

Software version TC5.0
November 2011



Cisco TelePresence System EX60

What's in this guide?

The top menu bar and the entries in the Table of Contents are all hyperlinks. Just click on them to go to the topic.

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Chapter 1

Introduction

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Disclaimers and notices

The objective of this documentation is to provide the reader with assistance in using and configuring the product. The capabilities of Cisco products and other manufacturers' products change over time and so the required configuration may be different from that indicated here. If you have any suggestions for changes to this document, please feed them back to Cisco through your Cisco Authorized Service Representative.

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Chapter 2

Connecting the EX60

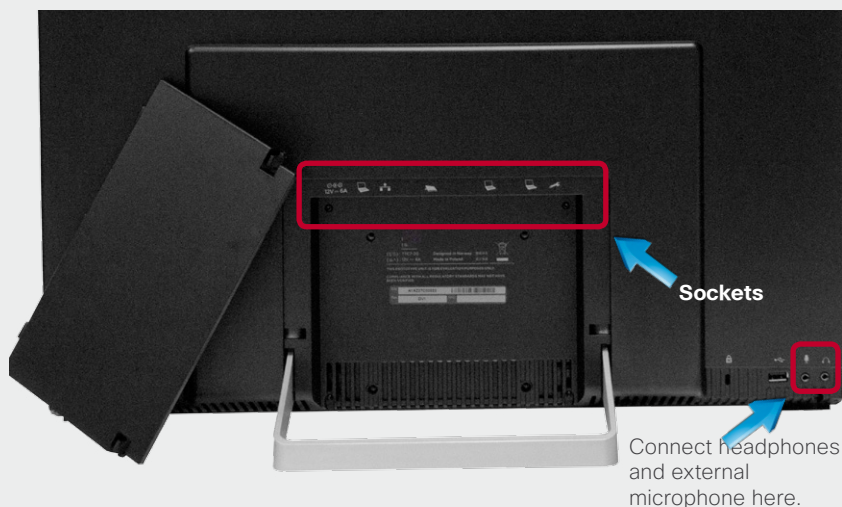
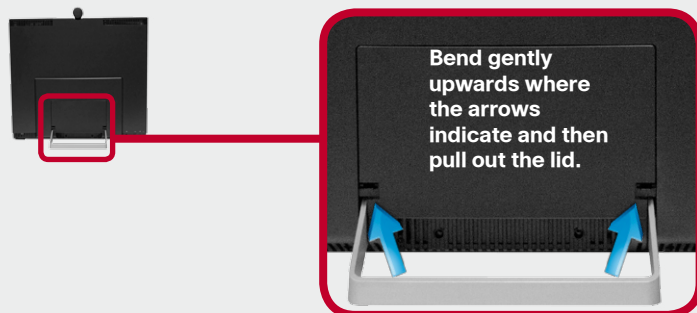


Connecting the EX60

Connect the cables as shown. Sockets are located behind the rear cover. If you have one LAN connection only—and need that for your PC—the EX60 has a built in Gigabit ethernet switch that enables you to connect your PC to the EX60 to access the LAN through the EX60.

Rear sockets access

Remove cover to get access to the connector sockets.

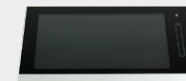


The EX60 parts

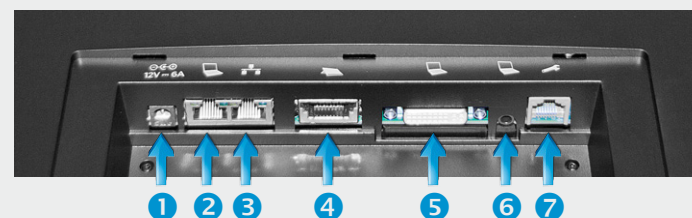
Camera with built-in privacy shutter.



The Cisco Telepresence Touch controller



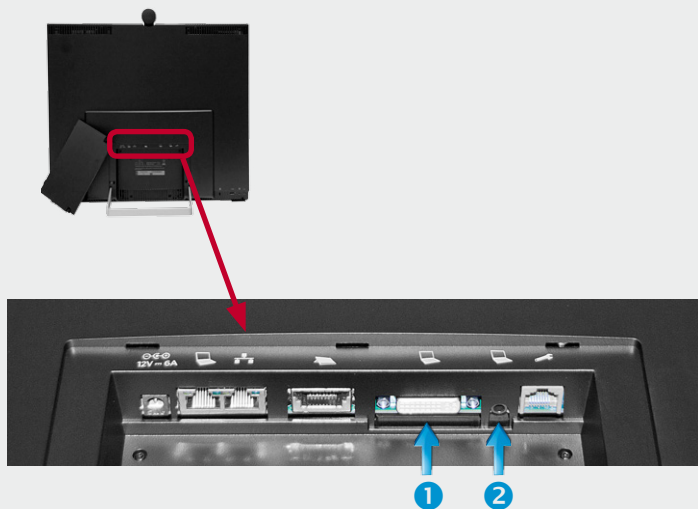
Connecting



- 1 Connect power here.
- 2 Connect your PC here if you need to share a single LAN connection with the EX60.
- 3 Connect your EX60 to the LAN.
- 4 Connect the touch screen controller.
- 5 DVI socket to use the EX60 as a PC screen.
- 6 Mini-jack socket for PC audio.
- 7 For service and maintenance.

Connecting a PC to the unit

Your EX60 has an HD display, which also may serve as your PC screen. Connect your PC to the DVI and Mini-jack sockets on the rear panel as shown below. DVI-D to DVI-I cable is recommended to get a high resolution image.



- 1 DVI socket to use the EX60 as a PC screen.
- 2 Mini-jack socket for PC audio.

Setting the screen resolution

A resolution of 1920 × 1200 is recommended. However, other resolutions may also be used as shown in the below tables.

Digital input via DVI

1920 × 1200 (recommended)
 1920 × 1080
 1776 × 1000 (not full screen)
 1680 × 1050
 1600 × 1200 (not full screen)
 1440 × 900
 1400 × 1050 (not full screen)
 1280 × 1024 (not full screen)
 1280 × 960 (not full screen)
 1280 × 800
 1280 × 768 (not full screen)
 1280 × 720 (not full screen)
 1152 × 648 (not full screen)
 1024 × 768 (not full screen)
 960 × 600 (not full screen)
 800 × 600 (not full screen)

Analog input via DVI

1920 × 1200 (recommended)
 1680 × 1050
 1600 × 1200 (not full screen)
 1440 × 900
 1280 × 1024 (not full screen)
 1024 × 768 (not full screen)
 800 × 600 (not full screen)

Screen resolution must be set via the web interface, using the Video Output HDMI [1] Resolution setting. For details on this, see the EX60 Administrator Guide, which is available separately for download.

Use as PC screen

If you choose to use your EX60 as your PC screen, connect your PC to the sockets on the rear panel as shown above.

Your EX60 will then serve as your PC screen outside calls. In a call tap **View desktop** to see the desktop.

Your desktop is **not** exposed to the other side.

Chapter 3

Using the EX60

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Camera adjustments

The camera can be tilted mechanically in vertical direction.



Turn the circumference to activate the privacy shutter.

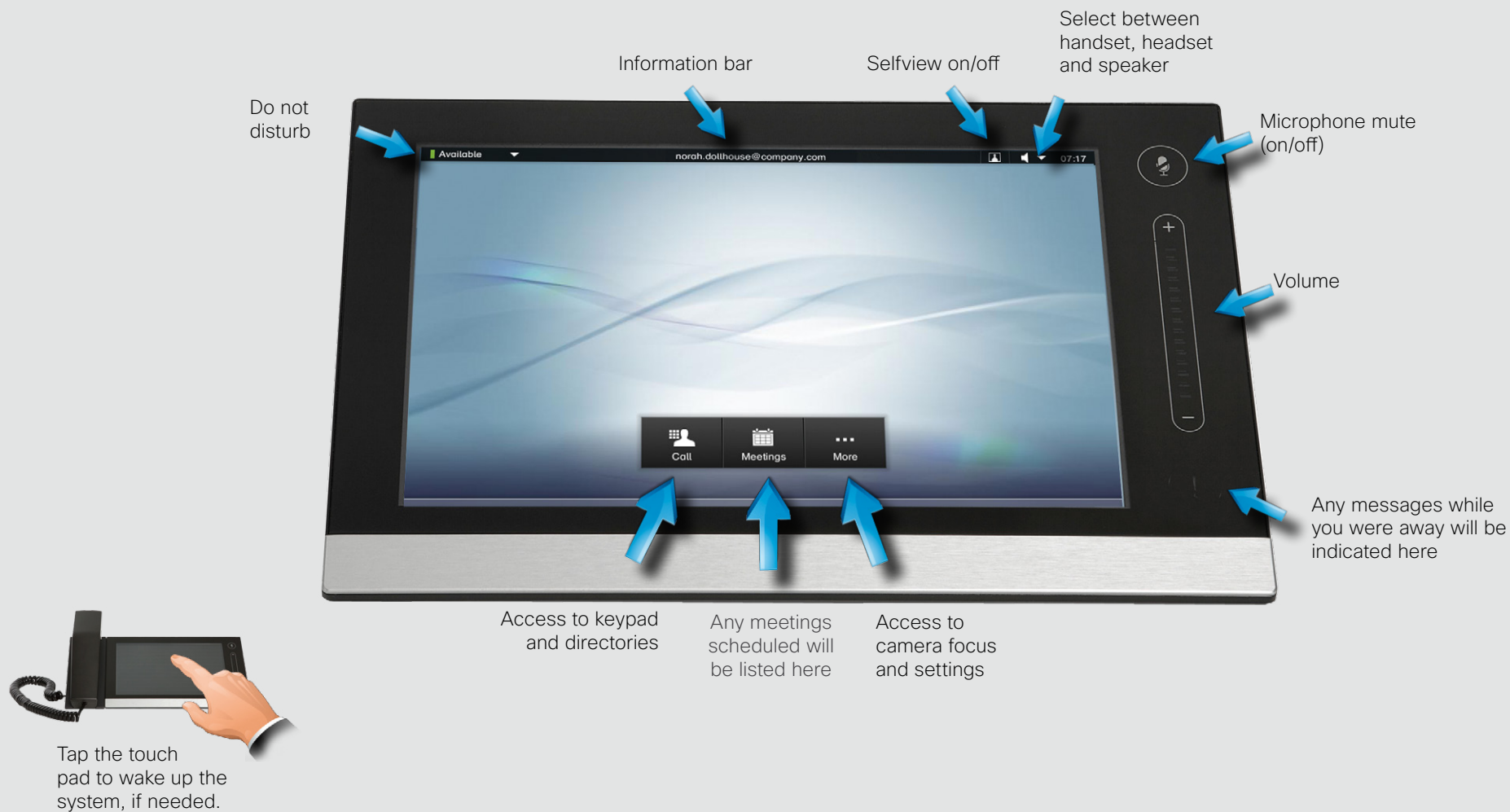


Use as document camera

Tilt the camera as shown to use it as a document camera. Image is automatically turned upside down, so that both parties will see the document correctly.



