



Software version TC6.2
July 2013

**EX60
EX90**



What do you want to do?

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

We recommend that you visit the Cisco web site regularly for updated versions of this guide. Go to: <http://www.cisco.com>

Getting started

Connecting the EX60.....	4
Using your EX60 as PC screen.....	4
Setting the EX60 screen resolution	4
Connecting the EX90.....	5
Using your EX90 as PC screen.....	5
Setting the EX90 screen resolution	5
A tour of the Touch pad	6
Basic operating principles	6
About self-view and camera.....	7
Sound volume & ring tones	8

Video meetings

Calling someone by keying in their name or number	10
Touch tones (DTMF) in a call	10
Calling contacts	11
Someone calling you	12

Calling more than one

Video conferencing—calling more than one (optional) ...	14
Creating a video conference (MultiSite)—EX90 only	15
Creating a video conference (Multiway™ and CUCM)	16
Receiving another incoming call, while already in a call	17
Swapping calls.....	19
Transferring a call	19
Shared lines / Barge in	19
Layout control in a call	20
Selecting a different layout	20
Adding a PiP self-view.....	20
Moving the PiP self-view	20
Layout control in a conference	21
Lock as speaker.....	21
Invoking a list of participants	21
Drop.....	21
Far end camera control	21

Sharing content

Sharing content	23
Selfview and camera control	23
Changing the local layout	23
Sharing content	23
Changing the remote layout (EX90 only)	23
Full screen presentations.....	23

Scheduled meetings

About scheduled meetings.....	25
Joining a meeting	26
Parallel meetings	27
Extending an ongoing meeting	27

Managing Contacts

History	29
Directory	29
Favorites	29
Searching in a list	30
Clearing History	30

The Settings

About the Settings.....	32
Background Selection.....	33
Ringtone & Sound Settings.....	34
Bluetooth Headset	35
Camera Control	36
Display	37
Language.....	38
Date, Time & Location	39
System Information.....	40
Call Status	41
Diagnostics	42
Restart	43
Call Details.....	44
Provisioning	45
Multipoint mode	46
IP Settings	47
SIP Settings	48
H323 Settings.....	49
EMC Resilience	50
Web Snapshots	51
Reset	52



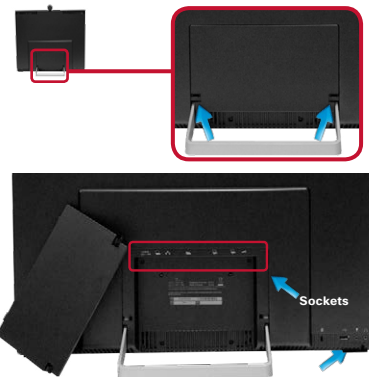
Getting started



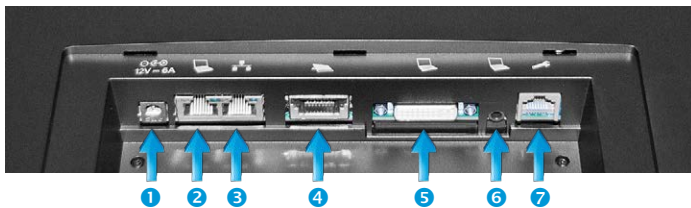
Connecting the EX60

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.

Remove cover to get access to the connector sockets.
Bend gently upwards where the arrows indicate and then pull out the lid.



Connect headphones and external microphone here.



- 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.

Using your EX60 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 below left. Observe the recommended resolutions, shown to the right. 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.

In a call you may view your PC screen without sharing it with the remote site(s). If the thumbnail image showing the other participants obstructs important parts of your PC-screen you may move it in the same way as you may with a PiP (see "Moving the PiP self-view" on page 20).

Setting the EX60 screen resolution

A resolution of 1920 × 1080 is recommended. However, other resolutions may also be used as shown in the below tables.

Digital input via DVI

1920 × 1200 (not full screen)
1920 × 1080 (recommended)
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 × 1080 (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.



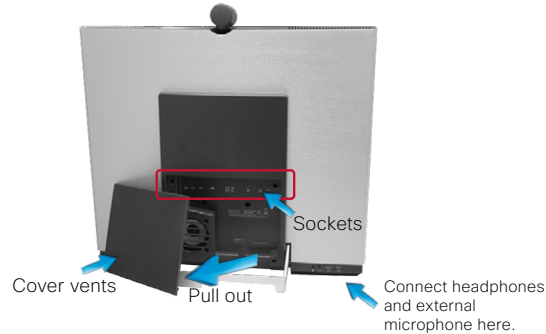
Connecting the EX90

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 EX90 has a built in Gigabit ethernet switch that enables you to connect your PC to the EX90 to access the LAN through the EX90.

Remove cover to get access to the connector sockets.

The cover is vented in the lower left corner (external view) due to the rear mounted loudspeaker.

When mounting the cover back on, make sure the vents are where the speaker is (as shown).



- 1 Connect your PC here if you need to share a single LAN connection with the EX90.
- 2 Connect your EX90 to the LAN.
- 3 USB socket (for future use).
- 4 Connect the touch screen controller.
- 5 HDMI In (inner socket) and HDMI Out* (outer socket).
- 6 Connect PC video (for use as your PC screen)
- 7 Connect PC audio
- 8 Connect power here.

* HDMI out is used when connecting an extra monitor (typically for presentations)—see the next page for more.

Using your EX90 as PC screen

If you choose to use your EX90 as your PC screen, connect your PC to the sockets on the rear panel as shown below left. Observe the recommended resolutions, shown to the right. Your EX90 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.

In a call you may view your PC screen without sharing it with the remote site(s). If the thumbnail image showing the other participants obstructs important parts of your PC-screen you may move it in the same way as you may with a PiP (see "Moving the PiP self-view" on page 20).

