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Note Some of the features described in this user guide are optional and may therefore not apply to your system.

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Introduction to Video Conferencing

Best Practice

A successful video conference provides a face-to-face meeting, even if the participants are miles or continents apart. Keep in mind that it still is a meeting—normal etiquette and dress code apply even here.

In the Meeting Room

- Make sure the microphone is placed at the front of the table to ensure that all speech will be detected. The best position is at least 2 m (6.5') in front of the system, on a flat surface with at least 0.3 m (1') of table in front.
- Directive microphones should point away from the video system.
- Make sure that no obstacles block the view to the microphone at all times.
- Microphones should always be placed away from noise sources like computer and projector fans placed on the table. The noise

- from such sources is often perceived as surprisingly loud by the remote participants.
- If you use a document or whiteboard camera try to arrange the participants so that the camera is close to the leader of the meeting, or alternatively, close to a designated controller.
- When a whiteboard is used, the meeting will be perceived as better to the remote participants if the whiteboard is visible through the main camera, as well as through a dedicated whiteboard camera. Broadcasting companies normally do this to let viewers see that the presenter actually is in the same room.
- Remember to arrange all the peripherals so that one participant can reach each of them to point, change the display, record or perform other functions during the conference.

- To help ensure the most natural meeting environment, position the camera on the top center of the receiving monitor, if possible.
 The camera should point directly at the meeting participants to guarantee eye contact with those at the far end. Check this out by means of the Selfview feature of your video system. The Selfview shows what the remote party can see from your system (the outgoing video).
- If you are going to share content you will normally make use of duo video. That implies the use of two video streams, one showing the presentation and the other showing the presenter—or the group of presenters. Smaller systems may force you to choose between watching the presentation or the presenter.

Other Tips

Use Camera Presets

Cisco TelePresence systems let you create predefined zoom and camera pointing directions (pan and tilt). Use these to zoom into the person speaking, if appropriate. Do not forget to zoom out again afterwards. For systems with camera tracking this will not be needed.

Loudspeaker Volume

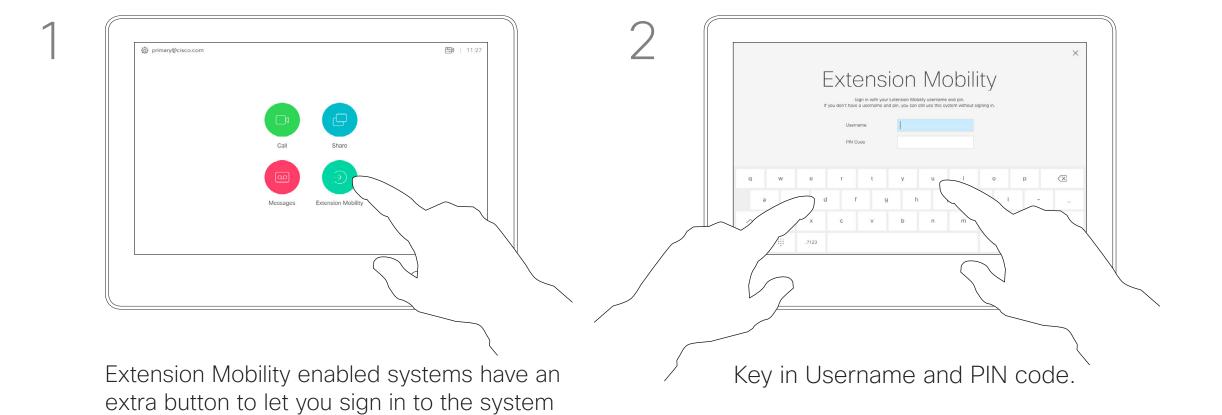
The audio system will use the loudspeakers built into the monitor or the Cisco Digital Natural Audio Module.

For some systems you can set the default volume level by adjusting the volume on the monitor with the monitor remote.

Brightness Control

To adjust brightness, colors or other settings of the monitor, use the monitor's own remote control. Adjust the monitor to suit the conditions of the conference room. The monitors supplied by Cisco have on-screen menus that are very easy to use. For more information on configuring the monitor as such, see the corresponding user guides and administration manuals.

Logging On With Your Own Credentials



Tap **Login**, as shown

Video systems located in meeting rooms and quiet rooms and running under CUCM (Cisco Unified Communications Manager) may allow you to log in to the video

About Extension Mobility

CUCM will then route all incoming calls destined for you to that specific video system.

system with your own personal

credentials.

Once you log out from Extension Mobility your list of Recents wil be cleared from the system.

Extension Mobility is also referred to as Hot-desking.

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Call Share

Messages Sign out

Tap Sign out when leaving.

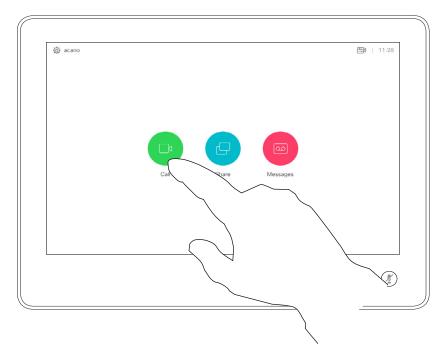
with your own credentials.

Tap the Extension Mobility button.

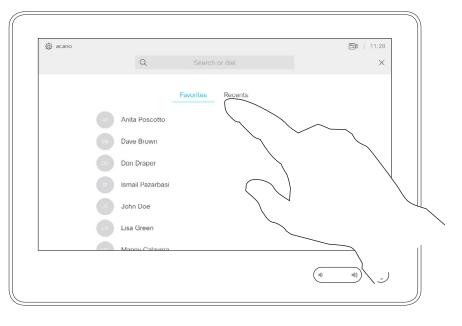


Video Calls

Place Call From Contact List

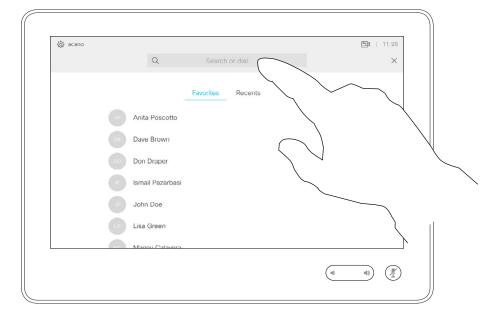


Tap the Call button.



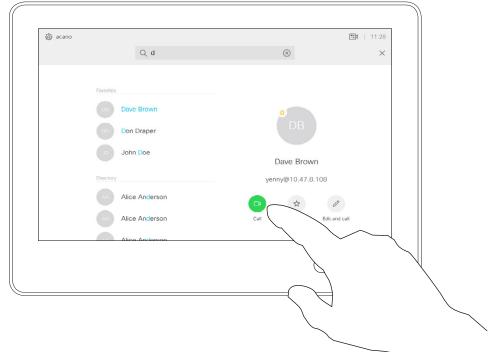
To find someone in a specific list (Favorites, Directory or Recents), tap that list and then scroll down to locate the entry.

3



Alternatively, tap the Search or Dial field. This will invoke the virtual keyboard and your entry will be looked for in all lists.

6



When you have located whom to call, tap the name and then tap the green **Call** button.

Your lists of Contacts consist of three parts:

Favorites. These contacts have been put there by you. These contries will typically be seen and the seen particles will typically be seen and the seen particles.

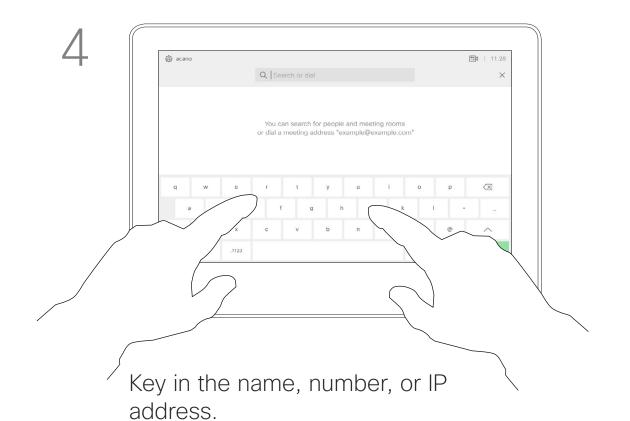
been put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.

Directory will typically be a corporate directory installed on your system by your video support team.

Recents is a list of calls you have placed, received or missed earlier.

The following options apply:

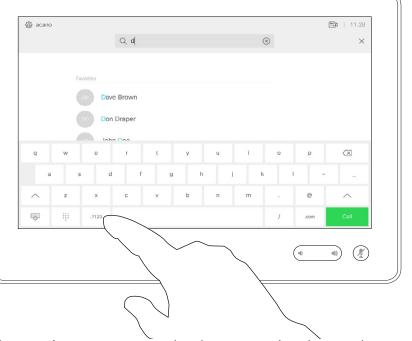
- You may key in a name, number or an IP address and the system will look in all lists for you.
- You may add the entry to the list of *Favorites*; edit aspects of the entry before calling; change the call rate and remove the entry from *Recents*.



Matches will appear as you type.

Tap and hold * to type the point sign used in IP-addresses.

5



There is an extended numerical mode available, which also contains special characters.

To toggle between the alphanumerical mode and the extended numerical mode tap the key in the lower left corner of the keyboard.

Edit a Contact Before Calling

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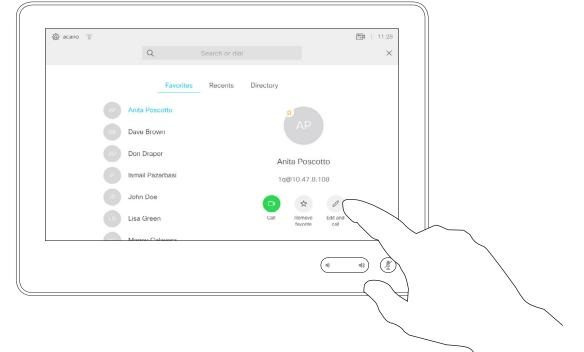
Tap the **Call** button.

2

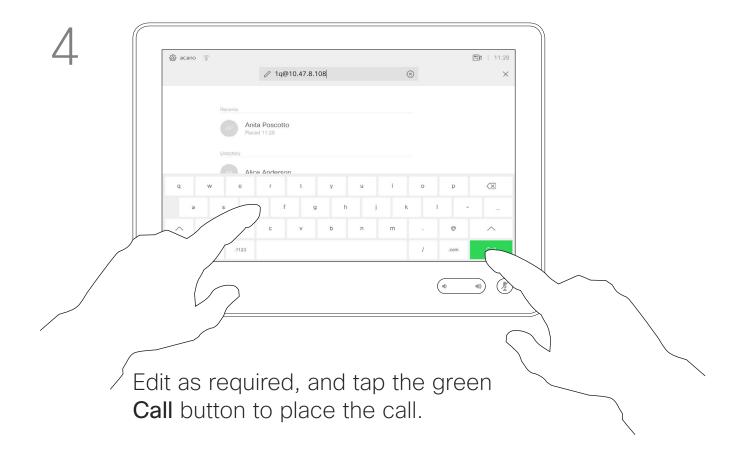


Tap the **Search or Dial** field or scroll through any of the lists, as shown on the previous page.

3



Once you have located the entry, tap it to show the Call menu. In the Call menu, tap Edit and call, as shown.



About Entry Edits

For how to enter the Contacts list, see the previous page.

You may have to edit an entry in one of the Contact lists before you place the call. There may be a need to add a prefix, a suffix or otherwise alter the entry to ensure success.

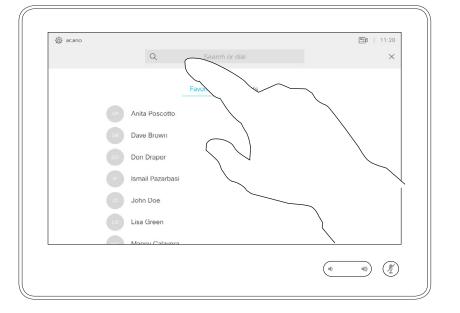


Place Call Using Name, Number or IP-Address

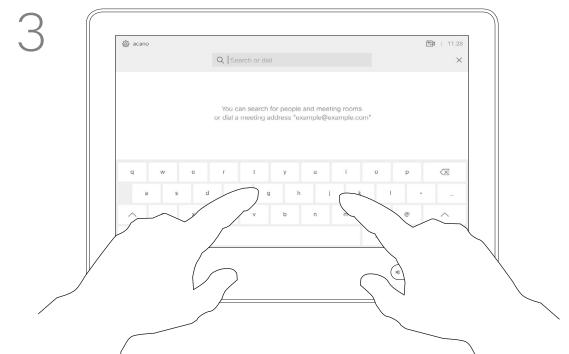


Tap the Call button.