The Cisco Telepresence Touch—initial view



Initial settings—before you begin



Tap **Selfview** to see what others will see of you.



Tilt the camera to obtain the best view. The best view will be the view that positions your face as high up on the screen as possible without cutting off the top of your head.



If you need to adjust the focus, tap **Focus camera**.



Tap **More** again (or anywhere on the screen outside menus and buttons) to collapse the menu.

Calling someone by dialing the name, number or address

1



Tap **Call** as outlined, if needed ...

2



... then tap **Search or Dial**.



If you need to key in digits or special characters, press and hold the key until the character appears.

3



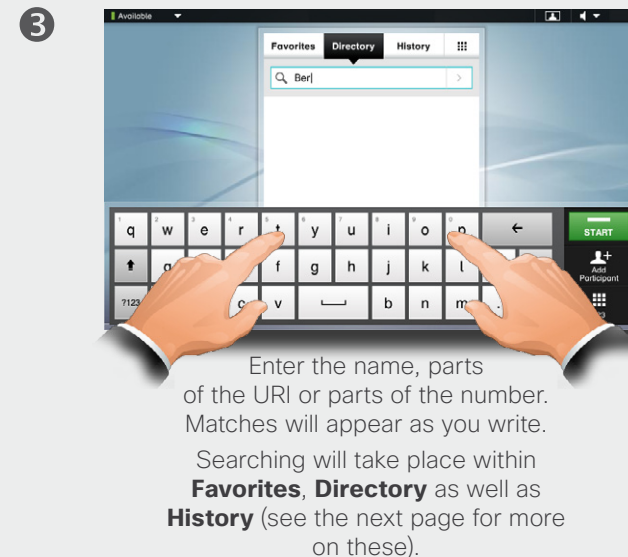
Tap the **CALL** button to place the call.

4

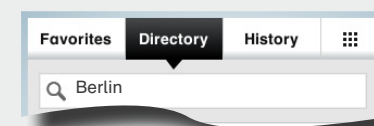
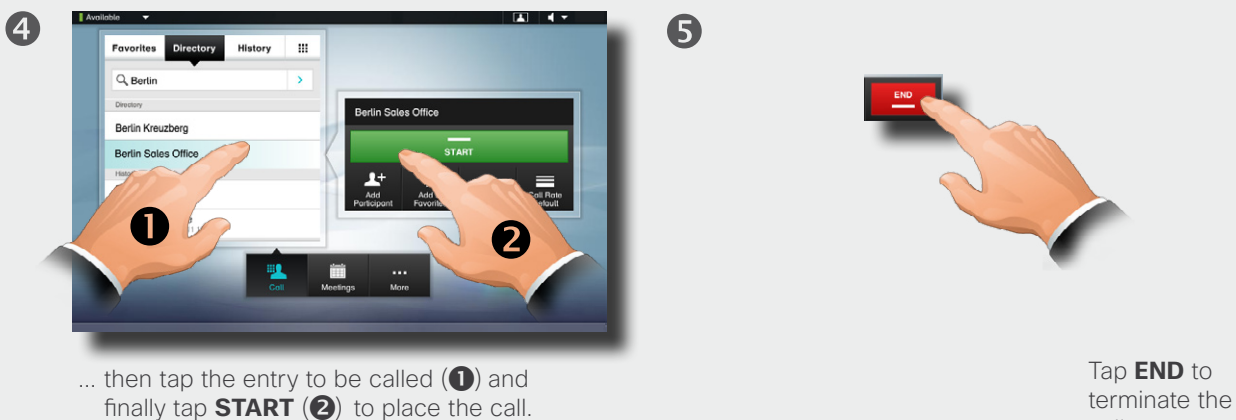
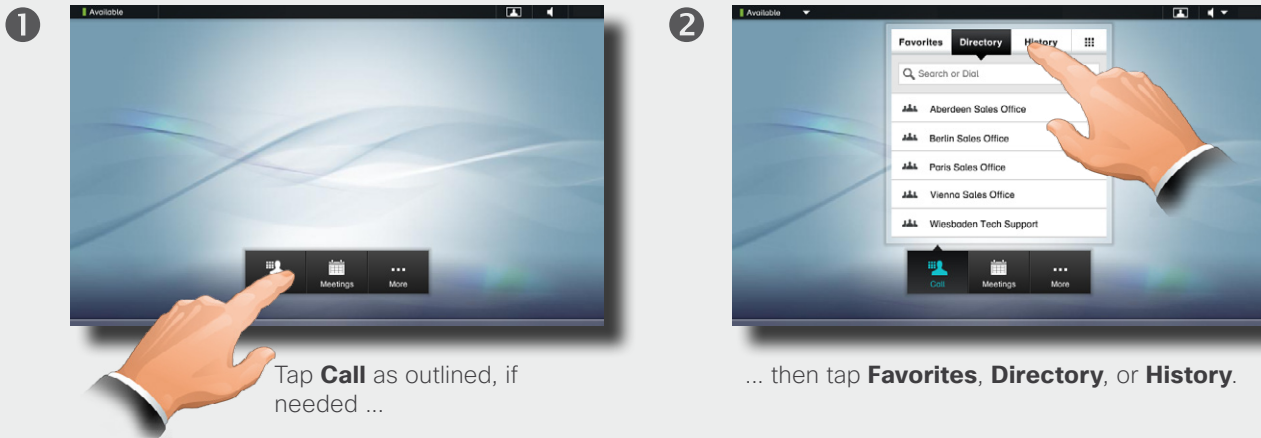


Terminate the call by tapping **END**.

Searching for an entry in any of the lists




Calling an entry in any of the lists



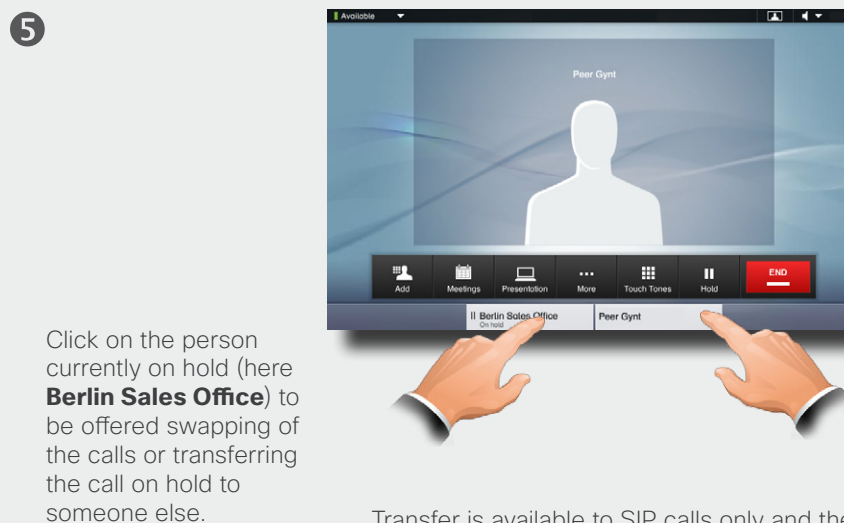
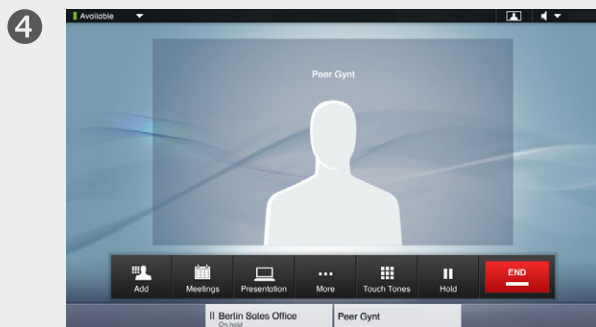
Favorites. The list of favorites is your own shortlist of people and places you frequently call or otherwise want to have easy access to.

Directory. The directory serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

History lists the received, placed and missed calls since the last time the list was cleared.

Keypad. Tap the keypad icon  to produce the keypad to enter a number or URI.

Two calls at the same time



Transfer is available to SIP calls only and the procedure is shown on the next page.

If your EX60 is equipped with the optional Multiway feature you may also set up a video conference with more than two participants. See “Calling more than one” on page 1817.

Click on the person you currently talk to (here **Peer Gynt**) to terminate or transfer that call.