Setting the EX90 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)

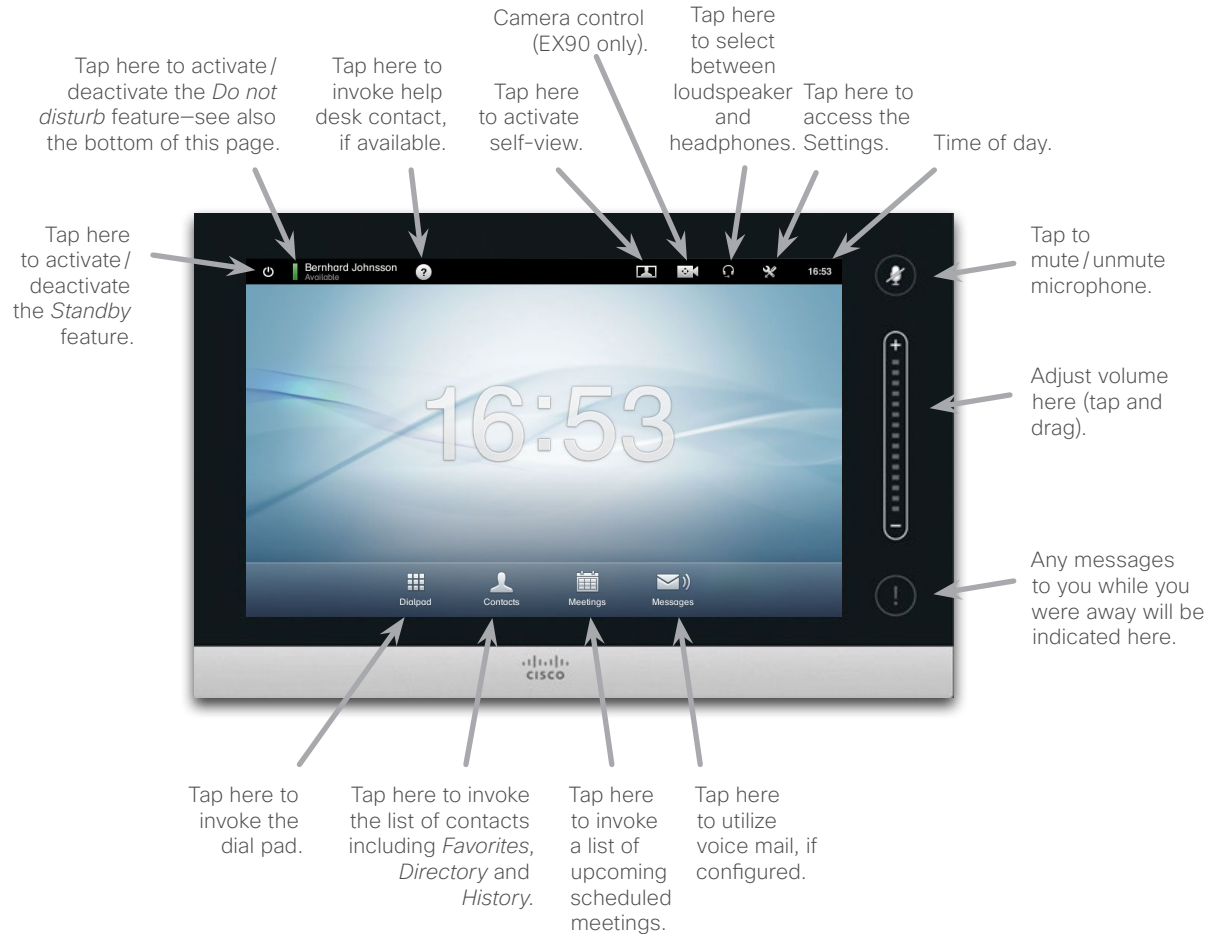
Screen resolution must be set via the web interface, using the Video Output HDMI [1] Resolution setting. For details on this, see the EX90 Administrator Guide, which is available separately for download.

Tip! You may connect an external monitor to your EX90 to have it work with two monitors at the same time. The second monitor can be configured to show presentations instead of having everything on a single screen.

To enable the use of a second monitor the system must be configured for it. This is done via the web interface using the Video DefaultPresentationSource setting. Doing so is described in the EX90 Administrator Guide which is available separately for download .



A tour of the Touch pad



Do not disturb. When set to *Do Not Disturb*, ringtones are muted and call attempts made by others to reach you will appear as missed calls. You may, however, place calls as much as you like. As default, there is a 60 minutes timeout on the *Do not disturb* (after which the system will return to normal operation), but this may have been changed to a different setting by your *System Administrator*.

If your system is connected via CUCM, a *Forward all calls* feature will also be available.

Basic operating principles



Tap the touch screen to wake up the system, if needed.



Tap a button to activate its function.



Scroll in lists as outlined.



About self-view and camera

Before the meeting starts we recommend that you check the self-view of your video system.

The self-view is what the other (remote) participants see from your system, which means the outgoing video from your system.



Tap **Self-view**, as outlined.



The self-view (the outgoing video from your system) will be shown full screen.

No image? Open the privacy cover, as shown.



Camera can be tilted, if needed, to serve as a document camera. Image will be flipped upside down to show it correctly to those you speak to (the other side).





Sound volume & ring tones

You may personalize the ring tone and its volume, if you wish. You may also set keytones to *On* (a sound will appear when tapping a “button”) or to *Off*.