2

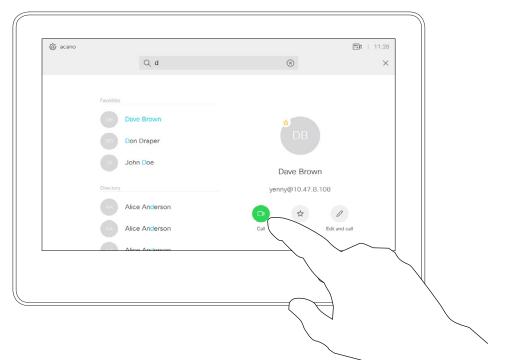


Tap the **Search or Dial** field. This will invoke the keyboard



Key in a name, number or address. Possible matches and/or suggestions will appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.

4



When you have typed or located whom to call, tap the name and then tap the green **Call** button to place the call.

About Placing Calls

You may call someone who is not listed in your list of contacts by keying in their name, address or number using the virtual keyboard of the Touch pad.

Anyone you have previously called or who has called you, will appear in the *Recents* list and you may transfer any of them to your list of *Favorites*. This is described in the section *Contacts*.

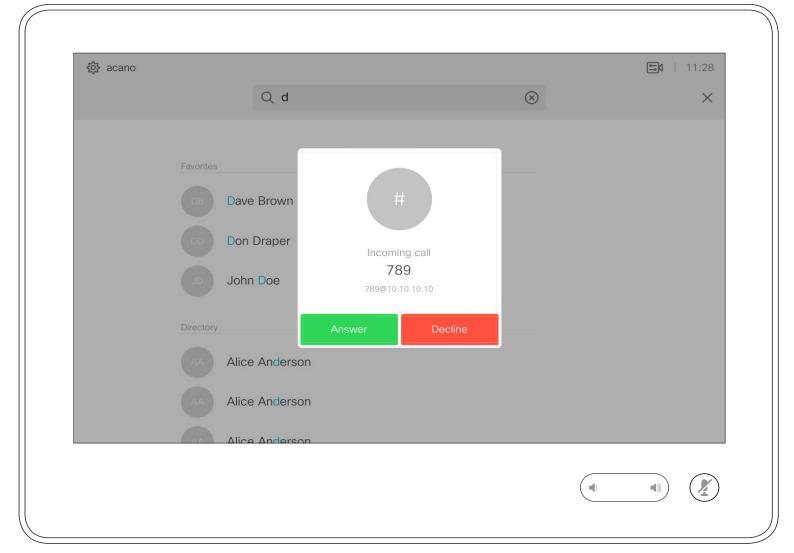
Sometimes you may be urged to enter numbers during a call, typically to reach extensions or to provide a pin code.

Tap **Touch Tones** (this button appears as soon as the call is placed) to invoke the keypad needed for this.

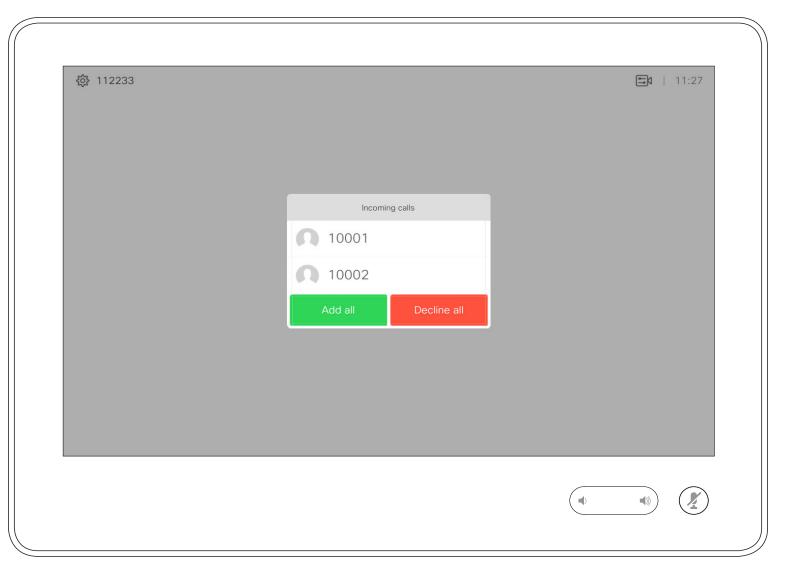
Note that Recents can be cleared from the web interface only.



Receive Calls-When not In a Call Already







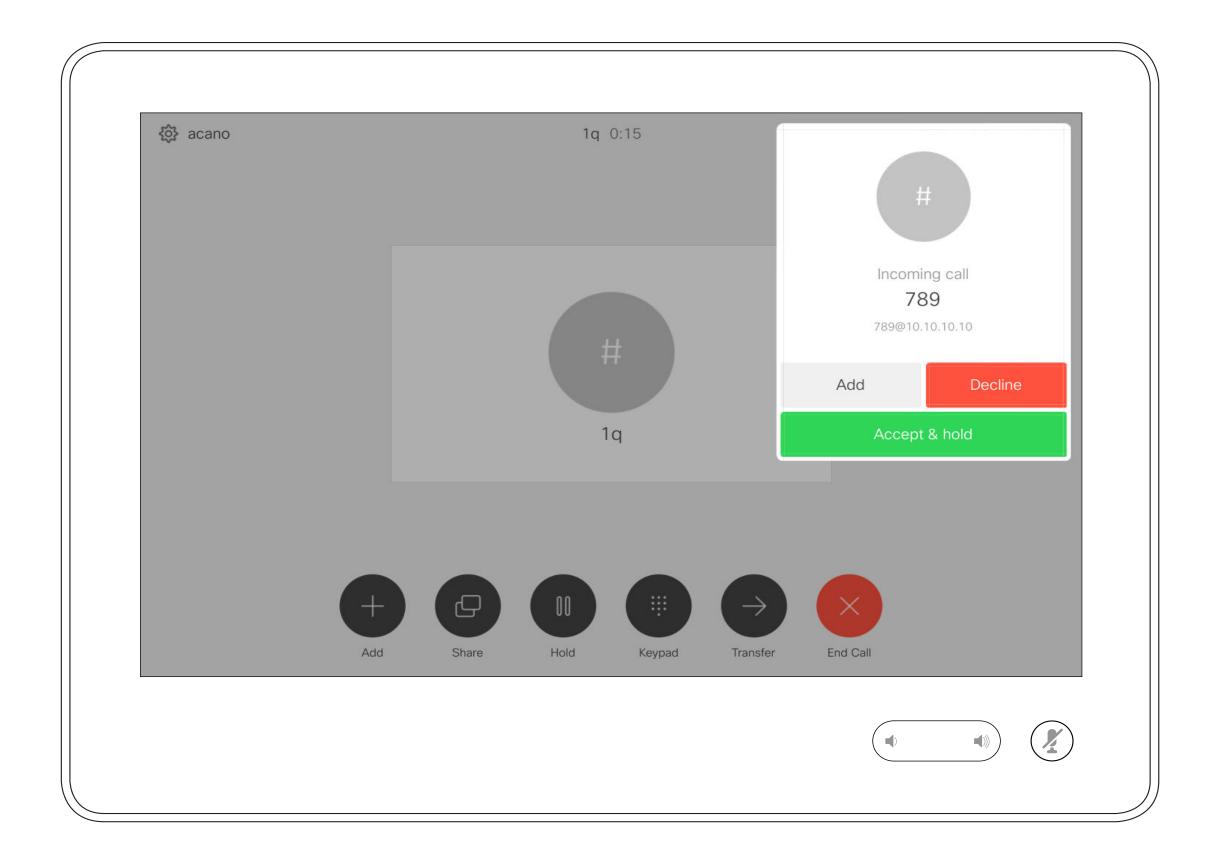
If your system allows you to receive multiple incoming calls, you may elect to add all or decline all.

If Someone Calls You

- If someone calls you, you may accept, decline or ignore the call.
- If you decline the call, busy information will be sent to the calling party.
- If you ignore the call, the calling party will perceive this as if you were absent (you did not pick up the call.
- Your video infrastructure may allow you to receive multiple incoming calls. Consult your video support team, if needed.



Receive Calls While in Another Call

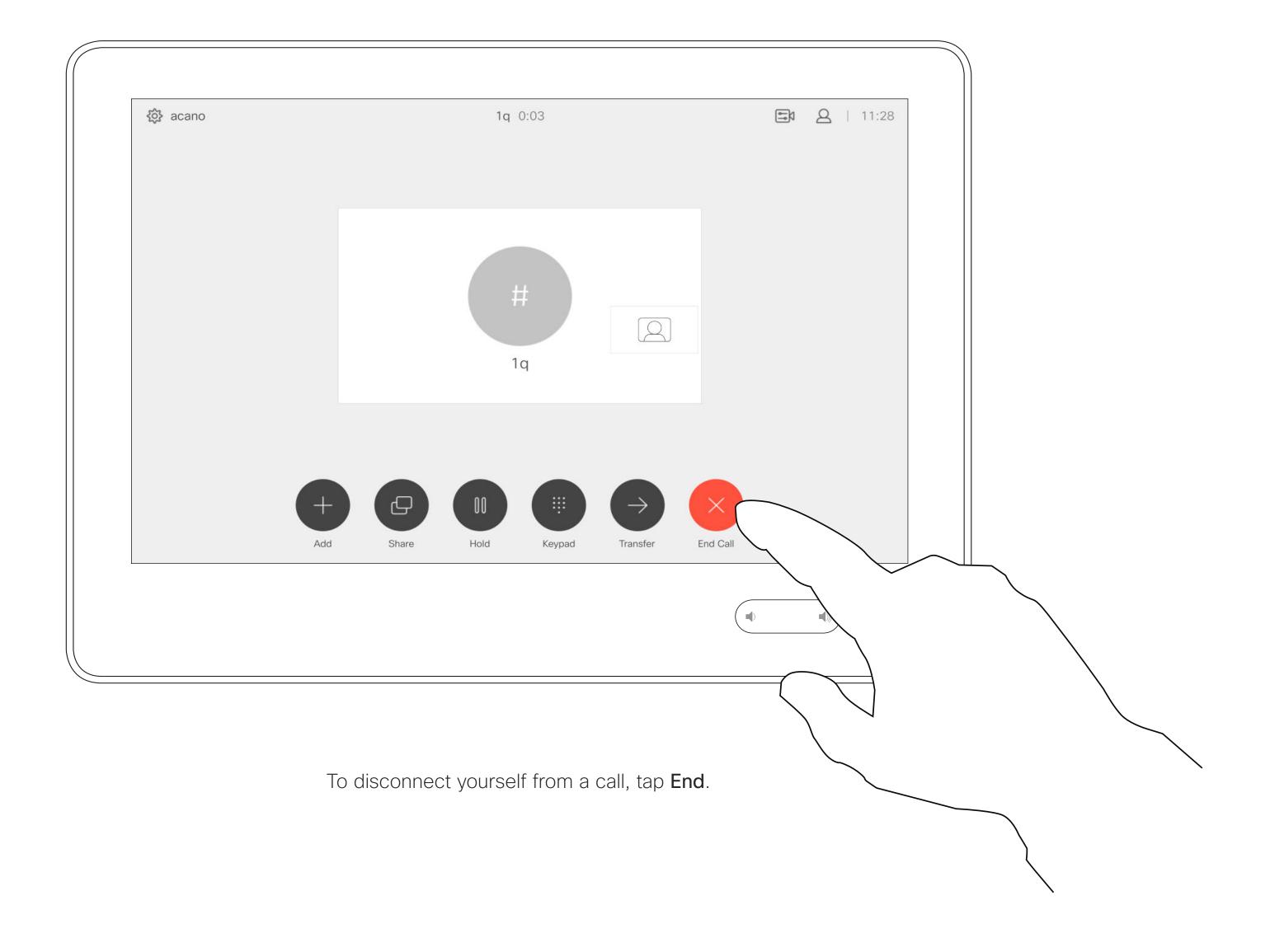


If Someone Calls You

If you already are in a call, you may accept another incoming call under certain circumstances.