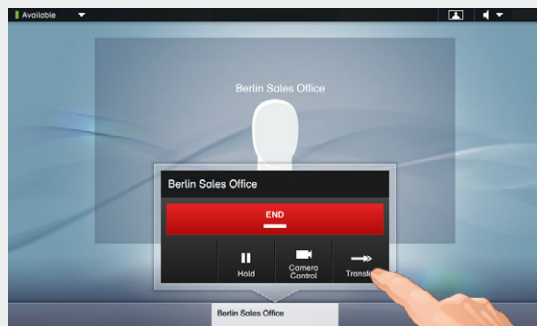
Transferring calls

1



In a SIP call tap the name along the bottom line of the screen.

2



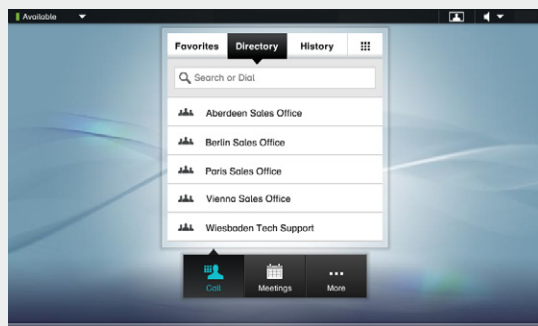
... then tap **Transfer**...

3



Now, tap **Contacts** to gain access to the call lists and dial field.

4



Call the person to whom the current call shall be transferred. When you tap the green call button (not shown), the call will be transferred.

5

The call will now be transferred. This will work irrespective of who initiated the call.

Note that you may combine **Transfer** with the **Hold** and **Swap** features as much as you want.

This means, for example, that in a call you may:

- Put your current call on hold and call a second party.
- Then initiate a transfer of the one on hold to the second party.
- You may now disengage yourself by tapping **END** on your unit.

Calling participants to add them to an ongoing call (Multiway™)

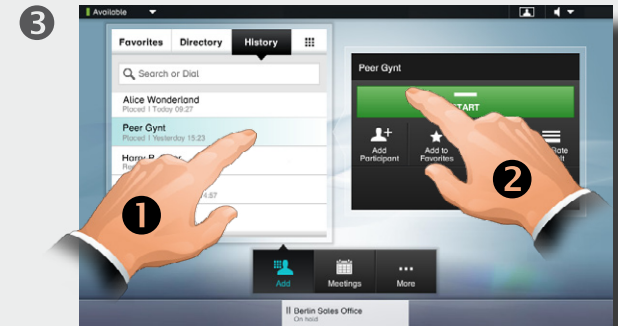
Calling more than one using Multiway™ is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.



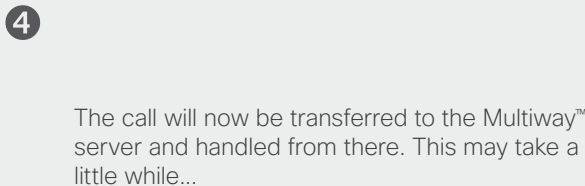
While in a call you may add participants provided that your system permits to do so. Tap **Hold** to put the ongoing call on hold...



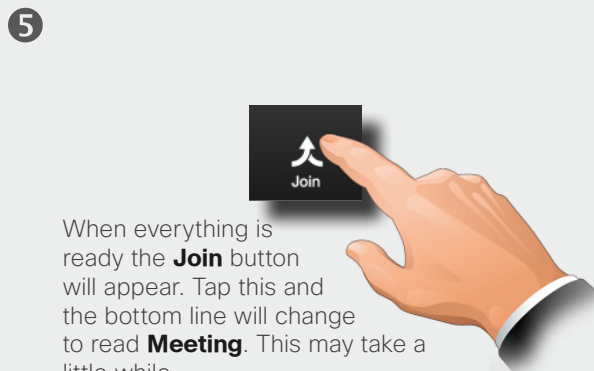
... then select, in the usual way, whom to add to the ongoing call.



Once you have selected someone (1), tap **START** (2) to begin including this participant in the meeting.



The call will now be transferred to the Multiway™ server and handled from there. This may take a little while...



When everything is ready the **Join** button will appear. Tap this and the bottom line will change to read **Meeting**. This may take a little while.

Since the calls have been transferred to the Multiway server you are still in a point-to-point call, but now with the Multiway server as the far end. This applies to all the other participants as well.



Tap **END** to disconnect yourself. The other participants must do the same to disconnect themselves from the Multiway server.

History

History lists the received, placed and missed calls since the last time the list was cleared.

Tap **History** to produce the list...



...then tap the entry.

You will now be able to:

- Call the entry by tapping **Start**.
- Add the entry to the list of favorites.
- Edit the entry information and then place the call.
- Change the call rate settings.
- Remove the entry from the list.

Directory

The **Directory** serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.



Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

Favorites

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

Adding to Favorites. To add someone to the list of favorites, locate the entry in **Directory** or **History** (as outlined) and tap it (1). This will produce a dialog box which allows you to tap **Add to Favorites** (2).



You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect..



Favorites should be considered as an editable directory and is used in the same way as **History**.

Searching

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to **Favorites**.

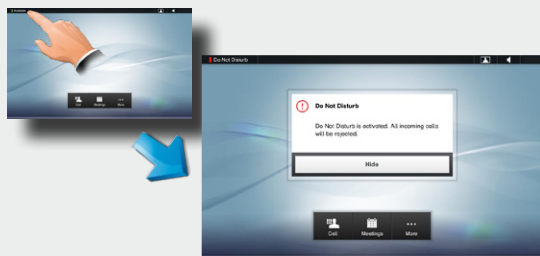


When searching within the corporate **Directory**, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

Do not disturb

When set to **Do Not Disturb** (DND), ringtones are muted and missed calls you get while having DND active, will be presented when you exit DND.

You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.



You may also hide the Do Not Disturb poster by tapping **Hide**.

Using Touch Tones (DTMF)

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.



In a call, tap **Touch Tones** (1).
Use the touch tone keypad (2) and tap anywhere outside it to exit.

Far end camera control

If the other end point permits it, you may control their camera. This is known as **Far end camera control**.

If the other camera cannot be controlled, nothing happens.



Tap the name along the bottom line (1) and then tap **Camera Control** (2)



Adjust zoom and pan as required.
Tap **Back** to exit the menu

Sharing contents—conducting presentations

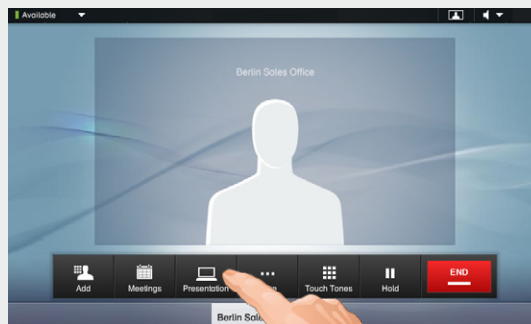
1

You may share contents while in a call.



Note! You must be in a call to be able to share contents. Your presentation source must be powered and active as well as connected. Otherwise the **Presentation** icon (button) will fail to appear.

2



Once you are in a call—and the presentation source is connected, powered and active—the **Presentation** icon (button) will appear. In a call tap **Presentation** ...

3



... then tap **Present** to start sharing contents.

4



Tap **Present** followed by **Stop Presenting** to stop sharing contents.

Chapter 4

Scheduled meetings

Looking into the List of Meetings

The features shown on this page are all optional and may—or may not—be available for your system.

1



Tap **Meetings** to display the list of upcoming meetings on this endpoint...

2



The List of Meetings contains 14 days of scheduled meetings. The list is sorted using Grouping headers. The main grouping category is by day (eg: Today, Tomorrow, Thursday, then WEDNESDAY, October 26, 2011).

3



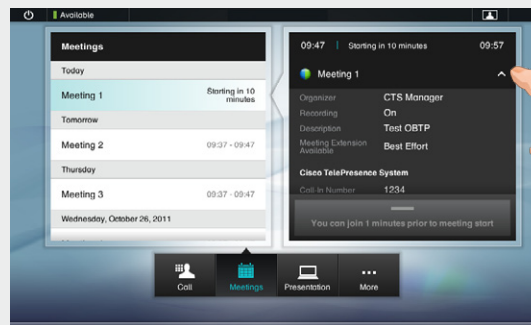
On your video system a Meeting reminder will appear at the top of the List of Meetings once it is possible to join a meeting. Exactly when that is will depend on the Start time buffer setting. Default buffer setting is 10 minutes.

4



If you tap an item in the list (1) then more information will become available. When the **JOIN MEETING** button is gray (as shown here) you are outside the time window permitting you to join the meeting. Tap as outlined (2) to expand the dialog box to get more information.

5

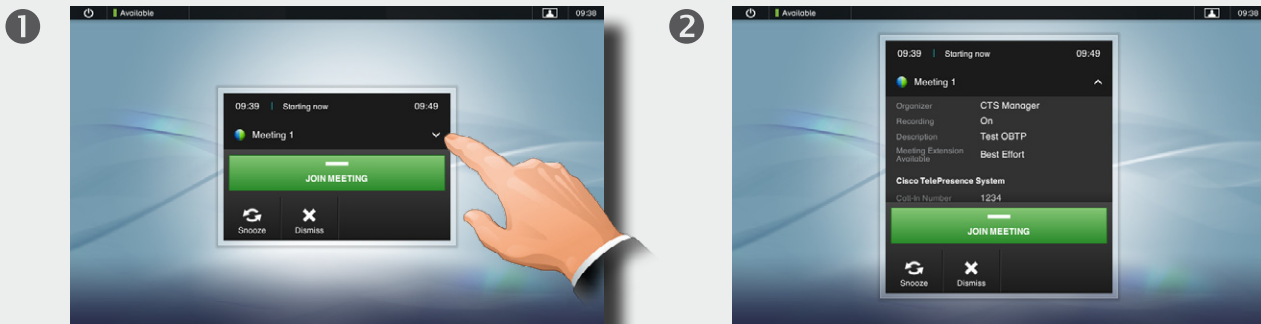


The dialog box will also state when it is possible to join the meeting. Tap as outlined to collapse the dialog box.

