Placing and Receiving Calls—Systems that Use a Touch 12 Device for Call Control

Revised: April 2013, OL-28618-01

This chapter shows the procedures you perform to place or receive a call if your system uses a Cisco Telepresence Touch 12 device for call control and includes the following sections:

- Joining a Meeting, page 3-3
- Placing a Call, page 3-5
- Answering Calls, page 3-24
- Placing a Call on Hold, page 3-21
- Muting the System During a Conference, page 3-26
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- Controlling Volume and Other Call Settings, page 3-43
- Using the Digital Media Player, page 3-49

Systems running CTS software Release 1.10 do not support the annotation feature or the 1080p60 fps feature. These features require systems that can run Cisco TelePresence Software TX Release 6.0. The following systems support CTS software Release 1.10 but do not support TX Release 6.0:

- Cisco TelePresence System 500-37
- Cisco TelePresence System 1000
- Cisco TelePresence System 1100
- Cisco TelePresence System 1300-65
- Cisco TelePresence System 3000
- Cisco TelePresence System 3010
- Cisco TelePresence System 3200
- Cisco TelePresence System 3210

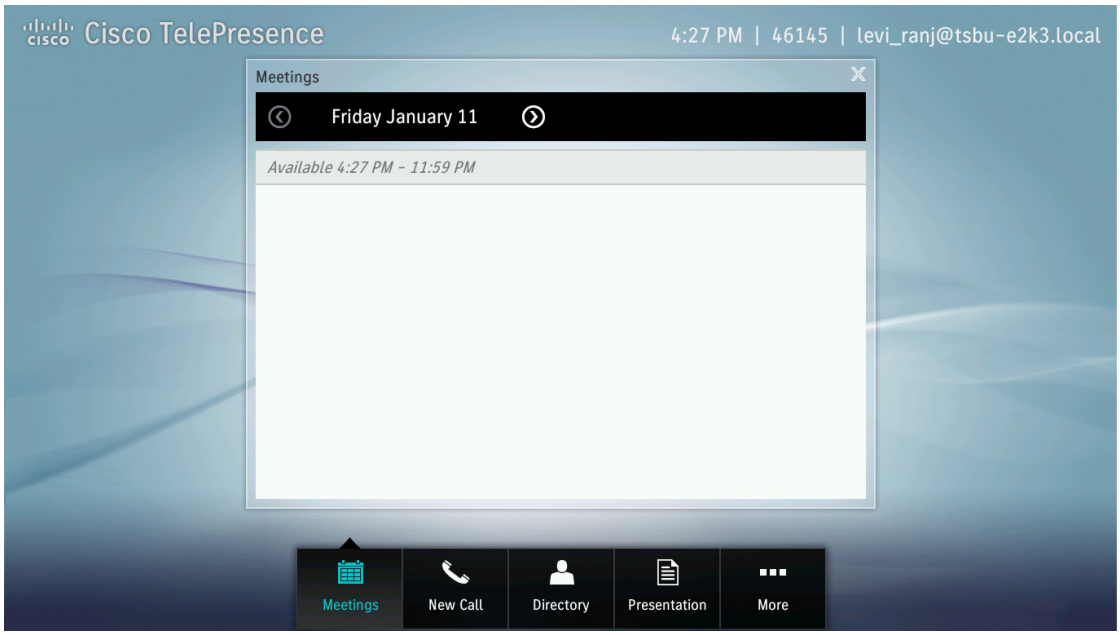
Note The examples in this document show the display screens in English. The Touch 12 offers additional language support. Your system administrator configures these languages for your system. For configuration information and for the current list of additional languages, refer to the "Installing Language Versions" chapter of the *Cisco Unified Communications Manager Configuration Guide for the Cisco TelePresence System*.

Joining a Meeting

To join a scheduled meeting:

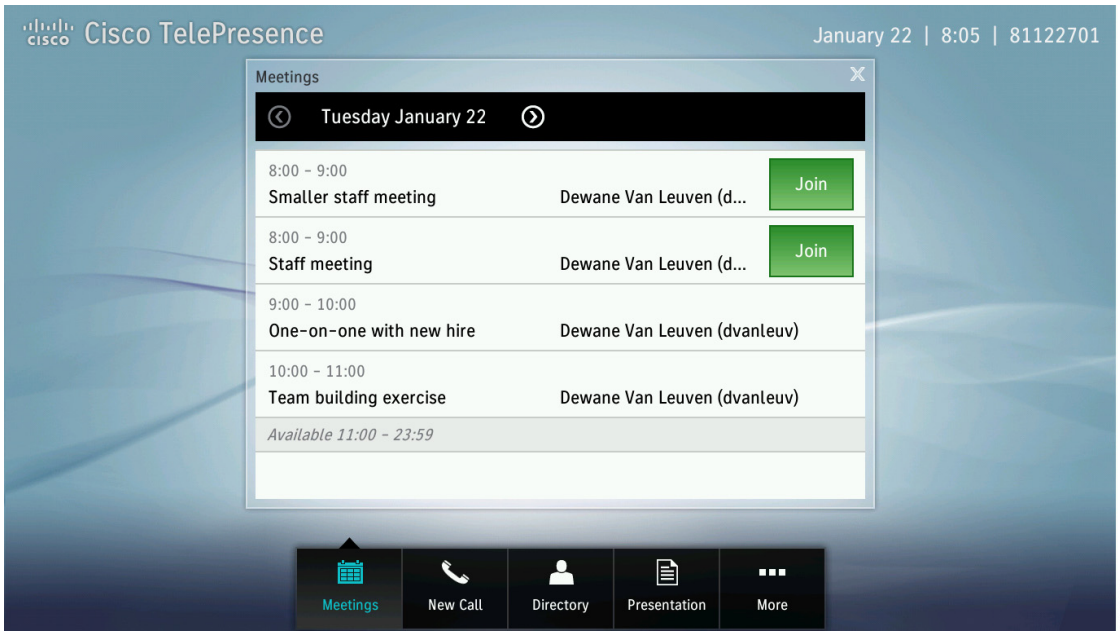
Note Meetings are only available if they have been configured for your system by your system administrator.

Step 1 If the Meetings screen does not already appear, tap the **Meetings** button in the button bar.



The Meetings screen appears as shown in Figure 3-1.

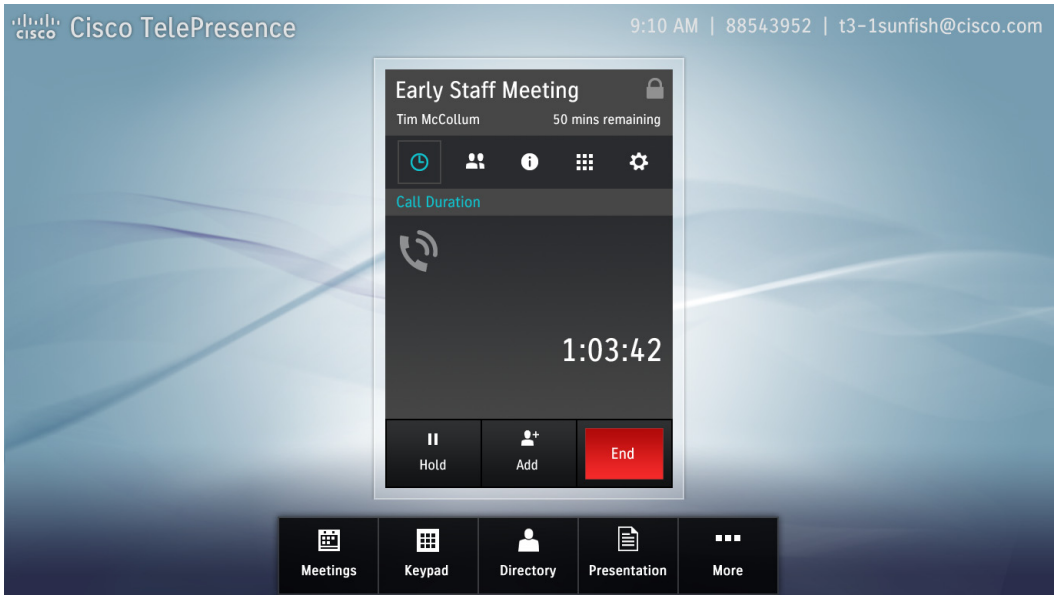
Figure 3-1 Meetings Screen



Step 2 Locate your meeting from the list and tap the **Join** button. This button is shown in Figure 3-1.

When your meeting connects, the meeting window appears with the Call Duration window open by default, as shown in Figure 3-2.

Figure 3-2 Meeting Window



Step 3 Manage your meeting options using the information in the "Managing Meetings" section on page 3-33.

Placing a Call

You can place a call on a CTS system using the keypad, using a Unified Resource Identifier (URI) string (such as an e-mail address), or directory-type searches.

This section includes the methods you make to place a call and includes the following topics:

- Using the Keypad, page 3-5
- Dialing a URI String, page 3-7
- Using Directory Search, page 3-9
- Using Favorites, page 3-13

Using the Keypad

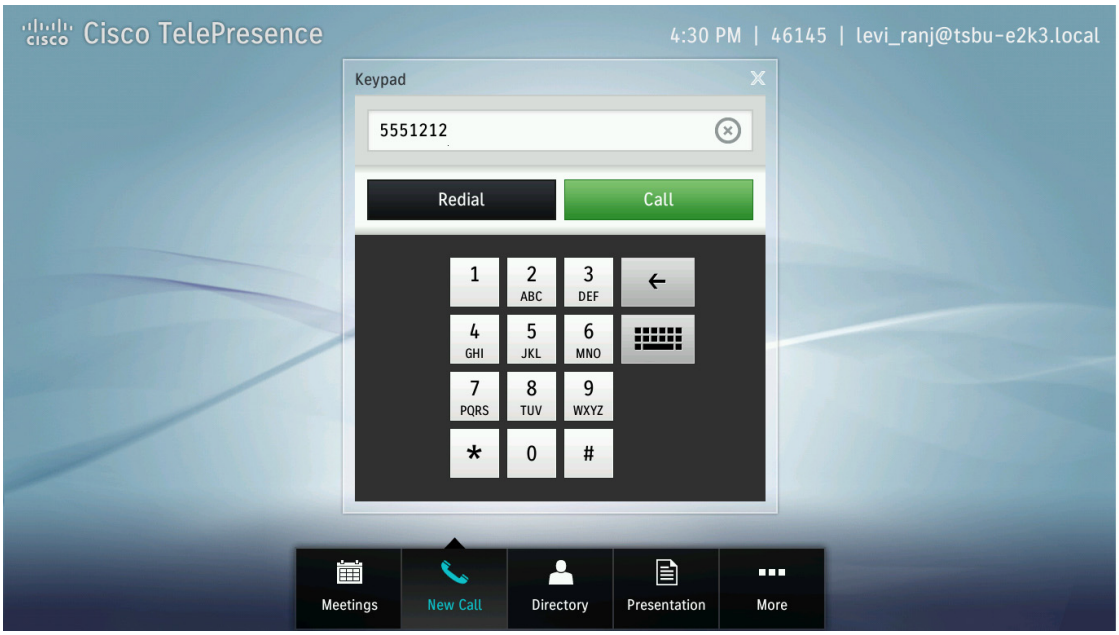
To use the phone to dial a number, complete the following steps:

Step 1 If the meeting window displays, tap the **New Call** button on the lower right of the screen.

Figure 3-3 New Call Button

Step 2 Dial the number and tap the **Call** button.

Figure 3-4 Call Button



Dialing a URI String

To dial a number using a URI string, complete the following steps:

Step 1 Tap the **Keyboard** button in the keypad area.

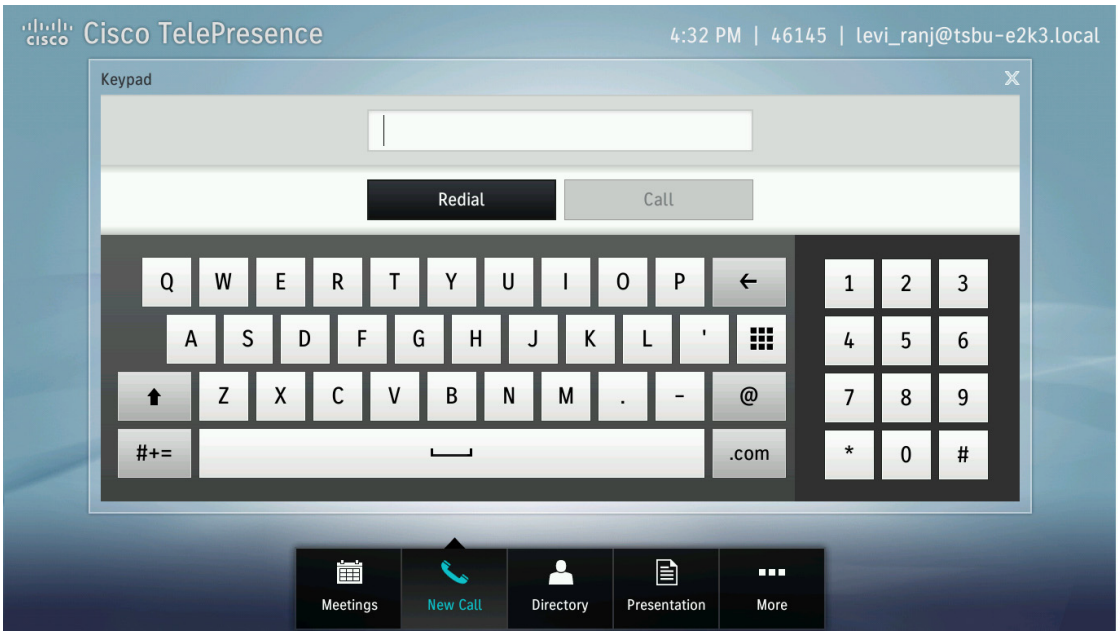
Note If the keypad area is not active, tap the Keypad area in the main button bar.

