



APPENDIX **B**

Replacing a Cisco TelePresence System Codec

First Published: September 27, 2010, OL-22226-01

Overview

This appendix describes the process for replacing a Cisco TelePresence System (CTS) primary codec. Before you install the codec, make sure you have the following:

- MAC address of replacement codec unit
- Computer attached to the network
- The Assembly, Use & Care, and Field-Replaceable Unit Guide for your CTS model



Note

It is recommended to make this change as a planned activity during maintenance.



Caution

Complete all steps before powering on any secondary codecs. This prevents the secondary codecs from being affected by any software and peripheral upgrades to the primary codec.

Replacing a Cisco TelePresence System Codec

To replace a Cisco TelePresence System codec, do the following:

- Step 1** Replace the primary codec unit according to the procedures in the Field-Replaceable Unit Guide for your CTS model.
- Step 2** Open a browser on a computer connected to the network.
- Step 3** Log in to Cisco Unified CM Administration and set up the new codec.
For more information, refer to the [Cisco Unified Communications Manager Administration Guide](#).
- Step 4** Add the Room Email ID of the previous codec to the new codec.
- Step 5** Make sure the new codec's status is registered.
- Step 6** Delete the MAC address of the previous codec from the Cisco Unified CM application user profile that is used in CTS-Manager.

- Step 7** Add the new codec to the application user profile and click **Save**.
- Step 8** Power on the CTS system by turning the power switches to the On position on the PDUs and (if present) auxiliary control unit. Do not power on any secondary codecs.
- Step 9** In the browser on the computer, go to the IP address of the primary codec unit.
- Step 10** Enter the required information at the login screen.
The Cisco TelePresence Administrator window appears.
- Step 11** Verify the status of the Cisco Unified Communications Manager (seen in the lower left portion of the window) is Enabled/Up.
- Step 12** Select **Hardware Setup** to verify the cameras, displays, speakers, and microphones are working properly.
- Step 13** Perform the Auto Adjust camera setup procedure. This sets the white balance to the correct levels.

**Note**

Steps 14-23 are optional if backup time is configured. CTS-Manager receives changes through the maintenance cycle that occurs daily at the scheduled backup time. This is recommended for large deployments (100+ rooms). To configure the backup time, go to **Configure > Database** and click the **Backup** tab. Note: Backup can be set as either daily or weekly, but the maintenance cycle always occurs daily at the time chosen for backup.

- Step 14** Log in to CTS-Manager as SysAdmin or Administrator.
- Step 15** Go to **Configure > Application Settings**.
- Step 16** Disable the Meeting Notification Email by selecting **No** for Enable Feature and clicking **Apply**.
- Step 17** Go to **Configure > Unified CM**.
- Step 18** Select the Unified CM that has the new codec.
- Step 19** Click **Discover Rooms**.
The new codec with the existing room name is added and the previous codec is removed from CTS-Manager.
- Step 20** Power on any secondary codecs of the CTS system.

**Note**

Make sure the old phone and codec are turned off.

- Step 21** Wait for the Discover Rooms process to complete.
- Step 22** Make sure that room sync is complete. Go to the **Monitor > Status Dashboard** window and make sure that Room Sync Status displays "OK".
- Step 23** From the **Configure > Microsoft Exchange** (or **Domino**) window, find the room that has the codec replaced and check the Last Synchronization Time and make sure the time stamp shows a sync time that occurs after the time that room discovery is complete. Make sure no other sync is in progress for other rooms (hour glass icon showing by the time stamp).
- Step 24** Go to **Configure > Application Settings**. Enable the Meeting Notification Email by selecting **Yes** for Enable Feature and click **Apply**.