When a scheduled meeting appears as *Private meeting* it will contain information about the organizer only. There will be no title, no expandable meeting outline as well as no dial-in information.

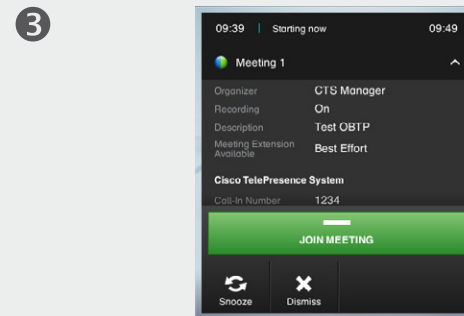
Joining a Meeting

The features shown on this page are all optional and may—or may not—be available for your system.



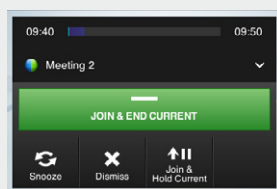
When a scheduled meeting is about to start a reminder will appear. To join the meeting tap **JOIN MEETING** (1), as outlined. This connects you to the “dial-in” address. The meeting title field is expandable—tap as shown (2).

The expanded field contains meeting details and dial-in information. Depending on the amount of information it may be scrollable.



Besides joining the meeting, you may tap **Snooze** to temporarily hide the Reminder for 5 minutes or **Dismiss** to close the Reminder.

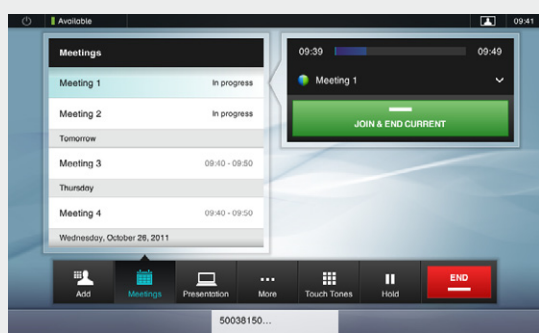
Joining while already in a call



If you already are in a call, the **JOIN MEETING** button will change to **JOIN & END CURRENT**.

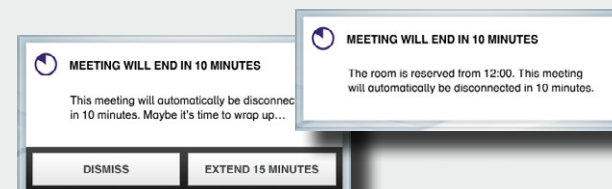
- Tap the **JOIN & END CURRENT** button to join the new meeting, ending the current.
- Tap **Join & Hold Current** to temporarily join the meeting.
- Tap **Snooze** to temporarily hide the Reminder for 5 minutes.
- Tap **Dismiss** to go on with your current meeting.

Parallel meetings



When Parallel Meetings occur (two or more meetings taking place simultaneously), the reminder will be displayed in context of the meeting list, displaying all upcoming meetings. Choose which meeting to join and then join the selected meeting.

Extending an ongoing meeting



Scheduled meetings have a fixed start and end time. You may want to extend an ongoing meeting. This will be accepted by the system provided that no other meeting is scheduled for the video system during the period of extension.

If an extension is sustainable, the **Meeting will end** notification will include an **Extend** and a **Dismiss** option.

- To extend a meeting, tap the **Extend** button.

Chapter 5

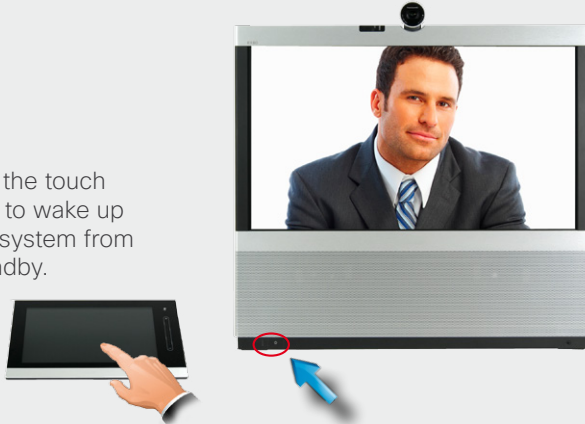
The settings—using the Cisco Telepresence Touch

Your EX60 can be configured via the touch screen controller or via its web interface. For full access to all configurable parameters the web interface must be used—the touch screen controller provides access to a limited set of parameters only.

Setting the EX60 in standby

Outside a call, you may have the unit enter standby mode by touching the **Power** button on the main unit (the screen). The *Standby* dialog is displayed and the unit enters standby immediately. This does not work when you are in a call.

Tap the touch pad to wake up the system from standby.



Reverting to factory default settings

To revert to the factory default settings, do as follows:

1. Disconnect the power cord.
2. Reconnect the power cord—a green light will illuminate shortly after.
3. Press the **Power** button as soon as the green light appears. Keep it depressed for 15 seconds or so, until the green light starts flashing.
4. Release the button and press twice within 2 seconds. All settings will now revert to factory default settings.

Shutting down the EX60

Outside a call, press the **Power** button until the *Shutdown progress bar* is filled completely.

Release the button and the unit will go in shutdown in just a few seconds.



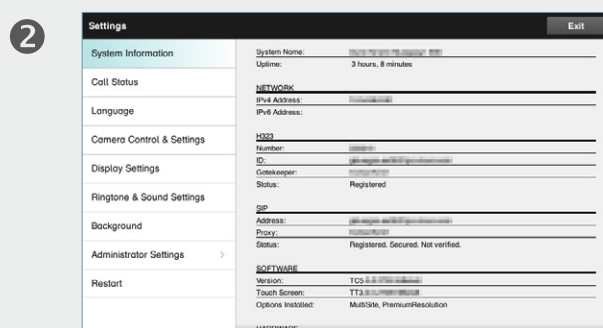
To start the system again, press the **Power** button until the LED illuminates (green light).

Gaining access to the Settings

Access the Settings as follows:



Tap **More** followed
by **Settings** ...



... and then you get access to the settings available. Observe that there are several other settings available, but these can be accessed from the web interface only. See the Administrator guide for your Cisco product. This guide is available for download separately.

System Information

The **System information** provides all the system information at a glance.

Scroll down to also see status on video inputs (DVI and HDMI).

Settings		Exit
System Information	System Name: <input type="text" value="Cisco Telepresence System EX60"/>	
Call Status	Uptime: 3 hours, 8 minutes	
Language	NETWORK	
Camera Control & Settings	IPv4 Address: <input type="text" value="192.168.1.100"/>	
Display Settings	IPv6 Address: <input type="text" value=":::"/>	
Ringtone & Sound Settings	H323	
Background	Number: <input type="text" value="12345678"/>	
Administrator Settings	ID: <input type="text" value="12345678901234567890"/>	
Restart	Gatekeeper: <input type="text" value="192.168.1.100"/>	
	Status: Registered	
	SIP	
	Address: <input type="text" value="192.168.1.100"/>	
	Proxy: <input type="text" value="192.168.1.100"/>	
	Status: Registered. Secured. Not verified.	
	SOFTWARE	
	Version: TC5.0.0.0	
	Touch Screen: TT3.0.0.0	
	Options Installed: MultiSite, PremiumResolution	
	HARDWARE	

Call Status

The **Call Status** pane provides in-call information on such things as call rate and frame rate, protocols used, packet loss and jitter.

Settings

Exit

System Information

Call Status

Language

Camera Control & Settings

Display Settings

Ringtone & Sound Settings

Background

Administrator Settings

Restart

Remote URI:

Call Rate:

n/a

Encryption Type:

n/a

Protocol:

n/a

Encryption Status:

n/a

VIDEO

Transmit

Presentation

Receive

Presentation

Protocol:

n/a

n/a

n/a

n/a

Resolution:

n/a

n/a

n/a

n/a

Frame Rate:

n/a

n/a

n/a

n/a

Channel Rate:

n/a

n/a

n/a

n/a

Total Packet Loss (%):

n/a

n/a

n/a

n/a

Current Packet Loss (%):

n/a

n/a

n/a

n/a

Jitter:

n/a

n/a

n/a

n/a

AUDIO

Transmit

Receive

Protocol:

n/a

n/a

Channel Rate:

n/a

n/a

Total Packet Loss (%):

n/a

n/a

Current Packet Loss (%):

n/a

n/a

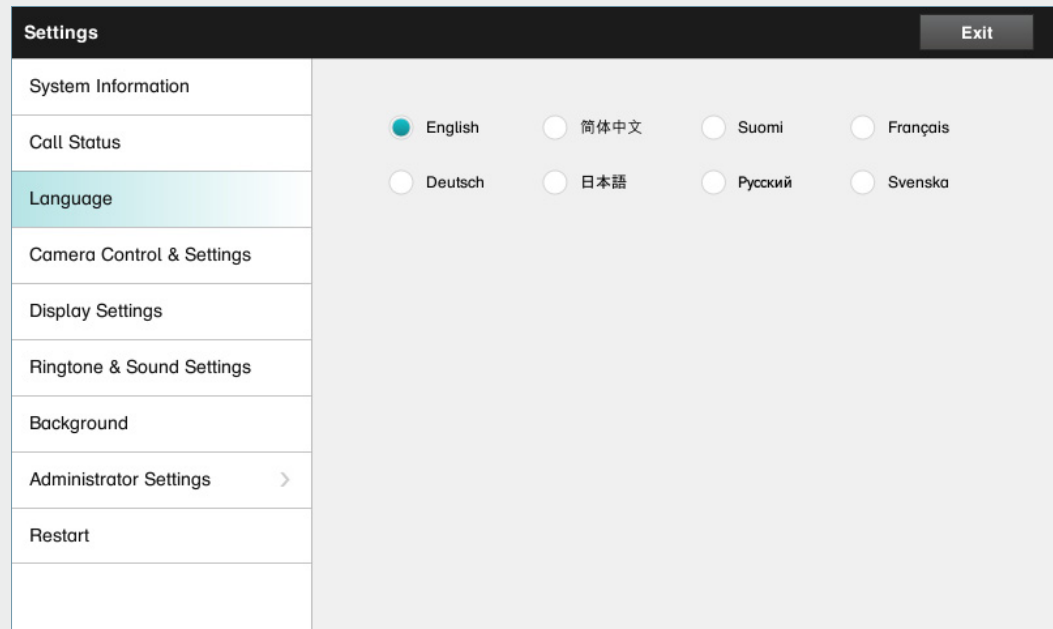
Jitter:

n/a

n/a

Language

The **Language** pane lets you set the on-screen language to your preferred choice.