Figure 3-5 Keyboard Button

Step 2 Enter the URI using the keyboard buttons.

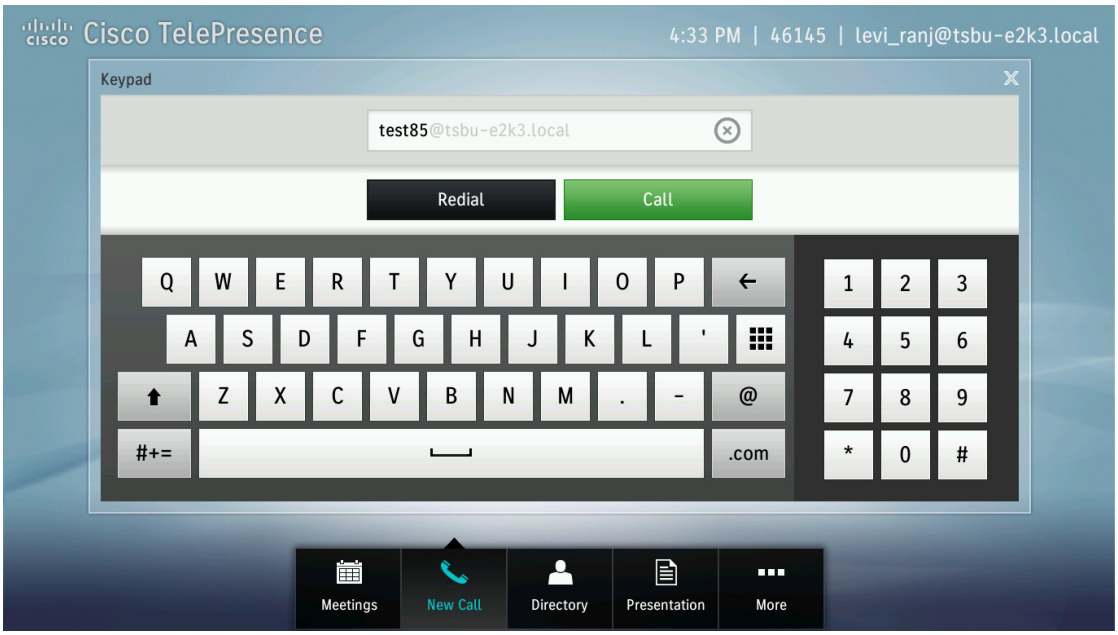
Tip To enter special characters, tap the **#+=** button on the lower part of the screen.

Figure 3-6 Main Keyboard Screen



Step 3 After you enter a valid URI, tap **Call**.

Figure 3-7 Call Button



Using Directory Search

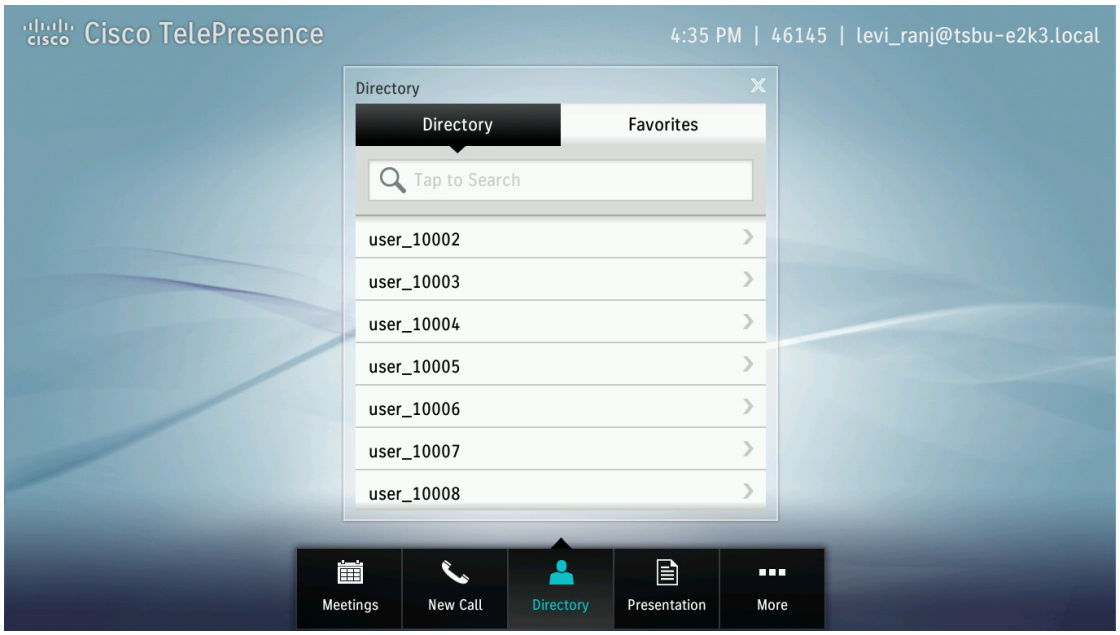
Tip The Directory tab will only be present if a directory has been configured by your administrator.

To place a call using directory search:

Step 1 Tap the **Directory** button in the button bar.

The directory window displays.

Figure 3-8 Directory Button



Step 2 Use one of the following methods to find the person or resource you are looking for:

- Use your finger to scroll through entries in the Directory, then tap a name to open the entry for that person or room.
- Tap once into the search field to bring up the standard keyboard and type the names of people or resources.

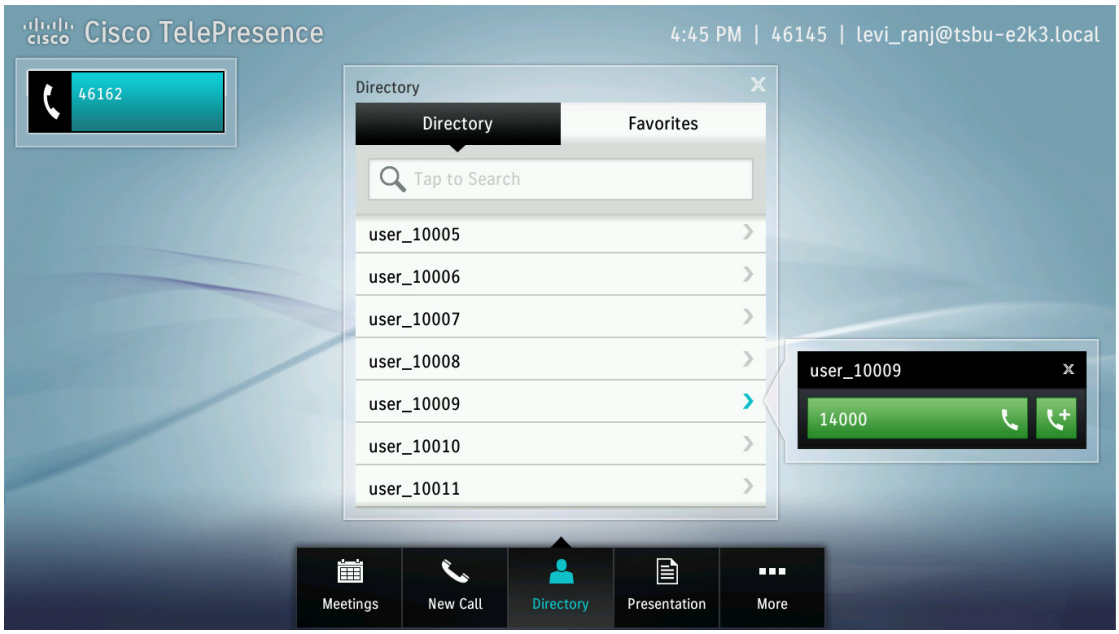
Figure 3-9 Directory Search with the Standard Keyboard

Tip To toggle between the standard keyboard and the special characters keyboard, tap the **#+=** button or the **ABC** button.

To close the keyboard at any time, tap the **X** at the top right of the keyboard.

Step 3 Highlight the name and tap the green **Call** button that displays on the right.

Figure 3-10 Call Button



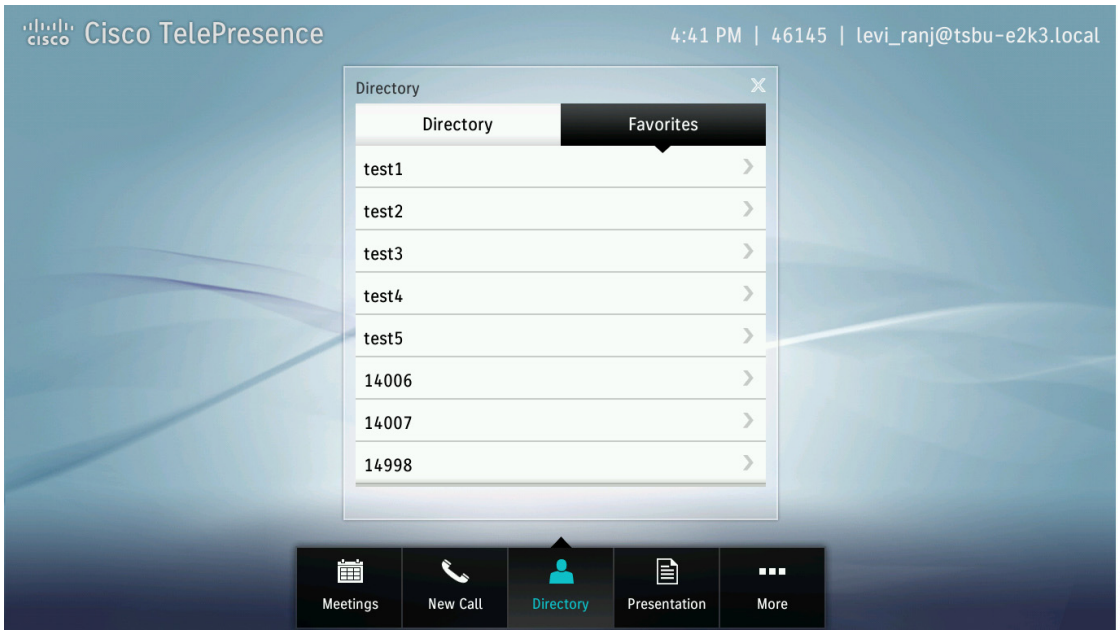
Using Favorites

Tip The Favorites tab is displayed only if Favorites have been configured in Cisco Unified Communications Manager. For more information, refer to the "Managing the Speed-Dial Directory (Favorites)" section of the *Cisco Unified Communications Manager Configuration Guide for the Cisco TelePresence System*.

To place a call using Favorites, complete the following steps:

Step 4 Tap the **Directory** button, then tap the **Favorites** tab.

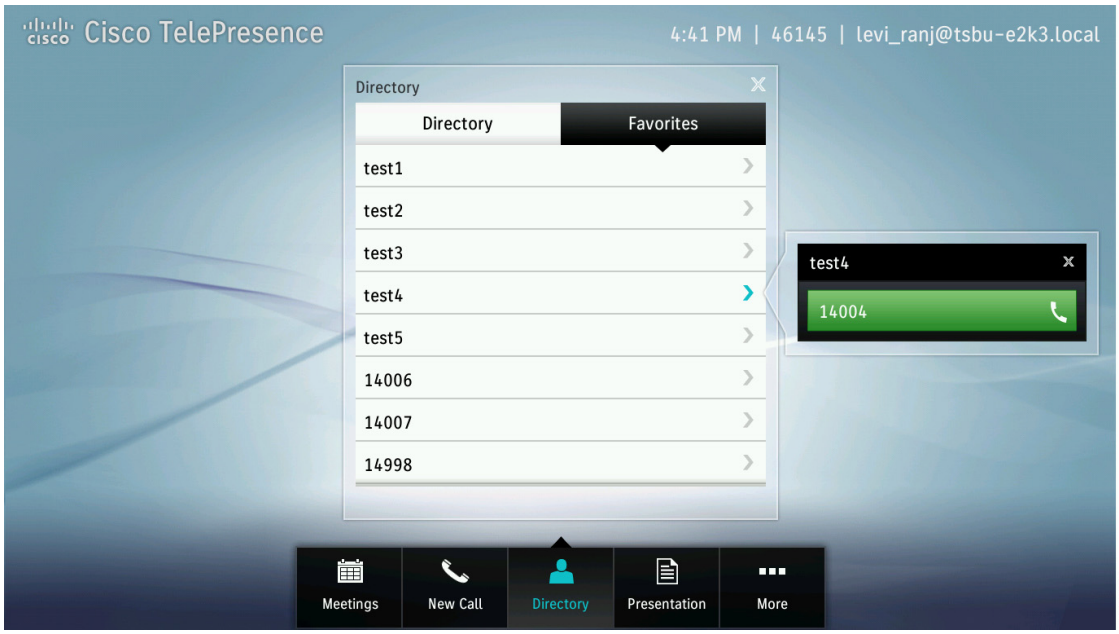
Figure 3-11 Making a Call from Favorites



Step 5 Use your finger to scroll through entries in Favorites, then tap a name to open the contact card for that person.

