



Cisco TelePresence System Meeting Controls—Systems That Use an IP Phone for Call Control Only)

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Using Meeting Controls

The Meetings screen shows upcoming meetings that have been scheduled on your Cisco TelePresence System (CTS) [endpoint](#).

Figure 5-1 Meetings Screen

Manage Cisco TelePresence meetings by using the Meeting Controls function. The Meetings screen displays several options:

- [View Control, page 5-2](#)
- [Meeting Access - Mtng Ctrl Softkey, page 5-3](#)
- [Participant List, page 5-3](#)

View Control

During Cisco TelePresence meetings, you can select the way you see speaking participants by choosing one of the following options:

- **Speaker**—When a participant is speaking, that participant is displayed. Only the screen on which that speaker is displayed changes.
- **Room**—When a participant is speaking, all participants from the active speaker's site is displayed.



To change the way you view participants during a Cisco TelePresence conference:

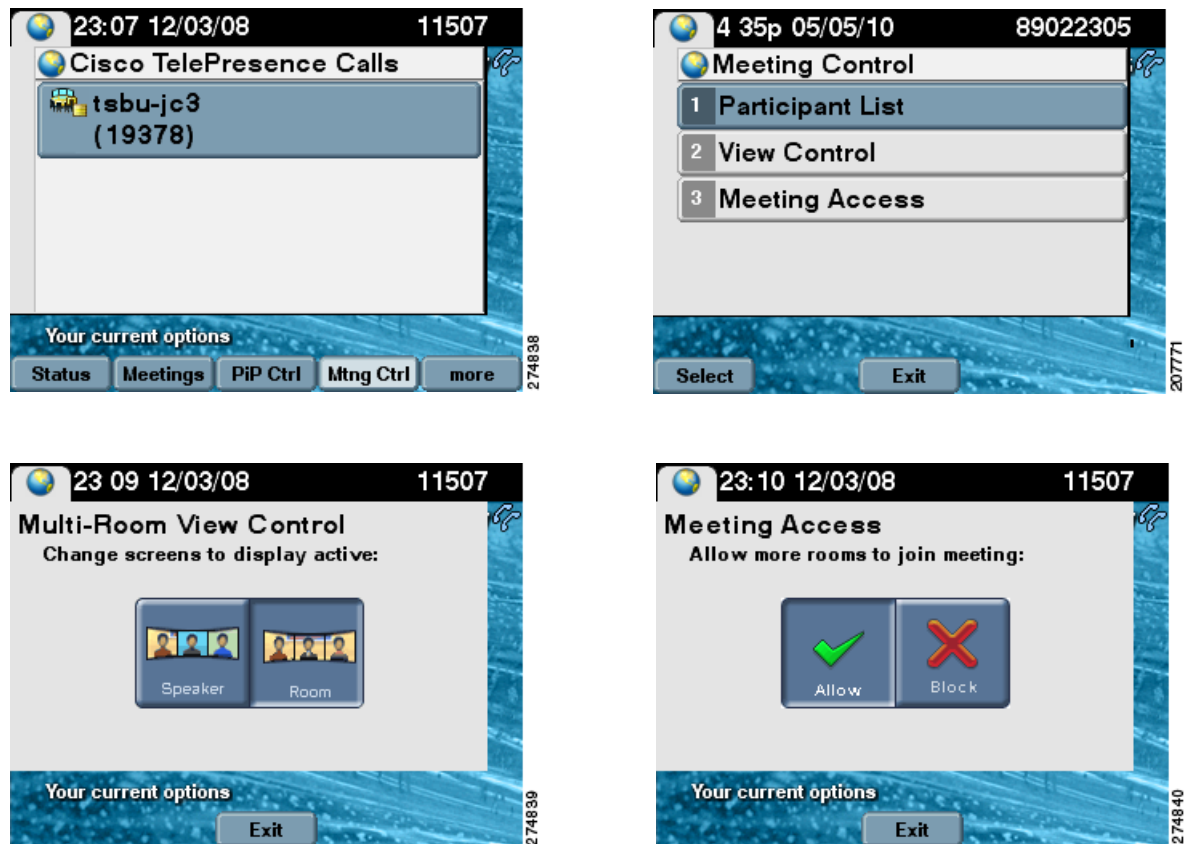
-
- Step 1** Touch the **ViewCtrl** softkey, as shown in [Figure 5-2](#).
- Step 2** Touch the **Speaker** or the **Room** softkeys to change the view.

Step 3 Touch the **Exit** softkey to exit the Multi-Room View Control screen.