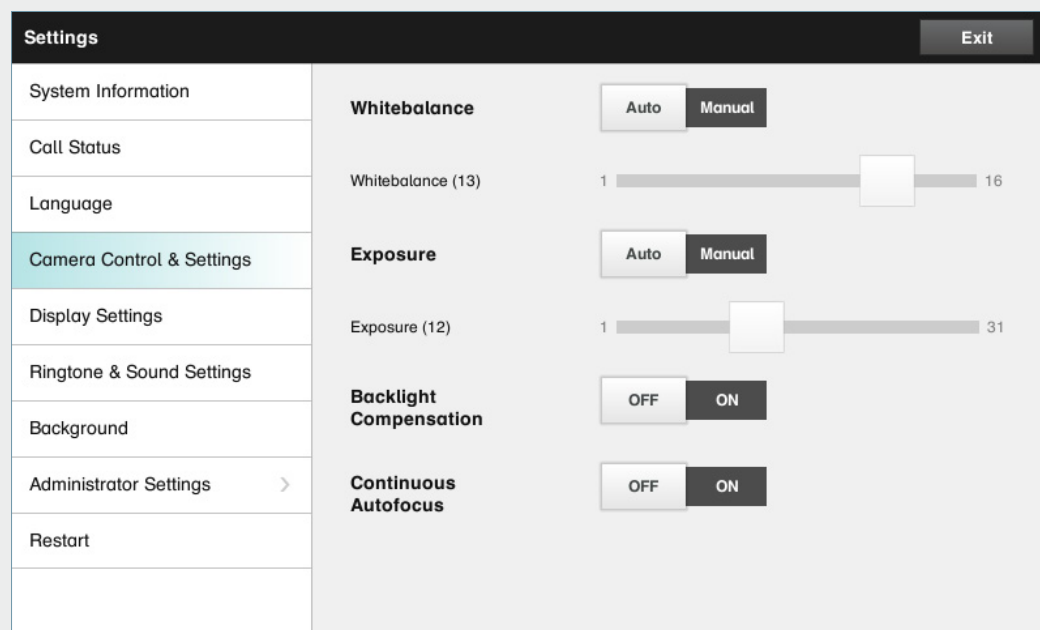


Camera Control and Settings

The **Camera Control & Settings** pane lets you set the whitebalance and exposure of the camera. If you do not want to tweak this yourself, just leave it to the system by selecting **Auto**.

Backlight compensation comes in handy when there is much light behind you. Without compensation you will easily appear very dark to the far end.

Note how the settings chosen are indicated. In the example shown, Backlight compensation is set to Off.



Display Settings

The **Display settings** let you adjust:

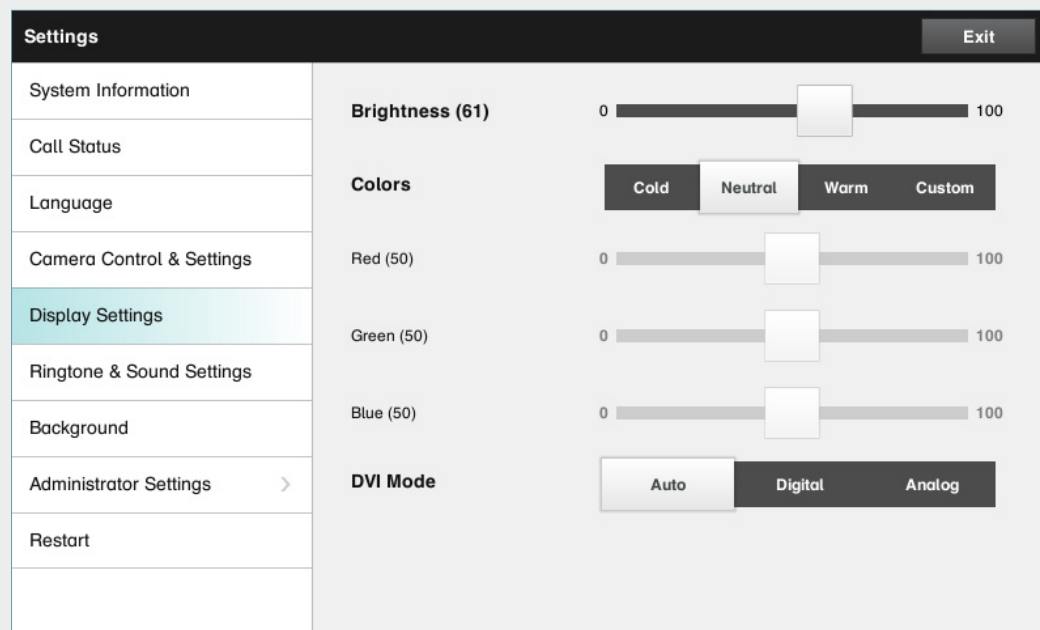
Preferred brightness by moving the *Brightness* slider.

The color balance. There are four preset color settings (**Cold**, **Neutral**, **Warm** and your own (**Custom**)) available.

When you select **Custom**, you may use the **Red**, **Green** and **Blue** sliders to specify your own setting.

The DVI mode can be set to automatically detect the type of video signal received, or forced to analog or digital.

The DVI mode is used when the unit is connected to a PC to serve as a PC monitor.



Ringtone & Sound Settings

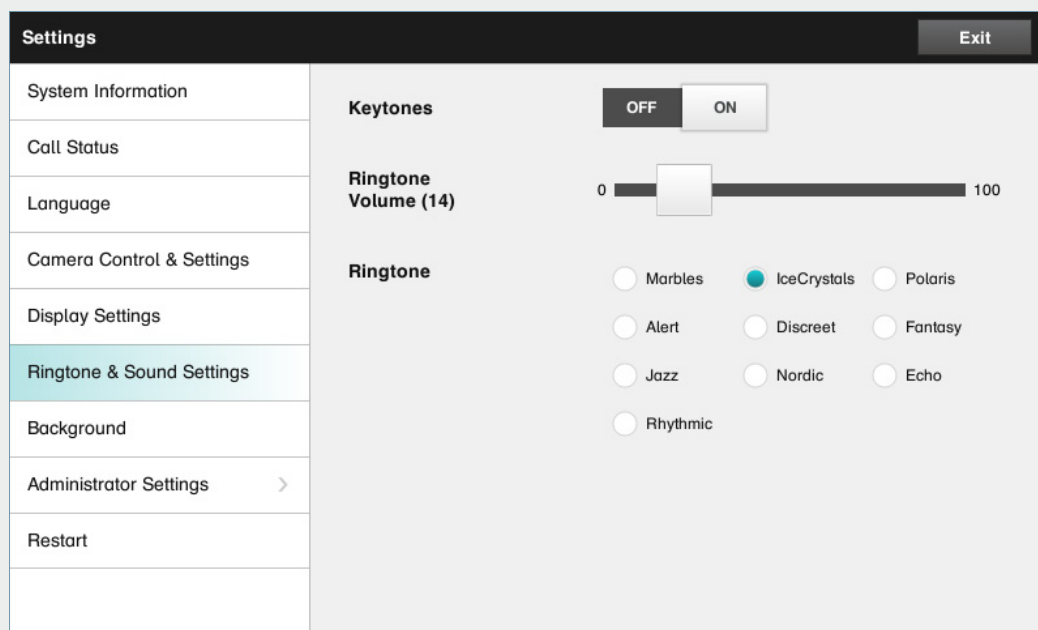
The **Ringtone & Sound Settings** pane lets you specify:

Keytones on or off. When set to on you will hear a sound every time you tap a field on the Touch controller.

Ringtone volume. How loud your ringtone shall sound.

Ringtone. Select among several ringtones. You will hear a sample every time you tap a ringtone.

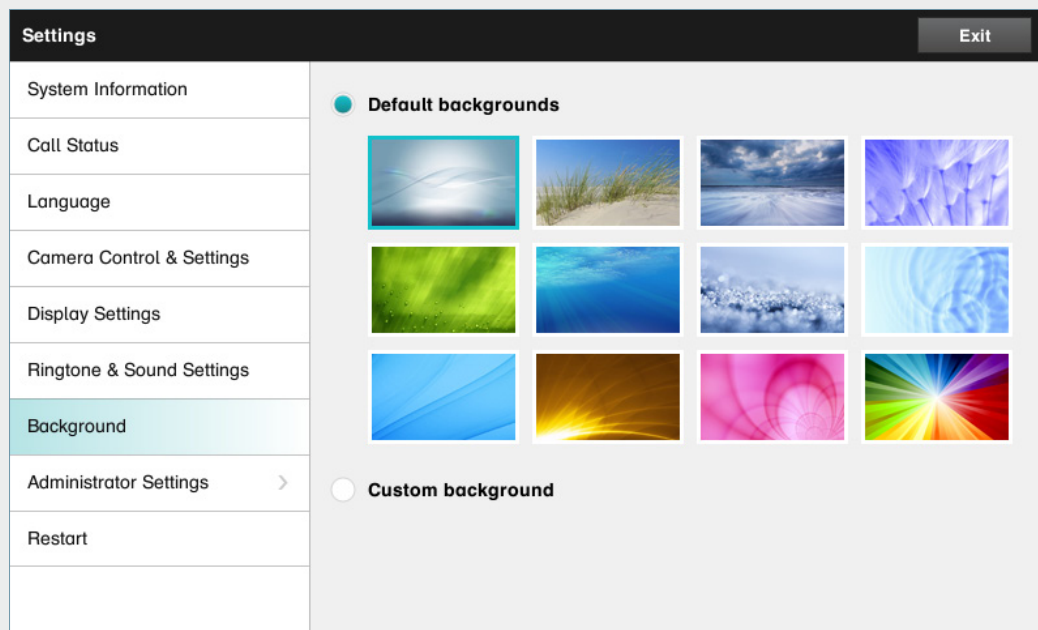
Note how the settings chosen are indicated. In the example shown, Keytones are set to Off.