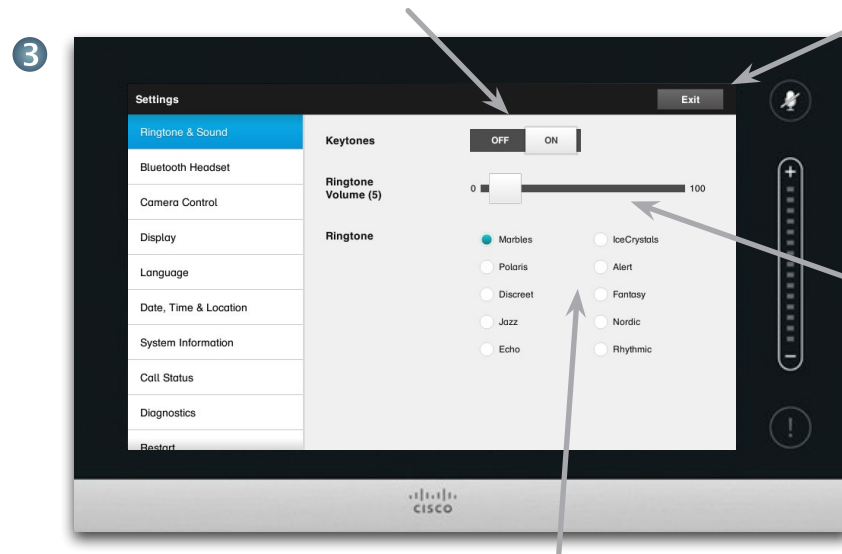


Tap **Settings** to invoke the *Settings* menu.



Then tap **Ringtone and Sound Settings**, as outlined.

Activate (*On*) or deactivate (*Off*) the keytones here. In this example *Keytones* are set to *On*.



Exit the menu by tapping here.

Set the *Ringtone Volume* here.

Select a ring tone. You will hear the ring tones as you tap on them.



Video meetings



Calling someone by keying in their name or number

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

To gain access to the virtual keyboard, tap **Dialpad** as outlined:



Anyone you have previously called will appear in the *History* list (until you clear that list) and you may then transfer any of them to your list of *Favorites*. This is described in the section *Managing Contacts*.

How to call someone listed in the *Favorites*, *Directory* or *History* list is described on the next page.

Touch tones (DTMF) in a call

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

Tap **Touch Tones** to invoke the keypad.



Initially the dialpad will look like this:



Key in the number, as outlined.
If you need an alphanumerical keyboard instead—see the column to the right.



When the number has been keyed in, tap the **Call** key to place the call.

Switching between 123 and ABC modes:



Tap **ABC**, as outlined.



This will produce the alphanumerical keyboard. To insert a digit tap and hold the corresponding key, or tap **123** to switch to numeric mode, as outlined.



This is the keyboard in numerical mode. If you prefer the dialpad look instead, tap anywhere outside the keyboards, as outlined.



Back again to the initial dialpad.



Calling contacts

Your lists of *Contacts* consist of three parts:

- **Favorites.** These contacts have put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.
- **Directory** will typically be a corporate directory installed on your system by your System Administrator.
- **History** is a list of calls you have placed, received or missed earlier.

To gain access to *Contacts*, tap **Contacts** as outlined:



The following options apply:

- You may key in a name and number and the system will look in all lists for you.
- You may tap a tab and then scroll through the list or key in a name or number. Your search will then be restricted to that specific list.
- You may edit aspects of the entry before calling.

To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.



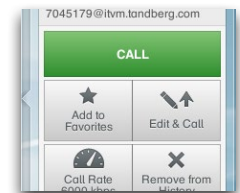
More about *Contacts* can be found in the section *Managing Contacts*.



To locate an entry, you may also scroll through a list as you would do on a smartphone.

Tap to select an entry.

2



When an entry has been located and selected the **Call** menu will appear.

Tap **Call** to place the call. Note that you may change the call rate (bandwidth to be used), before you place the call.

Options available are always context sensitive, which means that meaningless options are not shown. For example **Add to Favorites** will not be available for entries already residing in the list of *Favorites*.



Someone calling you

The following applies:

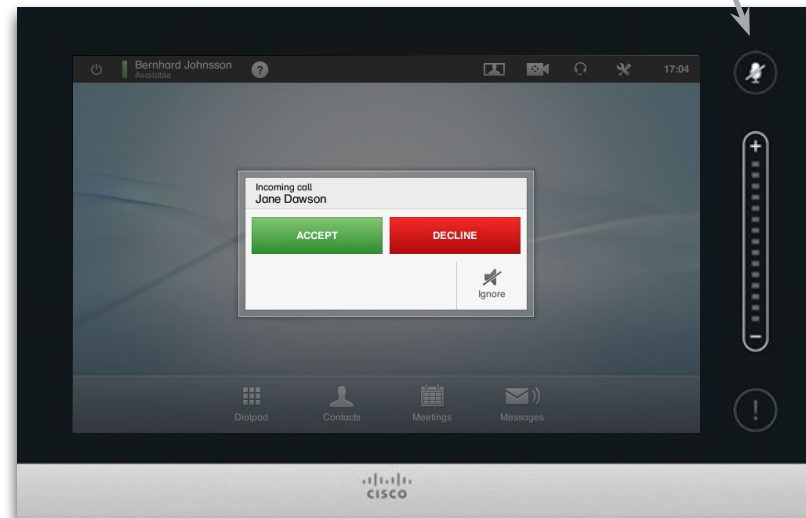
- If someone calls you, you may accept, decline or ignore the call.
- If you decline the call, busy information will be sent to the calling party.
- If you ignore the call, the calling party will perceive this as if you were absent.
- You may want to set your system to respond automatically to an incoming call (Auto Answer).
- How to set up for automatic response is described in "Call Details" on page 44.
- Observe that your System Administrator may have password protected this area.
- If you choose to activate *Auto Answer* you may want to mute the microphone to preserve privacy. This must be set up manually every time.



See also [Do not disturb](#) on page 6.

If you set up the system to respond to incoming calls automatically (Auto Answer) you may want to mute the system microphone(s) to preserve privacy.

Microphone(s) are muted if this symbol is illuminated in red. To mute/unmute the microphone(s), tap the symbol.





Calling more than one



Video conferencing—calling more than one (optional)

Video calls can consist of either just two participants (point-to-point calls) or several participants (video conferences).