Meeting Access - Mtng Ctrl Softkey

Use the Meeting Access control to control additional Cisco TelePresence [endpoints](#) that join a Cisco TelePresence meeting, as shown in [Figure 5-2](#).

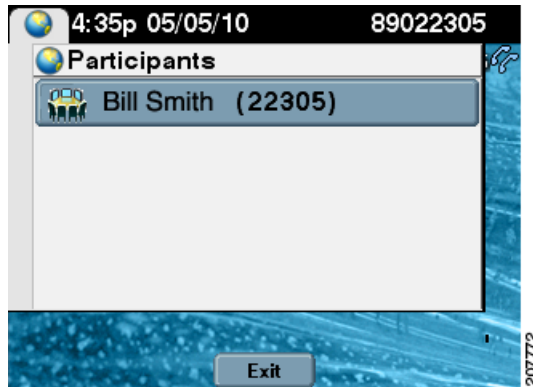
Figure 5-2 View Controls and Meeting Access Controls



Participant List

Participant List (conference roster list and roster list with audio add-in), as shown in [Figure 5-3](#)—Provides users with a list of participants in a meeting. For scheduled meetings, the list also includes invited but yet to attend participants. The participant list is read-only and can be found on the control device of the CTS endpoint only in multipoint calls.

Figure 5-3 Participant List



Participant List Features and Functions

Type of Call	Features and Functions
Scheduled Multi-Point Meeting	<p>The Participant List is read only:</p> <ul style="list-style-type: none"> Lists all endpoints that have been invited to the multi-point meeting, including rooms that have joined the call and rooms that have not yet joined the call. View rooms that have been invited to join the multi-point meeting but have not yet joined. When a CTS endpoint dials an audio add-in call and adds that call in to a multi-point call, the CTS endpoint automatically passes the CLID and name (if known) up to the CTMS so that it can be passed to and displayed on all CTS endpoint in the multi-point call. When a CTS endpoint drops an audio add-in call while in to a multi-point call, the CTS endpoint automatically alerts the system that the audio call has been dropped so that the CTMS can update the call roster on every CTS endpoint that is included in the call. The conference list/room roster on the CTS Cisco Unified IP phone is updated automatically when a new endpoint has been added to the multi-point call; you do not have to take any action.
Unscheduled (Static) Multi-Point Meetings	Lists all endpoints that have joined the call.

Meeting Call Volume

To change the meeting call volume:

- Step 1** Press the telephone **Volume** toggle (Softer or Louder) when a call is in progress.

- Step 2** Touch the **Save** soft key to save the settings for the current and subsequent calls.
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Controlling Presentations

- [Connecting a Laptop, page 5-5](#)
- [Using Presentation Privacy, page 5-5](#)
- [Positioning Presentation-in-Picture, page 5-10](#)
- [Using Swap PiP, page 5-12](#)

Connecting a Laptop

**Tip**

Make sure that you have set your laptop resolution to 1024 x 768.

To share data or video content onto the white façade below Cisco TelePresence room displays or as [PiP](#):

- Step 1** Connect the supplied cable to the VGA port of your laptop (PC) and enable external display by pressing **Fn+F7** ([Mac](#) users do not need to press **Fn+F7**.)

**Tip**

To eliminate audio static, connect the audio cable to your laptop's headset port.

- Step 2** Wait up to 30 seconds for the projector to turn on. The content of the last participant to connect the VGA cable will display on all local and remote rooms.

- Step 3** To end your presentation, simply unplug your laptop.

**Tip**

The projector automatically shuts off when the CTS shroud light turns off at the end of your meeting, even if your laptop is still plugged in. If you need to turn on the projector again, simply unplug the laptop and plug it back in again.

Using Presentation Privacy

Because you can use your CTS as a data display when not in a Cisco TelePresence call, it is possible to have data displayed before the start of a call that you do not want to share.

To prevent your presentation device input from being shared automatically if that input is active prior to the beginning of a Cisco TelePresence call, a Presentation Privacy alert is displayed at the beginning of a call, and you can select whether to share or dismiss the presentation.

**Tip**

Presentation device input is automatically shared if you plug in a presentation device during an active call.

Step 1 To share the presentation, touch the **Share** softkey, as shown in [Figure 5-4](#).

Step 2 To block the presentation from being shared, touch the **Dismiss** softkey.

Figure 5-4 *Sharing or Blocking Presentations*

**Tip**

If you have multiple Cisco TelePresence calls and you choose to **Share** your presentation with at least one of them, you will be prompted to **Share** or **Block** the presentation each time you switch between calls.

If you choose to **Block** your presentation from all the calls, you must unplug and then plug your **VGA** cable back in to display the Presentation Privacy screen.

