



# CRAVE OVERVIEW

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Need Assistance?

Contact the NCAOC Help Desk at **919-890-2407**.

Click the **Home** button to return to this menu



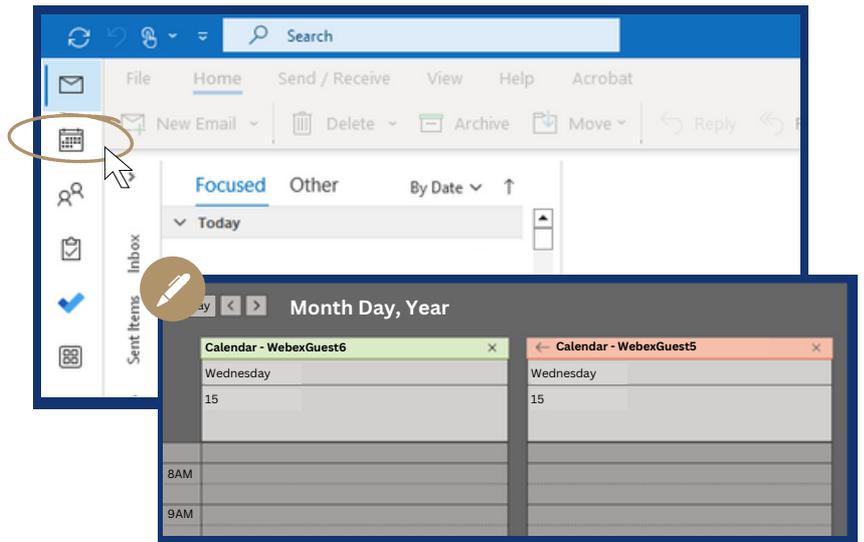
# CRAVE OVERVIEW

## SCHEDULING A MEETING

1 Open your outlook application.

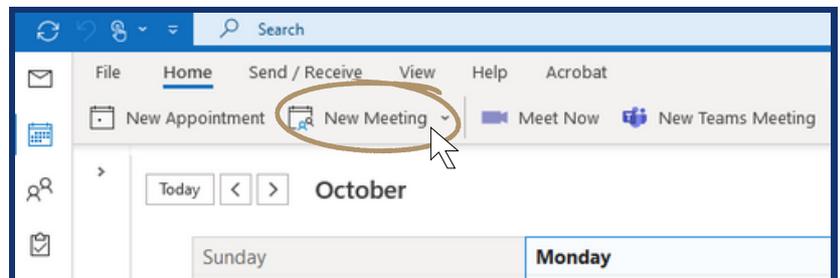


2 Go to the **Calendar** tab which will then display your calendar.



Note: If you schedule on behalf of another individual in your office, please make sure you are scheduling in the correct calendar.

3 Select the **New Meeting** tab towards the top left of the screen.



4 A separate screen will display that looks similar to the one shown. Here you want to add the necessary information.

**Title** of the scheduled meeting

**Required** is where remote participants and the room's email will be inserted.

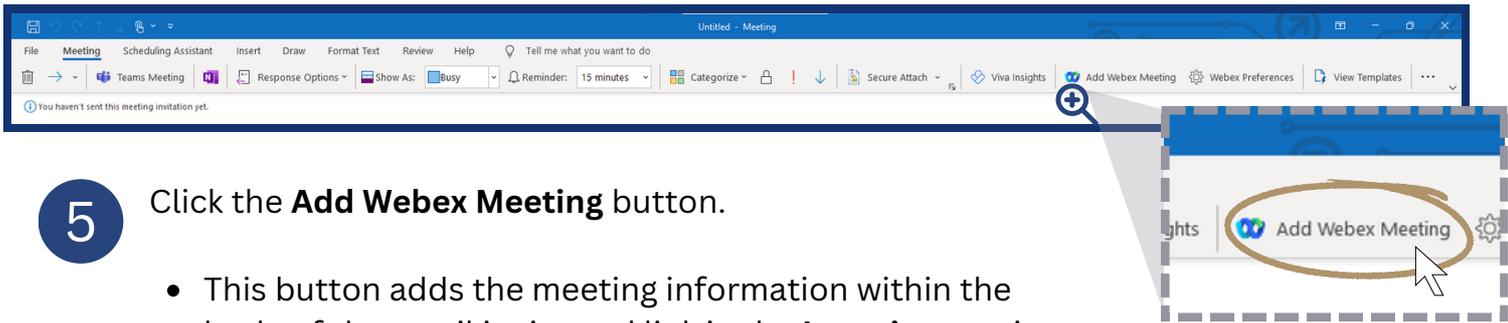
**Time and date** of the scheduled meeting

The CRAVE Room's email address is needed under the **Required** field if the user wants to schedule a particular room.