About Disconnecting

Disconnect Yourself From Call



Tapping **End** in a call will disconnect yourself from a call. In a call with two parties only, this will then terminate the call.

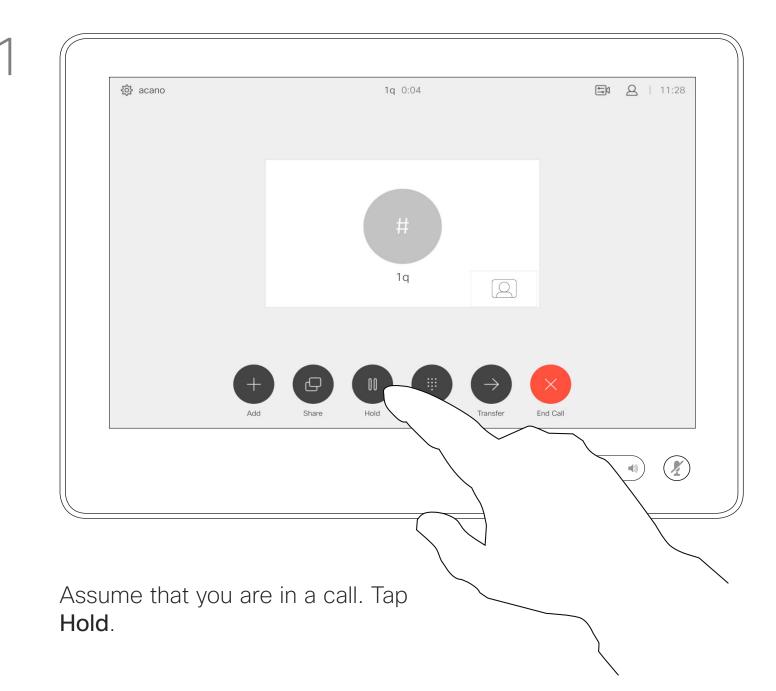
Yourself

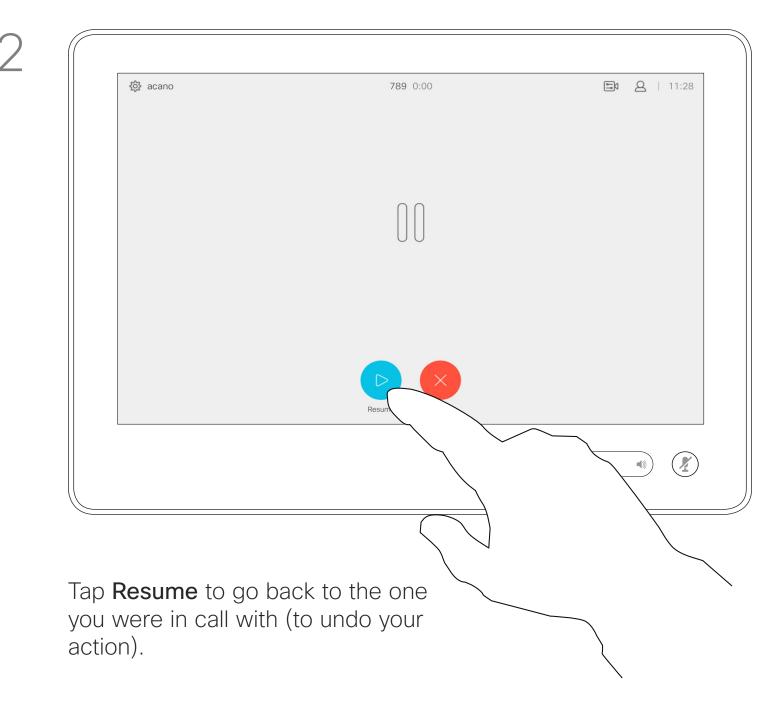
In a conference call with multiple participants tapping **End** will terminate your participation only if you are a regular participant.

However, if you are the host of such a conference, tapping **End** will, for some types of conferences, cause the entire conference to terminate.



Put Call on Hold and Resume a Call on Hold



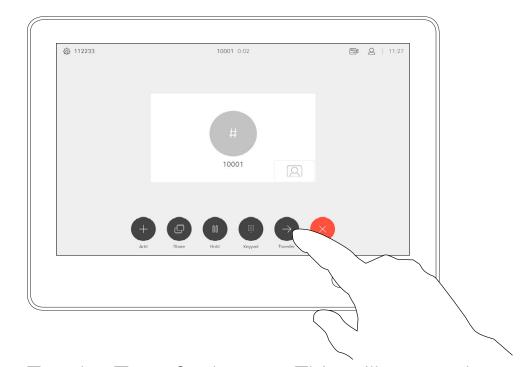


About Putting on Hold

Putting someone on hold is typically something you do as an initial step when transferring someone to another person, but it may also be used when you need to consult a person, or as an alternative to muting where you will also include stopping the video transmission.

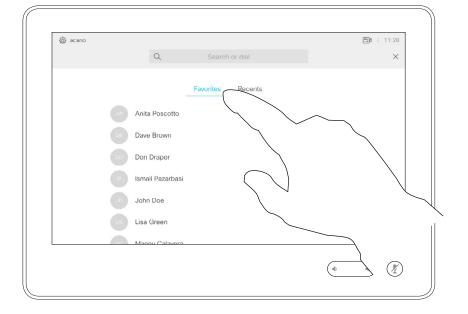
Transfer an Ongoing Call

1

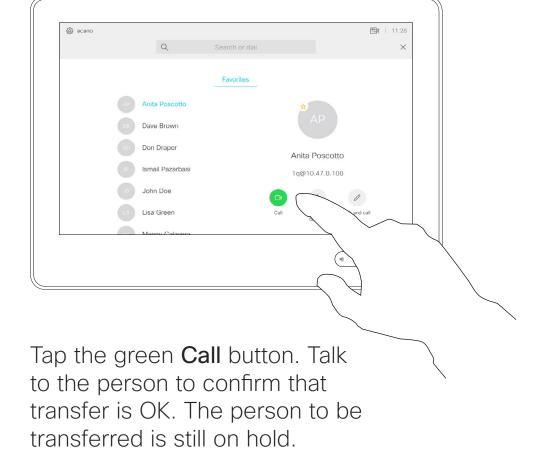


Tap the **Transfer** button. This will cause the current call to be put on hold.

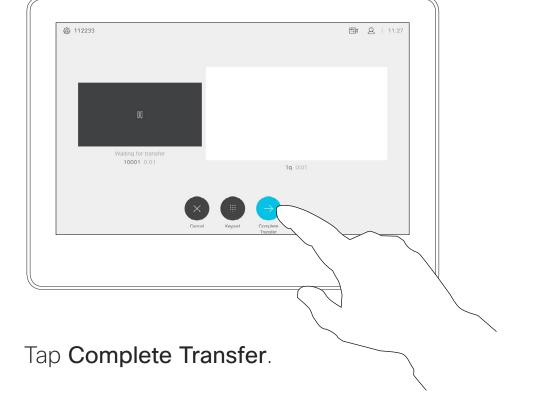
2



Search for whom to call in the usual way.



4

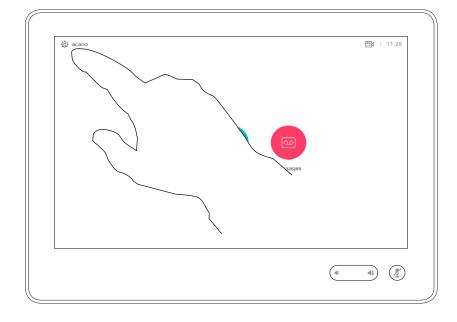


About Transfer

You may transfer an ongoing call to another person. Transfer is always consultative, i.e. you will be able to talk to the person you are going to transfer a call to, before you actually transfer the call.

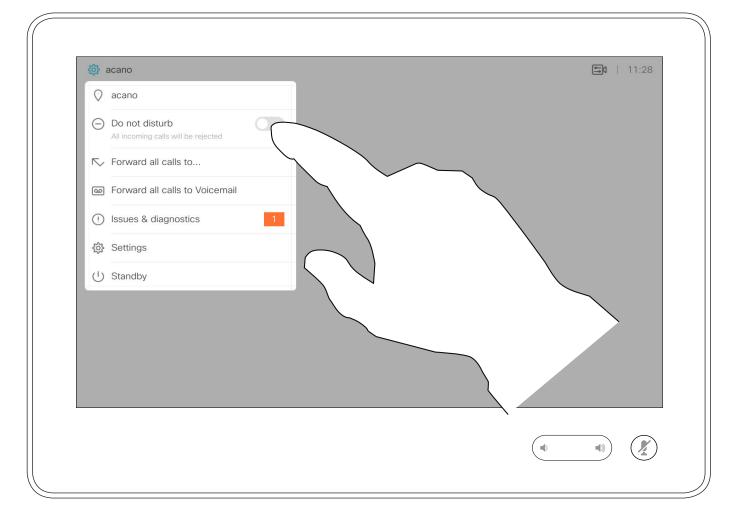


Activate Do Not Disturb



Tap in the upper left corner, as shown.

7



Tap Do not disturb, as indicated. To deactivate the feature, repeat the procedure.

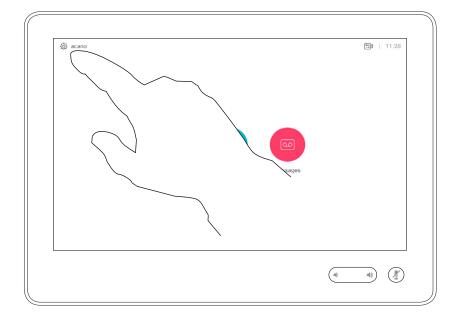
About Do Not Disturb

Your system can be set to not respond to incoming calls. You may, however, use it to call others as much as you want.

Your video support team may have set a time-out on this feature, after which the system will return to respond to incoming calls as usual. Default time-out setting is 60 minutes.

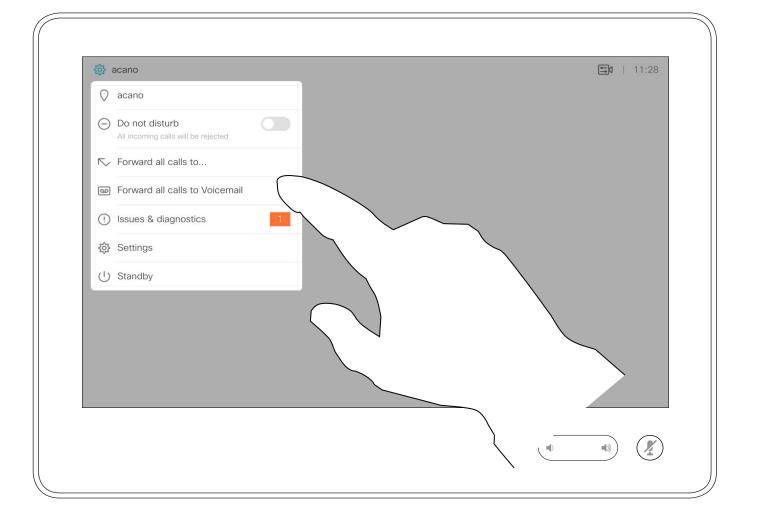
Automated Forwarding of All Calls





Tap in the upper left corner, as shown.

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You may now choose to forward all calls to either a receiver specified by you, or to your voicemail.