Step 6 Tap the **Call** button in the contact card to call that person.

Figure 3-12 Contact Card



Adding Another Endpoint To an Existing Conference

To add another endpoint to an existing Cisco TelePresence conference, perform the following actions:

Step 1 Tap the **Add** button.

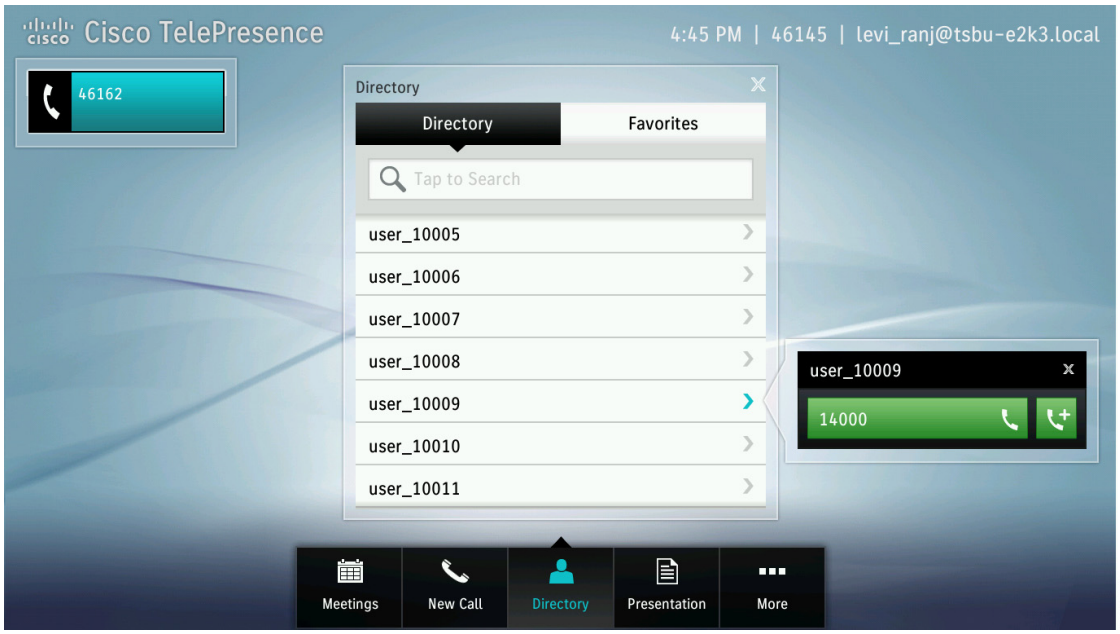
Figure 3-13 Add Button

If your directory is enabled on your device, the directory appears.

Step 2 Add the new call by performing one of the following actions:

- To add an endpoint using the directory, select a name in the directory list by tapping that name; then, tap the green telephone icon that appears to the right of the name to dial that number.

Figure 3-14 Adding an Endpoint Using the Directory

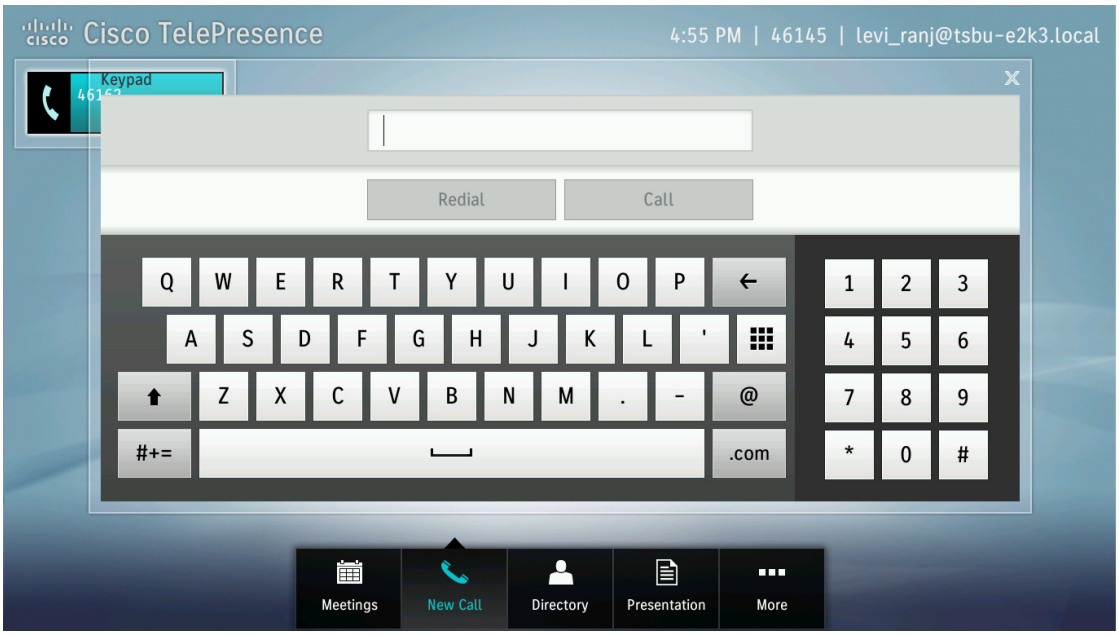


- To add an endpoint using the keypad, tap the **Keypad** icon and dial the number, and tap **Call**.

Figure 3-15 Adding an Endpoint Using the Keypad

- To add an endpoint using the keyboard, tap the **New Call** button, then tap the keyboard icon in the keypad area, enter the URI, and tap **Call**.

Figure 3-16 Adding an Endpoint Using the Keyboard

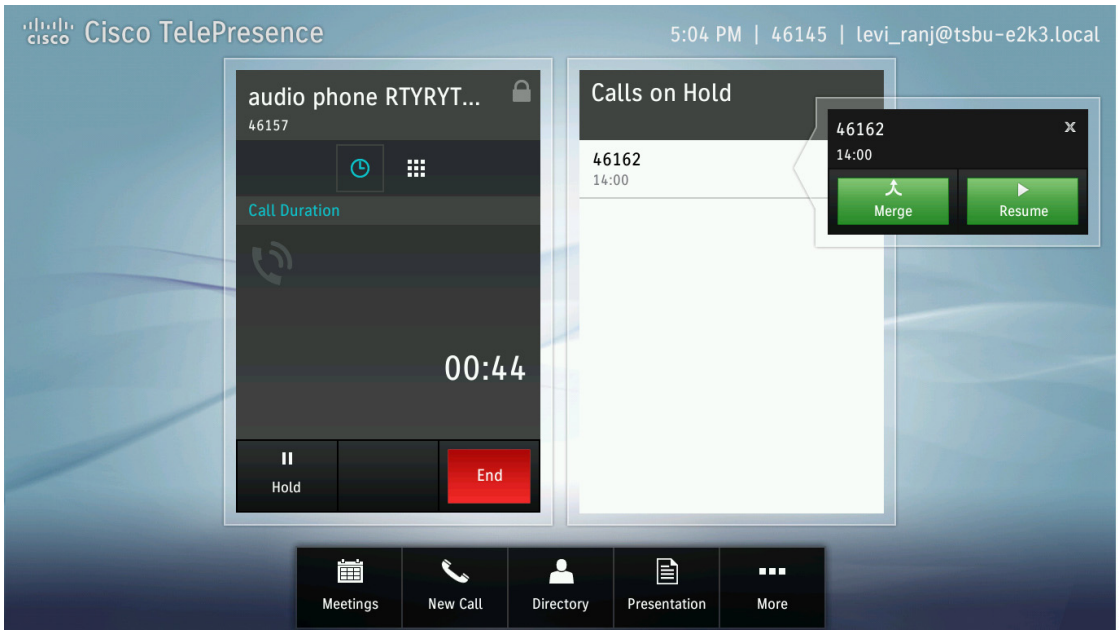


The current call is placed on hold and your system dials the new endpoint.

Step 3 Merge the calls by tapping the **Merge** button.

Tip To return to the original call without adding the new endpoint, tap **Resume**.

Figure 3-17 Merging the Calls



The system adds the new endpoint to the existing Cisco TelePresence conference.

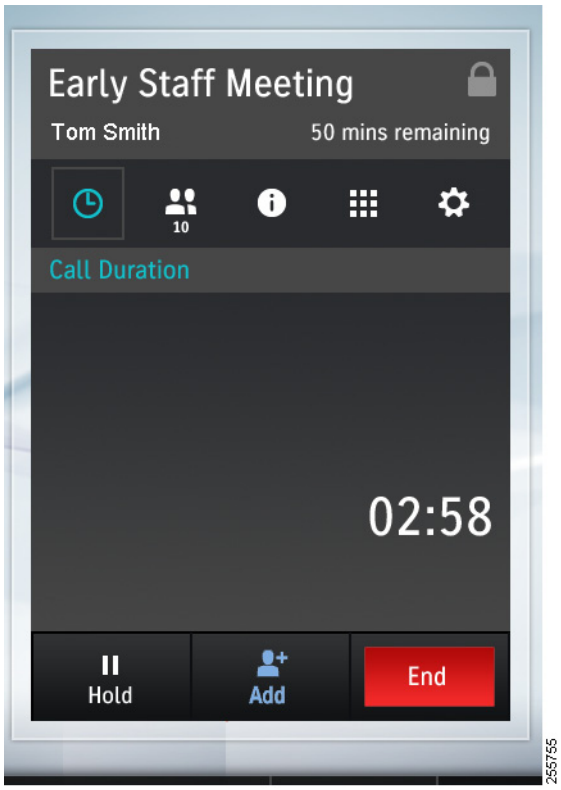
Adding an Audio Participant to an Existing Conference

To add an audio participant, complete the following steps.

Step 1 Add the audio call using one of the following methods:

- Tap the **Add** button, as shown in Figure 3-18.

Figure 3-18 Adding an Audio Participant



- If the Add button is not available, use the **New Call button** at the bottom of the screen.

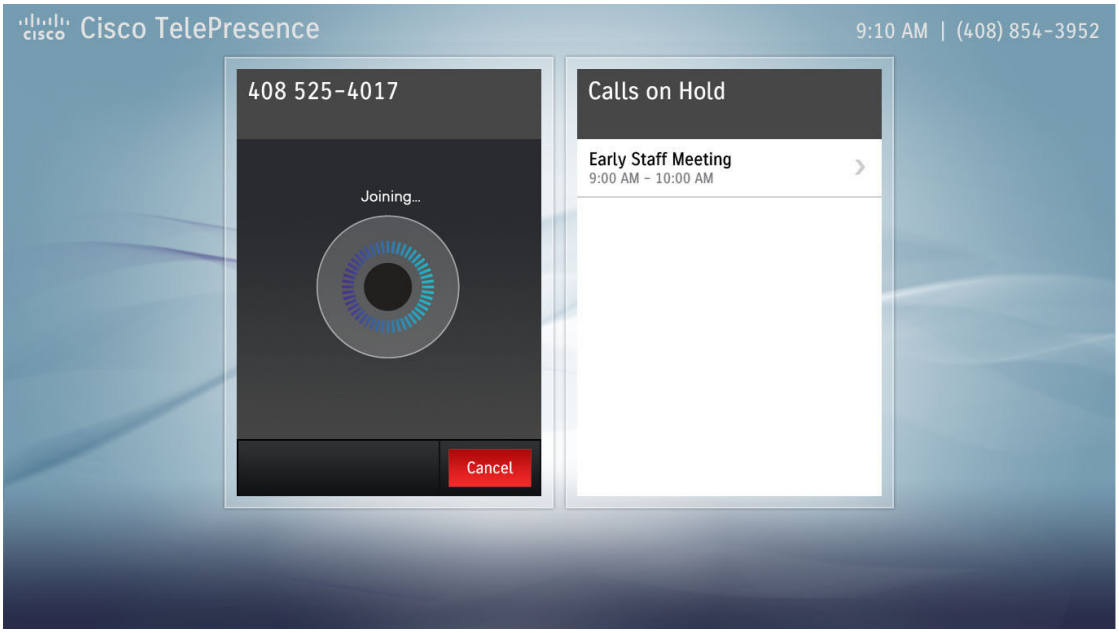
The keypad appears and your current meeting is minimized.