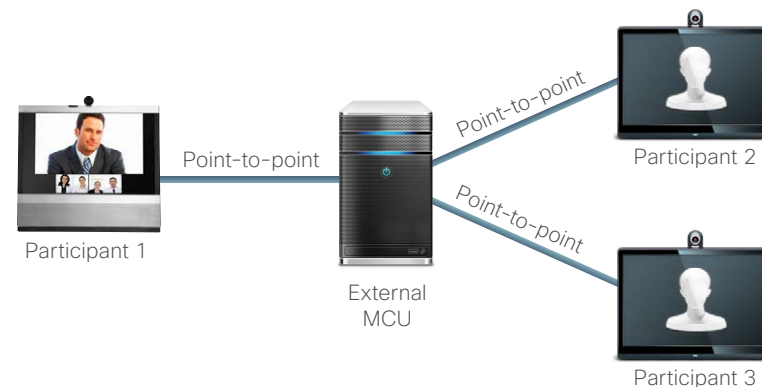
The ability to handle calls with several participants is an optional feature that may, or may not, be present in your video system or your video infrastructure. If in doubt, consult your System Administrator.

Cisco video systems offer three ways of implementing the ability to be in a call with more than one, viz:

- **Multipoint Control Unit (MCU).** This is a bridge that interconnects calls from several sources. All parties call the MCU unit, or the MCU unit can also call the parties that are going to participate. This means that all participants will be in a point-to-point call with the MCU. If an MCU is used in your office, consult your System Administrator for operating details.
- **MultiSite**, an optional built-in MCU in your video system (EX90 only) that allows you to call more than one. The video systems that you call do not need to have any conferencing capabilities. The maximum number of participants will be four (yourself included) plus one audio-only call.
- **Multiway or CUCM**, an optional feature that transfers your call to an external MCU/CUCM system as soon as you start calling more than one. However, you do control it all directly from your system. You will not have to call the MCU/CUCM system and then do everything from there.

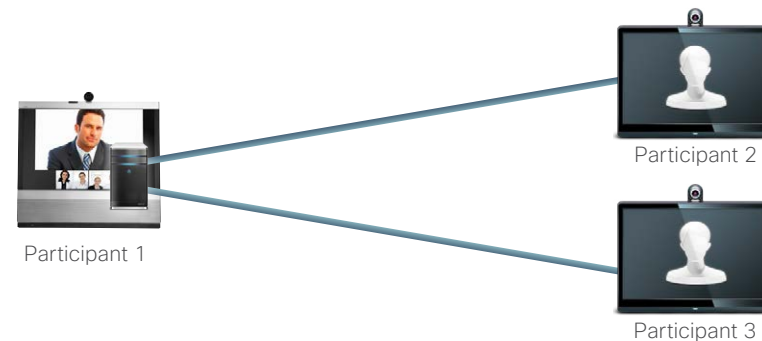
Video conferencing using an external MCU (with or without Multiway)

Any limitations to the number of simultaneous participants will depend entirely on the configuration implemented.



Video conferencing using MultiSite (an equivalent to an embedded MCU)

The maximum number of simultaneous participants is four (yourself included) plus one audio-only call.



Participants 2 and 3 experience this call as a point-to-point call with an MCU. They will therefore not need to have any conferencing abilities built in.



Creating a video conference (MultiSite)—EX90 only

If your EX90 is equipped with the *optional* MultiSite feature, you may call more than one to initiate a video conference.

The MultiSite feature allows you to call three other systems on video plus a fourth system on audio only (for example a mobile phone).

This means that the conference can consist of up to four video participants (yourself included) and one audio participant.

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

Call settings. Those you call may have video systems with different capabilities. One or more of them may, for example, be on an ADSL system with limited bandwidth (compared to the others). You may then set the *Call settings* to a (normally lower) call rate suiting his or her system before you call that person. However, that call rate will affect that specific part of the video conference only. Other participants will not experience a lower call rate because of this.



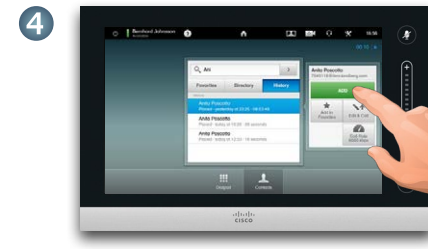
Place a call to the first participant.



Once you are in the call, tap **Add**.

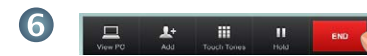


Call the next participant in the usual way.



Tap **Add** to place the second call, initiating a conference. You may adjust *Call Settings* before you place the call, if needed.

- 5** Repeat the procedure from **2**, if needed.
A maximum four video systems (yourself included) and one audio call may participate.



Tap **END** to terminate the conference.



If you initiated the conference you will be able to terminate the entire conference as well. The other participants, however, may only disconnect themselves from the conference.



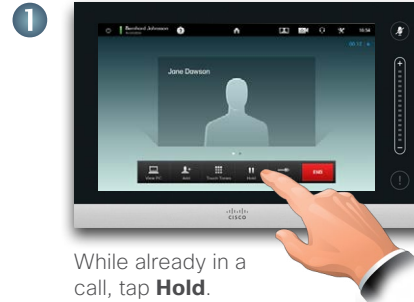
Creating a video conference (Multiway™ and CUCM)

If your EX60 or EX90 is equipped with the *optional* Multiway feature or connected to CUCM, you may call more than one to initiate a video conference.

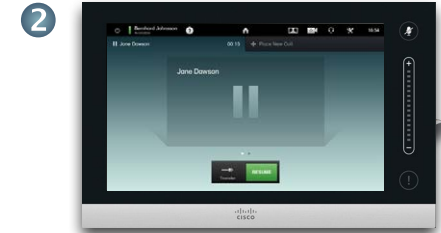
The maximum number of participants in a Multiway/CUCM conference depends entirely on the video infrastructure implemented in your organization. If in doubt, consult your System Administrator.