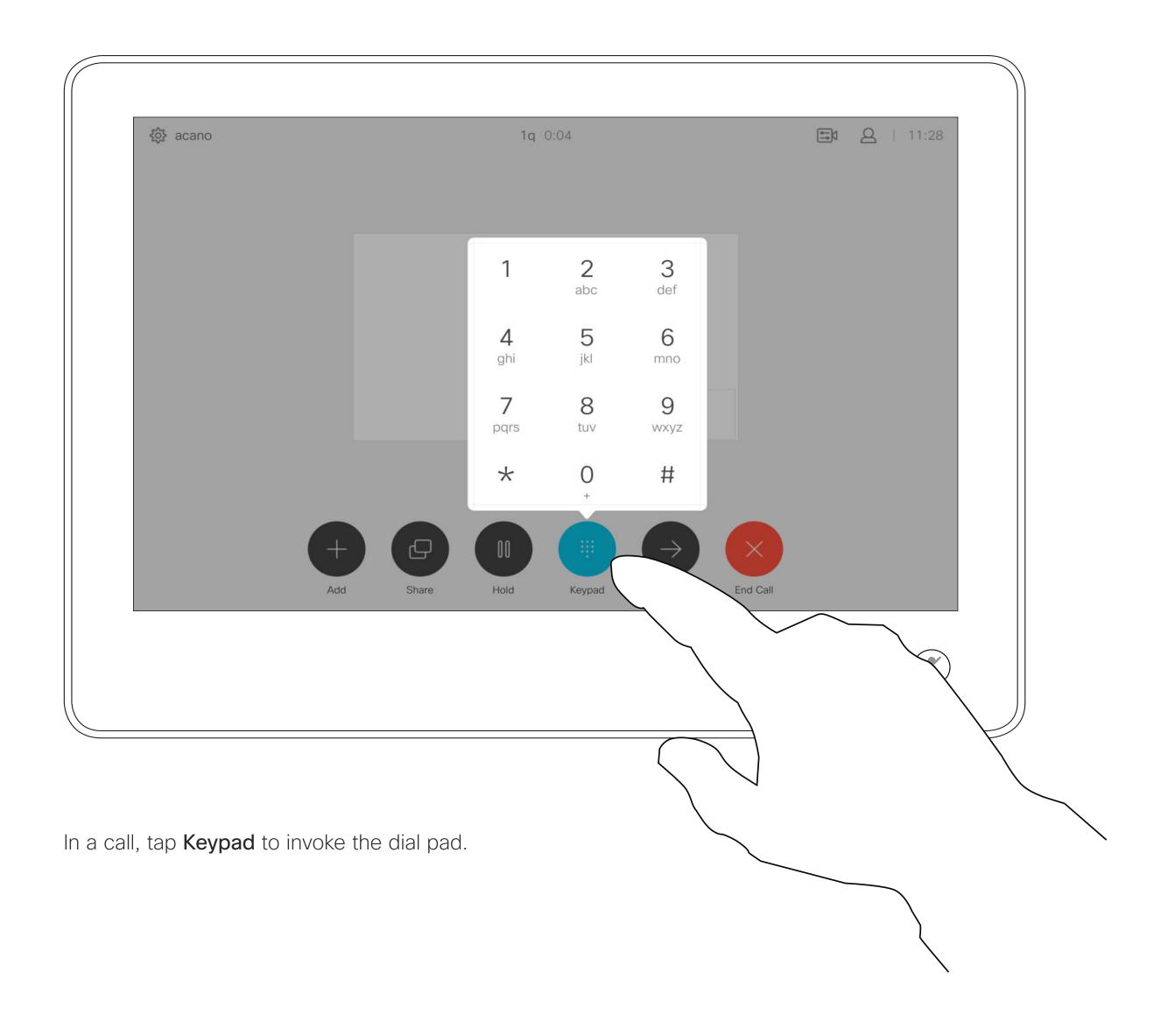
About Forwarding Calls

Your video support team may have activated the option of forwarding all calls received. You may then choose between voicemail and a receiver appointed by you.

If you tap **Forward all calls**, the familiar **Call** menu will appear letting you specify whom to receive your calls.



View Keypad While in a Call

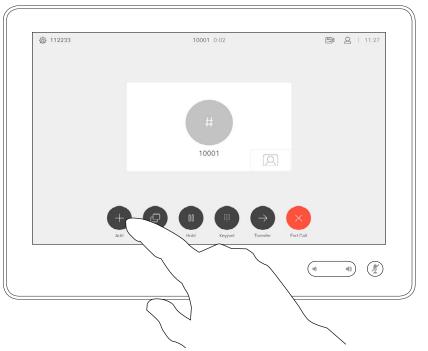


Using Keypad in a Call

In a call you may get prompted to submit numbers to be able to reach an extension or otherwise gain entrance to something (for example by means of a PIN-code).

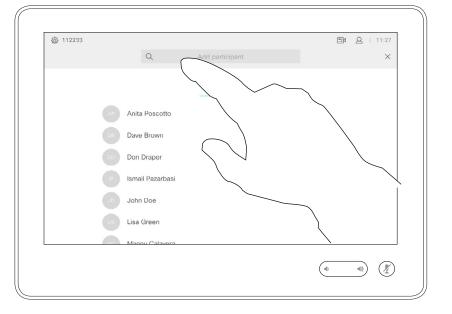
To be able to submit this you will need to invoke the keypad on the touch screen.

Add Additional Participants to Existing Call



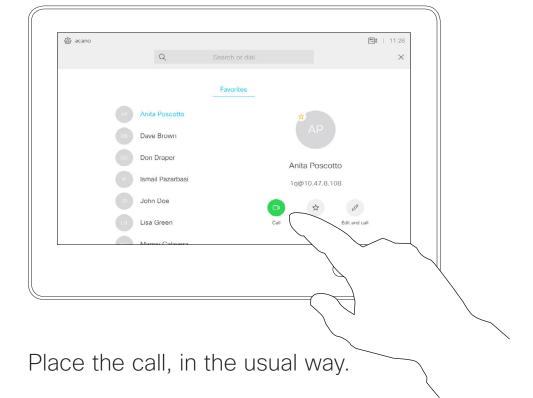
Assume that you already are in a call. This call may have been initiated by you or by someone else (someone called you). Tap **Add**.

2

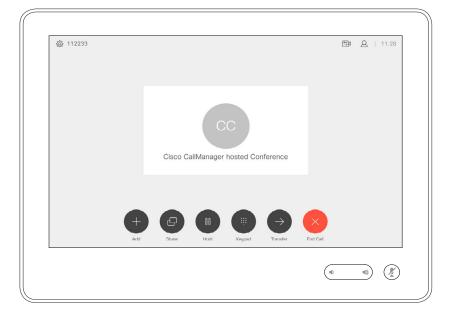


Locate whom to call, in the usual way.

(-



4



This new call will now be added to the existing and you have now established a conference.

You may repeat this procedure to the extent permitted by your video infrastructure to add more participants.

About Video Conferences

Your video system network may be equipped with the capability to initiate a video conference with several participants.

The maximum number of participants supported by your video system will depend on system configuration and the video infrastructure. If in doubt, contact your video support team.

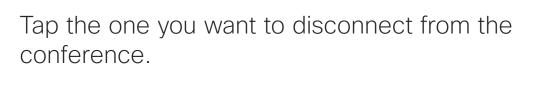
If you want to initiate a video conference, you must call each participant one by one.

Disconnect a Participant From a Conference

In a call, tap the Participants icon in the upper right corner, as shown, to invoke the list of participants.

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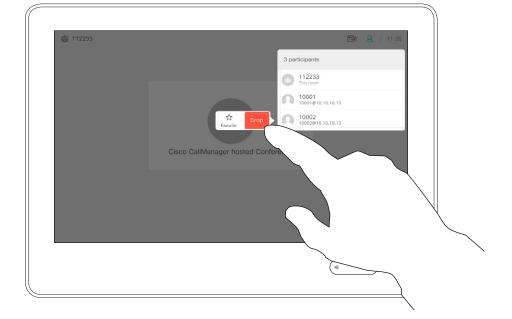




About Video Conferences

The ability to conduct a video conference from your video system is an optional feature that may, or may not, be available for your system.

Note that you must be the host of the conference to be able to disconnect others from a conference.

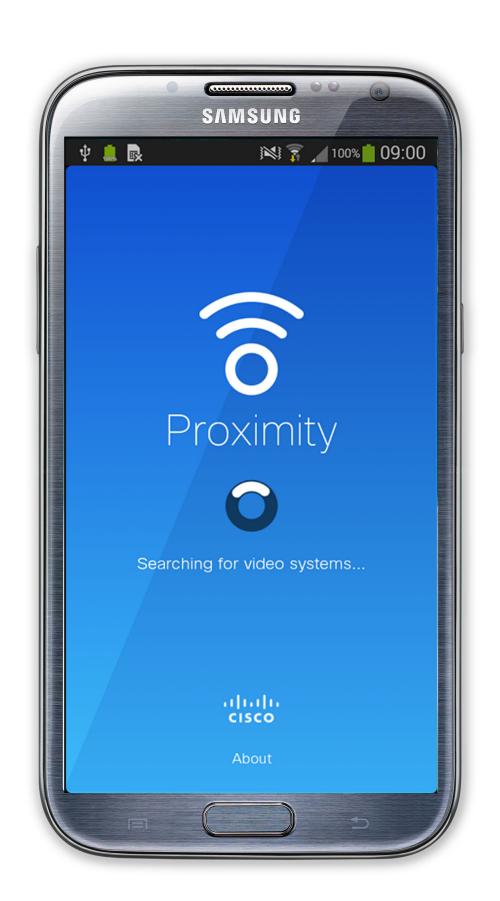


Tap **Drop**.



Intelligent Proximity

Using Intelligent Proximity



About Proximity

The Intelligent Proximity feature allows you to share content from a video system wirelessly on your own device (smart phone, iPad, Android tablet, PC or Mac).

You can also use your own device (smart phones and tablets only) to control calls on the video system.

Observe the following:

You will need to download (free of charge) the Cisco Intelligent Proximity app from App Store or Google Play.

Windows or OS X users, go to https://proximity.cisco.com/.

Your video support team may have activated none of the features, all of them, or just a subset of them.

Intelligent Proximity makes use of ultrasound when connecting users.

Do not block the microphone of your computer, smart phone or tablet.

Intelligent Proximity has been designed not to work outside the meeting room when doors to the room are kept closed. You will need to be in close proximity of the video endpoint to use the feature.

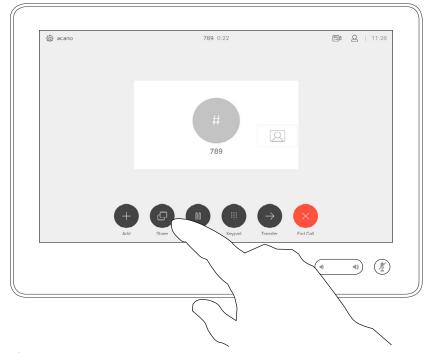
When privacy dictates, always keep the meeting room entrance doors closed to avoid possible eavesdropping from adjacent rooms.



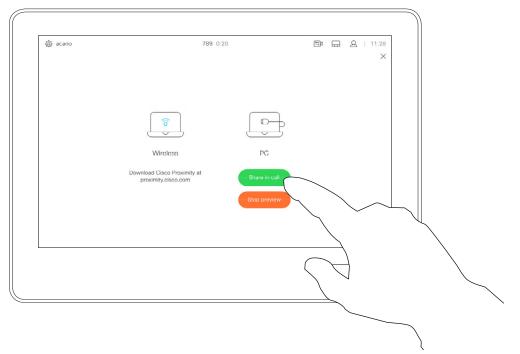
Content Sharing

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Sharing Content In a Call



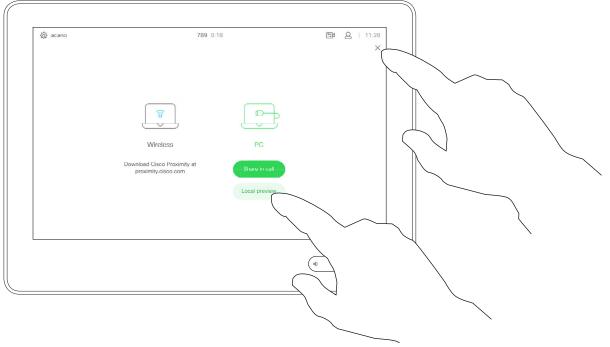
Connect the source to the video system with a suitable cable, make sure it has been switched on and tap **Share**.



