

Job Aid: One Button To Push for Webex Meeting Rooms

What is One Button To Push?

One Button To Push is a seamless way to start Webex meetings using video conference room equipment.

This document will show how to enable One Button To Push (OBTP) for your Webex meetings. This will allow you to enter a Video Conference room and tap the Touch 10 screen and be instantly joined to a scheduled Webex meeting.

This document assumes you are familiar with the equipment in the room and Webex.

Scheduling your Webex meeting and include a Video Conference room.

Scheduling is easily accomplished using the **Outlook desktop application**. Outlook on the web does not support webex at this time.

1. Open Outlook on your computer.
2. Navigate to the Calendar as shown in **Figure 1**.

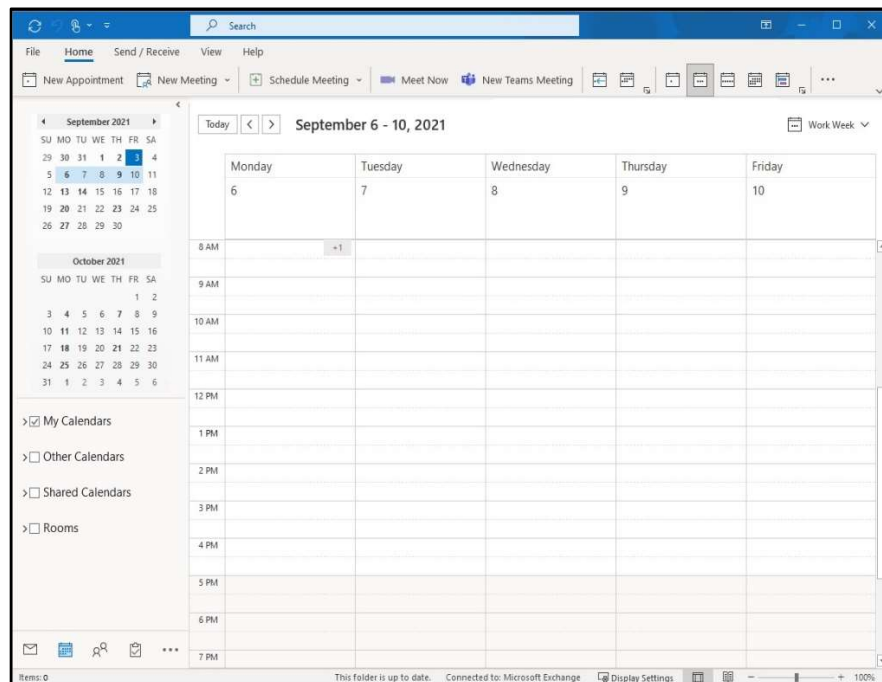


Figure 1

3. Double-click the time slot you wish to schedule the meeting. You will be presented with a pop up for a new appointment as shown in **Figure 2**.