Step 2 Tap the numbers you wish to dial on the keypad provided.

Tip You can also tap the keyboard button and enter a URI.

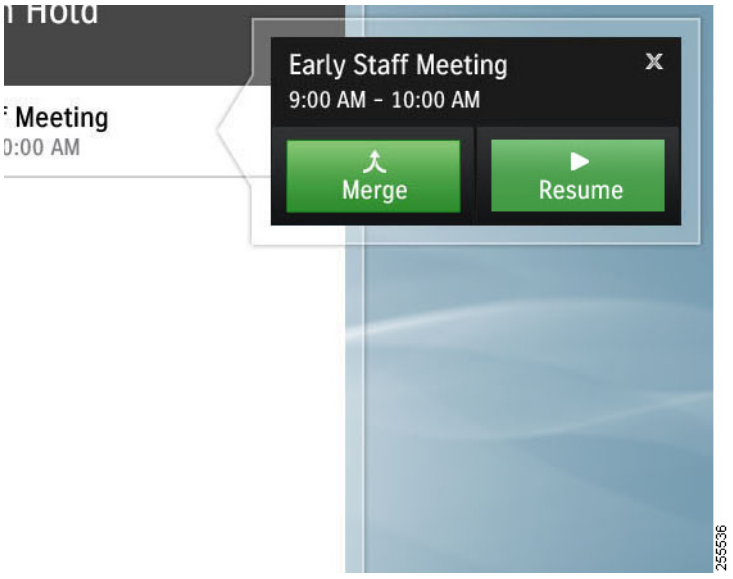
Your current meeting is placed on hold while the system dials the number, as shown in Figure 3-19.

Figure 3-19 Adding an Audio Participant - Dialing the Number



Step 3 Once the new call has successfully connected, merge the call into your current meeting by tapping the **Merge** button in the meeting context card for the current meeting, as shown in Figure 3-20.

Figure 3-20 Merge an Audio Participant



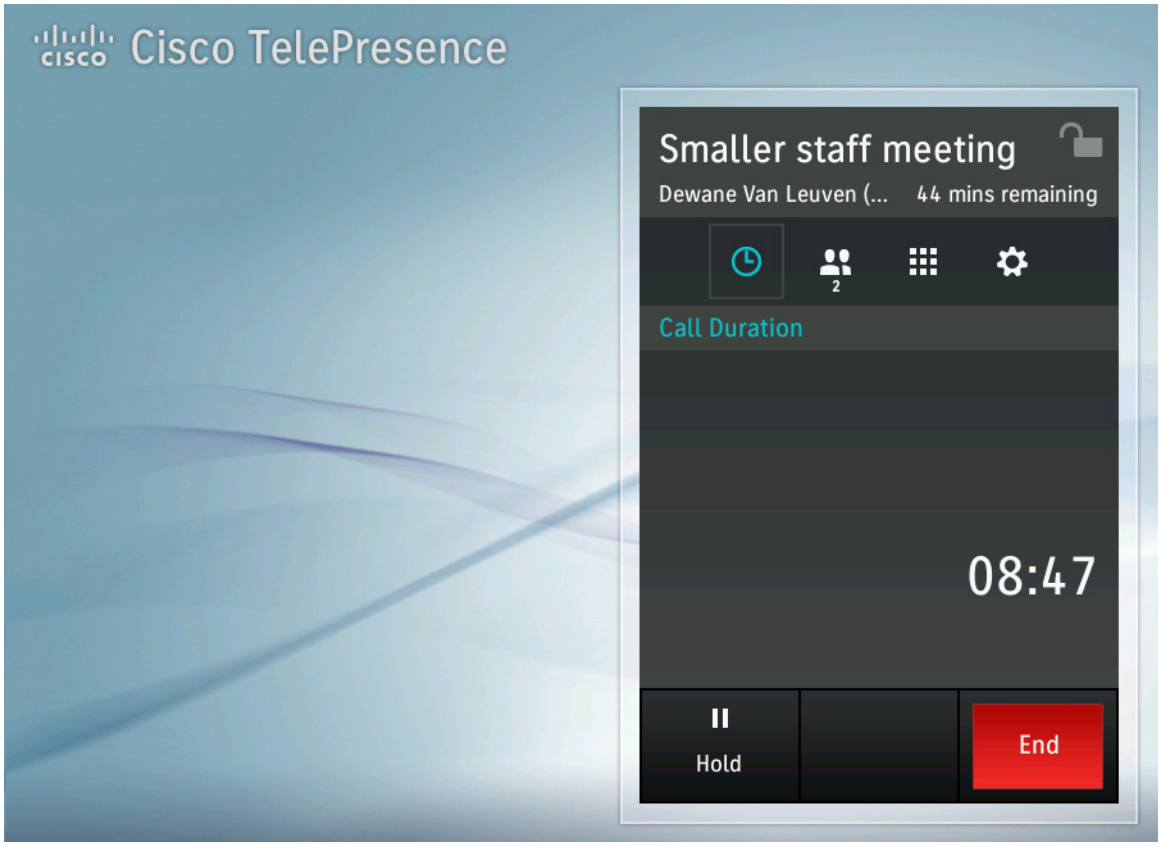
Step 4 Tap **Resume** to go back to your meeting.

Placing a Call on Hold

To place yourself on hold then resume your call during a meeting, complete the following tasks:

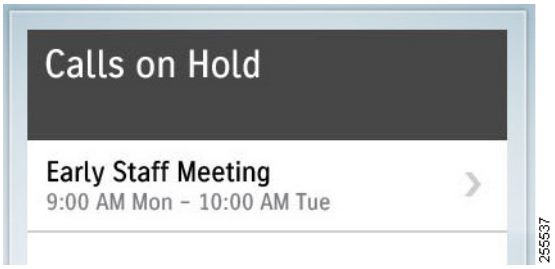
Step 1 Tap the **Hold** button, as shown in Figure 3-21.

Figure 3-21 Placing Yourself on Hold



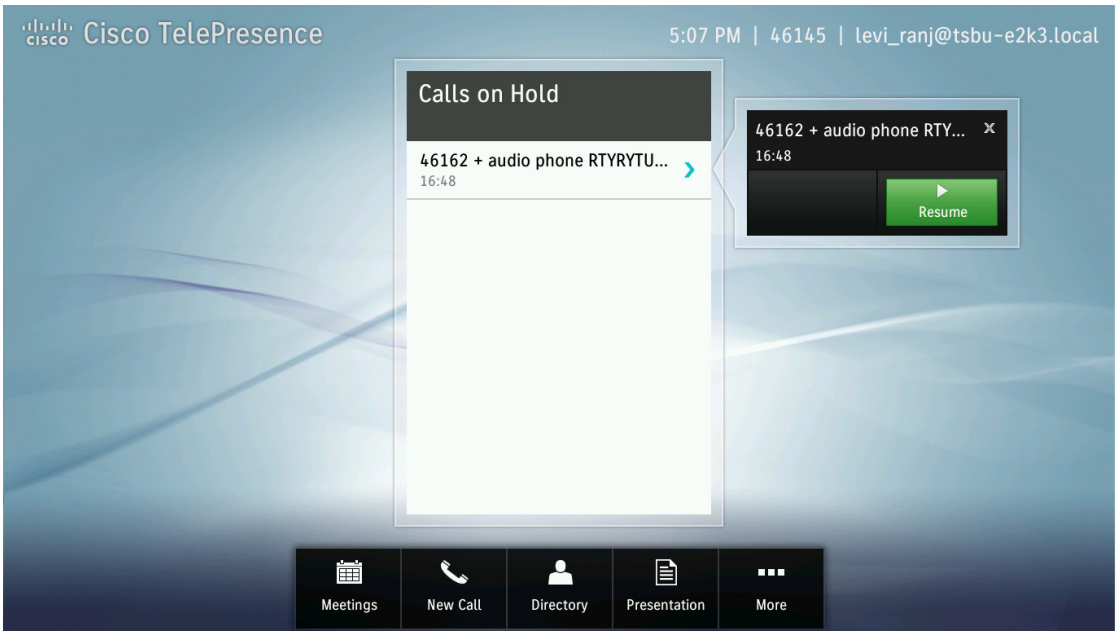
The Calls on Hold window appears, as shown in Figure 3-22.

Figure 3-22 Calls on Hold



Step 2 Tap the **Resume** button to be placed back into your meeting. Figure 3-23 shows the hold/resume sequence.

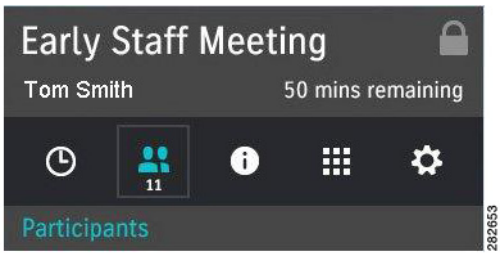
Figure 3-23 Resuming a Call That is On Hold



Dropping a Call Participant

To drop an audio-only endpoint that from the meeting or to drop a multipoint video participant, complete the following task:

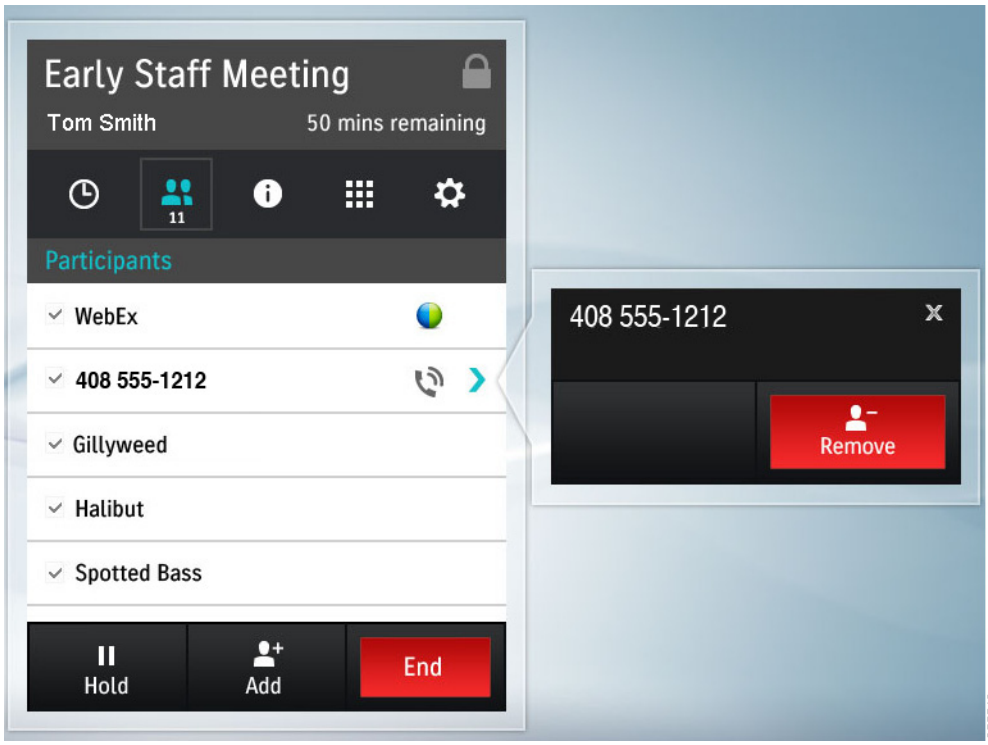
Step 1 Tap the **Participants** button to bring up the Participants list.



Step 2 Tap the audio participant or video participant entry to bring up the contact card for that participant, as shown in Figure 3-24.

Step 3 Tap the **Remove** button to drop the selected participant.

Figure 3-24 Removing a Participant



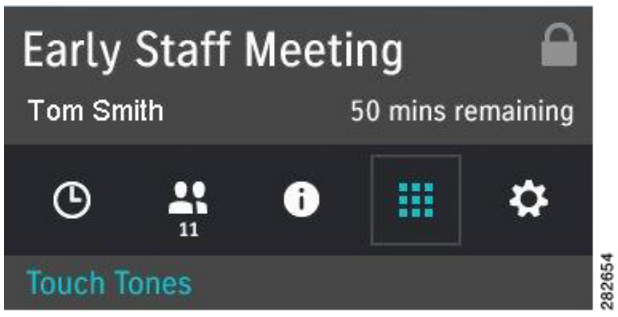
Step 4 Navigate away from the Participants window by tapping the Call Duration button to return to the default meeting screen, or tap another meeting button.

