# Cisco TelePresence TRC 6 Quick Reference Guide CE9.3



#### Place Call From Contact List

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



- 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.
- 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.



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

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



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



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.



Then press the green

Call button to place the call.

End the call as shown at left.



Initiate Video Conference

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.



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



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

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



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





### Share Content in a Call

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.



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.



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

Navigate to the Transfer button and press OK on the remote control. This will cause the current call to be put on hold.



Search for whom to call in the usual way.



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.

A Navigate to
Complete
Transfer and
press OK on the
remote control.