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

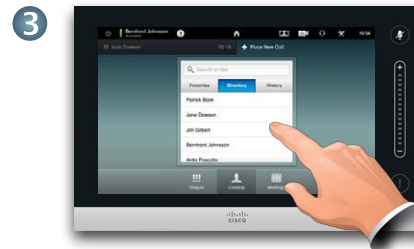
Call settings. Those you call may have video systems with different capabilities. One of them may, for example, be on an ADSL system with limited bandwidth (compared to the others). You may then set the *Call settings* to a (normally lower) call rate (bandwidth) suiting his or her system before you call that person. However, that call rate will affect that specific part of the video conference only. Other participants will not suffer from a lower call rate because of this.



While already in a call, tap **Hold**.



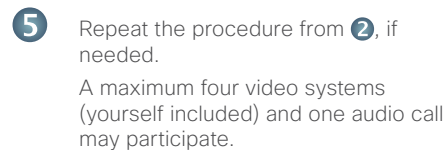
Tap **+Place New Call...**



Search or type the name or address of the next participant in the usual way.

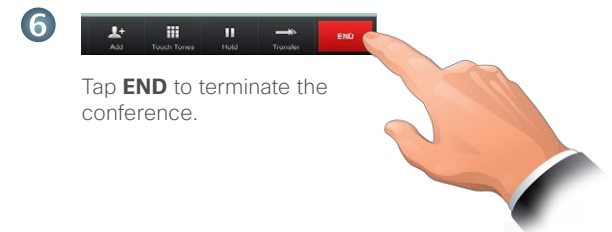


Tap **CALL** to place the second call, initiating a conference.



Repeat the procedure from **2**, if needed.

A maximum four video systems (yourself included) and one audio call may participate.



Tap **END** to terminate the conference.



If you initiated the conference you will be able to terminate the entire conference as well. The other participants, however, may only disconnect themselves from the conference.

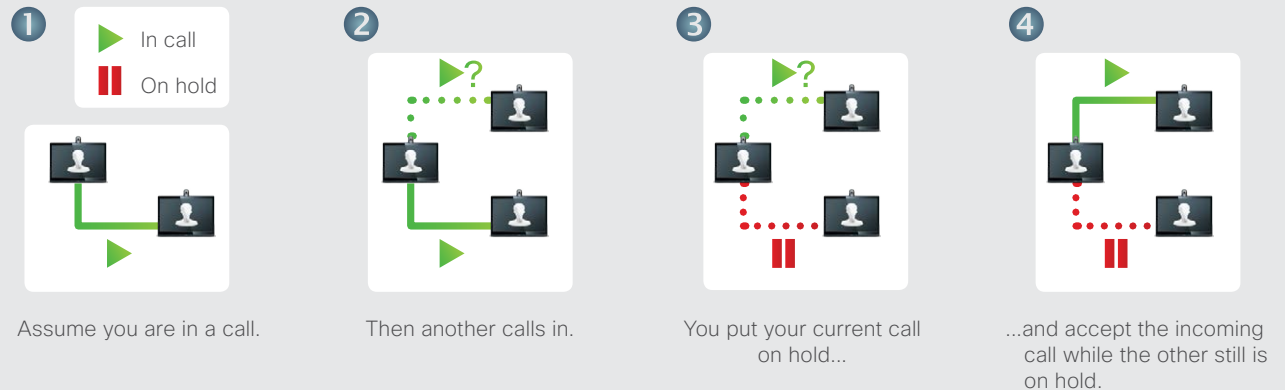


Receiving another incoming call, while already in a call (I)

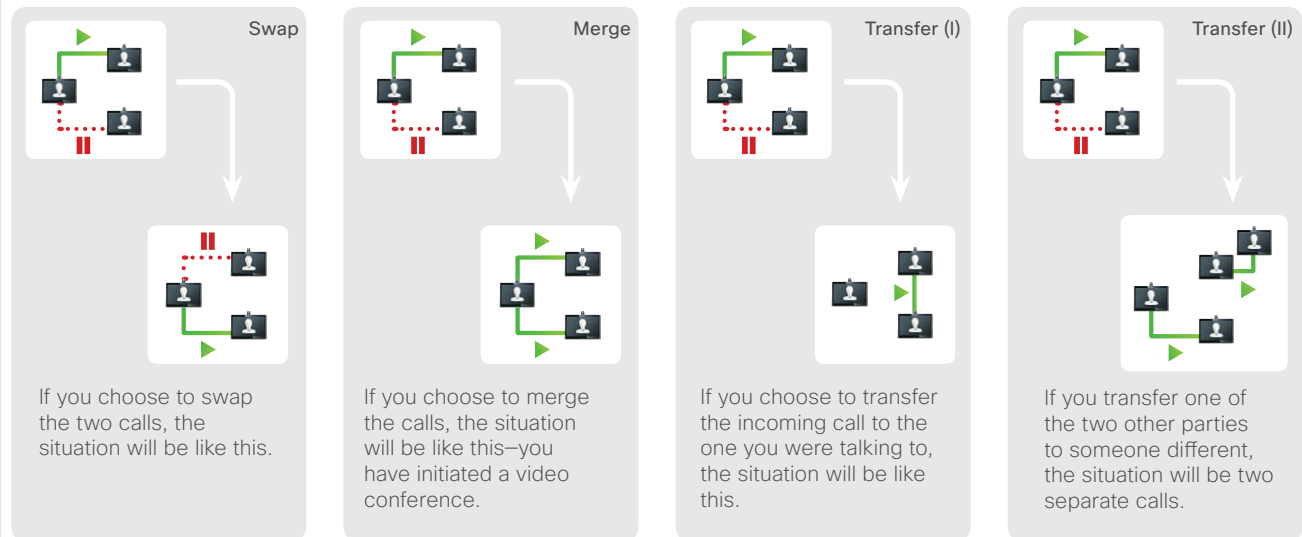
Assume that you are already in a call. If you then receive another incoming call, you will have several options.