To discontinue the preview, tap **Stop preview**.

To share content with the remote participants, tap **Share in call**.

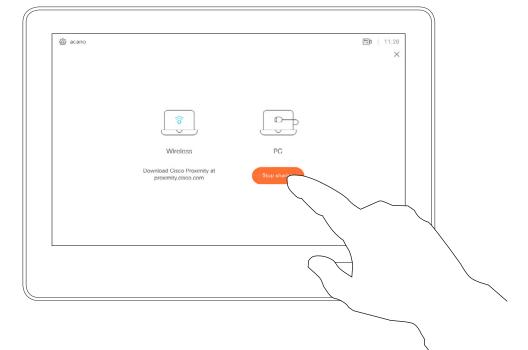
2



Tap **Local preview** to view the content to be shared on your own video system only. This will not be shared with the remote participants.

Tap the X in the upper right corner, as shown, to return to the previous display.

4



To discontinue sharing content with the remote participants, tap **Stop sharing**.

About Content Sharing

Your video system supports the ability to show presentations in a video call.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the video system and you will be able to share content wirelessly.

Observe that you may change the layout of the screen during presentations, see the following pages for more on this.

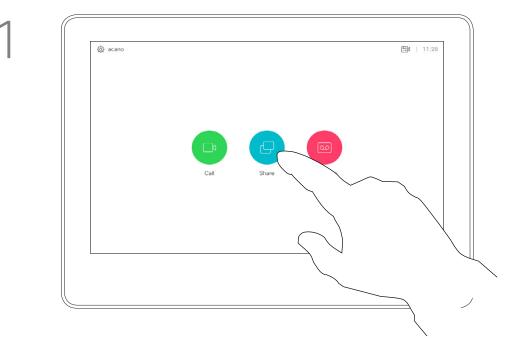
Note! Your system may have been configured to let one of the video input connectors of your video system share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc.

This feature is available outside calls only.

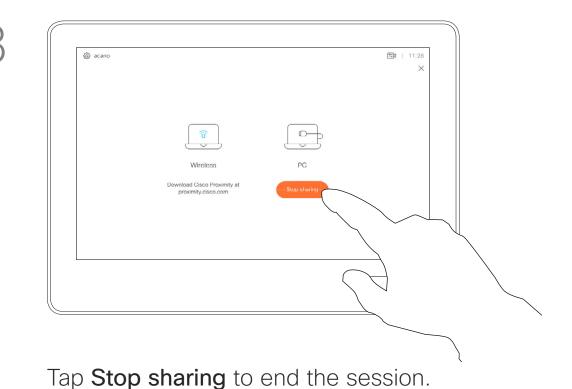
If you attempt to share content through this specific video connector while in a call, no content sharing will take place. Instead, the part of the screen normally allocated to content sharing will turn black in order to maintain the HDCP regime.

This will apply to any content you attempt to share in a call via this input connector—be it HDCP protected or not.

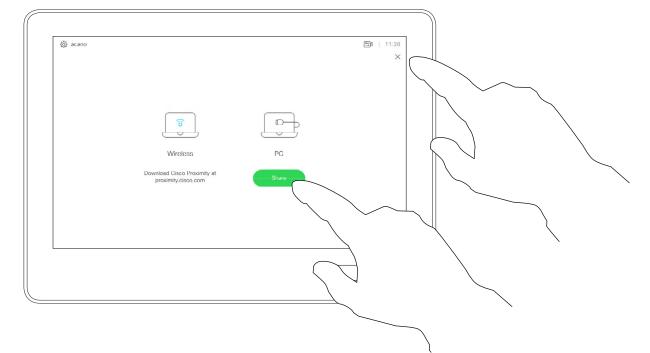
Sharing Content Outside Calls



Connect the source device to the video system with a suitable cable, make sure it has been switched on and tap **Share**.



2



Tap **Share** to show the content on your video system's screen(s).

Tap the X in the upper right corner, as shown, to return to the previous display.

Local Content Sharing

You may also use your video system in local meetings to present and share content outside calls.

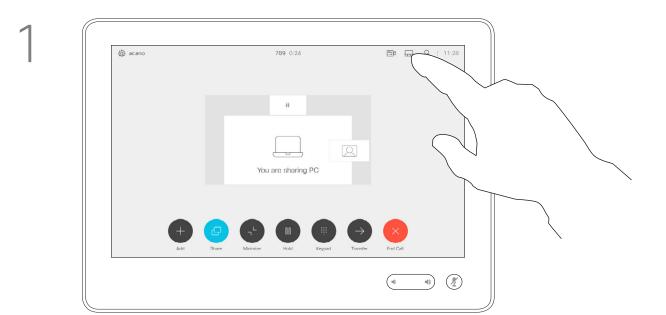
If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the video system and you will be able to share content right away.

Note! Your system may have been configured to let one of the video input connectors of your video system share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc. See also the previous page for more on this.

Content Sharing

CISCO

Change Presentation Layout In a Call



Tap the **Layout** icon, as shown.

2



Tap the layout you want to use. Tap anywhere outside the filmstrip when you're done.

About Presentation Layout

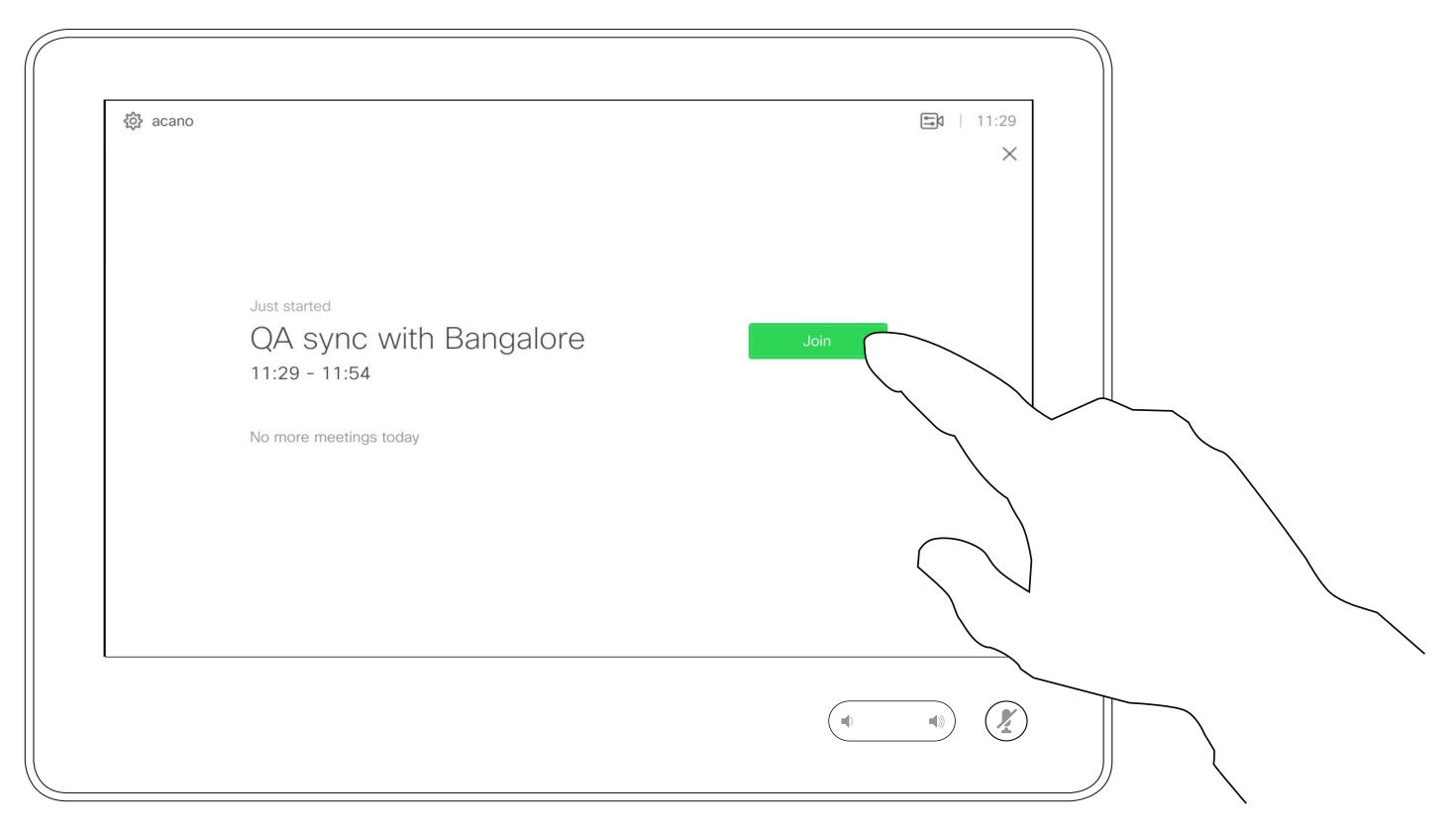
You may change the layout of the screen during presentations. Typical options available will be with or without showing the presenter and showing the presenter as either a PiP (Picture in Picture) or PoP (Picture outside Picture).

The layout options available on your system may differ from those shown here, but the layouts shown are always those you may choose between.



Scheduled Meetings

Join a Scheduled Meeting



When time is due, you will be prompted to join the meeting. Tap Join.

Joining a Meeting

Your video system may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear as shown at left.

Tap **Join** to participate in the meeting.

Should the meeting have started already, you may still join.

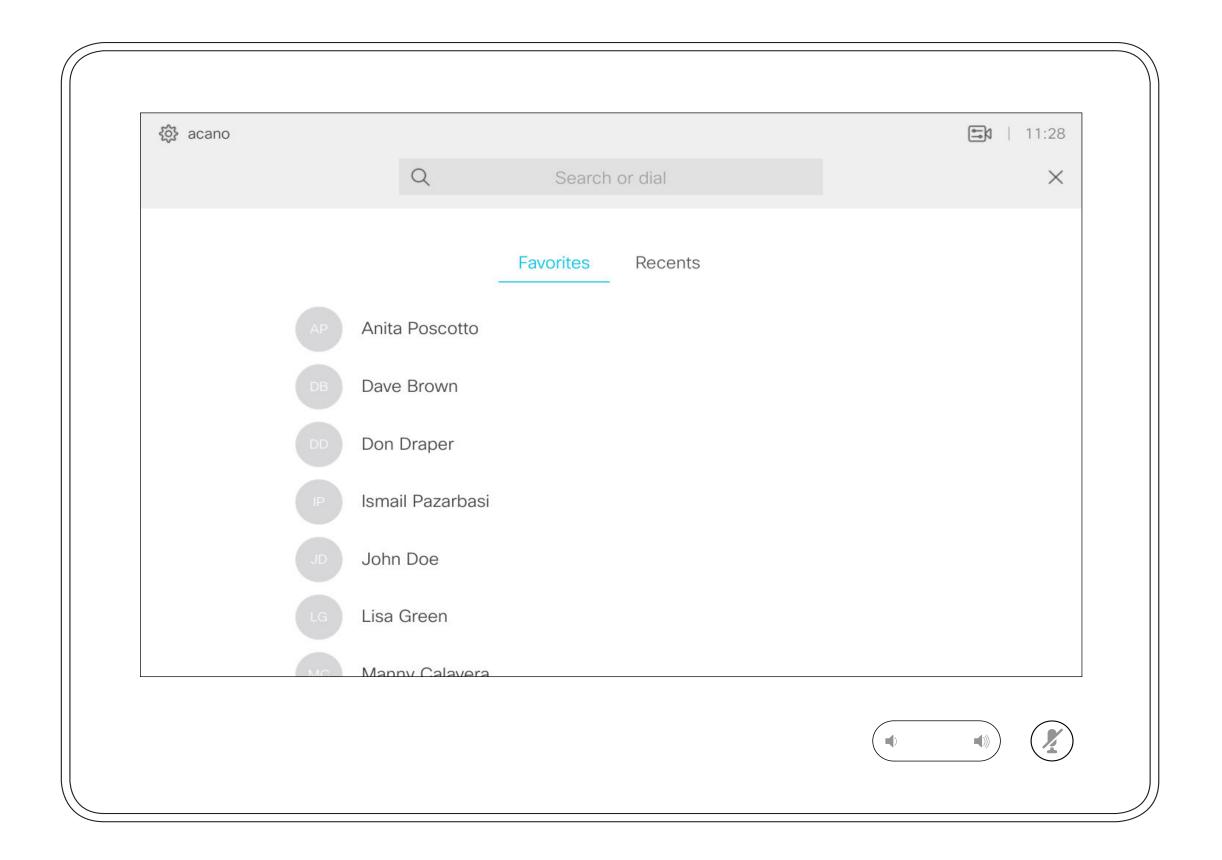


Contacts





Favorites, Recents and Directory



About the Contacts Lists

Your lists of Contacts consist of three parts:

Favorites. These contacts have been put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.