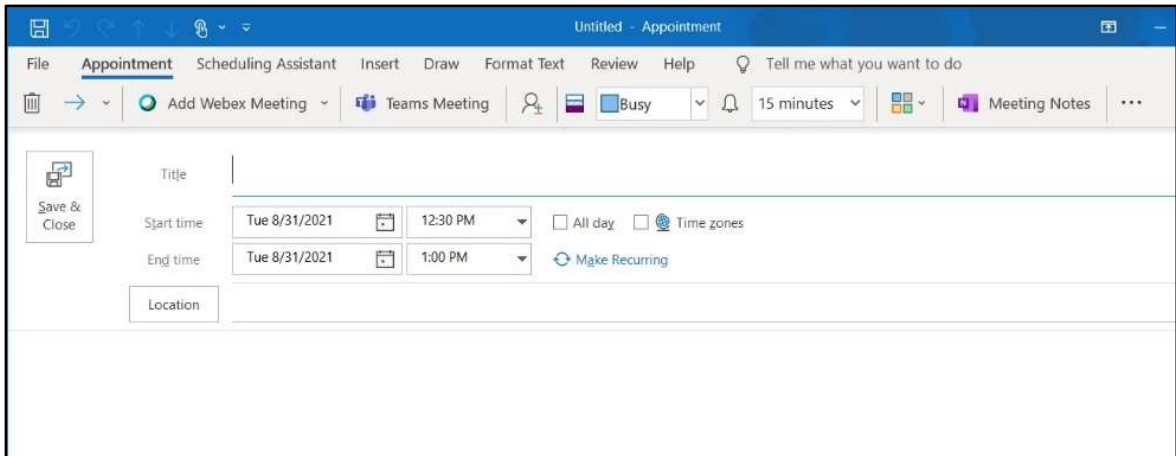


Figure 2

4. Click Add Webex Meeting as shown in **Figure 3**.

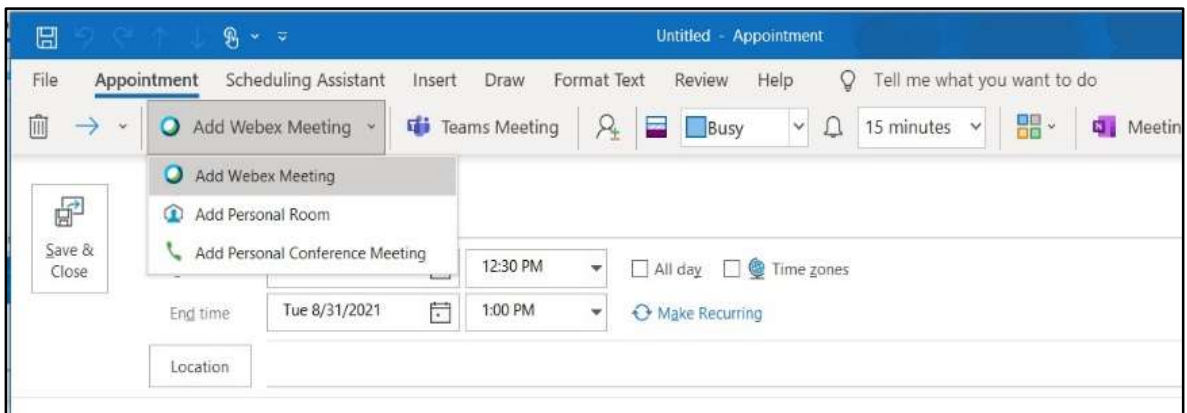


Figure 3

5. Enter the information for your meeting including the attendees. You will want to select the meeting room as a "Required" participant. See **Figure 4**.

- a. **Note!** All video conference enabled rooms are labeled with "VC."