For example, [Wake\\_CH\\_xyz@nccourts.org](mailto:Wake_CH_xyz@nccourts.org) is not a real email address but is set up as County\_CH\_Court Room Number.



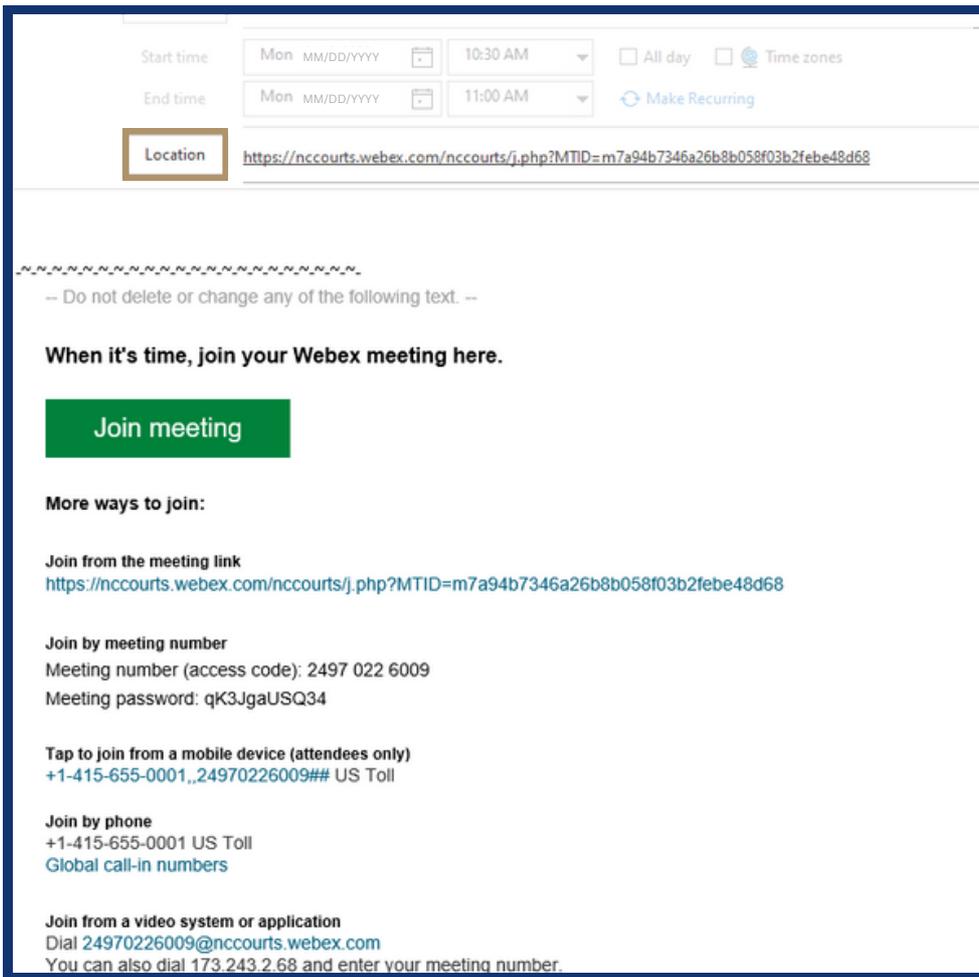
# CRAVE OVERVIEW: SCHEDULING



5

Click the **Add Webex Meeting** button.

- This button adds the meeting information within the body of the email invite and link in the **Location** section.