Directory will typically be a corporate directory installed on your system by your video support team.

Recents is a list of calls you have placed, received or missed earlier.

Note that removing entries from *Recents* can only be done from the web interface.



About Favorites

to.

The Favorites is your own shortlist

of contacts you frequently call or

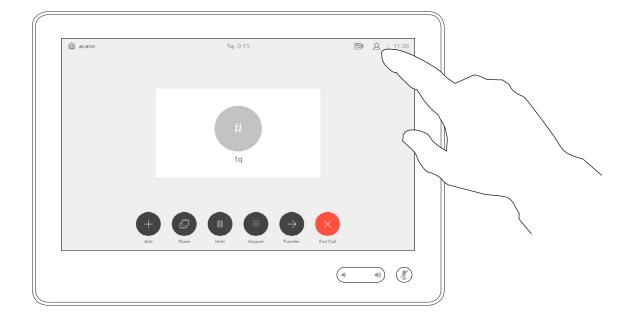
Favorites may be populated from

as from manual entries.

otherwise want to have easy access

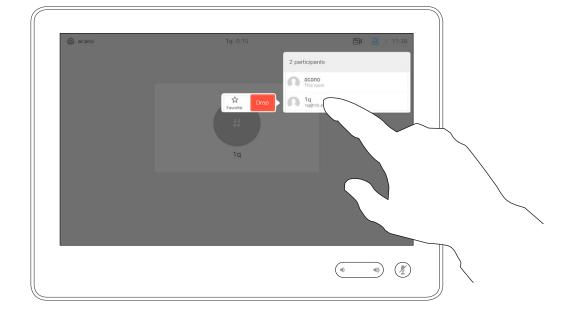
the Recents or Directory lists as well

Add Someone to Favorites, While in a Call

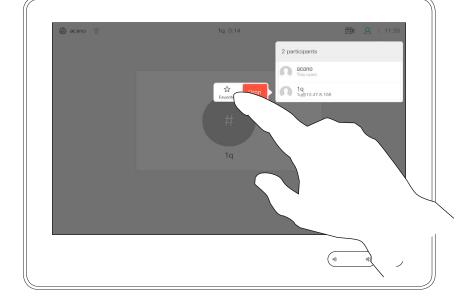


In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.

2

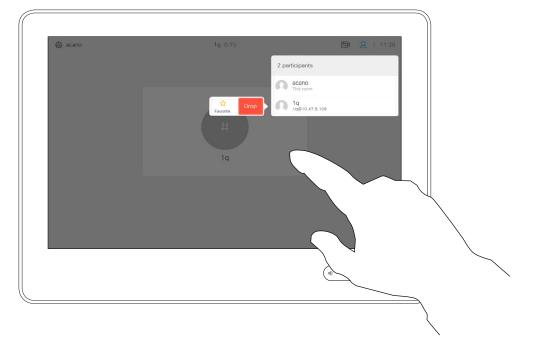


In the list of participants tap the one to become a Favorite.



Tap **Favorite**.

4

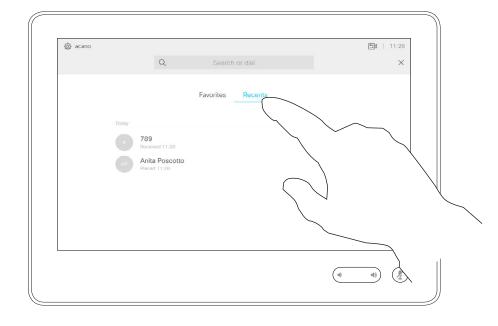


The participant is now a member of the list of Favorites (the star has turned golden).

To remove an entry from the list of Favorites, go to **Favorites** in the Contact lists and repeat the procedure.

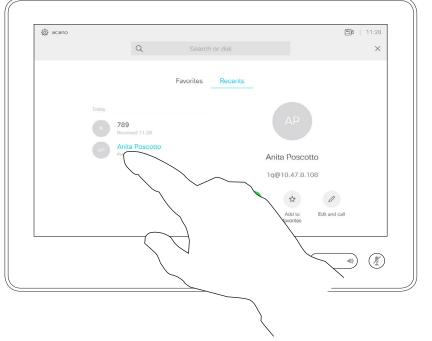
Tap anywhere outside the menu when you're done.

Add Someone to Favorites, Outside a Call

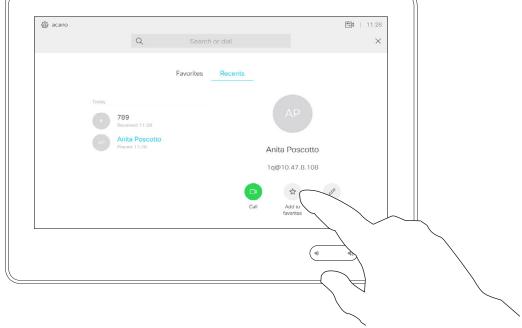


Tap **Call** (not shown) to invoke the Contacts list, as shown. Tap **Recents** or **Directory** and search for the entry to become a Favorite.

2

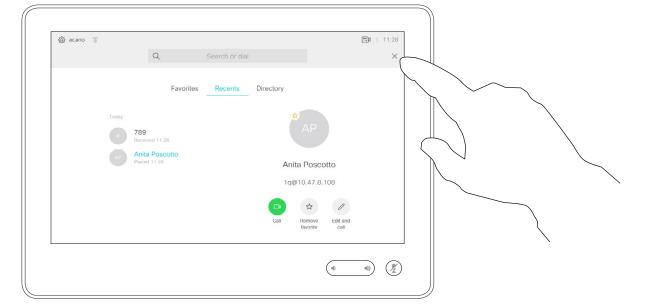


Tap the entry to be turned into a Favorite. This will cause the above screen to be shown.



Tap **Add to Favorites**. The entry has now become a Favorite.

4



A Favorite is denoted by a golden star, as indicated.

To remove an entry from the list of Favorites, repeat the procedure.

To exit this menu, tap the X, as shown.

About this feature

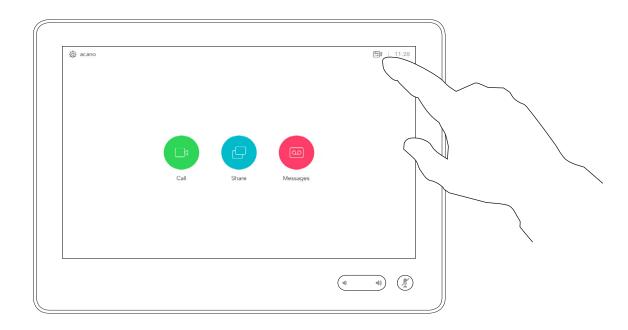
The Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

Favorites may be populated from the Recents or Directory lists as well as from manual entries.



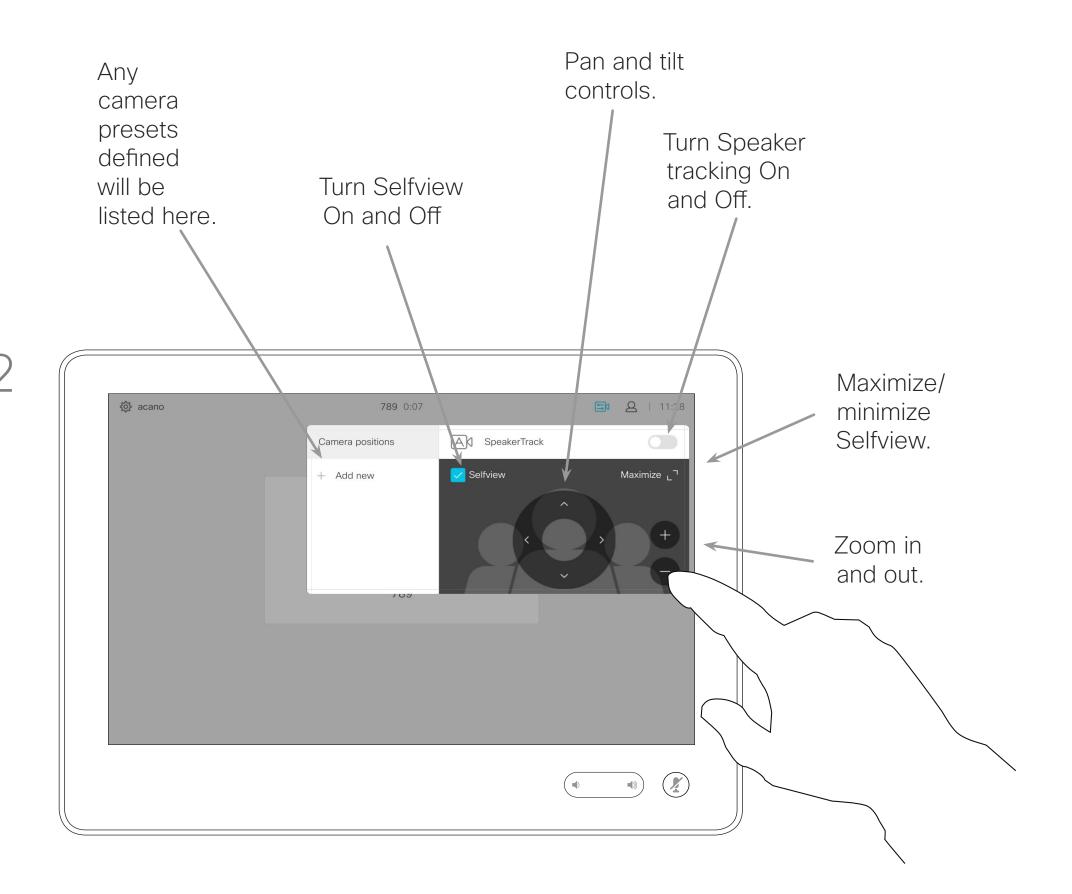
Camera

View Camera Settings



Tap **Camera** to invoke the camera adjustment menu.

Т



About Camera Control

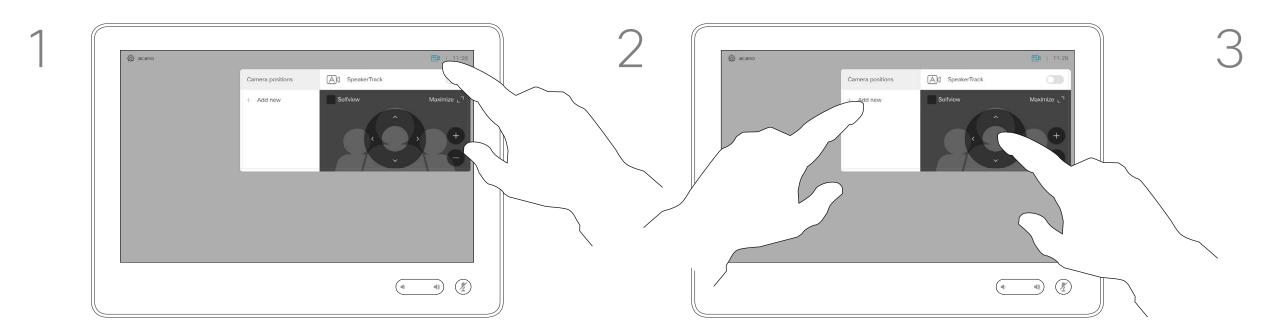
The camera settings let you control the zoom, pan and tilt of the camera as well as define and edit camera position presets.

In addition selfview (the image that the others see from your system) can be turned on and off as well as be shown minimized or maximized.

