Schedule a Telepresence Meeting

**OVERVIEW**
This guide will walk you through the steps to schedule a meeting in a room using a telepresence conferencing unit.

**NOTE:** Before booking a teleconference meeting through TMS using the instructions below, first book the teleconference room using 25Live to verify the room is available.

**Note:** Only UWW staff and faculty can schedule a meeting through TMS.

**Note:** The smart scheduler should be used if you wish to have other telepresence users “call-in” to your meeting. If you wish to “call-out” or “dial out” to join users, use the TMS scheduler below.

**Note:** Call-in users using Jabber or other telepresence units cannot join the meeting until the meeting start time indicated in the email. They will receive a busy signal if they try to call in early. You may want to schedule your meeting to start 10 -15 minutes early if you want to give users a chance to sign in early.

### Smart Scheduler

**Step 1.** Using a web browser, go to [telepresence.uww.edu](http://telepresence.uww.edu).

**Step 2.** Enter your Net-ID and password, then click **Log in** to continue.

**Step 3.** Select **Open Smart Scheduler**.

**Step 4.** Select **New Meeting**.
Step 5. Enter your meeting details including title, start date and time.

Step 6. Select Telepresence as your meeting type.

Step 7. Add participants to your telepresence meeting. You can enter the last name of user or a room name to select from the directory. Click to add a call-in SIP video or audio caller.

- **WebEx**: If you wish to allow users to join this telepresence meeting using WebEx, select WebEx, then check the box “Include WebEx” and enter the meeting password.

- **Recurrence**: If you wish to make this a reoccurring meeting, select Recurrence, then select the frequency. **Note**: You MUST verify your telepresence room is available and book it in 25Live for a reoccurring meeting before scheduling it to reoccur through this page.
• **Additional Settings**: You can add additional settings including a meeting agenda, pin number, billing code, and set the time zone.

**Step 8.** Click **Save** to save and schedule your meeting.

You will receive an email with your meeting information after your meeting has been saved. You can forward this meeting invitation to other guests to pass along the meeting information.
Schedule a Telepresence Meeting through TMS (Use for dial-out)

Step 9. Using a web browser, go to tms.uww.edu.

Step 10. Enter your Net-ID and password, then click Log in to continue.

Step 11. Enter information in the following fields:

- Title: Title of meeting
- Type: Type of meeting
- Start Date and Time
- End Date and Time
- Duration
- Time Zone: if different
- Reoccurrence: if necessary

Note: Meeting times cannot overlap. If a meeting ends at 11:00 AM, schedule the following meeting to start at 11:01 AM to avoid an error message.

Note: Meeting start and end time must be entered exactly in the format “12:30 PM” or “9:00 AM” or the page will automatically reset to the current time.

Note: If scheduling a reoccurring telepresence meeting, make sure to also book the room for a reoccurring meeting using 25Live.

Note: See the section “Recording meetings” below on how to record your meeting.
• If you are joining an externally hosted telepresence meeting, select the “Externally hosted” checkbox, then enter the video/SIP address given to you by the conference host. See the section below on “External Connections” for more information.

• If you are using the telepresence unit to join a WebEx meeting, select the “Include WebEx Conference” checkbox, then enter the WebEx meeting password.

**Step 12.** Click the Add Participants button to select your telepresence unit and add additional users to the conference.

**Note:** You may need to allow popups to continue. Please temporarily disable popups for this page when prompted.
Step 13. Locate, then select the box to the left of the telepresence unit you wish to schedule. Click the > arrow button, on the right, to add the telepresence unit to the “Selected Participants” list.

- You may use the “search” box at the top of the page to locate the room more quickly.

- Use the room calendar on the right to view when that room is available.

Note: Some rooms require permission before booking. Please contact the helpdesk@uww.edu to book a room if it is not available in the endpoint participant list.

Step 14. If you wish to add additional remote participants to the meeting, select the Users tab at the top of the page, then select the checkbox to the left of each user’s name you wish to add. Click the > arrow button on the right to add them to the “Selected Participants” box.

Note: The Add Participants box is only to add users that need to join the conference remotely, not for users that can attend the meeting in person. Remote users can join the conference using the Jabber web client link in the email they receive or using another telepresence endpoint unit.

Note: Rooms in red are currently offline or are busy at your selected time and cannot be booked for conference.
Step 15. Click the **OK** button at the bottom of the page to save your selections.

Step 16. Click the **Save Conference** button to save and schedule your teleconference meeting.

**Note:** An email will be sent to you and all remote participants to notify them of the scheduled meeting.
Other TMS Related Settings:

- **Record a Meeting:** To record a meeting you must also add a “dial out” participant to the participants list using the address `username@recording.uww.edu`.

  Please contact the [helpdesk@uww.edu](mailto:helpdesk@uww.edu) to set up a recording address for you prior to the meeting if you do not already have one setup.

  Once available, select “Add Participants” on the main screen, select the “External” tab, select “Dial Out” and “SIP”, then enter the recording email address given to you. Click the > arrow to add the recording address to the participants list.

- **Launch a Meeting:** If the meeting type is left at the default “One Button To Push”, at the time of the call a notification will pop-up on the unit’s screen prompting the user to connect the call. If you wish to have the endpoint automatically connect to the meeting, set the type to “Automatically Connect.” If you change the type to “Automatically Connect” you will have to manually reconnect if the endpoint leaves the call.
• **Conference Information:** Allows the owner of the meeting to add additional meeting information and change notification emails whenever a meeting update is made.

• **External Connections:** In addition to selecting the “Externally Hosted” checkbox and entering the video/SIP address, you must also configure some additional connection settings under “Add Participants”:
  
  o **Direction:** Select “Dial in” to have the attendee call into your meeting. Select “Dial Out” to use the endpoint to call them to join the meeting.
  
  o **Protocol:** Select “SIP” for video calls.
  
  o **Qty:** Enter the number of endpoints connecting to the conference.
  
Once you have configured your External connection settings, click the > arrow to add the external connection to your participants list. You can repeat the above steps as many times as necessary.

**Note:** If selecting “Dial Out”, enter the SIP URI address of the external endpoint. Your meeting participant should have this information for you.

Please contact [helpdesk@uww.edu](mailto:helpdesk@uww.edu) with any additional questions or concerns you may have.