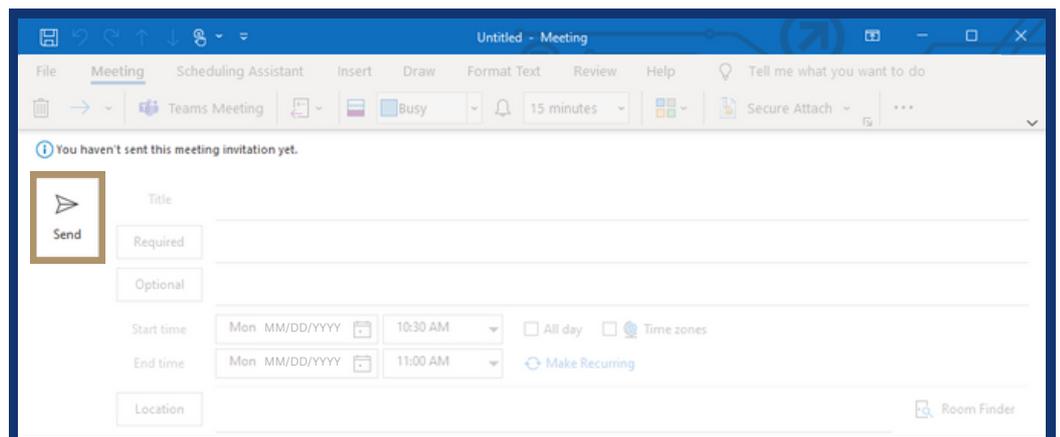


This is what will show when you select the **Add Webex Meeting** button.

This includes the access code, meeting password, etc.

6

Press the **Send** button to distribute the invite.



# CRAVE: JOINING A MEETING

## JOINING WITH A TOUCH PANEL

1

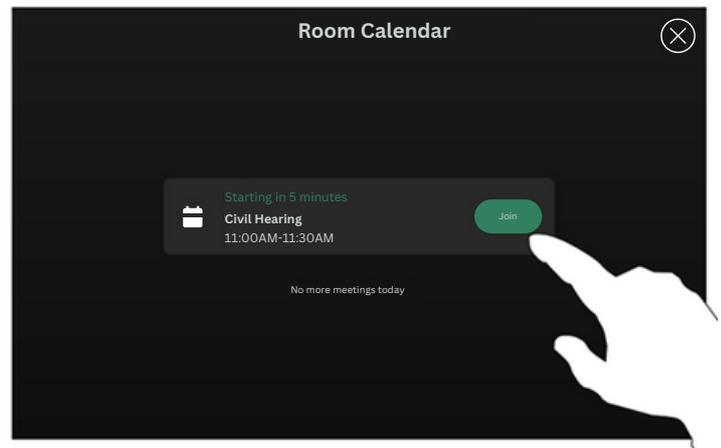
Any scheduled meetings for the day will appear on the touch panel.

Additional meetings will display as “additional meetings.”

2

Press the green **Join** button prior to the official start of your hearing.

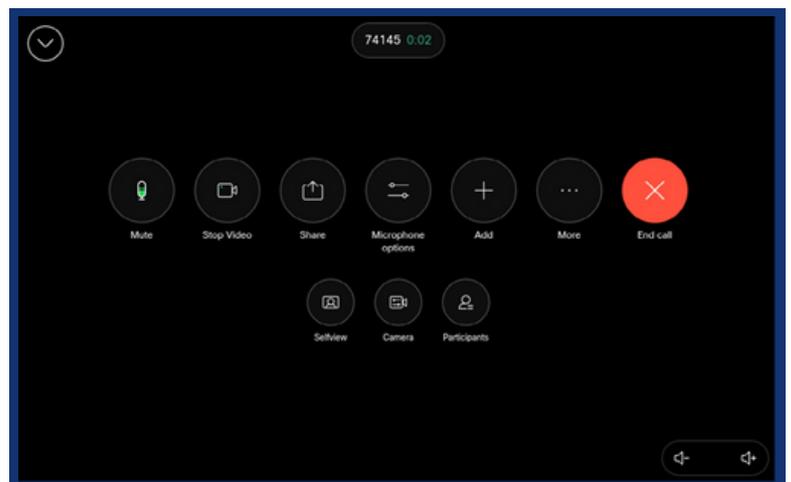
- If your meeting did not show up on the device, verify the correct room email address was included in the “Required” field.



3

The touch panel will show the Webex controls with all in-call options.

