hold to answer the new call.



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Ending a Call

Tap **End** in the active meeting window.



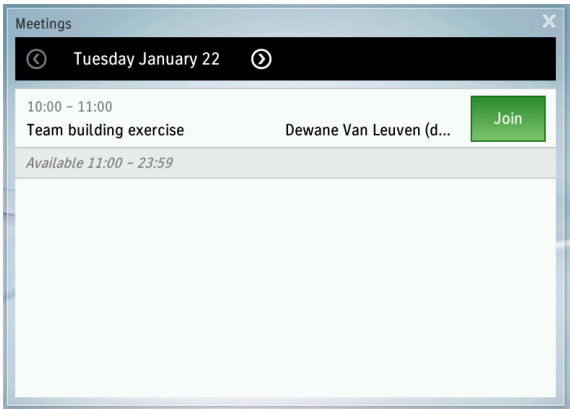
Or press the Answer button on the Cisco TelePresence Touch 12 console.



Starting or Joining a Meeting

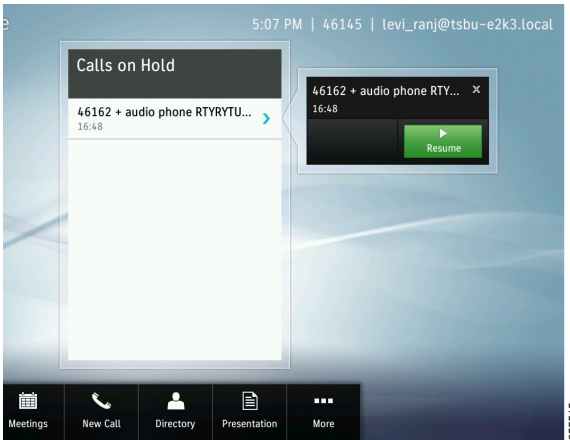
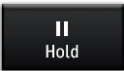
The Meetings screen appears by default if your administrator has configured your system to show meetings.

Tap **Join** next to the meeting that you want to join.



Placing a Call on Hold / Resuming

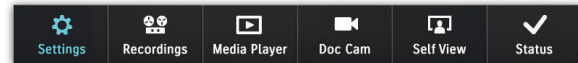
1. Tap the **Hold** button in the active meeting window.
2. To resume the call, tap **Resume**.



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Controlling Call Volume

Tap **More** in the primary button bar, then tap **Settings** in the secondary button bar.



Or press the **Volume** toggle on the Touch 12 device.



Muting a Call

Mute yourself by pressing the **Mute** button on the Touch 12 device. The button becomes backlit when active.



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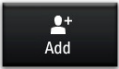
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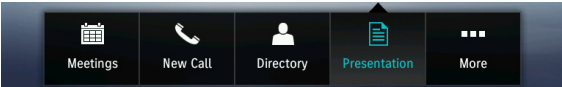
Adding Participants

- 1. Tap the **Add** button from the meeting window.
- 2. Either tap the **New Call** button to dial a number and tap **Call**, or select a contact name from your directory or favorites and tap the green button that appears to the right of the contact name.
- 3. Merge the new call into your current meeting by tapping the **Merge** button.



Sharing Presentations

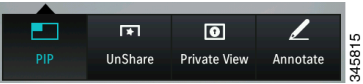
- 1. Plug the in-room presentation cable into your laptop.
- 2. Tap the **Presentation** button in the primary button bar.



Tip

Some systems support a maximum presentation resolution of 1024x768.

- 1. If prompted, tap **Everyone** to share the presentation with everyone.
- 2. (Optional) if your system uses Presentation-in-Picture (PiP), maximize the presentation or move it on your screen by tapping the PiP button.



- 3. Tap the positional buttons to move the presentation on your screen.