If the position of the selfview blocks important parts of the image on your screen, it can be moved.

For systems equipped with Speaker tracking, turning this on will cause the camera system to zoom in on the person currently speaking.

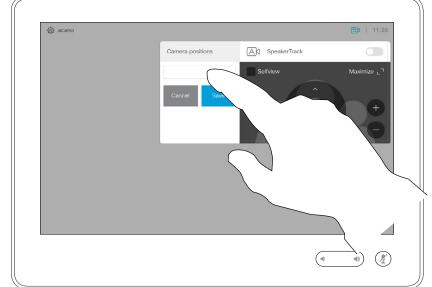
Add Camera Position Preset



5

Tap **Camera** to invoke the camera adjustment menu.

Selfview will be activated automatically. Adjust **Tilt**, **Pan** and **Zoom**, as required. Then tap **+ Add new**.



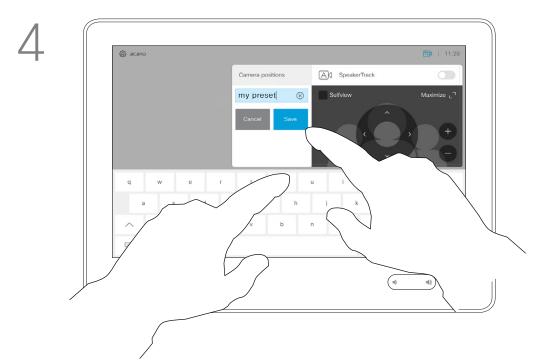
Tap in the text field.

About Camera Presets

Your video system lets you create predefined zoom and camera pointing directions (also known as pan and tilt). Use these to zoom into the person speaking, if appropriate. Do not forget to zoom out again afterwards.

This means that if you want to create one or more zoom-in presets you should also create a zoom-out (overview) preset to conveniently switch back to overview mode.

Although you may control the far end camera, i.e. the camera of any of the other participants (given that those cameras are remotely controllable), you cannot define nor make use of their presets.



Key in a descriptive name and tap **Save** to put changes into effect.

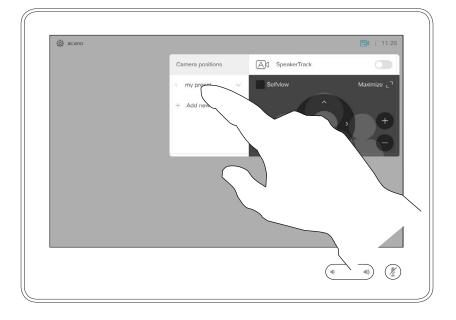


Tap anywhere outside the menu when you're done.

Edit Camera Position Preset

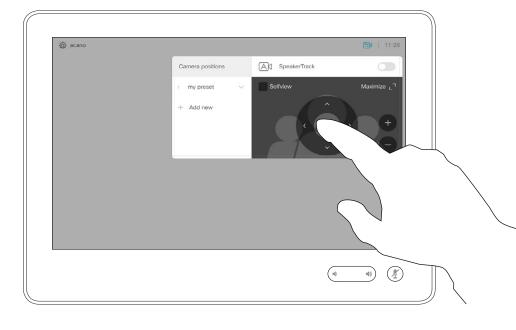
Call Share Messages

Tap Camera to access the Camera menu.



Tap the preset to be edited. Selfview will be activated automatically.

3



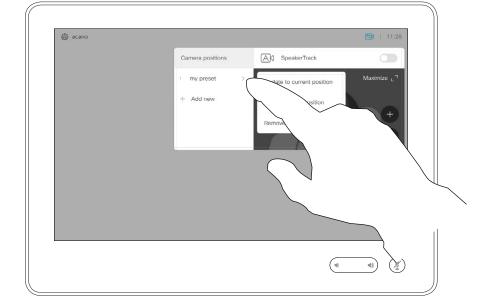
Adjust Pan, Tilt and Zoom, as required.

About Editing Presets

Preset editing is all about taking an existing preset, altering it and then saving it under the same name.

If you want to change the name, we recommend that you delete the preset and create a new one with the preferred name.

4



Tap the little arrowhead of the preset to be edited.



Tap **Update to current position** to put your changes into effect.

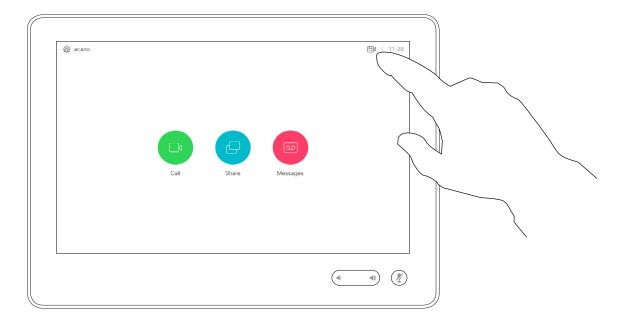
5

To delete an existing preset tap **Remove**.

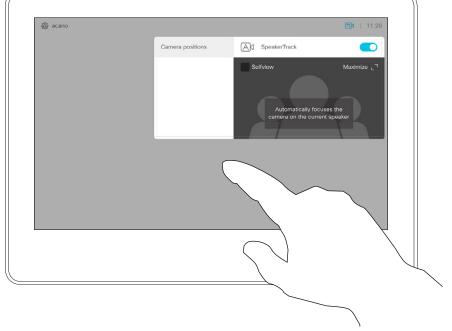


Tap anywhere outside the menu when you're done.

Speaker Tracking



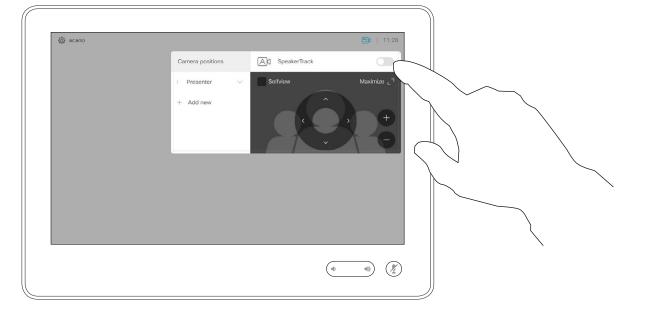
To enable Speaker Tracking, tap **Camera**, in the upper right corner.



Tap anywhere outside the menu to exit.

To deactivate Speaker Tracking, repeat the procedure.

2



Activate the Speaker Tracking feature by tapping the button in the upper right corner.

About Speaker Tracking

Systems equipped with a speaker tracking camera system use camera working together with a built-in microphone array. The system will track and show the person speaking so that you won't have to use the Camera Control menu or Camera Presets to zoom in and out.

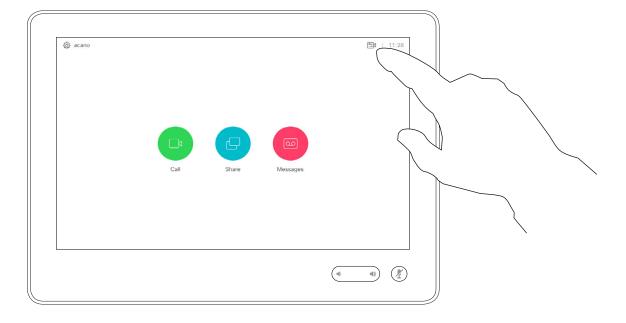
When speaker tracking has been activated, the camera position presets will not be available. You must turn off speaker tracking to get access to the presets.

Activate speaker tracking as shown on this page again, if needed.

Note Speaker tracking will not work if the microphones are muted.

Speaker tracking may be expanded to include the Snap to Whiteboard and Presenter Tracking features, as outlined on the following page.

Presenter Track



To enable Presenter Tracking, tap **Camera**, in the upper right corner.



Tap anywhere outside the menu to exit.

To deactivate Presenter Track, press the preset again.

2



Systems with PresenterTrack enabled will have this as a camera preset, as shown. Be aware that camera presets will not be accessible if Speaker Tracking has been activated (see the previous page for more on this).

About Presenter Tracking

Systems with SpeakerTrack may include the *Presenter* preset.

This preset must have been implemented by your video support team to work.

PresenterTrack enables the camera to zoom in and track a presenter who is moving about the stage presenting. The stage zone will have been defined by your video support team.

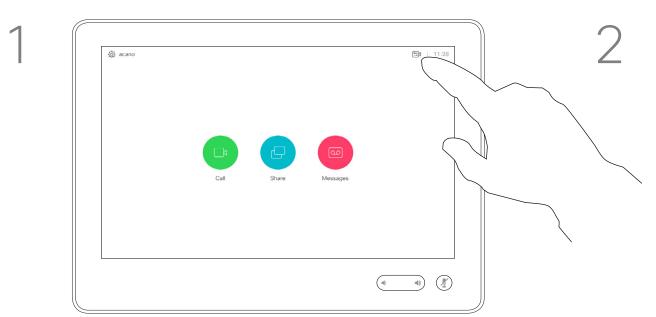
Once the presenter leaves the stage the tracking is brought to a hault.

The procedure for setting this up and the products supporting this feature can be found in the CE9.2 Administrator Guide for our room systems and codecs.

Camera

Control Own Camera

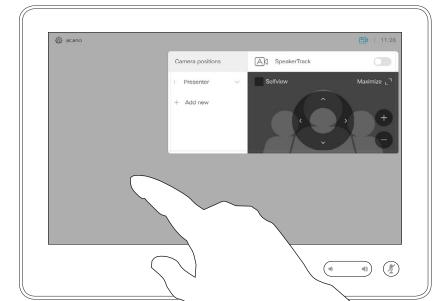
Using your camera presets



In a call or outside a call (shown here), tap **Camera**.



Select the preset to use.



Tap anywhere outside the menu when you're done.

About Editing Presets

Existing camera presets can be used right away during a call.

Your video system may have more than one camera, for example one camera showing the participants, while another shows the whiteboard.

If you need to add new or modify existing camera presets, this is done in the same way as you do outside a call. As an alternative to adding or editing presets, a simple adjustment of your camera's pan tilt and zoom should also be considered.

Adjusting your camera's pan, tilt and zoom

5

(a) acano

(b) acano

(c) All Share Messages

(d) 40 (£)

In a call or outside a call (shown here), tap **Camera**.



Adjust Pan, Tilt and Zoom. The selfview will be temporarily turned on to assist you.

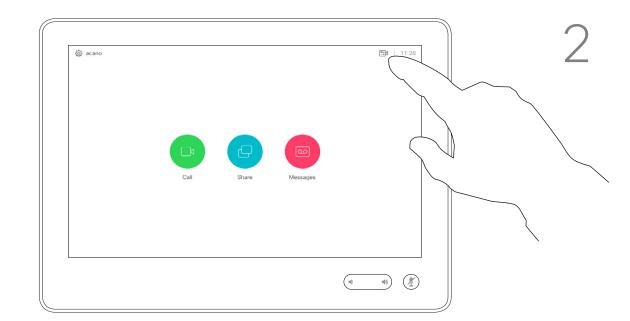


Tap anywhere outside the menu when you're done.

Camera

Manage Selfview

Outside a call



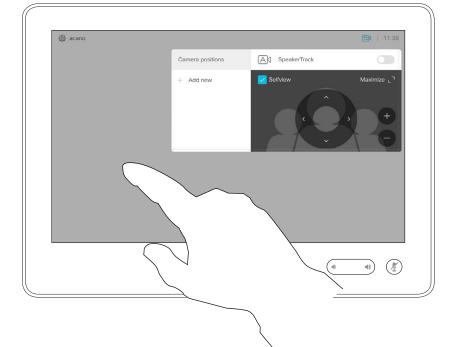
In a call or outside a call (shown here), tap **Camera**.

Camera positions All SpeakerTrack I my preset + Add new Add new All Maximizo L All Maxim

Tap **Selfview** to turn it on.

You may now resize the selfview image (see the following page for more), or control the camera's pan, tilt and zoom (see the previous page for more).

Repeat to turn it off again.



Tap anywhere outside the menu when you're done.