Background

The background image on the touch screen controller can be changed.

Tap one of the small images to use it as background image.

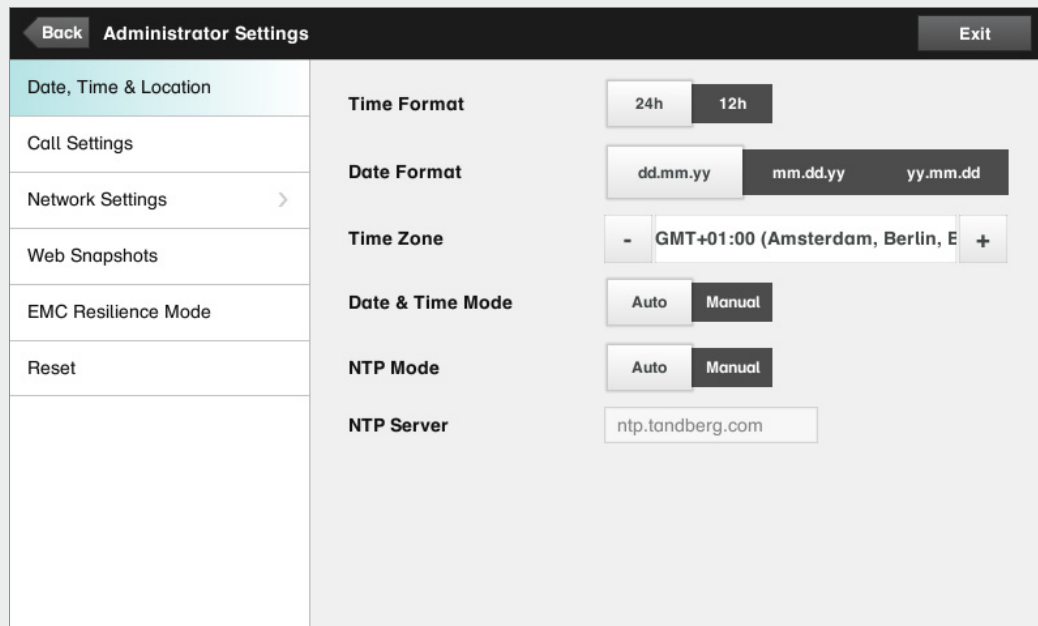


Administrator Settings—Date, Time & Location

The **Date, Time & Location** settings let you specify:

- 24h or 12h time format.
- Your preferred date format.
- Your preferred time zone.
- Whether date and time shall be set automatically or manually.

Note how the settings chosen are indicated. In the example shown, Time format is set to 24h.



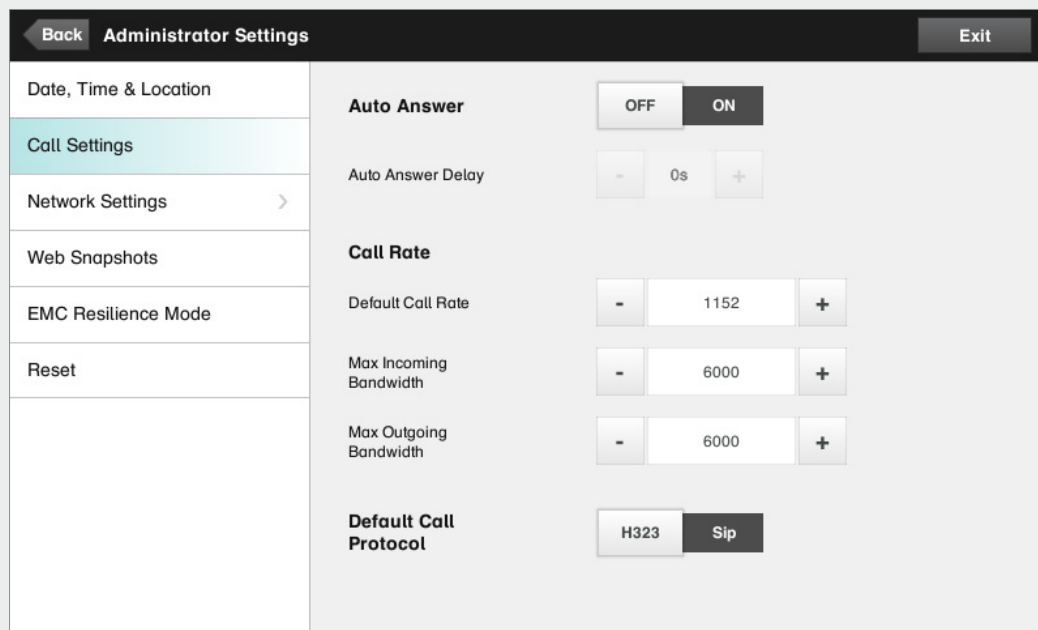
Back Administrator Settings Exit	
Date, Time & Location	Time Format <input checked="" type="radio"/> 24h <input type="radio"/> 12h
Call Settings	Date Format <input type="radio"/> dd.mm.yy <input checked="" type="radio"/> mm.dd.yy <input type="radio"/> yy.mm.dd
Network Settings >	Time Zone <input type="button" value="-"/> GMT+01:00 (Amsterdam, Berlin, E <input type="button" value="+"/>
Web Snapshots	Date & Time Mode <input type="radio"/> Auto <input checked="" type="radio"/> Manual
EMC Resilience Mode	NTP Mode <input type="radio"/> Auto <input checked="" type="radio"/> Manual
Reset	NTP Server <input type="text" value="ntp.tandberg.com"/>

Administrator Settings—Call Settings

The **Call Settings** pane lets you specify:

- **Auto Answer** On or Off. If you set this to **On**, the system will respond automatically to incoming calls. Note that the microphone will NOT be muted. If risk of eavesdropping is an issue, you may want to set this setting to **Off**.
- **Auto Answer Delay**. Specify the time until your system actually responds to an incoming call.
- **Default Call Rate**. If your connection has limited capacity you may want to use this setting.
- **Max Incoming/Outgoing Bandwidth**. You may specify these separately. May come in handy if you are on an asymmetric connection.
- **Default Call Protocol**. Specify which protocol to use as default.

Note how the settings chosen are indicated. In the example shown, Auto Answer is set to Off.

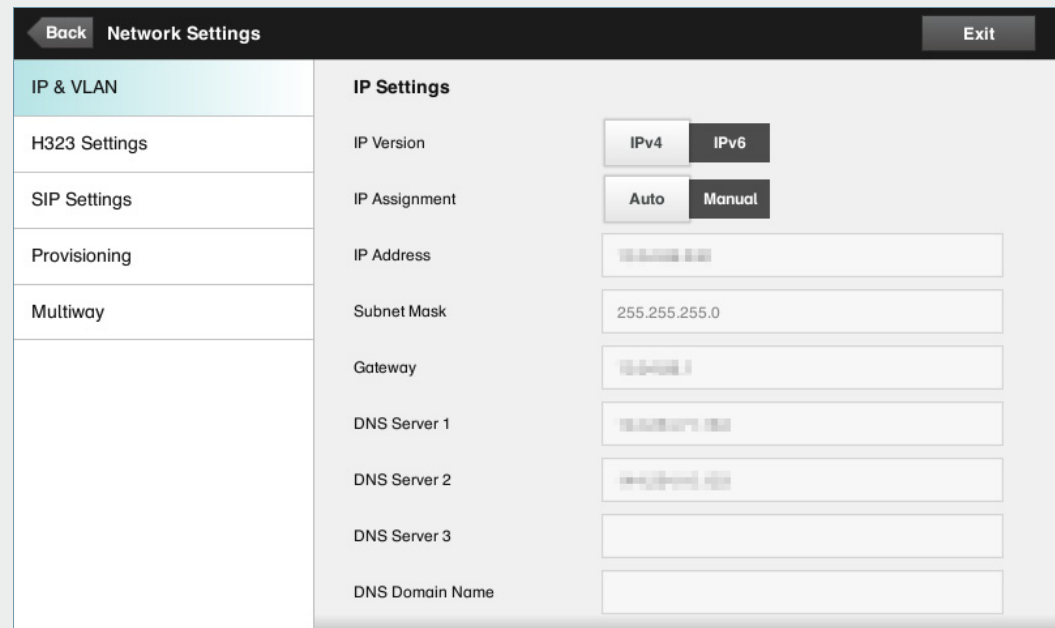


Administrator Settings		Exit
Date, Time & Location	Auto Answer	OFF ON
Call Settings	Auto Answer Delay	- 0s +
Network Settings >	Call Rate	
Web Snapshots	Default Call Rate	- 1152 +
EMC Resilience Mode	Max Incoming Bandwidth	- 6000 +
Reset	Max Outgoing Bandwidth	- 6000 +
	Default Call Protocol	H323 Sip

Administrator Settings—IP Settings

The **IP settings** pane f lets you specify:

- The use of **DHCP** or **Static** IP addresses. If you decide to use **Static**, make sure you tap **Save** before leaving the menu.