When presentation sharing has been turned off, the following icon is displayed on the main display screen:

Figure 5-5 *Presentation Not Shared Main Display Icon*



For more on-screen icons, see [Chapter 4, “Cisco TelePresence System On-Screen Icons and Messages.”](#)

CTS 500-32 Presentation Features

The CTS 500-32 is the next generation of personal Cisco TelePresence endpoints, which are intended to be used in enterprise personal offices, commercial businesses, and for telecommuters. The CTS 500-32 is controlled by the CTS Cisco Unified IP Phone 7900 Series while the receiver is on-hook and is interoperable with all other CTS endpoint. Supported features include:

- [Presentation Options, page 5-7](#)
- [Video Input Options, page 5-7](#)
- [Using the CTS 500-32 as a Secondary Display, page 5-10](#)
- [Understanding Presentation Screen Resolution, page 5-10](#)

Presentation Options

Laptop collaboration is supported with Presentation-in-Picture (PiP) and you can easily toggle between sharing and not sharing. When the CTS 500-32 is in a Cisco TelePresence call, you can use the system as a full screen PC monitor with capability to toggle back to video. When the CTS 500-32 is not being used for a Cisco TelePresence call, you can display PC graphics such as a PowerPoint presentation at full resolution. For privacy, LED indicator lights indicate that video is being transmitted, and muting and headphone options are available. Additional features include:

- A new VGA input option is introduced and presentation source changes can be made through the phone user interface. See [Video Input Options](#).
- Support for private and public share settings and Swap PiP. See [Using Swap PiP](#).
- Presentation privacy alert options have been upgraded from **Share/Dismiss** to **No One/Just Me/Everyone** so that you can quickly choose what to do with the presentation. The Video Input screen allows you to go back and change your presentation privacy choice. See [Video Input Options](#) for more information.



Tip

If you are in a Cisco TelePresence meeting and you connect your PC to the VGA cable, you have to press the “share with everyone” button before the data shares.

Video Input Options

To share presentations on the CTS 500-32, a new DVI input option is available and presentation video source changes can be made using the phone. Touch the **Video Input** softkey to begin (see [Figure 5-6](#)).

- Before you start a call, you can view or hide presentation sources. See [Presentation Privacy Options](#).
- Presentations are automatically shared when you plug in your laptop via the VGA port. Select the **Unshare** softkey in the Video Input screen to stop presentation sharing. See [Figure 5-7](#)
- Once in a call, you can choose to hide the presentation, view it locally only, or share the presentation with the remote side using the DVI input option. See [Presentation Privacy Options](#).

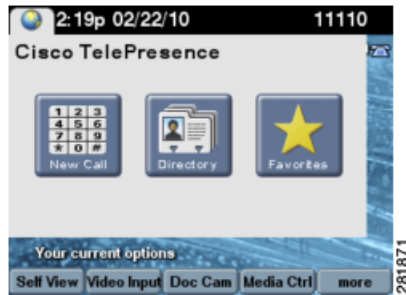
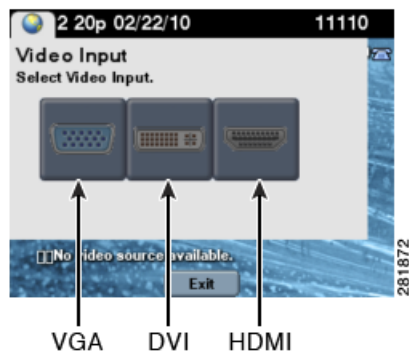
Figure 5-6 Video Input Softkey**Figure 5-7 Select Video Input**

Table 5-1 shows available Video Input screen buttons and softkeys

Table 5-1 Video Input Screen Buttons and Softkeys

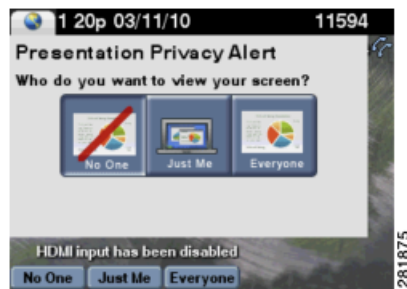
Navigation Type	Description
Button	
VGA	Last participant to plug in shares. See Table 5-2 for presentation privacy options.
DVI	Plugs into desktop, PC, or laptop docking station. See Table 5-2 for presentation privacy options.
HDMI	Document camera input. See Controlling the Document Camera .
Softkey	
Not in a Call - Local View (VGA not plugged in)	
Hide	Touch the Hide softkey to hide your presentation. You are returned to the main idle screen.
Exit	Exits the Video Input screen without making any changes.
View	Touch the View softkey to view your presentation locally. You are returned to the main idle screen.
During a Call - Automatic Sharing (VGA plugged in)	