Sending Touch Tones

To send DTMF touch tones during a call, complete the following actions:

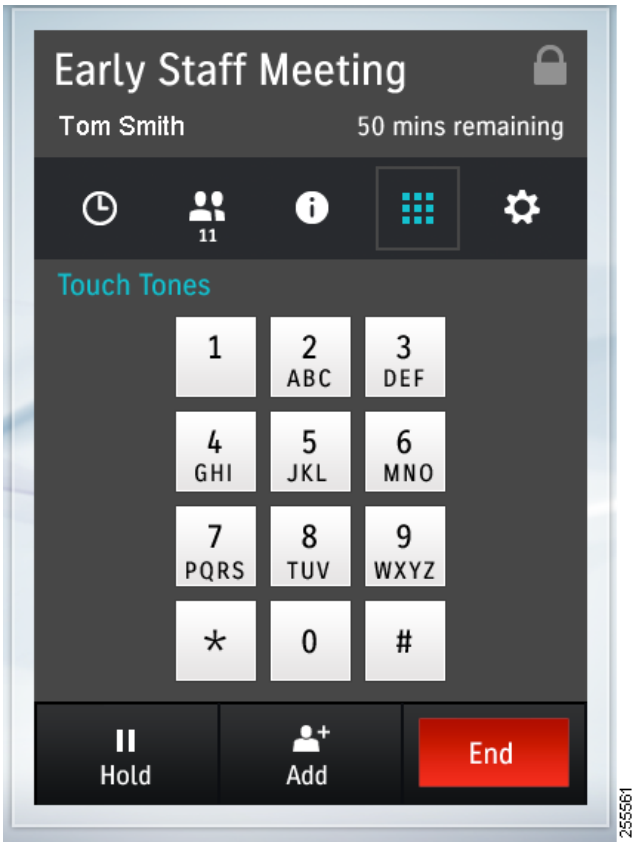
Step 1 Tap the **Touch Tones** button (the keypad icon).

Figure 3-25 Touch Tones Button



Step 2 Tap the keypad to send the tones.

Figure 3-26 Keypad



Step 3 After you enter the tones, tap either the **Call Duration** button (clock icon), the **Call Participants** button (people icon), or any other button on the Touch device to navigate away from the Touch Tones window.

Answering Calls

There are two ways to answer calls:

- Answering Incoming Calls from the Touch Screen, page 3-24
- Answering or Ending Calls Using the Answer Button on the Console, page 3-25

Answering Incoming Calls from the Touch Screen

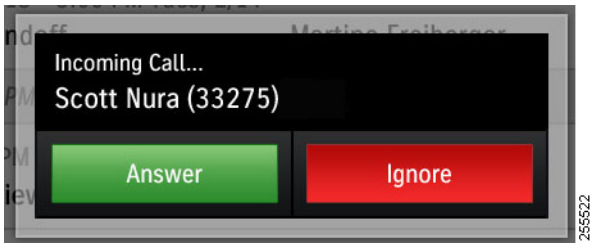
To answer incoming calls using the touch screen:

Step 1 If no calls are active, tap one of the following choices the Incoming Call window, as shown in Figure 3-27.

- **Answer**—Answers the incoming call and closes the Incoming Call window.

- **Ignore**—Silences the ringer. If Auto Answer is configured on your system, pressing Ignore disables Auto Answer for the incoming call. The application that was open when the incoming call came in remains on-screen.

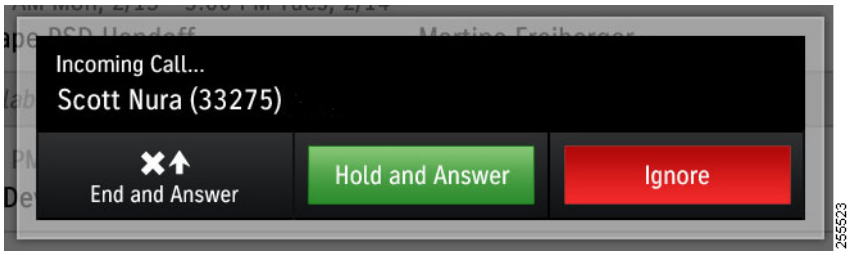
Figure 3-27 No Active Calls - Answer and Ignore Options



Step 2 If there are active calls or if calls are on remote hold, tap one of the following in the Incoming Call window, as shown in Figure 3-28:

- **End and Answer**—Ends the current call, answers the incoming call, and closes the Incoming Call window.
- **Hold and Answer**—Places the current call on hold, answers the incoming call, and closes the Incoming Call window.

Figure 3-28 Active Calls - Answer and Ignore Options



Tip You must choose an action to dismiss the Incoming Call window.

See Answering or Ending Calls Using the Answer Button on the Console.

Answering or Ending Calls Using the Answer Button on the Console

Press the Answer button on the Cisco TelePresence Touch 12 console to answer a call when the Incoming Call dialog is displayed on the Cisco TelePresence Touch 12 screen (Figure 3-29). The button will be backlit in green when selected. If you are already in a call, press this button to end the call. See Answering Incoming Calls from the Touch Screen.

Figure 3-29 Cisco TelePresence Touch 12 Console—Answer Button

Muting the System During a Conference

Mute your system during a conference by pressing the **Mute** button (Figure 3-30). The button is backlit in red when selected, and a corresponding mute icon appears on the CTS main display to indicate that you are muted.

To unmute yourself, press the **Mute** button again.

If your system has meeting room microphones, you can mute your conference by briefly pressing the **Mute** button on any of the meeting room microphones.

Figure 3-30 Cisco TelePresence Touch 12 Console—Mute Button

Muting a Single Microphone During a Conference

Most systems that use multiple microphones have the single microphone mute feature. This feature mutes only one microphone.

To activate this feature during a conference, press and hold the **Mute** button for three seconds until the green LED light turns off.

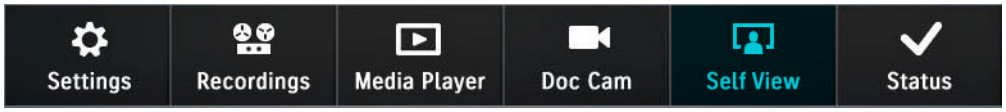
To unmute the locally muted microphone, press the **Mute** button once. The green LED light turns on and the microphone becomes active, unless the muting feature is already activated in the room.

Using Self View

To see yourself before your meeting:

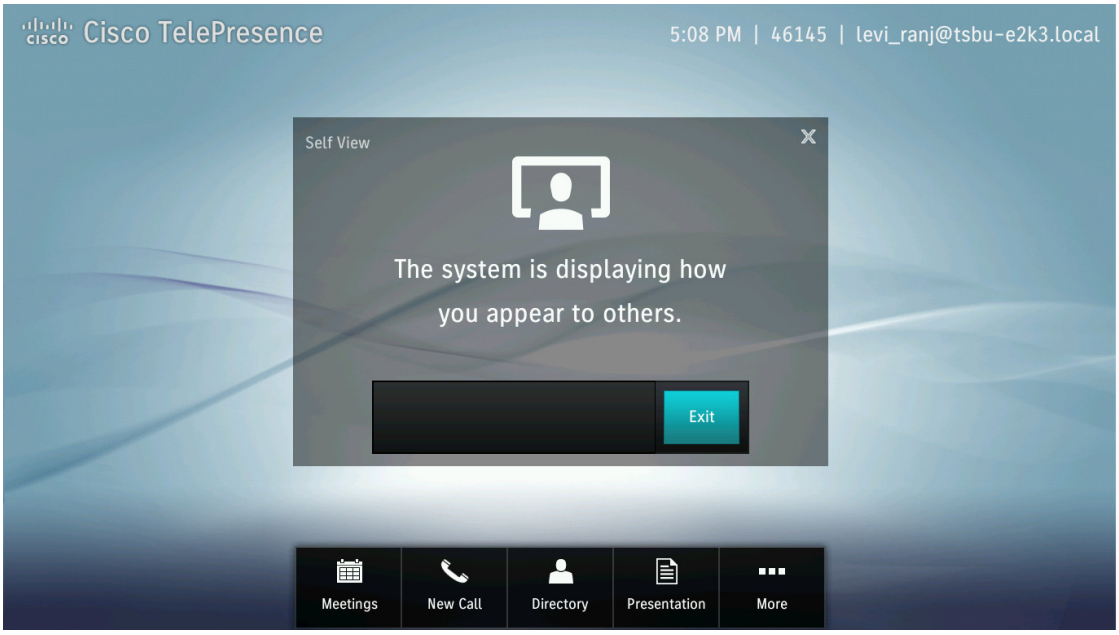
Step 1 Tap the **More** Button. The secondary button bar appears.

Step 2 Tap **Self View** in the secondary button bar.



The secondary button bar is dismissed and the Self View screen appears on the Cisco TelePresence Touch 12, as shown in Figure 3-31. Your mirror image appears on your CTS screen. If you have more than one camera on your system, you can choose which camera to use to see yourself.

Figure 3-31 Self View Screen



Step 3 Tap **Exit** to close the window and exit Self View mode.

Checking Your Calendar

To check your meetings calendar, complete the following steps:

Note This feature is available only if your system administrator has configured meetings for your system.

Step 1 Tap the **Meetings** button in the primary button bar. The Meetings window appears, as shown in Figure 3-32.

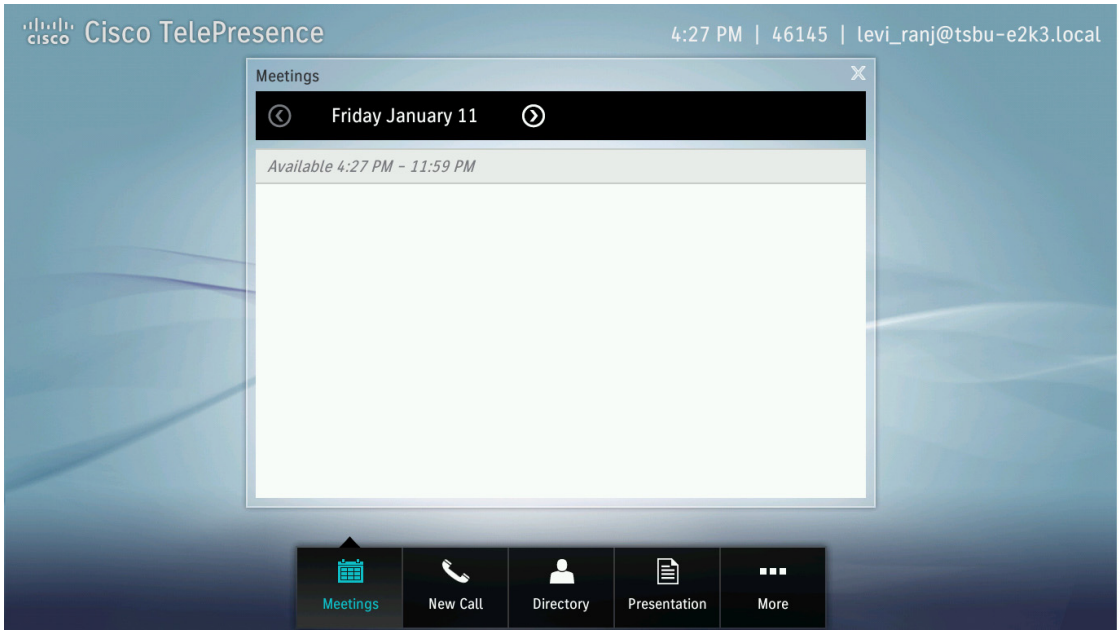
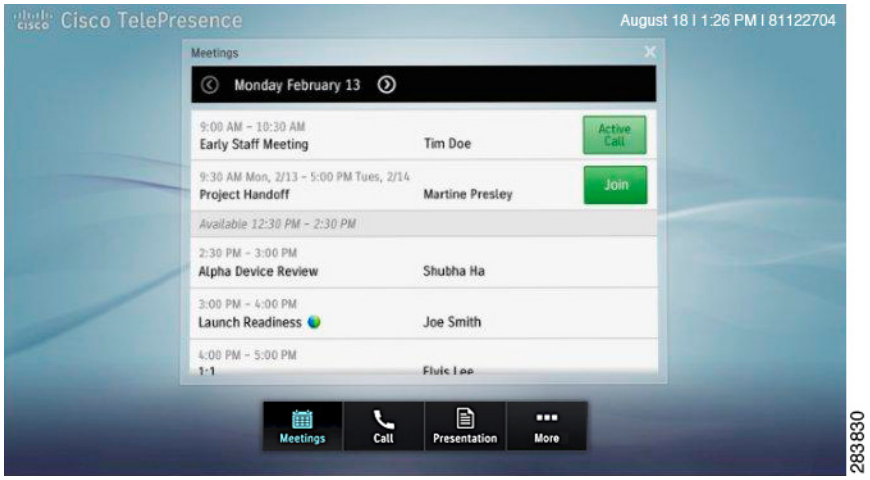


Figure 3-32 Cisco TelePresence Touch Scheduled Meetings Window



Step 2 Tap the icons at the top of the Meetings window to navigate, as shown in Figure 3-33.

Figure 3-33 Meeting Screen Navigation

To go forward to see future meetings one day at a time, tap the **Forward** icon.

To go back one day at a time, tap the **Back** icon.