The screenshot shows the 'Network Settings' screen with a sidebar menu on the left and a main settings area on the right. The sidebar menu includes 'IP & VLAN' (highlighted), 'H323 Settings', 'SIP Settings', 'Provisioning', and 'Multiway'. The main settings area is titled 'IP Settings' and contains the following fields:

- IP Version:** Two buttons, 'IPv4' (selected) and 'IPv6'.
- IP Assignment:** Two buttons, 'Auto' (selected) and 'Manual'.
- IP Address:** A text input field with a placeholder '192.168.1.1'.
- Subnet Mask:** A text input field with the value '255.255.255.0'.
- Gateway:** A text input field with a placeholder '192.168.1.1'.
- DNS Server 1:** A text input field with a placeholder '192.168.1.1'.
- DNS Server 2:** A text input field with a placeholder '192.168.1.1'.
- DNS Server 3:** A text input field.
- DNS Domain Name:** A text input field.

Administrator Settings—H.323 Settings

The **H.323 Settings** pane lets you specify:

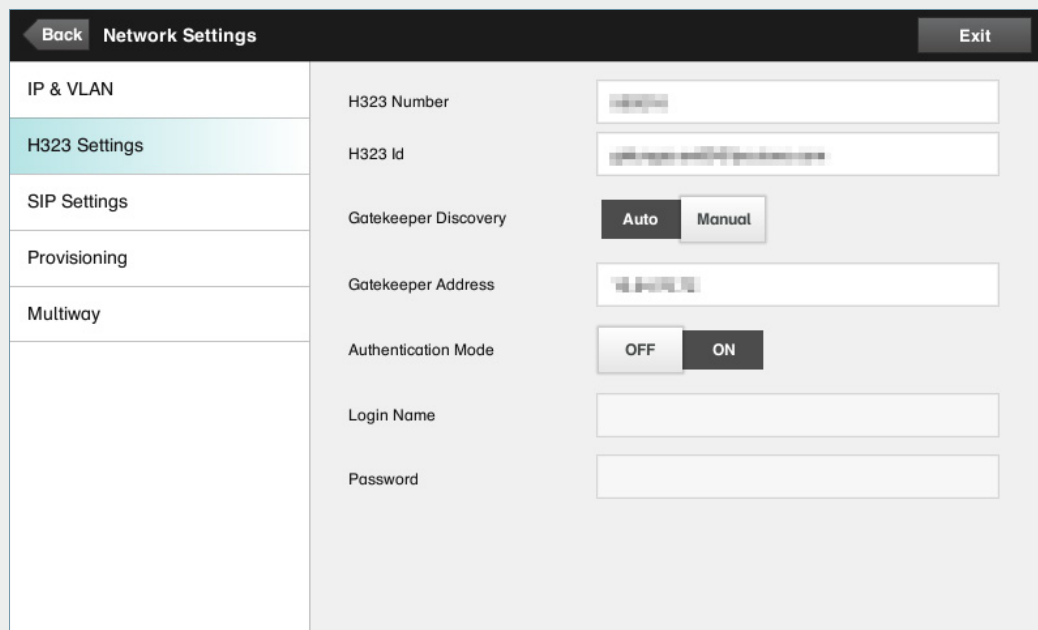
- An **H.323 alias**.
- Your **H.323 id**.
- **Gatekeeper discovery (Manual or Automatic)**.
- The **Gatekeeper address** must be specified by you if discovery has been set to manual.
- **Authentication mode On or Off**. If set to On, the video system will send **Login name** and Password to the Gatekeeper for authentication.

In addition there are:

- Two fields to enter **Login name** and **Password**. The alphanumeric keyboard will appear whenever needed.

Be sure to:

- Tap **Save** to put changes into effect.



The screenshot shows the 'Network Settings' pane with 'H323 Settings' selected. The settings include:

Setting	Value
H323 Number	[Redacted]
H323 Id	[Redacted]
Gatekeeper Discovery	Auto (selected) / Manual
Gatekeeper Address	[Redacted]
Authentication Mode	OFF / ON (selected)
Login Name	[Redacted]
Password	[Redacted]

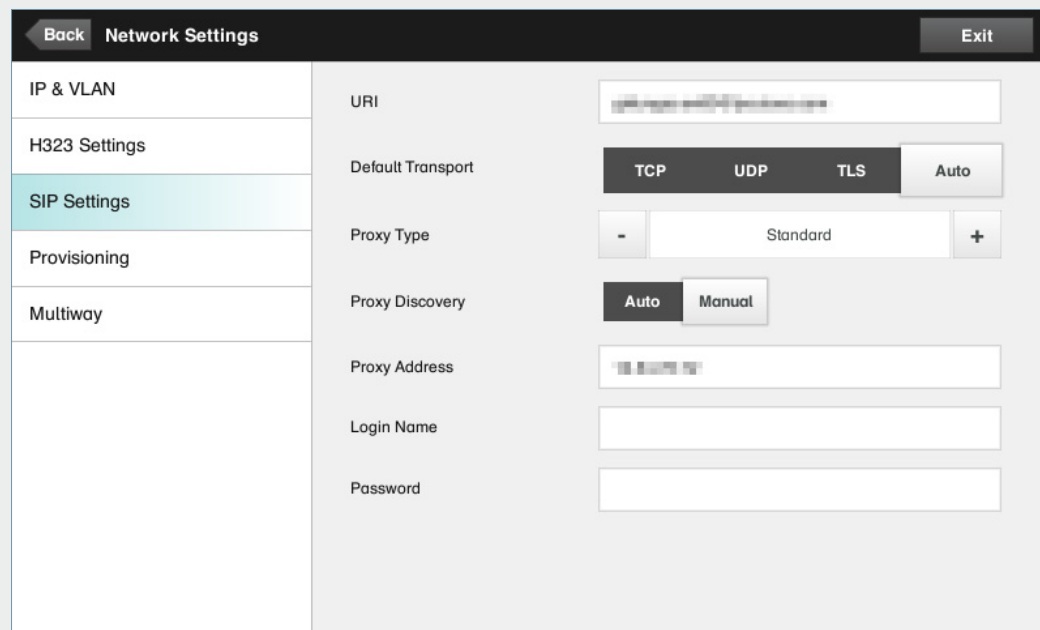
Administrator Settings—SIP Settings

The **SIP settings** pane lets you specify:

- Your **URI**.
- The **Default transport layer**, this can be set to **TCP**, **UDP**, **TLS** or **Auto**.
- The **Proxy type** can be set to **Standard**, **Alcatel**, **Avaya**, **Cisco**, **Microsoft**, **Nortel**, **Experimental**, **Siemens**.
The experimental setting is for testing purposes.
- **Outbound** is not used in this version.
- **Proxy discovery** can automatic or manual. In the case of manual the proxy address must be specified by you.
- **Login name** and **Password** is required by the VCS.

Be sure to:

- Tap **Save** to put settings into effect.

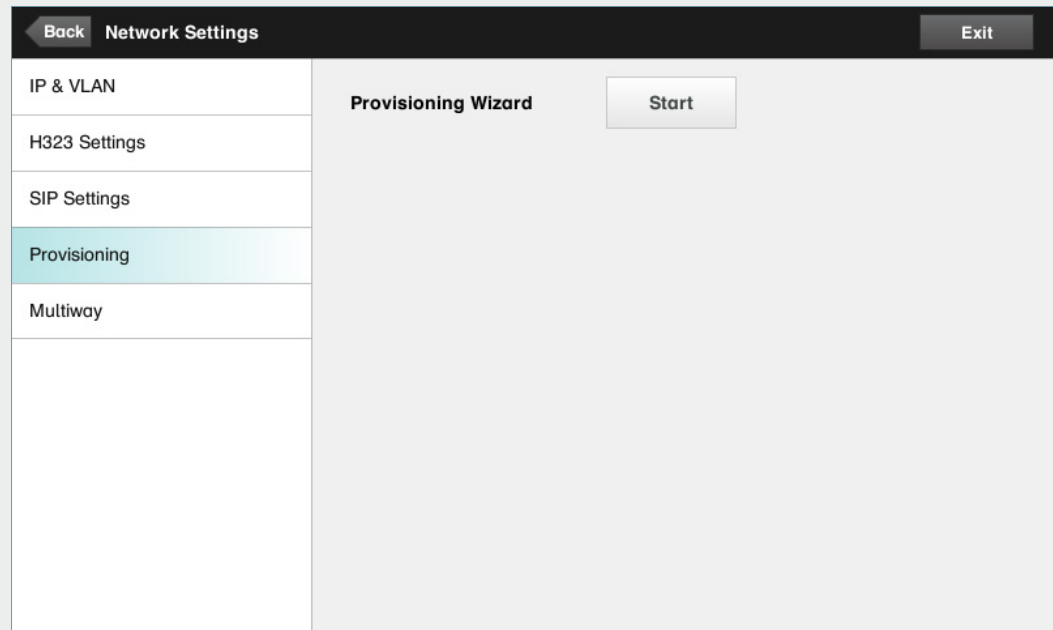


The screenshot shows the 'Network Settings' pane with the 'SIP Settings' tab selected. The settings are as follows:

Setting	Value
URI	[Redacted]
Default Transport	TCP (selected), UDP, TLS, Auto
Proxy Type	Standard (selected), - , +
Proxy Discovery	Auto (selected), Manual
Proxy Address	[Redacted]
Login Name	[Empty field]
Password	[Empty field]

Administrator Settings—Provisioning

Provisioning connects you to Callway or VCS. When either of these were ordered and received from Cisco you should also have obtained the necessary information and codes. Just follow the wizard.