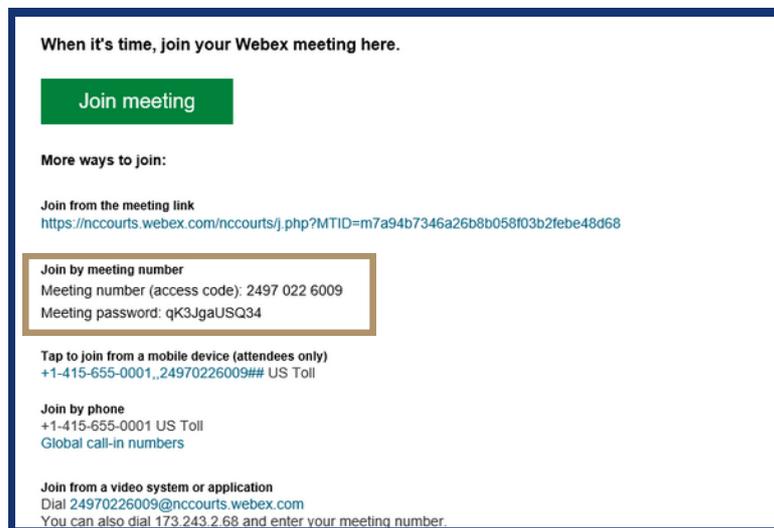
- Mute
- Video
- Share
- Microphone options
- Add
- More
- End Call
- Selfview
- Camera
- Participants



# CRAVE: JOINING A MEETING

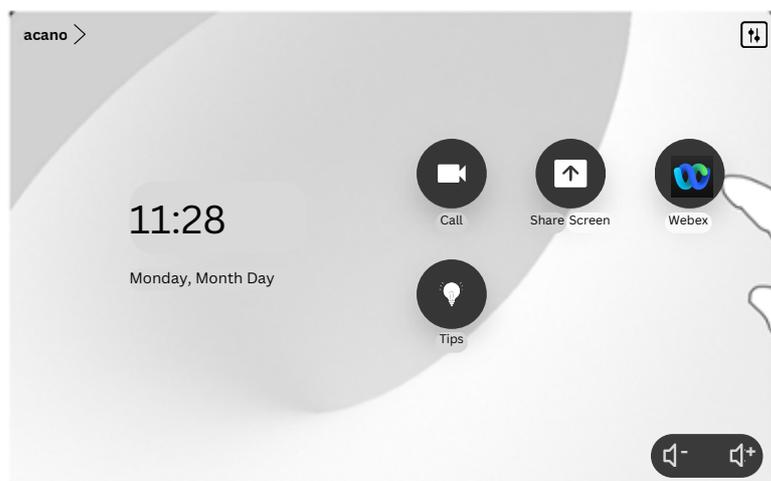
## JOINING WITH A MEETING NUMBER

1 You can obtain the access code from the body of the email or the email invite, *OR* by opening the calendar event in Outlook.



2 On the touch panel, press the **Webex** button.

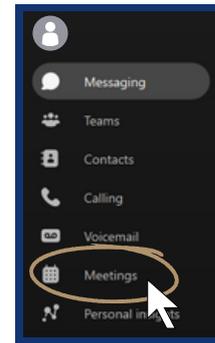
3 Type in the meeting number (access code) and press the **Join** button that will pop up when a valid code is entered.



# CRAVE: JOINING A MEETING

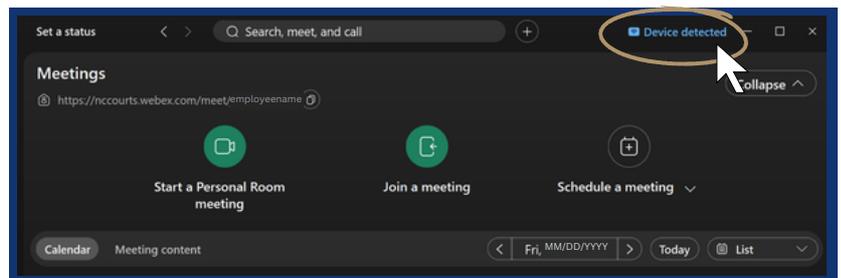
## JOINING WITH THE WEBEX APPLICATION

- 1 Open the **Webex** application and click the **Meetings** tab to the left of the screen.

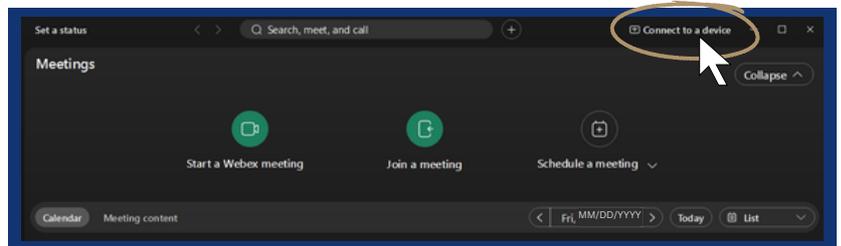


Cisco Proximity is a method of wireless connectivity (similar to Bluetooth) that utilizes the microphone in a device to sense or “listen” for a frequency that uniquely identifies the Webex device. This allows devices in a certain range to wirelessly connect to the system.