Table 5-1 Video Input Screen Buttons and Softkeys

Navigation Type	Description
Button	
VGA	Last participant to plug in shares. See Table 5-2 for presentation privacy options.
DVI	Plugs into desktop, PC, or laptop docking station. See Table 5-2 for presentation privacy options.
HDMI	Document camera input. See Controlling the Document Camera .
Softkey	
Unshare	The system automatically shares when the VGA cable is plugged in during an active call. Touch Unshare in the Video Input screen to stop sharing.
Share	Touch Share to resume sharing during an active call.

Presentation Privacy Options

[Figure 5-8](#) shows presentation privacy options.

Figure 5-8 Presentation Privacy Alert Options

[Table 5-2](#) shows presentation sharing options that are available depending on whether you selected VGA or DVI for your video input source. See [Video Input Options](#).

Table 5-2 Presentation Sharing Options

Input Type	Private	Public
VGA	Just Me	Everyone. The Just Me option is not available.
	Display can be used for Cisco TelePresence calls and as a main computer monitor. See Using the CTS 500-32 as a Secondary Display .	Display is for Cisco TelePresence calls only.
DVI	Remote sharing always overrides current presentation.	Remote sharing always overrides current presentation.
Note Any presentation that plugs in mid-call via DVI, VGA, or HDMI is automatically shared.		

Using the CTS 500-32 as a Secondary Display

The CTS 500-32 screen is available for use as a secondary monitor for your laptop when not in a call. The following are tips for using the CTS 500-32 as a secondary display for your laptop:

- If you have a document camera and a Cisco Digital Media Player (DMP) connected to the CTS 500-32 and the document camera video does not display during a conference, use the **View** softkey on the Cisco Unified IP Phone to view the document camera video.
- For sharing presentations when not in a conference, set your resolution to 1024 x 768 @ 60 Hz.
- For using the CTS 500-32 as a computer monitor (local viewing) when not in a conference, you can choose from the following resolutions:
 - 800 x 600 @ 60 Hz
 - 1024 x 640 @ 60 Hz
 - 1024 x 768 @ 60 Hz
 - 1280 x 800 @ 60 Hz
 - 1280 x 720 @ 60 Hz
 - 1920 x 1080 @ 30 Hz

If you view presentations that are in an aspect ratio of 4:3 or 16:10, the presentation fits inside of the presentation display in a widescreen format, with black bars framing the presentation on the top and bottom of the screen.

Understanding Presentation Screen Resolution

You must set your laptop screen resolution to 1024x768 to request presentation privileges, and it is recommended that all users who plan to present set their laptop screen resolutions similarly. If the system determines that your resolution is not set to 1024x768, the presentation will not be seen locally or remotely and one of the following messages will appear on the presenter's screen:

- If you have plugged in the HDMI cable to share using a document camera: “Cannot display Document Camera. Confirm that the document camera is powered on.”
- If you have plugged in either the DVI or VGA cable to present: “Cannot display DVI. Enable presentation on your laptop and set resolution to 1024x768.”

In both cases, once you have set your resolution to the recommended value, the presentation will show on the screen. If the presentation does not show automatically, navigate to the Video Input screen to manually select your presentation option to resume or begin sharing. See [Video Input Options](#).

Positioning Presentation-in-Picture

Presentation-in-Picture (**PiP**) is displayed with the presentation output if no external data display (such as an **LCD** or projector) is connected. To control the position of the PiP:

Step 1 Touch the **PiPCtrl** softkey. A screen showing the current PiP position appears, as shown in [Figure 5-9](#).



Tip

If your system has three main display screens, the PiP appears only on the center screen.

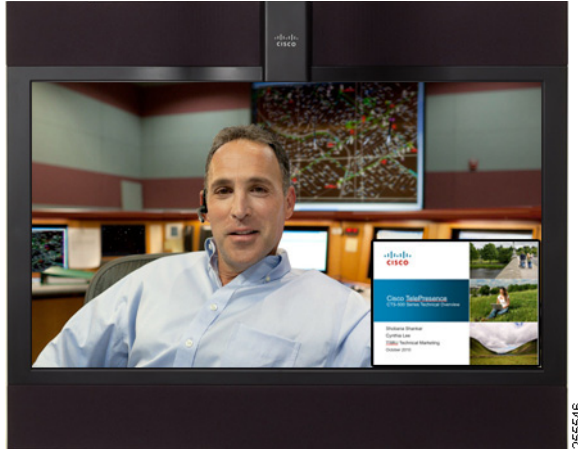
Figure 5-9 Presentation-in-Picture Softkey

- Step 2** To select a new PiP position for the current call, tap a new position using the information in [Table 5-3](#).
- Step 3** If you want to save this PiP position for future calls, touch the **Save** softkey.
- Step 4** If you do not want to see PiP for the current call, tap the **None** position. The PiP is not displayed for the active call, but will be displayed in the previously saved position when you place a new call. The **Save** softkey is disabled if you select **None**.