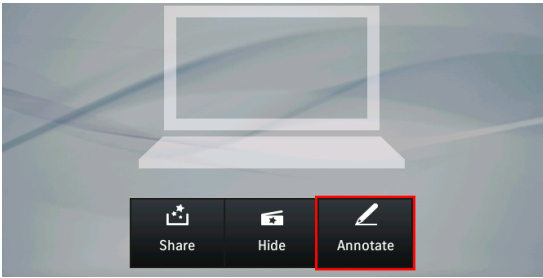
- 4. To stop sharing, tap **UnShare**.

Annotating Presentations (Systems Running TX Software Release 6.0 or Later)

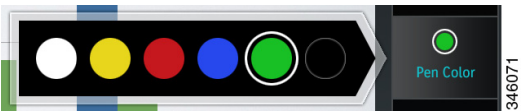
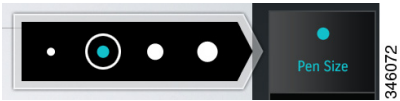
- 1. Tap **Presentation**, then tap **Annotate**.



You can annotate a presentation that either you or somebody else is sharing.



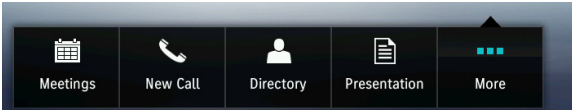
- 2. Choose the pen sizes and pen colors from the buttons on the right.



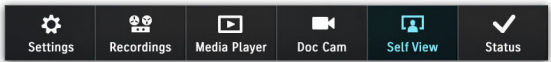
- 3. Touch and drag your fingertip across the screen to annotate the presentation.

Using Self View

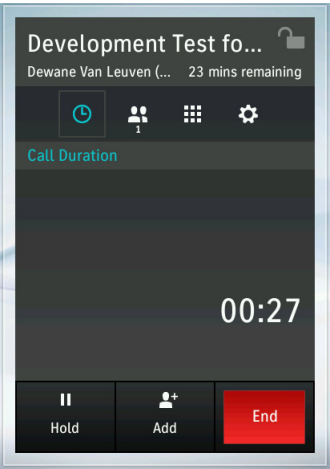
- 4. Tap the **More** button in the primary button bar.



- 5. Tap **Self View** in the secondary button bar.



Managing Call Details Using the Meeting Window



After your call connects, tap the available buttons in the meeting window to view additional meeting details.

Call Duration provides you with the length of the call.

Manage Call Participants allows you to view and manage the list of participants for your meeting.

Send Touch Tones allows you to bring up the keypad to send Dual Tone Multi-Frequency (DTMF) tones.

Manage Meeting Settings allows you to control the following settings:

- System behavior when a participant in a three-camera, three-display room becomes the active speaker in a multipoint call.
- Add to, or block endpoints from, a meeting.
- Extend the meeting past its allotted time.

Returning to the Meeting Window from Another Window

Tap the meeting button on the top left of the screen.



Or, press the Home button on the Touch device.

Contacting Live Desk

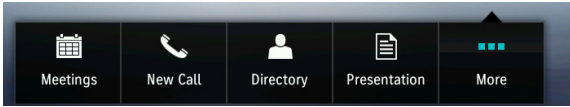
For systems that have been configured with a technical support contact number, press the **Live Desk** button on the Cisco TelePresence Touch 12 console.



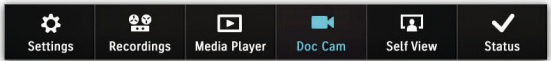
Using the Document Camera

The DocCam button is only present if a document camera has been configured by your administrator.

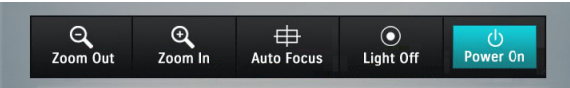
- 1. Tap the **More** button in the primary button bar.



- 2. Tap **DocCam** in the secondary button bar.



- 3. Tap **Power On**.



- 4. Adjust zoom, adjust the focus, and control the lights (if present) using the buttons on the Touch device.

Buttons on the Touch 12 Console



Help Desk Home Answer/End Call Volume Up/Down Mute

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