- 2 If a Device is in range, “Device detected” will show in the top right corner of the Webex App in Blue Letters.

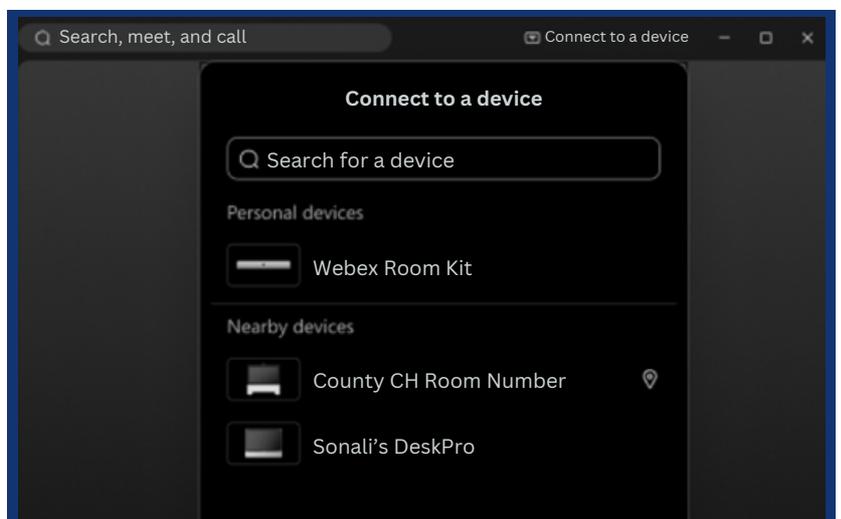


- If a device is not “found” there will be an option to “Connect to a device” in the top right corner.



- 3 Clicking “Device detected” will show a list of available devices, **select your device**.

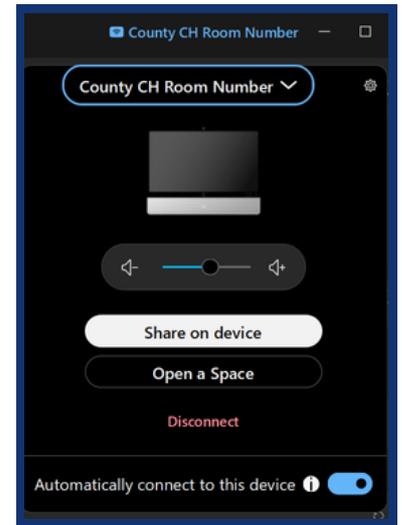
- If your device is not found, type your device name in the **Search field**.