Table 5-3 PiP Control Screen Buttons and Softkeys

Button	Description
Left	Touch to display the PiP on the bottom left side of the main display screen.
Center	Touch to display the PiP in the bottom center of the main display screen.
Right	Touch to display the PiP on the bottom right side of the main display screen.
None	Removes the PiP from the main display screen. This setting cannot be saved.

[Figure 5-10](#) shows an example of Presentation-in-Picture on the right side of the CTS main screen.

Figure 5-10 PiP Right

Using Swap PiP

You can choose to have your Presentation-in-Picture (PiP) display appear larger on-screen than the video image of the meeting attendees by touching the **Swap** softkey in the Presentation-in-Picture Control screen of the CTS phone (Figure 5-11). You can easily toggle back to a larger video image with a smaller display.

Figure 5-11 Swap PiP Softkey

Figure 5-12 shows the CTS screen in swap PiP mode.

Figure 5-12 CTS in Swap PiP Mode



Controlling the Document Camera

The Document Camera screen allows you to manage document camera functionality and fine tuning. Touch the **Doc Cam** softkey to begin.



Tip

There is no document camera on the CTS 1300.

Figure 5-13 Document Camera Screen

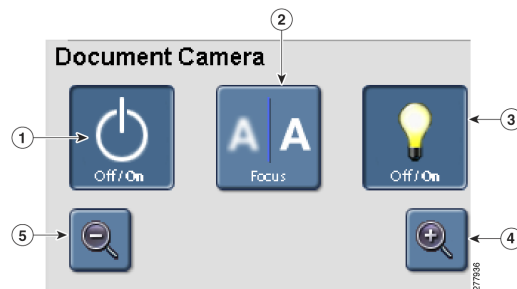


Table 5-4 shows available Document Camera buttons if your system uses MIDlets.

Table 5-4 Document Camera Continuous Zoom Buttons

Navigation Type	Description
Buttons	
1. Off/On	Turns the document camera on and off.
2. Auto-Focus	Activates one-push auto-focus.
3. Light Switch	Turns the document camera light on or off.
4. Zoom In	Zooms in until you release your finger or until maximum zoom level is reached.

Table 5-4 Document Camera Continuous Zoom Buttons

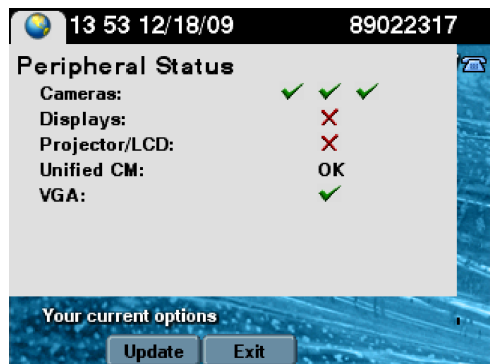
Navigation Type	Description
5. Zoom Out	Zooms in until you release your finger or until minimum zoom level is reached.
Tip	Zoom Bar—Some CTS systems have a Zoom Bar instead of individual Zoom In and Zoom Out functions. Touching or tapping on any of the markings on the Zoom Bar will zoom the document camera to the corresponding marking on the zoom bar.

**Tip**

The document camera shuts off automatically when the CTS system shroud lights turn off at the end of your meeting.

Checking Peripheral Status

The Peripheral Status screen shows the status of peripheral devices that are set up on the Cisco Telepresence System (CTS). Touch the **Status** softkey to begin.

Figure 5-14 Peripheral Status Screen

Using the Digital Media Player

To enable or disable the audio from your DMP, touch the **Media Ctrl** softkey. The Media Control screen is displayed, as shown in [Figure 5-15](#). The **Media Ctrl** softkey is displayed whenever the CTS detects that a secondary audio device is connected.

**Note**

Placing a call will cause DMP video to be stopped momentarily; the CTS main display screen goes blank for a few seconds when you toggle the DMP audio on and off with the **Media Ctrl** softkey.

Figure 5-15 *Using Media Controls*



For more information about the DMP, see the [Cisco Digital Media Players](#) home page on Cisco.com.