Administrator Settings—Multiway

Insert the address to the Multiway server.

Back
Network Settings
Exit

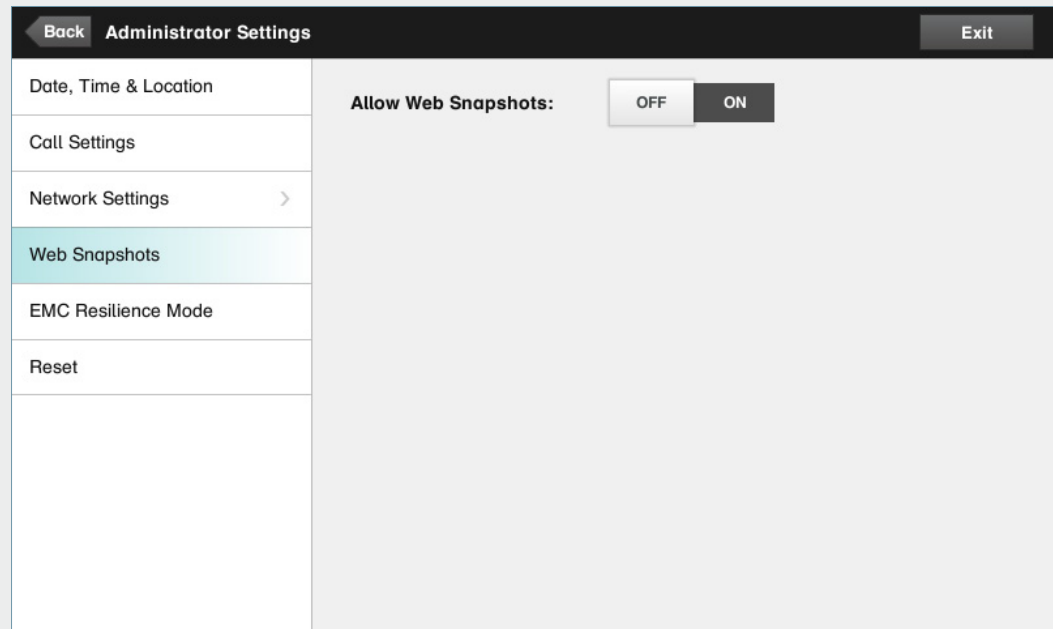
IP & VLAN
H323 Settings
SIP Settings
Provisioning
Multiway

Multiway Settings

Multiway Address

Administrator Settings—Web Snapshots

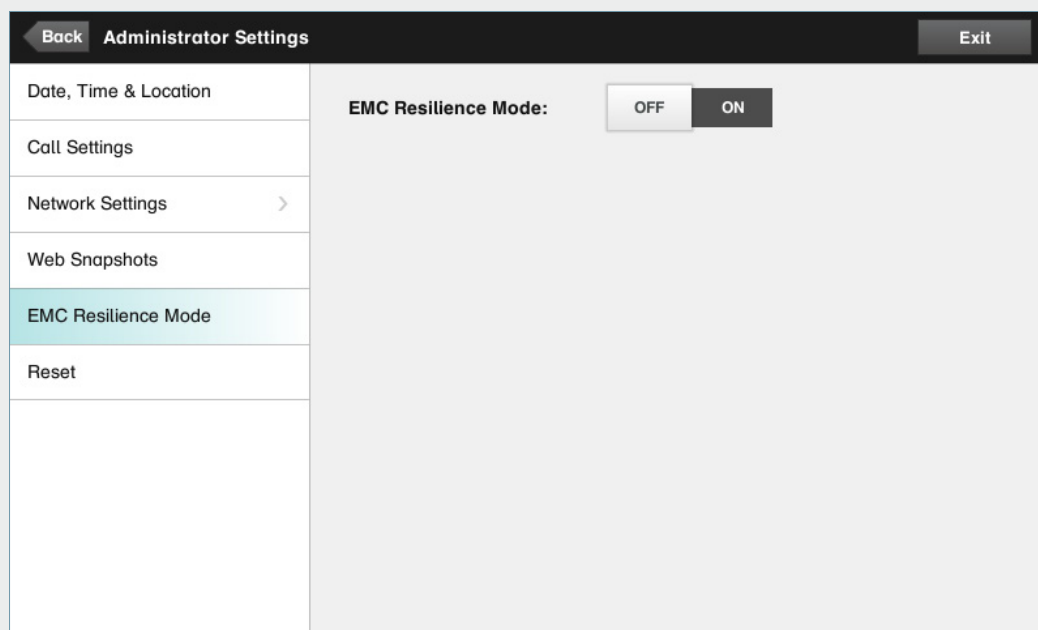
Snapshots of what the video system's camera captures can be obtained from the web interface of the system, provided that the feature has been enabled on the video system.



Administrator Settings–EMC Resilience Mode

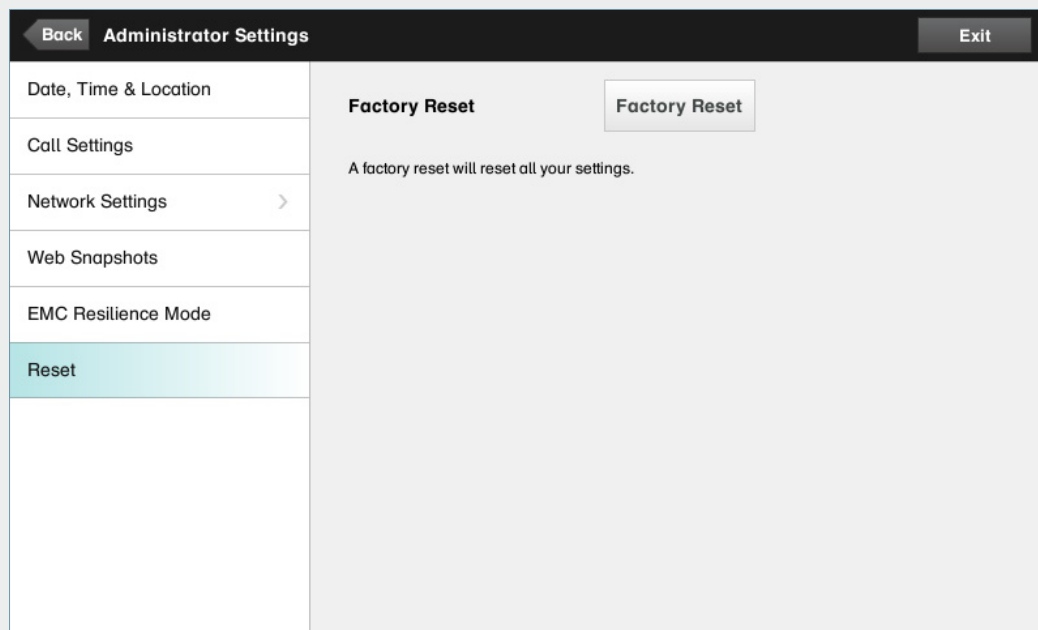
If the Touch controller is used in environments with considerable amounts of electromagnetic noise present, you may experience an appearance of false signals—as if someone tapped the Touch controller when nobody obviously did so.

To cope with this you may set the **EMC Resilience Mode** to **On**. You must then tap and hold for a little while, rather than just tap, in order to make the system aware of your tapping. This will avoid the appearance of false signals.



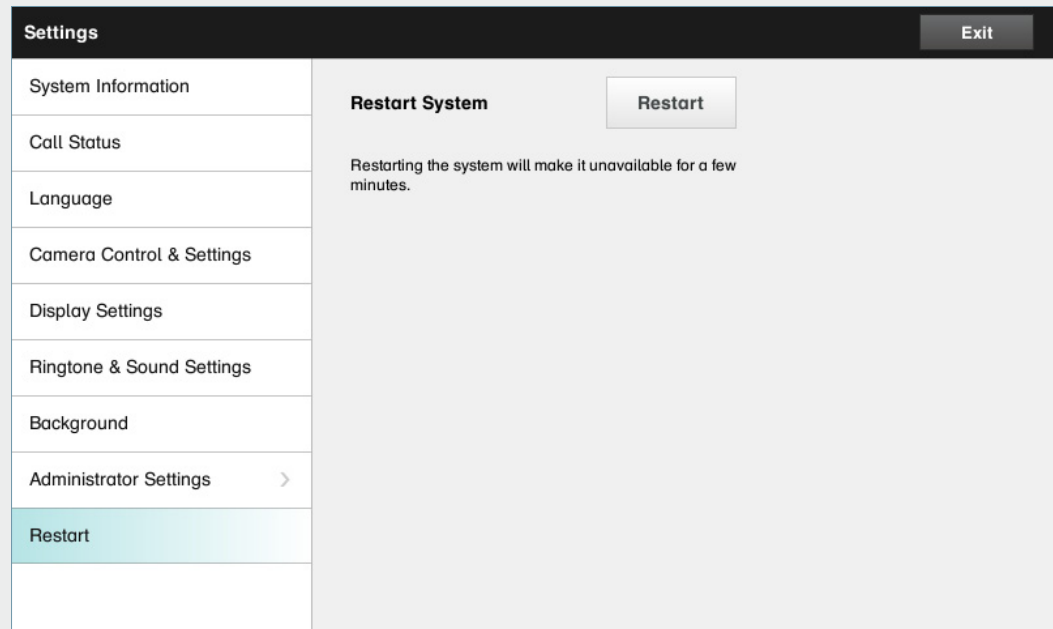
Administrator Settings—Factory Reset

You may want to reset your video system. Note that you will loose all configurations, the call history and your local list of contacts. Release keys and options installed will be retained.



Restart System

You may force a system restart. This will not affect your settings.



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Corporate Headquarters
Ciso Systems, Inc.
170 West Tasman Dr.
San Jose, CA 95134 USA