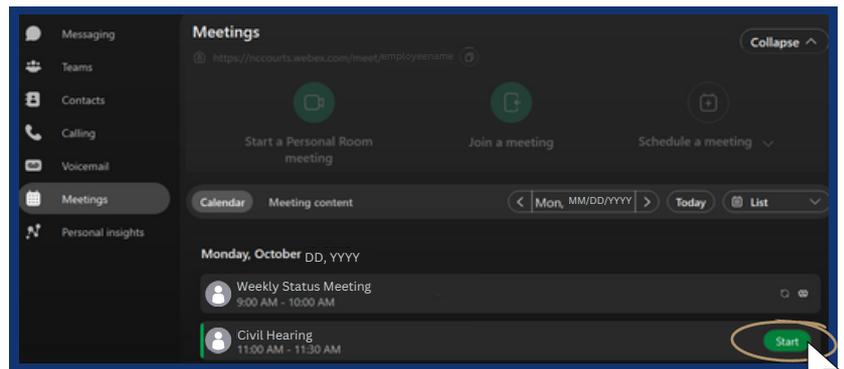
# CRAVE: JOINING A MEETING

## JOINING WITH THE WEBEX APPLICATION

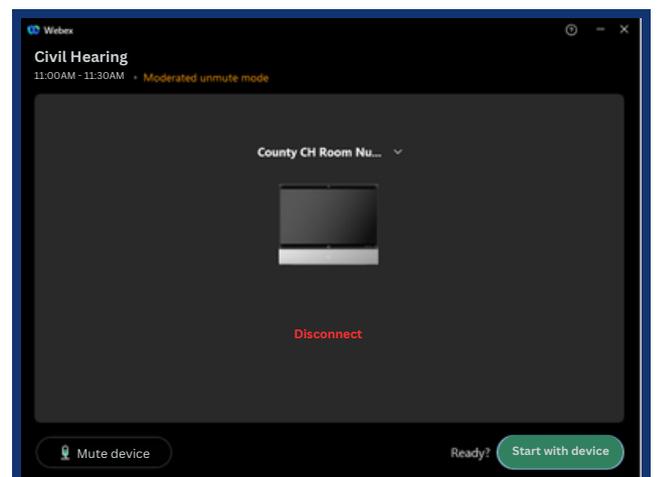
- 4 Once connected, the room name will appear in Blue Lettering.



- 5 Click **Start** to launch the Webex Meetings Application.



- 6 A separate screen will show. Click the green **Start with device** button.



# CRAVE OVERVIEW

## USING THE CALL FEATURE

1

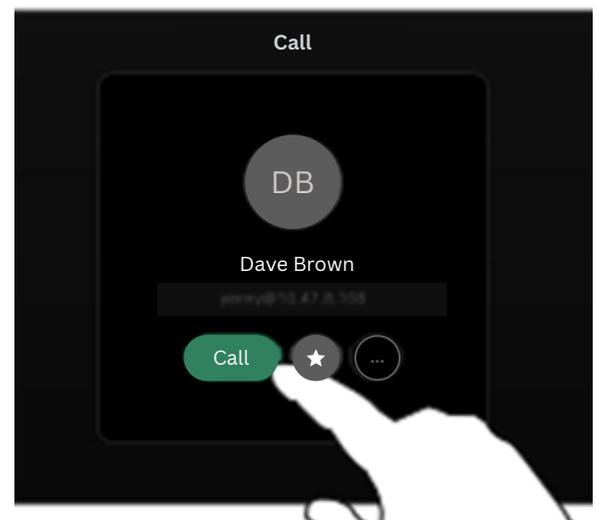
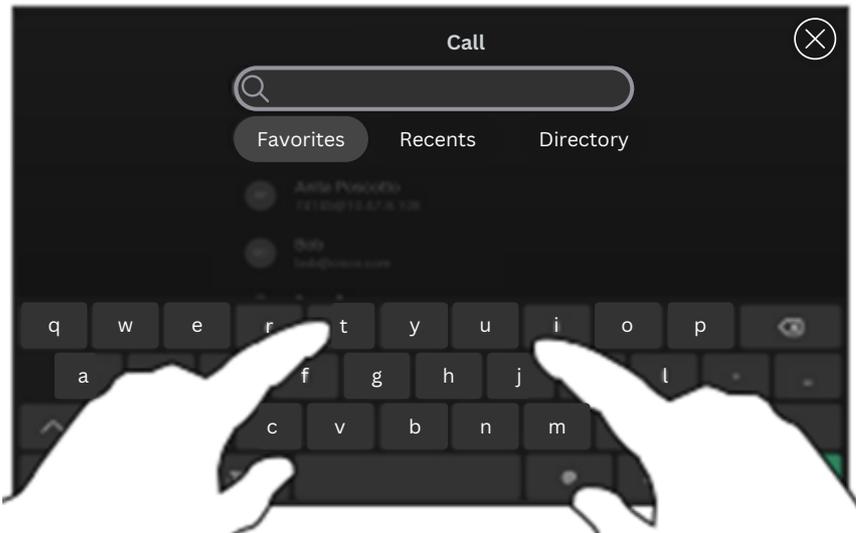
From the touch panel select the **Call** button. This places a direct call to whomever you are trying to contact.



2

The **Call** feature allows you to:

- Search someone by name, number, or email address.
- Add Webex enabled people or devices of your choosing to a **Favorites** list just by pressing the star icon ★ next to the green call button that appears when selected the contact.
- See who you have recently called under the **Recents** tab.
- Access the entire AOC directory under the **Directory** tab.



3

Once you have found who you are wanting to contact, press the green **Call** button.



Please note, point to point calls using the call feature **CANNOT BE RECORDED**. If your hearing type requires recording by statute, you will need to schedule the session following standard naming conventions.

