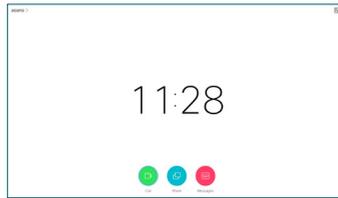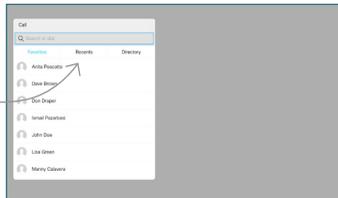# Cisco TelePresence TRC 6 Quick Reference Guide CE9.5

Place Call From Contact List
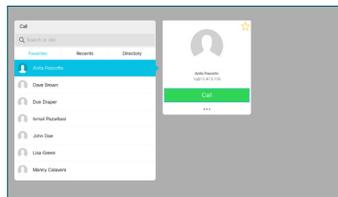
1 Use the cursor keys of the remote control and navigate to the green **Call** button. Press **OK** on the remote control.

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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.
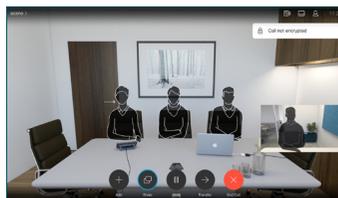
3 At that entry press **OK** on the remote to produce the green **Call** button. Press **OK** again or press the **Call** button on the remote control.
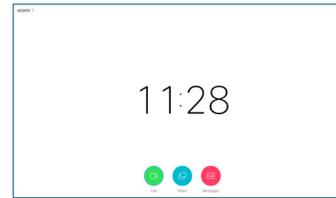
4 The call will now be placed.

To end the call, navigate to the red **End** button and press **OK** or press the red button on the remote.
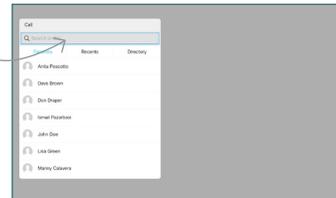
## Place Call Using Name, Number or Address

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

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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.
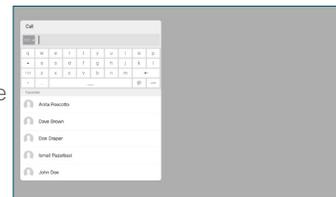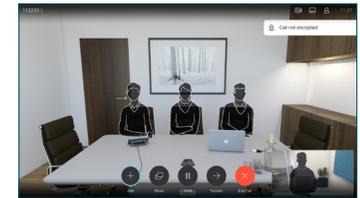
4 Then press the green **Call** button to place the call.

End the call as shown at left.

Initiate Video Conference

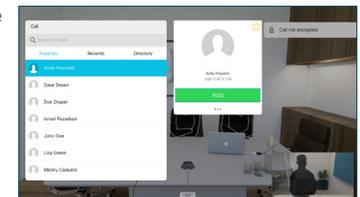1 In a call, navigate to **Add** and press **OK** on the remote control. This will put the current call on hold.
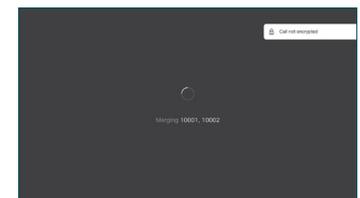
2 Locate or type in the participant to be added in the usual way.
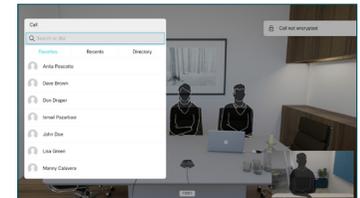
3 This will produce the **Add** button. Navigate to **Add** and press **OK** or press the **Call** button on the remote control.

4 This new call will now be added to the existing, creating a conference.

Repeat to add more people.

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Forwarding Calls, Proximity & Do not Disturb

1 Navigate to and tap the icon in the upper left corner.

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2 Activate/deactivate functions as required using **OK**. Use **Go Back** to exit.

Decrease/Increase (volume and values)

Cursor control keys and OK (center)

Go Back

Microphone Mute/Unmute

Place call / Accept incoming call

Reject incoming call / End call / Cancel / Back to Home screen (outside calls)

Dial someone or input alphanumeric characters

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.