Note that you may merge an incoming call with the ongoing call only if your video system is equipped with the MultiSite or the Multiway/CUCM option.

The scenario:



You will now have the following options:



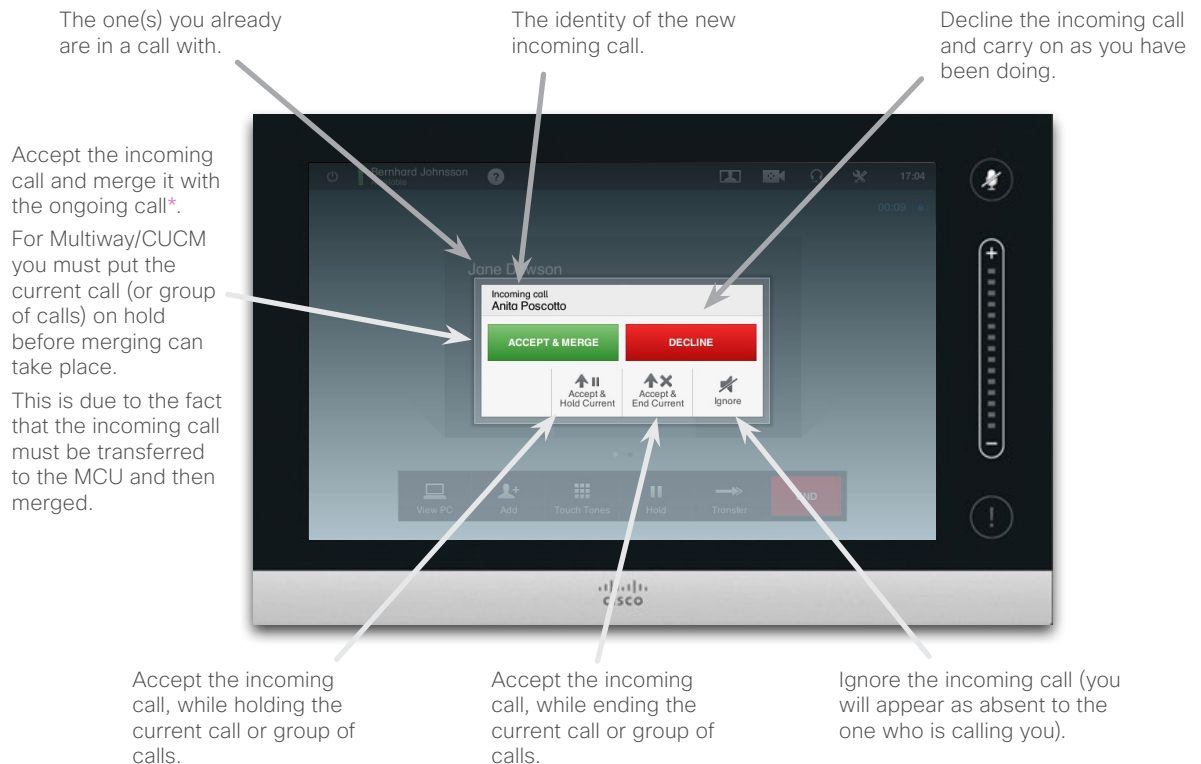


Receiving another incoming call, while already in a call (II)

Assume that you are already in a call. If you then receive another incoming call, you will have the following options:

- You may decline the call and continue with what you were doing.
- You may put the current call on hold and accept the new call. At any time you may swap between the two. Systems with no MultiSite or Multiway/CUCM installed cannot create a conference and they are therefore confined to this way of talking to both (that is, one at a time). They do, however, support one extra audio-only call.
- You may transfer the incoming call to someone else, including the one you were talking to—see the following page for more on this.
- You may, after putting the incoming call on hold, merge this call with the existing (optional feature requiring conferencing options present).
- You may merge the incoming call directly with the ongoing call (**ACCEPT & MERGE**), but this can only take place if your video system is equipped with the MultiSite option (EX90 only).

Note that in the case of Multiway/CUCM, a small time delay may be experienced when accepting that an incoming call joins the ongoing call. This is due to the transfer of the call to the external MCU.



* If your system is equipped with MultiSite (EX90 only) you may merge the incoming with the current call. For systems without MultiSite installed, the incoming call may still be merged, but as an audio-only call.



Swapping calls

Assume you are in a call and want to put that call on hold in order to talk to someone else.

Do as follows:

1. Tap **Hold**, as outlined.



2. Tap **+ Place New Call** as outlined.



3. Place a call in the usual way (see right).
4. Tap **Swap** to go between the two parties.



Transferring a call

Assume you that you are in a call and that you would like to transfer the other party to someone else.

Do as follows:

1. Tap **Transfer**, as outlined:



2. Select whom to call in the usual way:



3. Once you are ready to transfer the call, tap **Complete Transfer** to put your intentions into effect:



Shared lines / Barge in

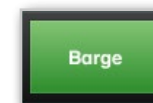
Video systems used in call centers may be set up to share a common line so that anyone of those sharing a line may respond to an incoming call.



Activity on a shared line will be indicated like this on the other systems.

You may barge into an ongoing call when the **Barge** button is available.

If a call is set on Hold, the **Barge** button will switch to **Resume** to let you pick up the call from another unit (not shown). This is a CUCM only feature.





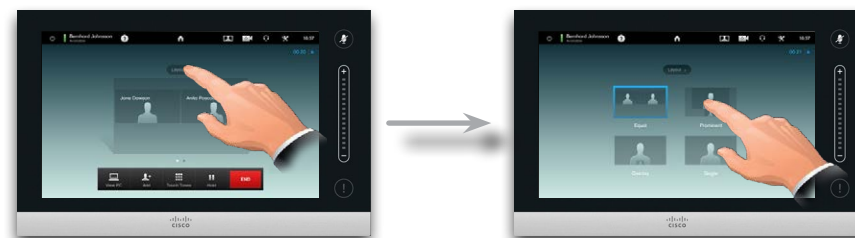
Layout control in a call

You may alter the screen layout when you are in a call. The Touch pad will show the options available. The actual options may differ from what is shown here, but the Touch pad will always show you what is available. The WYSIWYG (what you see is what you get) principle applies even here.