To return immediately to the current day, tap the **Today** icon.

Sharing Presentations

This section provides you with the information you need to share a presentation in a Cisco TelePresence conference and includes the following sections:

- Supported Presentation Resolutions, page 3-30
- Sharing a Presentation in a Cisco TelePresence Conference, page 3-30
- Using PiP Control, page 3-32
- Sharing a Presentation Outside of a Cisco TelePresence Conference, page 3-33

Supported Presentation Resolutions

Make sure to set your laptop screen resolution to 1024x768 when sharing a presentation. Any presentation works at a resolution of 1024 x 768 using a presentation cable with the VGA connector.

Table 3-1 provides a summary of the supported presentation video resolutions sent by a Cisco TelePresence endpoint running CTS 1.10 to any receiving endpoint or device. If required, set your presentation display to one of these resolutions for presentation sharing to work.

Table 3-1 Supported Presentation Resolutions

Display Resolution
1024x768 (XGA)
800x600 (SVGA)
640x480 (VGA)

Sharing a Presentation in a Cisco TelePresence Conference

To share a presentation when in a Cisco TelePresence conference, complete the following steps:

Step 1 Once the meeting has started, plug the presentation cable into your presenting device (for example, your laptop).

Step 2 If you have any problems viewing the presentation, make a note of the supported resolutions in Table 3-1 and adjust the display resolution of your presenting device; otherwise, continue to Step 3.

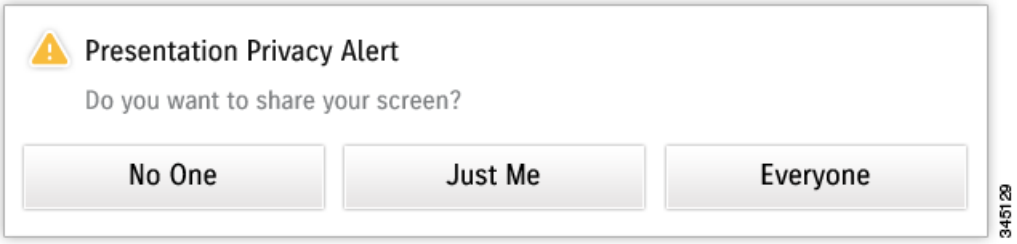
Step 3 Tap the **Presentation** button in the primary button bar on the lower part of the screen.

Figure 3-34 Presentation Button and Sharing Choices

The Presentation Privacy Alert window appears (Figure 3-35).

Step 4 If you are prompted to share the presentation, tap **Everyone**.

Figure 3-35 Presentation Privacy Area



Your presentation is shared with everyone in the TelePresence conference.

Step 5 To stop presenting, tap **Unshare**. To share the presentation again, tap **Share**. To view the presentation on your Cisco TelePresence device without sharing it with others in the conference, tap **Private View**. See Figure 3-34 for example of these choices.

Using PiP Control

Presentation-in-Picture (PiP) refers to the location and size of the presentation in relation to the conference participants in a Cisco TelePresence conference. You can move PiP to the left, right, or center or maximize the presentation.

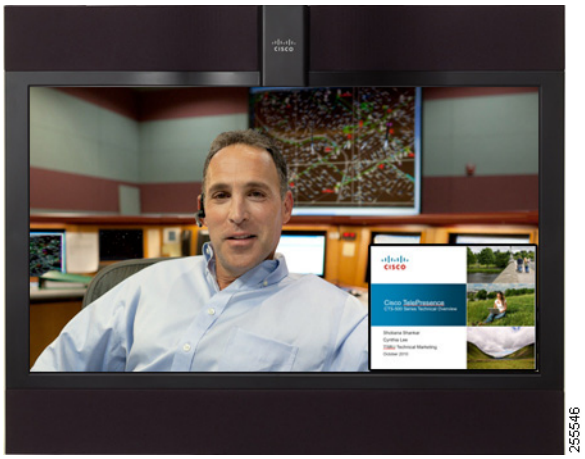
To use PiP, complete the following steps.

Step 1 Tap **PiP,** then tap any of the positional buttons that display to position the presentation to the center, right or left corners, or to maximize the presentation on your screen.

Figure 3-36 Presentation Screen - PiP Controls

Figure 3-37 shows an example of PiP on the lower right side of the main display screen.

Figure 3-37 PiP Lower Right



Sharing a Presentation Outside of a Cisco TelePresence Conference

When there is no active video call, you can share your presentation locally by plugging the VGA cable into your presenting device. The presentation on either on the display screen of your system or, if an external presentation display is installed, the external presentation display.

Tip To have a system with an external presentation display show the presentation on the main display screen, turn off or disconnect the external presentation display.

Managing Meetings

This section contains the information you need to manage meetings and includes the following topics:

- Meeting Control Button Quick Reference, page 3-33
- Meeting Information Screen, page 3-35
- Managing Meeting Settings, page 3-36

Meeting Control Button Quick Reference

Table 3-2 describes meeting control buttons that appear during an active meeting. Buttons appear blue when selected.

Table 3-2 Cisco TelePresence Touch 12 Meeting Control Buttons

Button	Function
Call Duration 	The Call Duration window acts as your active meeting home page. The on-screen counter keeps a record of how long the Cisco TelePresence Touch 12 has been in the current meeting.
Participants **Audio Indicator** 	Tap to see a list of participants for all scheduled meetings, multipoint calls, and non-scheduled point-to-point calls with audio add-in. Point-to-point calls without audio add-in do not see a participant list. **Tip** The list may take a moment to load. If the local endpoint is audio-only, the audio indicator (non-selectable) is also shown. See Meeting Information Screen.
Call-In Information 	Tap to view meeting information, including phone and meeting numbers, and the Cisco WebEx URL, if available for your meeting. See the Meeting Information Screen.
Touch Tones 	Tap to bring up the keypad to send Dual Tone Multi-Frequency (DTMF) tones.
Settings 	Meeting control options for multipoint meetings. Access options can include: • View Control • Meeting Access • Meeting Timing (extended meeting options) **Tip** If these options have not been configured on your system, the Settings button does not appear. See Managing Meeting Settings.

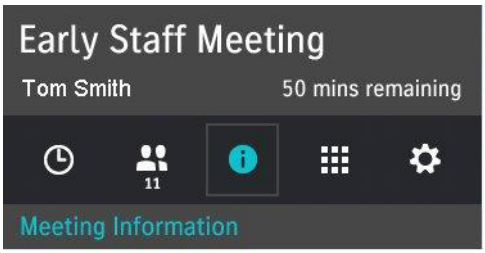
Table 3-2 Cisco TelePresence Touch 12 Meeting Control Buttons (continued)

Button	Function
Meeting Security	This icon indicates whether the meeting is secure or not secure. A corresponding icon is also shown on the main display.
Cisco WebEx	This icon indicates that a meeting participant is using Cisco WebEx to join the meeting. Multiple Cisco WebEx participants are represented by a single participant entry in the Participant List.

Meeting Information Screen

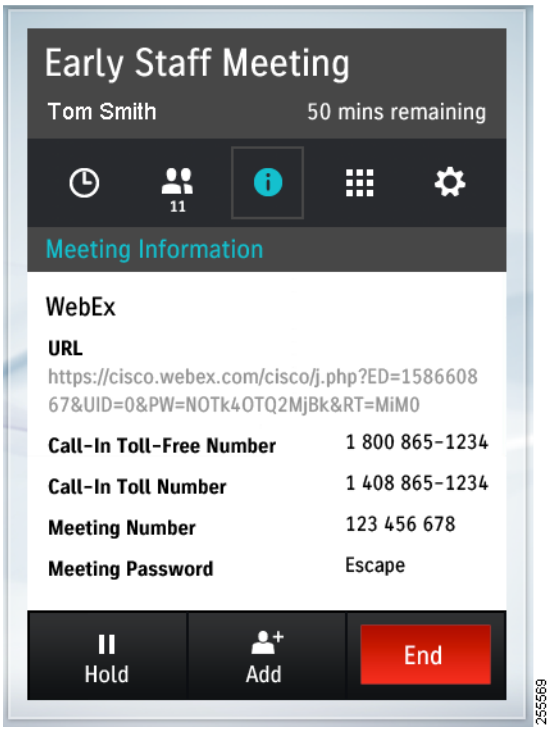
To view information about your scheduled meeting:

Step 1 Tap the **Meeting Information** button.



Your meeting details appear, as shown in Figure 3-38.

Figure 3-38 Meeting Information Window

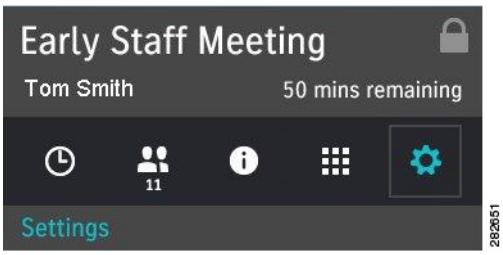


Step 2 Navigate away from the Meeting Information window by tapping the **Call Duration** button to return to the default meeting screen, or tap another meeting button.

Managing Meeting Settings

To manage your meeting settings:

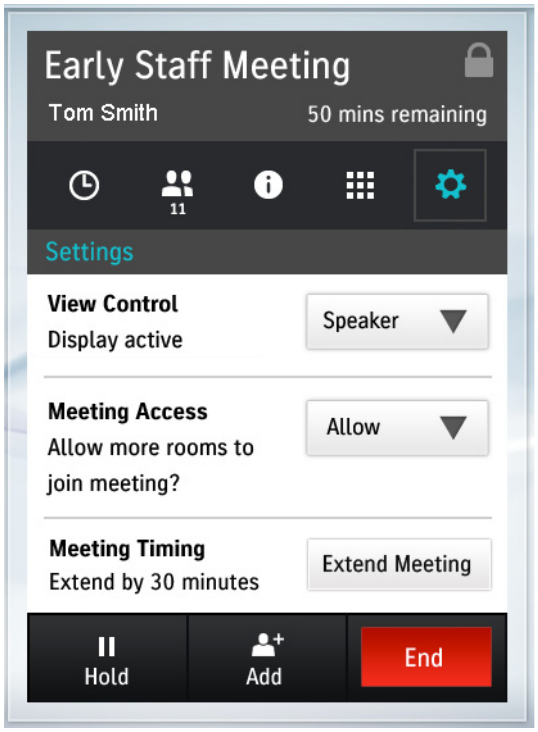
Step 1 Tap the **Settings** button.



The Settings screen appears, shown in Figure 3-39. This screen allows you to manage the following aspects of your meeting:

- View Control, page 3-37
- Meeting Access, page 3-37
- Extend Your Meeting, page 3-38

Figure 3-39 Settings Screen for Meeting Control



Step 2 Once you have finished making changes, navigate away from the Settings window by tapping the Call Duration button to return to the default meeting screen, or tap another meeting button.

View Control

View Control is displayed only on 3-screen systems in a multipoint call. The following options are available from the menu:

- **Speaker**—Switches in only the active speaker in a 3-screen room when someone begins talking.
- **Room**—Switches in all three segments of a 3-screen room when someone begins talking.

Your settings are automatically implemented and are saved for the duration of the current call; the system reverts to original settings when the meeting has ended.

Meeting Access

This option is displayed only for multipoint meetings and allows you to add more rooms to your meeting. The following options are available from the menu:

- **Allow**—Allows other endpoints to join the meeting.
- **Block**—Blocks other endpoints from joining the meeting.

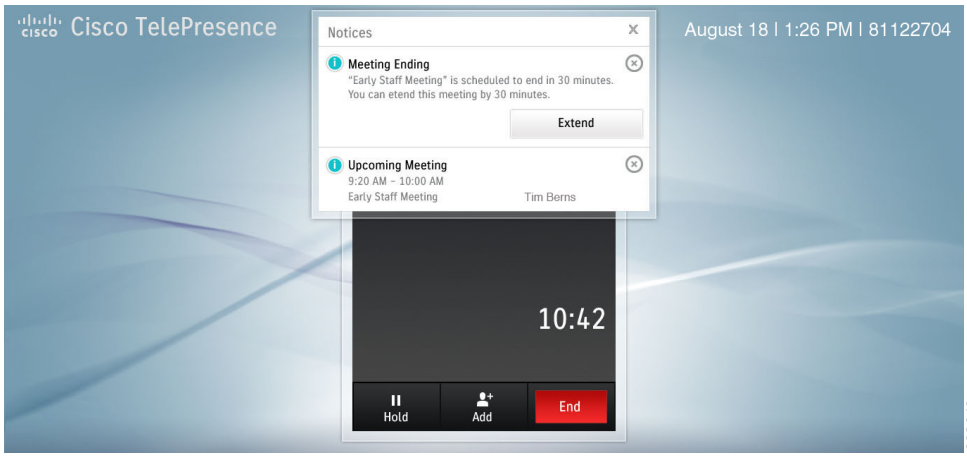
Your settings are automatically implemented and are saved for the duration of the current call; the system reverts to original settings when the meeting has ended.

