HOW TO SETUP A TELEPRESENCE MEETING

1. In Outlook go to your Calendar and click “New” at the top left to create a new meeting.
2. Click the “Scheduling Assistant” button to begin scheduling your Telepresence rooms.

3. Add Telepresence rooms by clicking “Add Rooms.” Another window will appear.
4. Choose the Teleconference rooms by highlighting the name and clicking “Rooms” button for each room you have selected. Click “OK” when complete. **Note: You must choose at least two rooms**

5. At this point you will have to choose the date and time. Remember that you will have to choose a time when all rooms are available. Click “Send” when finished.
6. Within the next minute you should receive an email from each Telepresence conference room stating that they have accepted your meeting. You will also receive an email from “Unity Directory Services” stating that your Telepresence meeting is confirmed. Below is an example.

From this point there is nothing more than you need to do from your pc.

7. Once the time has arrived for your meeting and you are in the Telepresence conference room, you will see your meeting listed on the 7975 color IP phone sitting on the desk. If you press on the screen where you see your meeting, this will auto dial and immediately call into the Telepresence video conferencing bridge where you can join the other conference rooms.