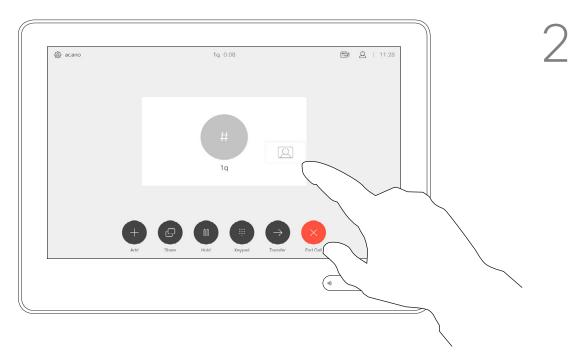
About Editing Presets

The Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

The Selfview appears as a PiP (Picture-in-Picture), but also in full screen (see the next page).

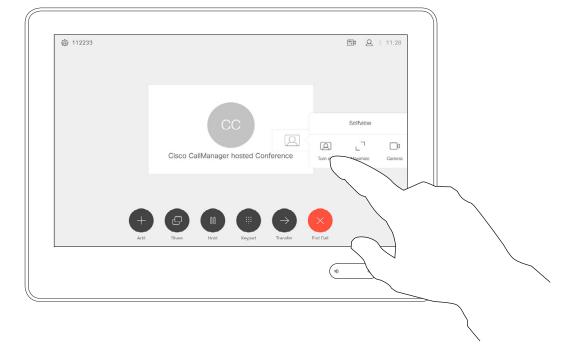
The position of Selfview PiP can be changed anytime, be it in a call or outside a call. For details on this see two pages ahead.

In a call



If you want to turn the selfview off, while in a call, tap the Selfview avatar, as shown.

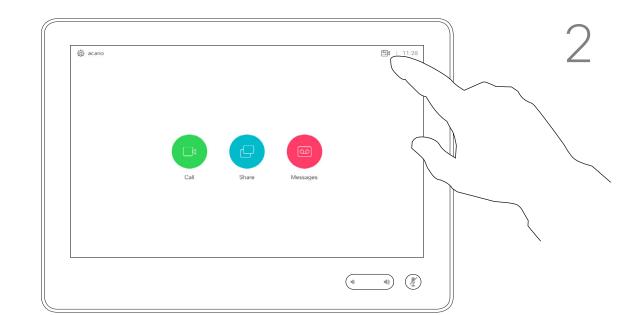
To turn the selfview on, in a call, do as explained above (Outside a call).



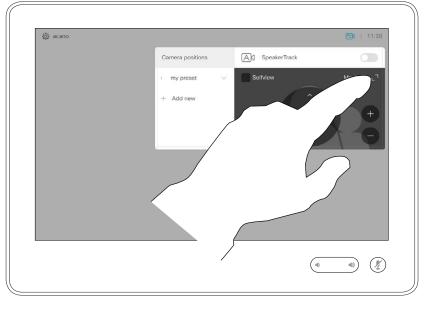
Tap **Turn off**, as shown.

Resize the Selfview PiP

Outside a call

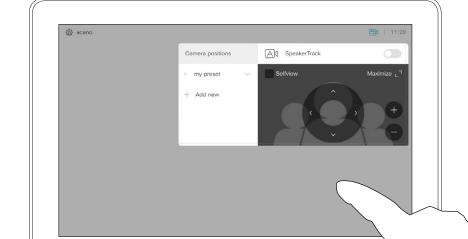


In a call or outside a call (shown here), tap **Camera**.



Tap **Maximize** to resize the selfview image.

Repeat procedure to minimize it.



Tap anywhere outside the menu, when you're done.

Why Resize Selfview?

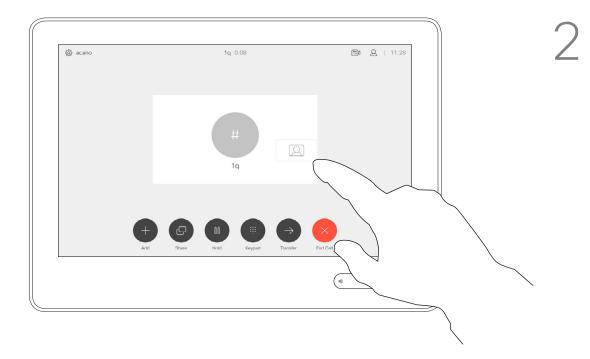
The selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting.

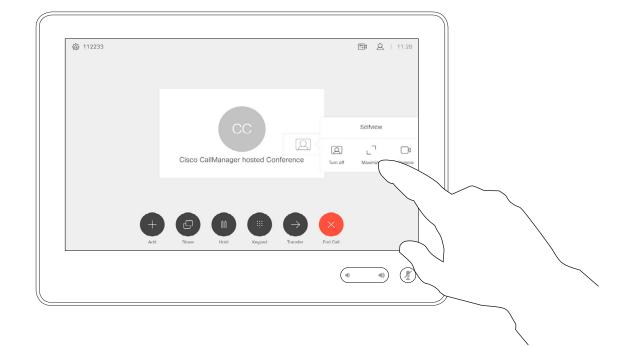
You may want to zoom, pan or tilt your camera to provide a better view for the other participant(s). To get a better view, you may want to maximize the selfview.

In a call



If you want to turn the selfview off, while in a call, tap the Selfview avatar, as shown.

To turn the selfview on, in a call, do as explained above (Outside a call).

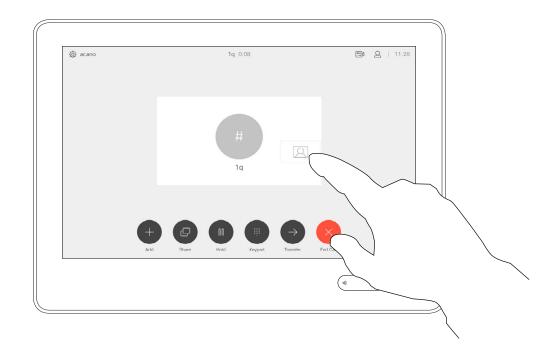


Tap **Maximize**, to resize the selfview image, as shown.

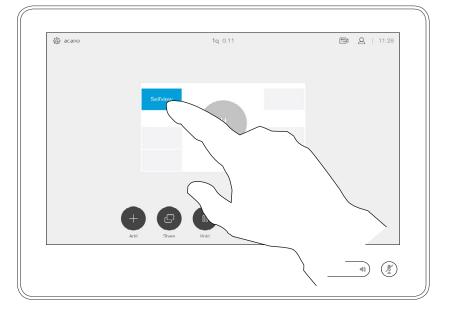
Repeat to minimize.

Move the Selfview PiP

1

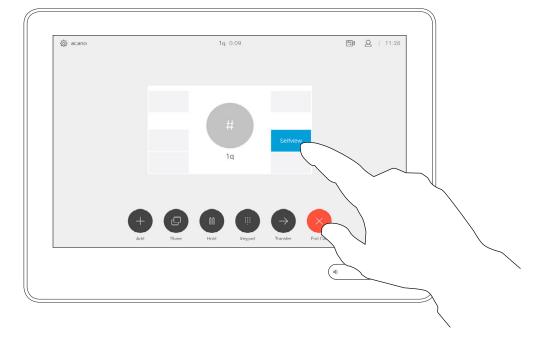


Tap and hold the selfview image.



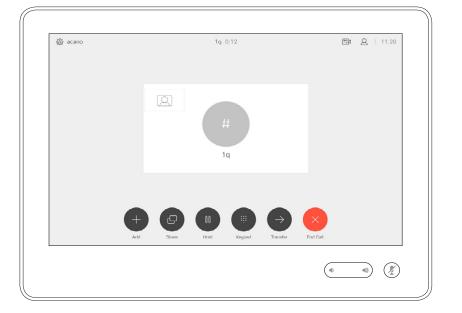
Drag the image to a new position, shown here is the upper left corner.

2



The selfview image will now turn blue. You will also see the alternate positions available for the selfview image. Keep holding the image.

4



Release the image by lifting your finger from the screen. The selfview image has now assumed its new position.

Why Move the Selfview?

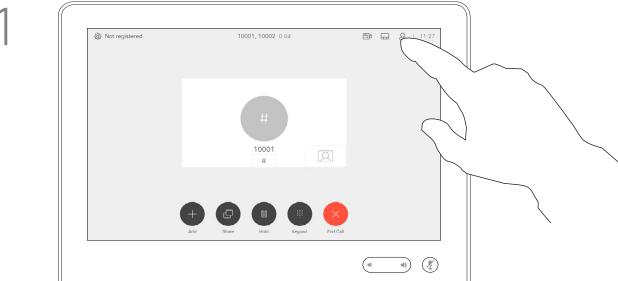
Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting. This could, for example, be to ensure that you remain seen on the screen.

It may happen that the current position of the selfview blocks important parts of the image on your screen. You may therefore want to move it.

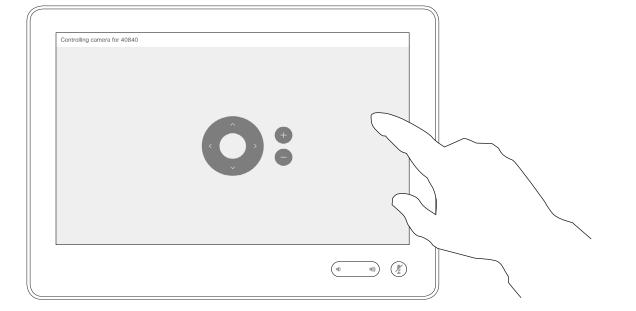
Far End Camera Control



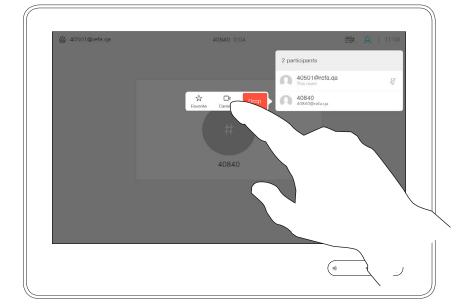
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



Tap the one whose camera you want to control.



Adjust the remote camera. Tap anywhere outside the camera control buttons when you're done.



Tap Camera.

You may be in a video call in which one or more of the other video systems have a remotely controllable camera.

You will then be able to control those cameras from your own video system. This is referred to as Far End Camera Control (FECC).

If the far end system has activated camera tracking (which takes place when the camera tracks and shows who is speaking) you will not be offered the option of FECC.

You do not have access to any remote camera presets.

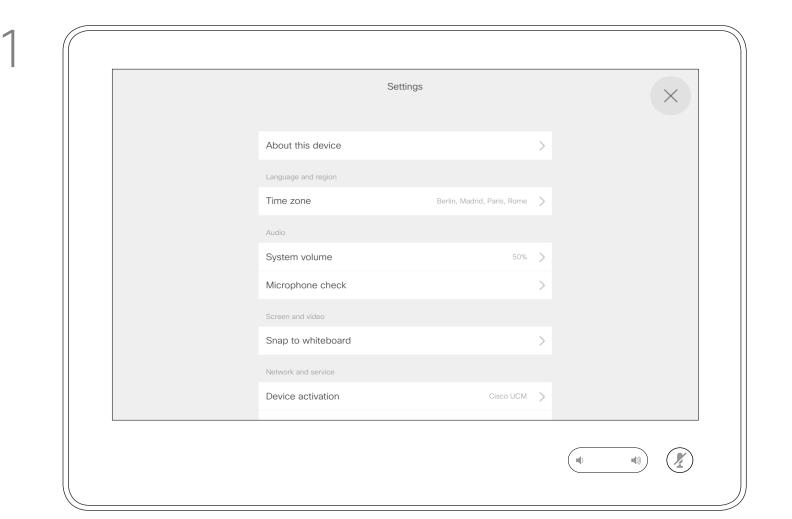


Settings



Settings

Gaining Access to the Settings



Settings

About this device

Language and region

Language English (United States) >

Time zone Berlin, Madrid, Parls, Rome >

Audio

System volume 50% >

Microphone check >

Screen and video

Snap to whiteboard >

Network and service

About Settings

The System information page provides information on IP address, MAC address, SIP Proxy, software version installed and device name.

In addition it contains a set of wizards to help you set useful things.

If you need to go further into the settings, you must access the system via its web interface, for which you will need administrator credentials.



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