Extend Your Meeting

You may have the option to extend your scheduled meeting. Figure 3-40 shows the Meeting Ending notice at the end of a scheduled meeting. To request a meeting extension:

Step 1 Tap **Extend** in the Notices dialog to open the Settings window (Figure 3-41).

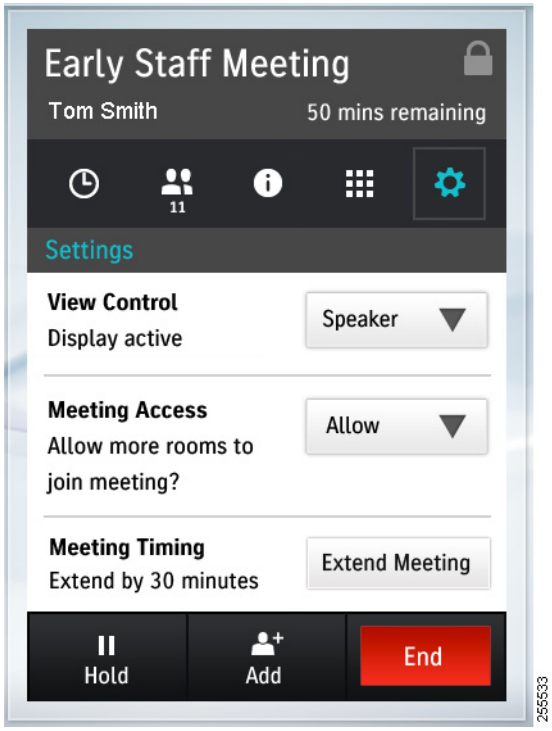
Figure 3-40 Meeting Extension Notice



Step 2 Tap the **Extend Meeting** button in the Settings window.

A confirmation message appears on the Cisco TelePresence Touch 12: “Meeting has been extended.” Your settings are automatically implemented and are saved for the duration of the current call. Your meeting instance now indicates that your meeting has been extended, as shown in Figure 3-41.

Figure 3-41 Meeting Extended by 30 Minutes



Tip The amount of time that you are allowed to extend your meeting is set by your administrator.

If the system is already at the maximum number of allowable resources, your meeting request may not be accepted. The following message appears: “Meeting not extended. System is currently at maximum number of callers.”

Sharing Using the Document Camera

If your system includes a document camera, you have a choice to share either the connected presentation, or the document camera. To share the document camera complete the following steps:

Step 1 Begin sharing a presentation by connecting a presentation to the Cisco TelePresence system using the sharing cable.

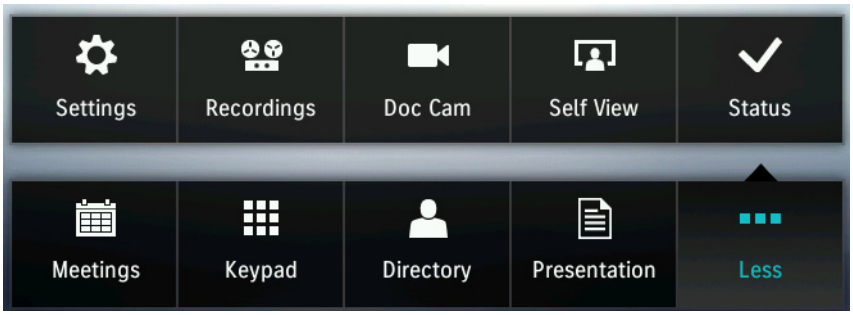
Step 2 To share the video that is being sent by the document camera, perform one of the following actions:

- Tap **Document Camera**.

Figure 3-42 Document Camera Screen

- Tap the **More** button in the primary button bar, then tap the **Doc Cam** button in the secondary button bar.

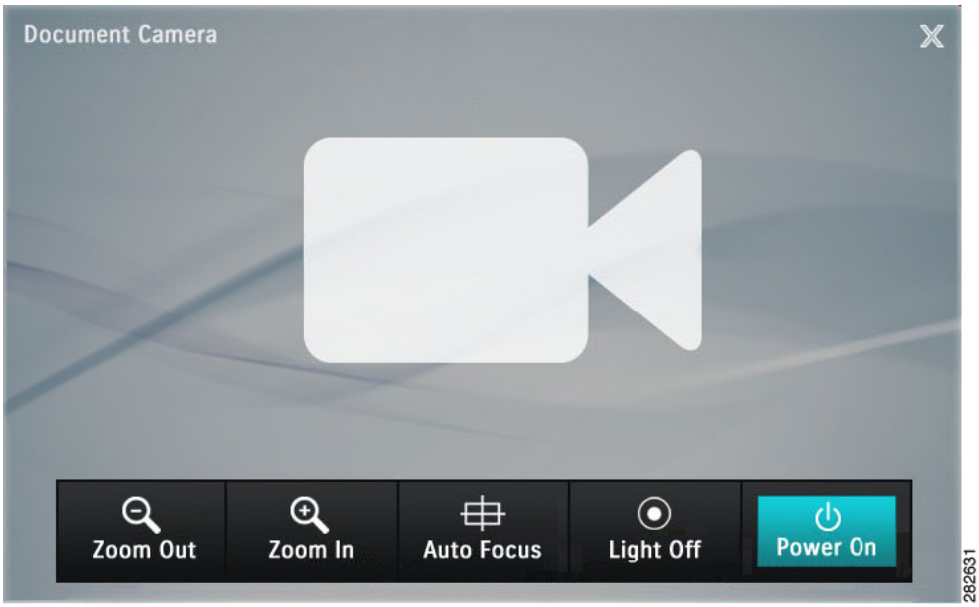
Figure 3-43 Doc Cam Button



Tip If your system does not have a Document Camera configured, no **DocCam** button will be present on the button bar.

The Document Camera control screen displays as shown in Figure 3-44.

Figure 3-44 Document Camera Control



Step 3 Tap the **Power On** button.

Sharing begins automatically. If there is no active meeting, the image displays locally.

Step 4 When the document camera is powered on, you can control Zoom, Auto Focus, and Lights (if present) using the buttons on the Touch device. If the document camera is not turned on, the Zoom, Auto Focus, and Light (if present) buttons are not available.

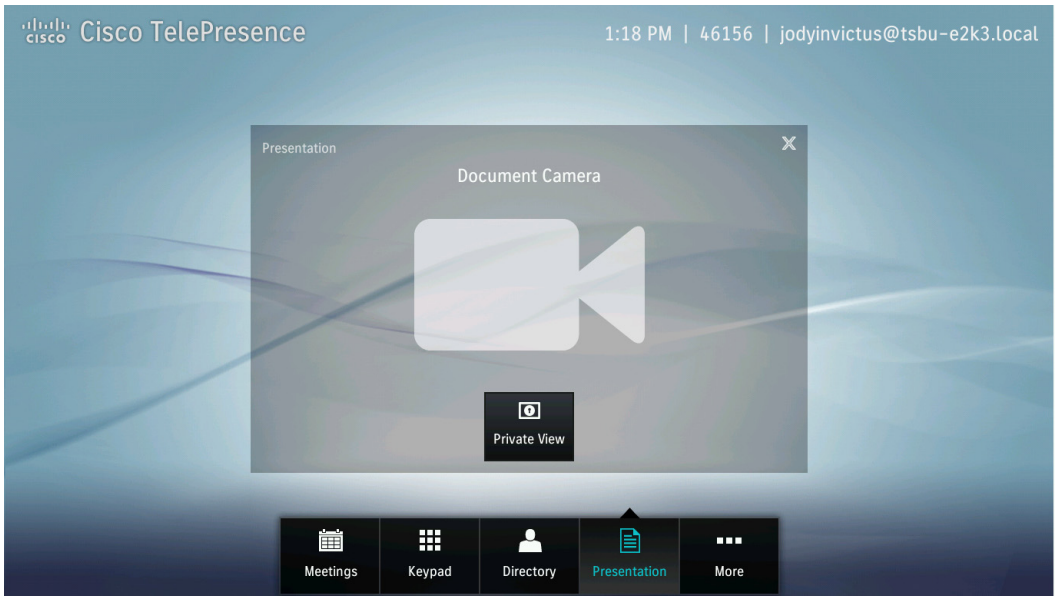
Tip The Auto Focus task cannot be stopped manually.

Step 5 Power off the document camera by tapping the **Power Off** button.

Note Do not power off the camera by using the power button on the camera. The system does not recoguize the state change from On to Off when you power off the document camera using this method.

Step 6 To change the document camera to private view, tap the **Zoom In** or **Zoom Out** buttons, tap the **Hide** button, then tap **Private View**.

Figure 3-45 Private View Button



Opening Other Applications During a Call

To open another application while you are in a call, tap the desired button in the button bar. Your current meeting is minimized to the top left side of the screen and the specified application screen appears (see Figure 3-46, for example). To return to your meeting in progress, tap the **Active Call** button, tap the minimized meeting window, or press the Home button on the Touch device.

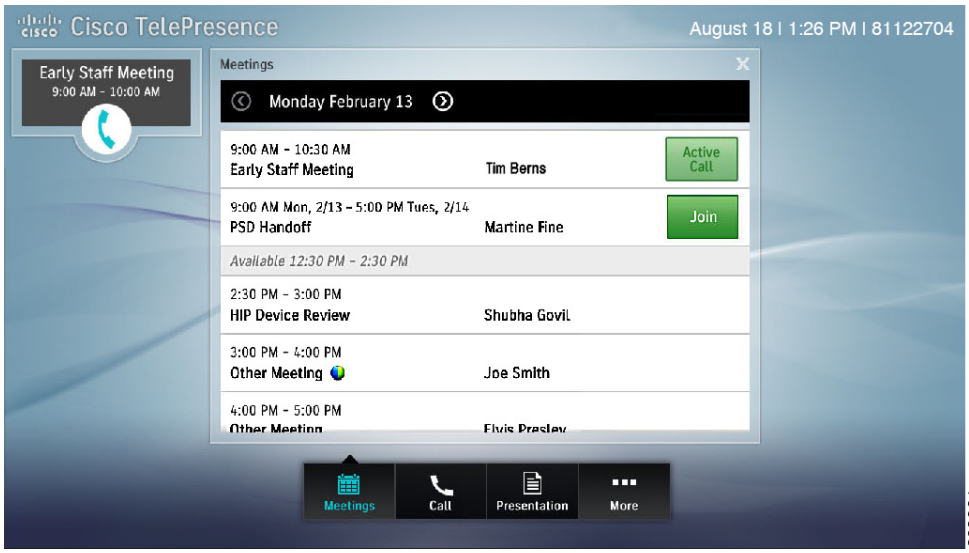
See the following examples:

- Checking Your Calendar While in a Call, page 3-41
- Returning to Your Active Meeting, page 3-42

Checking Your Calendar While in a Call

To check your meetings calendar, tap the **Meetings** button, as shown in Figure 3-46.

Figure 3-46 Checking Your Calendar During a Call



Returning to Your Active Meeting

You can quickly return to your active meeting by pressing the Home on the Touch device, as shown in Figure 3-29. If you are not in an active call, the Home button returns you to your configured default "home" screen.

Figure 3-47 Cisco TelePresence Touch 12 Console—Home Button

Controlling Volume and Other Call Settings

How to control settings for:

- Controlling Meeting Volume Using the Volume Button on the Console, page 3-43
- Selecting Between Speaker and Headset Audio and Controlling Meeting Volume, page 3-46
- Media Volume, page 3-47
- Changing Screen Brightness, page 3-48

Controlling Meeting Volume Using the Volume Button on the Console

You can also control call volume using the button on the Cisco TelePresence Touch 12 console, as shown in Figure 3-48. The Volume button controls ringer, speaker, and DMP/Presentation volume; corresponding changes are made to the volume settings in More > Settings when you use the Volume button on the console.

Figure 3-48 Cisco TelePresence Touch 12 Console—Volume Toggle Button

Controlling Call and Meeting Volume Using the Touch pad

To control incoming call volume and ringtone settings using the touch pad:

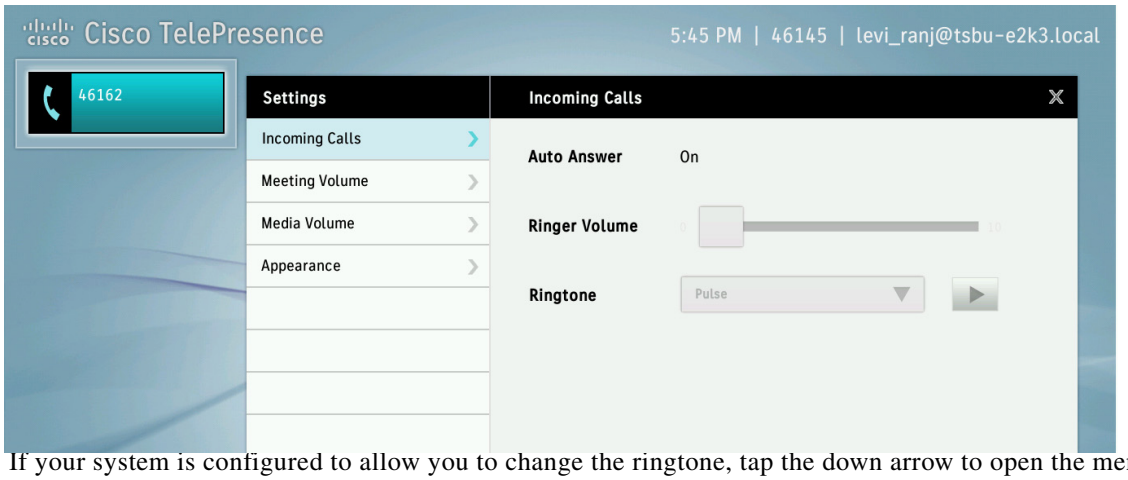
Step 1 Tap the **More** button. The secondary button bar appears.