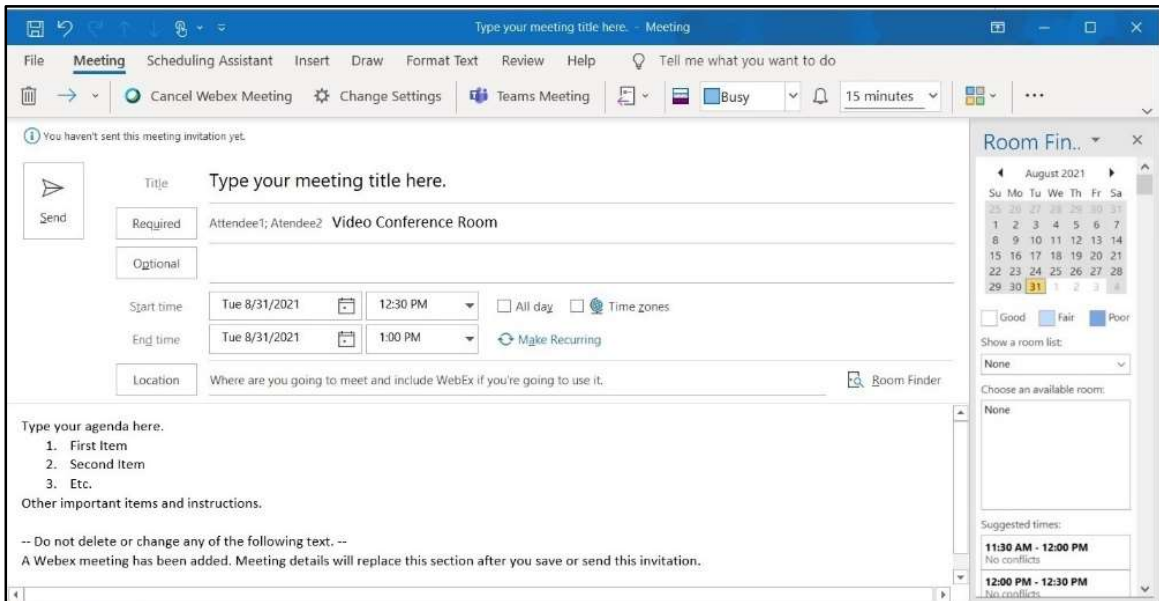


Figure 4

6. Click **Send** and your meeting will be scheduled for attendees and the Video Conference enabled Meeting Room.
7. The Touch 10 in the selected video conference room will now display the scheduled meetings on the main screen as shown in **Figure 5**.

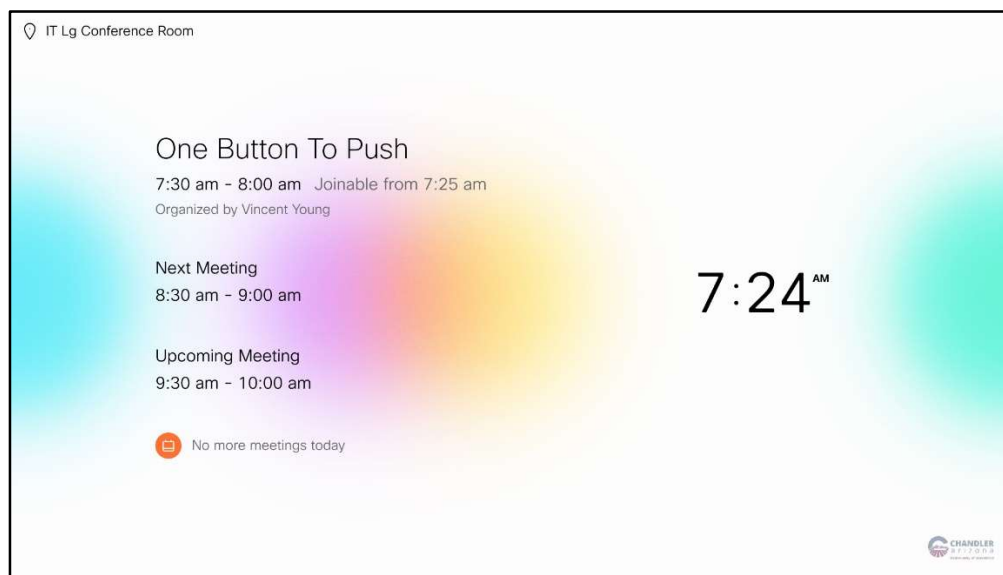


Figure 5

8. The **Join** button will appear on the Touch 10 five minutes before the meeting start time. You may start the meeting by tapping the **“Join”** button. See **Figure 6**.
 - a. If you are the meeting **Host** or using your **Personal Room**, you may be asked to enter your **Host Pin** followed by the **#**.
 - b. If you are a **Participant**, enter **#** to be admitted.

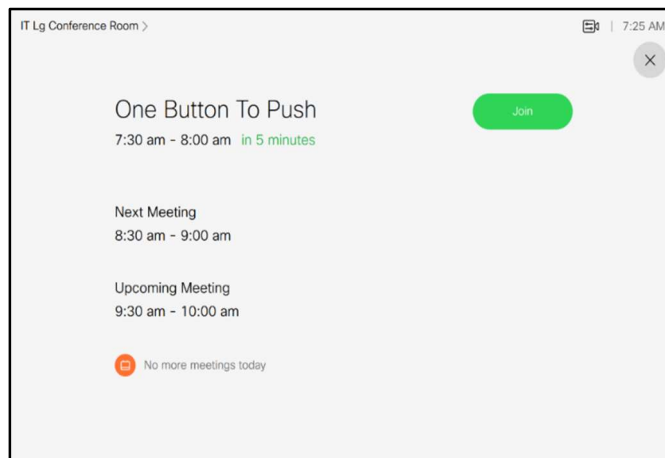


Figure 6