1. Use the cursor keys of the remote control and navigate to the green Call button. Press OK on the remote control.

2. To search for someone in a specific list (Favorites, Directory or Recents), navigate to that headline and press OK. Navigate down to locate the entry to be called.

3. At that entry press OK on the remote to produce the green Call button. Press OK again or press the Call button on the remote control.

4. The call will now be placed. To end the call, navigate to the red End button and press OK or press the red button on the remote.

Place Call Using Name, Number or Address

1. Use the cursor keys of the remote control and navigate to the green Call button. Press OK on the remote control.

2. Navigate to the the Search or Dial field and press OK on the remote control. This will invoke the keyboard.

3. To enter numbers use the keys on the remote control. To use the virtual keyboard, navigate down to and about the keyboard and select characters. Press OK to select a character.

4. Then press the green Call button to place the call. End the call as shown at left.

Initiate Video Conference

1. In a call, navigate to Add and press OK on the remote control. This will put the current call on hold.

2. Locate or type in the participant to be added in the usual way.

3. This will produce the Add button. Navigate to Add and press OK or press the Call button on the remote control.

4. This new call will now be added to the existing, creating a conference. Repeat to add more people.
**Cisco TelePresence TRC6 Quick Reference Guide CE9.12**

### Forwarding Calls & Do not Disturb

1. Navigate to and tap the icon in the upper left corner.
2. Activate/deactivate functions as required using OK. Use Go Back to exit.

**Access to the above menus may have been blocked by your video support team.**

### Share Content in a Call

1. Make sure your presentation source is connected and on. You may need to select Share and press OK on the remote control.
2. Select Local preview to inspect the contents without sharing it with the others, before you select Share in call to share it with the others.
3. The size of the shared image is controlled by means of the Minimize/Maximize button. Select this and press OK on the remote control, if needed.
4. To stop sharing content, select Stop sharing and press OK on the remote control.

To share using Proximity, activate Proximity on your computer. Once paired you will be offered to share your screen.

### Transfer an Ongoing Call

1. Navigate to the Transfer button and press OK on the remote control. This will cause the current call to be put on hold.
2. Search for whom to call in the usual way.
3. Navigate to the green Call button and press OK or use the green Call button on the remote control. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.
4. Navigate to Complete Transfer and press OK on the remote control.