Selecting a different layout

In a call tap **Layout**, as outlined, then select the preferred layout, as outlined.

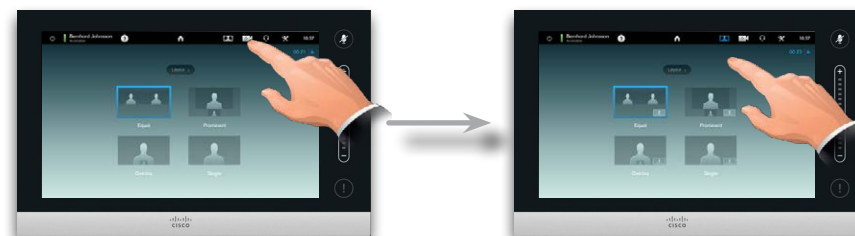
To exit the layout without changing anything, tap **Layout** again.



Adding a PiP self-view

Tap as outlined at all times during a call to add self-view to your screen (this will not be seen by the remote participants).

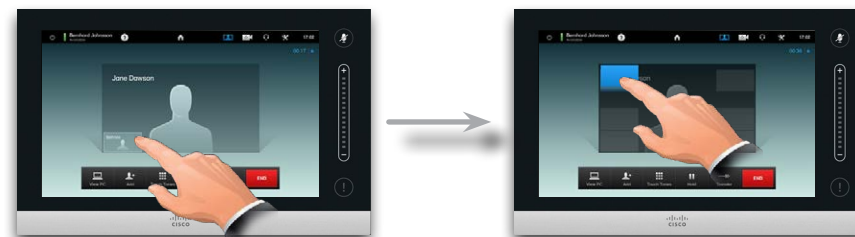
The self-view will appear as a PiP (Picture-in-Picture).



Moving the PiP self-view

Tap and hold the PiP, as outlined.

When the PiP turns blue you may drag it to a new position, choose among six predefined positions, as outlined.





Layout control in a conference

If you are in a conference you may also lock one of the participants as speaker (override the voice control principle), invoke a list of participants and disconnect other participants in addition to the layout control features described on the previous page.

Lock as speaker

Assume you have set your system so that one of the participants is shown larger than the others.

If somebody else starts to say something instead of this person, the system will switch to display the image of that person instead. To avoid this, you may lock the current as speaker.

Start with a layout as outlined and tap as shown, then tap **Lock as Speaker**, as outlined.

To unlock, repeat the process and tap **Unlock Speaker**.

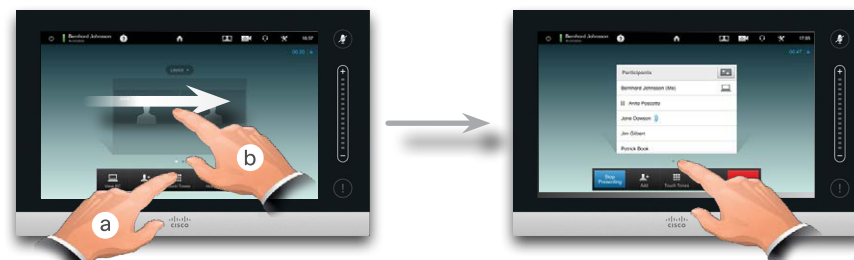


Invoking a list of participants

Tap the dot that is *not shown in bold* just above the row of buttons to invoke a list of participants **(a)**. Alternatively, swipe your finger horizontally across the screen **(b)**.

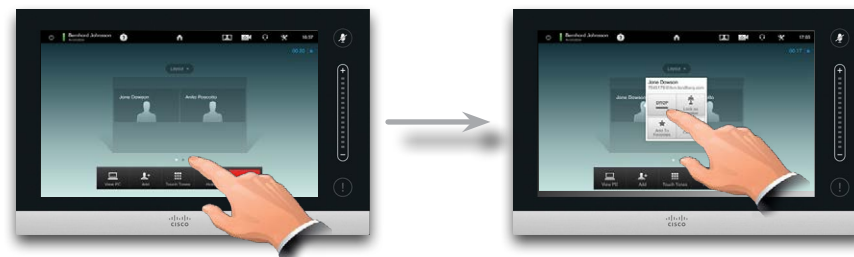
The list will show who is presenting (if applicable), who is speaking and if someone has been put on hold, this will be indicated too.

Tap the other dot to return to the initial state.



Drop

Any participant entitled to it may disconnect any of the other participants. Tap the participant, either in the view as shown or in the list of participants (see above), and then in both cases tap **Drop**, as outlined.



Far end camera control

If the other participants are on systems with adjustable cameras, you may be able to control the pan and zoom of their camera.



Tap the one whose camera you want to adjust, if applicable.

Tap **Camera**.

Adjust pan and zoom as required. Tap anywhere outside the menu to exit.



Sharing content



Sharing content

Content can be shared during a call. The feature is not accessible outside a call.

Selfview and camera control



If you tap the selfview thumbnail, you will gain access to a submenu allowing you to either maximize or remove the selfview and to use the local camera control (EX90 only).

Sharing content



Tap **View PC**, as outlined.



Tap **Start Presenting**, as outlined.



When your presentation is over, tap **Stop Presenting**, as outlined.



You may invoke a list of participants even here, just like you may during a video conference. See "Invoking a list of participants" on page 21.

Changing the local layout

During a presentation tap **Layout**, as outlined, to display the layout options available.

Your options may differ from those shown here, but layouts shown are those you may choose between.