Step 2 Tap **Settings** in the secondary button bar. The Settings window displays.

Step 3 Tap **Incoming Calls**.

Step 4 If your system is configured to allow you to change **Auto Answer** settings, tap and drag the selector to **On** or **Off**, as shown in Figure 3-49. Otherwise Auto Answer is set to Off by default.

Figure 3-49 Setting Auto Answer and Ringtone Settings



Step 5 If your system is configured to allow you to change the ringtone, tap the down arrow to open the menu bar (Figure 3-49) and tap to select from available ringtones. Otherwise the Cisco Standard ringtone is the default.

Step 6 Tap **Play** to hear a sample of the selected ringtone. A sample ringtone is heard when you release the selector and the ringer volume indicator appears, as shown in Figure 3-50.

Figure 3-50 Ringer Volume Indicator

Step 7 When you are finished changing your settings, tap the X in the upper right corner of the Incoming Calls window to dismiss the window or tap Selecting Between Speaker and Headset Audio and Controlling Meeting Volume or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Selecting Between Speaker and Headset Audio and Controlling Meeting Volume

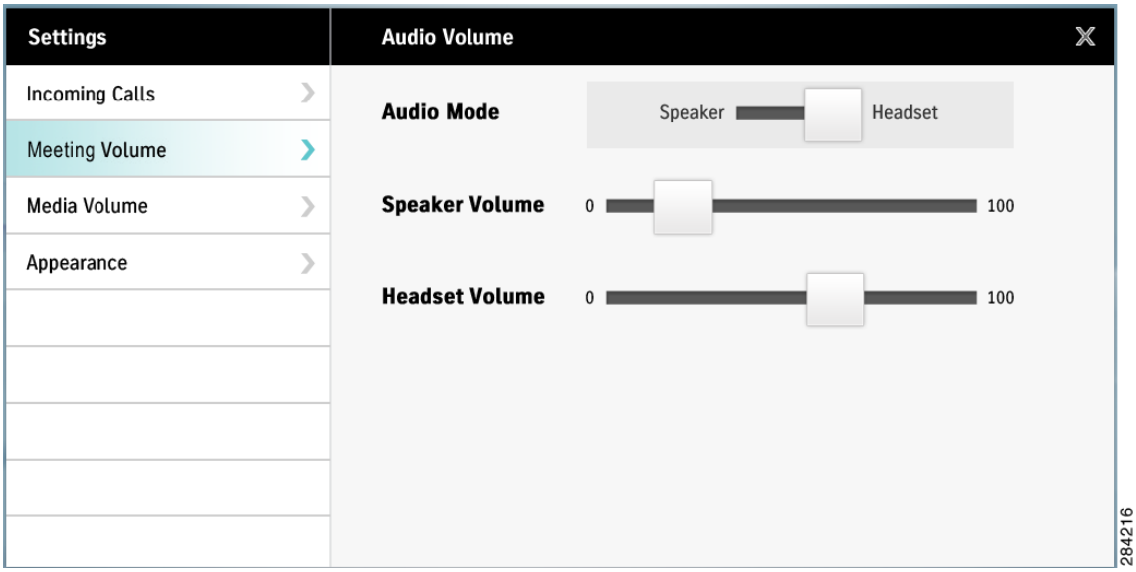
To select audio to be played through a speaker or headset and to control meeting, speaker, and headset volume, complete the following steps:

Step 1 Tap the **More** button. The secondary button bar appears.

Step 2 Tap **Settings** in the secondary button bar.

Step 3 Tap **Meeting Volume**. The Meeting Volume window appears, as shown in Figure 3-51.

Figure 3-51 Setting Audio Mode and Volume



Step 4 Select **Audio Mode**. Tap and drag the slider to choose between **Speaker** and **Headset** if you have a headset plugged into your CTS endpoint.

Tip If your system is not configured for a headset option, no Headset adjustment controls are visible.

Step 5 Adjust **Speaker Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the speaker volume indicator is displayed, as shown in Figure 3-52.

Figure 3-52 Speaker Volume Indicator

Step 6 Adjust **Headset Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the headset volume indicator is displayed, as shown in Figure 3-53.

Figure 3-53 Headset Volume Indicator

Step 7 When you are finished changing your settings, tap the X in the upper right corner of the Meeting Volume window to dismiss the window or tap Media Volume or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Media Volume

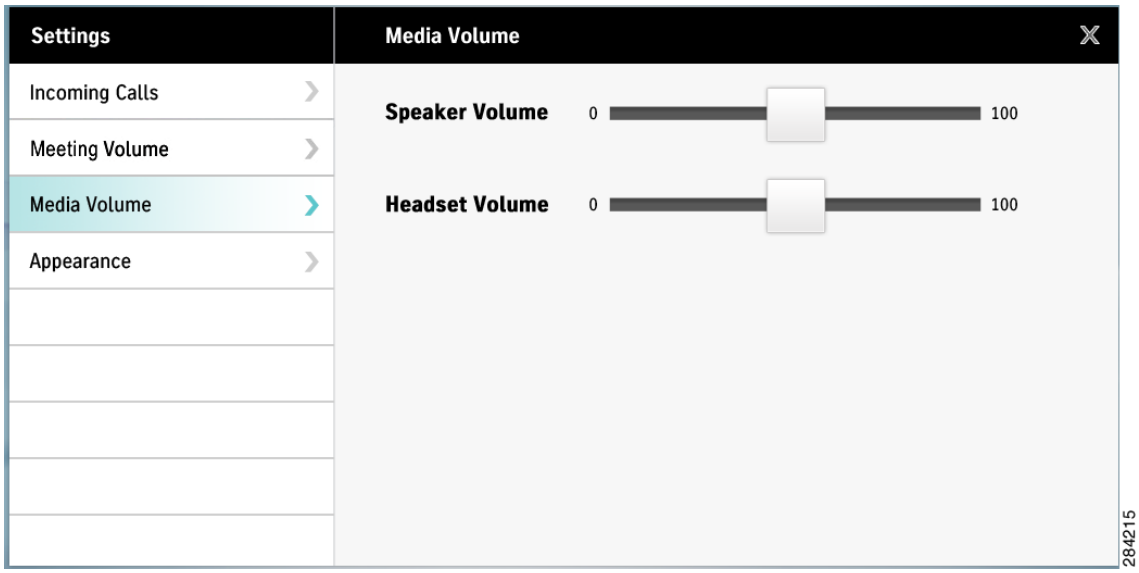
To control speaker and headset volume for the Media Player (DMP) and presentation audio:

Step 1 Tap the **More** button. The secondary button bar appears.

Step 2 Tap **Settings** in the secondary button bar.

Step 3 Tap **Media Volume**. The Media Volume window appears, as shown in Figure 3-51.

Figure 3-54 Setting Media Volume



Step 4 Adjust **Speaker Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the volume indicator is displayed, as shown in Figure 3-50.

Step 5 Adjust **Headset Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the volume indicator is displayed.

Step 6 When you are finished changing your settings, tap the X in the upper right corner of the Media Volume window to dismiss the window or tap Changing Screen Brightness or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Changing Screen Brightness

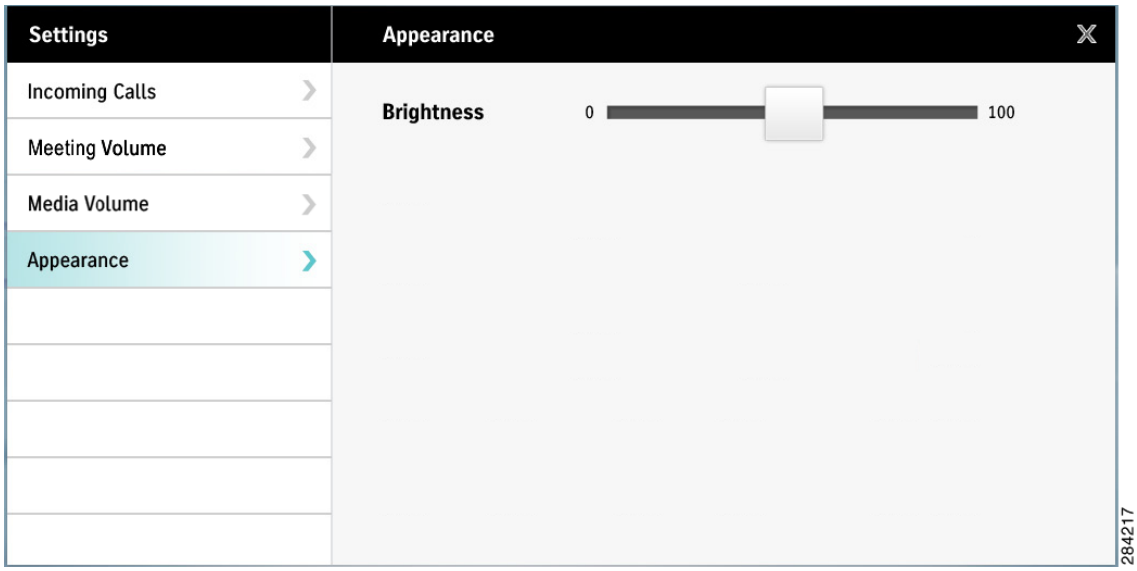
To control the screen brightness of your Cisco TelePresence Touch 12:

Step 1 Tap the **More** button. The secondary button bar appears.

Step 2 Tap **Settings** in the secondary button bar.

Step 3 Tap **Appearance**. The Appearance window is displayed, as shown in Figure 3-51.

Figure 3-55 Setting Screen Appearance



Step 4 Adjust **Brightness** by tapping and dragging the slider to the desired position.

Step 5 When you are finished changing your settings, tap the X in the upper right corner of the Appearance window to dismiss the window or tap another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Using the Digital Media Player

Control what the DMP plays using the media player web-based interface. For example, you can switch between playing a DVD or streaming video such as ESPN. For more information, see the Digital Media Players End User Guides home page on Cisco.com.

Tip If your system does not have a DMP configured, no Media Player button will be present on the secondary button bar.

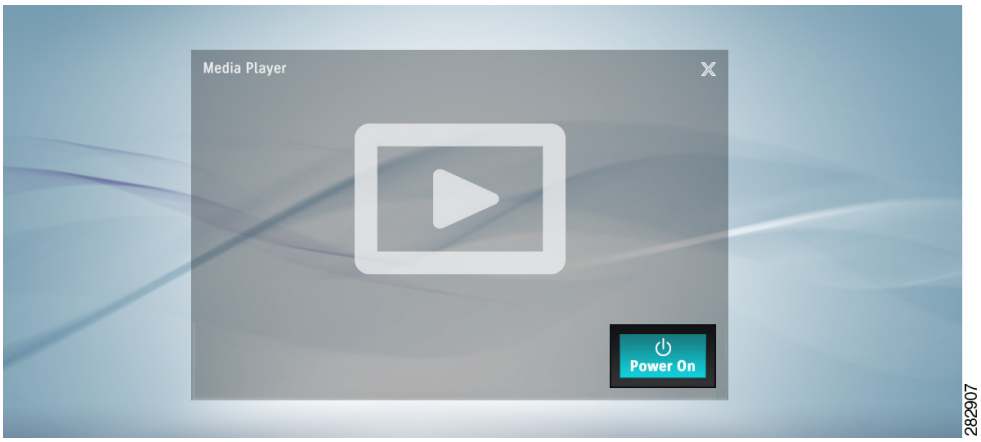
To turn on the DMP from the Cisco TelePresence Touch 12:

Step 1 Tap the **More** button.

Step 2 Tap the **Media Player** button in the secondary button bar to launch the application.

Step 3 Tap the **Power On** button to turn on the DMP, as shown in Figure 3-56.

Figure 3-56 Power On the DMP



Step 4 Adjust DMP volume using the Volume toggle button on the Cisco TelePresence Touch 12 console, as shown in Figure 3-30.

Figure 3-57 Cisco TelePresence Touch 12 Console—Volume Toggle Button

No sample sound is heard but the DMP / Presentation volume indicator is displayed, as shown in Figure 3-58.

Figure 3-58 DMP / Presentation Volume Indicator