Tap the layout you prefer to start using that layout.



Changing the remote layout (EX90 only)



Invoke the list of participants (a), see "Invoking a list of participants" on page 21 for details. Then tap (b), as outlined.



Select the layout of the video sent by your EX90.

Full screen presentations

You may set up your system for a full screen presentation with the presenter appearing in a PiP (Picture-in-Picture), which is similar to self-view. To enable this, tap as outlined.

This option may not be present on systems with customized layouts.

The PiP can be moved to a different position by tapping and holding until it turns blue. You may then move it to a different position, as outlined. See also "Moving the PiP self-view" on page 20.





Scheduled meetings



About scheduled meetings

Your video system may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear in a *List of Meetings*.

The *List of Meetings* contains a list of upcoming, meetings scheduled to take place during the next 14 days (this setting may have been changed by your Administrator). The list is sorted using grouping headers. The main grouping category is by day (e.g.: *TODAY*, *TOMORROW*, then *WEDNESDAY, July 20, 2013* etc).

If you tap an item in the list then more information will become available.

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.

On your video system the *Meeting Reminder* will appear once it is possible to join a meeting. Exactly when that will be depends on the *Start time buffer* setting, which has been set by your system administrator. Default buffer setting is 10 minutes.

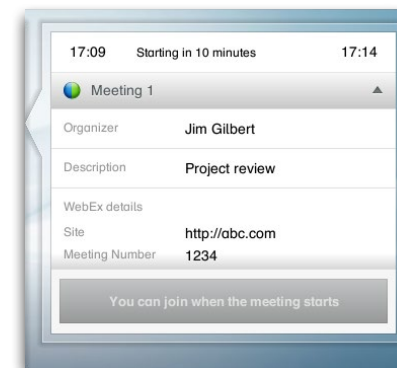
The meeting reminder contains a time indicator stating when the meeting starts, or alternatively for how long the meeting has been going on (an ongoing meeting is referred to as a *Meeting in progress*).

The text *Starting now* will be shown during a time interval spanning from 30 seconds before to 30 seconds after the scheduled start time of the meeting.



Tap on **Meetings** to produce the *List of Meetings*.

If you tap on any of the meetings listed, you will see more information about the meeting. This does not apply if the meeting is listed as *Private*—see text for details.





Joining a meeting

When you may join a scheduled meeting depends on the *Start time buffer* setting. Default setting is 10 minutes in advance, but it be set by your System Administrator to another value.

You will not be able to join in earlier.

When the meeting starts you will be offered to join in or dismiss. Alternatively, you may postpone the joining-in and be reminded five minutes later (snooze).

If you already are in a call you will in addition be offered to put the current call on hold and join the meeting.

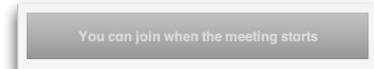
Remember that this is similar to any other incoming call. The only difference is that the incoming call is initiated by a scheduling system.



If you tap a meeting in the list you will see more about the meeting.



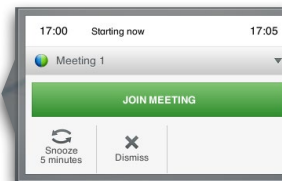
A scheduled meeting may connect you automatically, or you may have to tap **JOIN MEETING**.



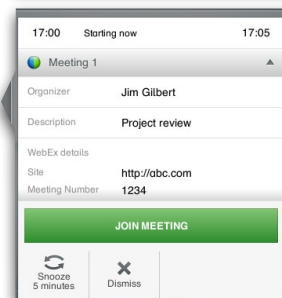
You will be informed if you try to join a meeting too early.

Although the default setting lets you join in up to 10 minutes in advance, your System Administrator may have implemented a different setting.

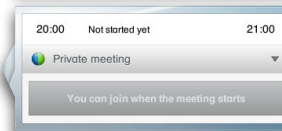
To view full details about the meeting:



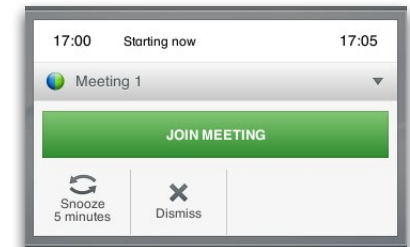
Expand by tapping here to see details.



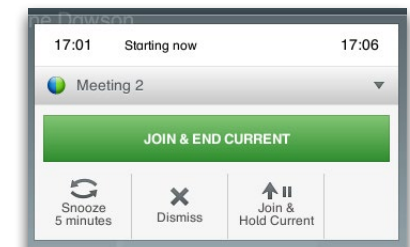
Collapse by tapping here.



When a scheduled meeting appears as a *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.



When the meeting starts you will be offered to join in, to postpone the offer to join in for 5 minutes, or to just dismiss the offer.



If you are in a call when the meeting starts you will also be offered to join in while at the same time put the current call on hold, just like any other situation where someone calls you while you already are in a call.



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.

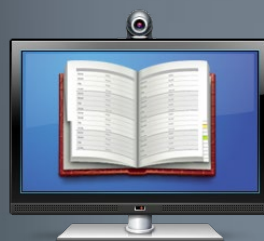


Extending an ongoing meeting

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 any of the video systems involved, during the period of possible extension. Otherwise a message will appear.

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.



Managing Contacts



History

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



Tap an entry and you will be able to:

- Call the entry by tapping **CALL**.
- Add the entry to an ongoing call (optional).
- Add the entry to *Favorites*.
- Edit the entry information and then place the call.
- Change the call rate settings.
- Remove the entry from the list.
- Clear the entire list—see the next page for more on this.

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 a folder (**a**) to show its contents, scroll (**b**), 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

The *Favorites* is your own shortlist of contacts you frequently call or otherwise want to have easy access to. Access the Favorites in the same way History and Directory.

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



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..

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

Searching in a list

You may search for an entry in any of the lists. You may search for entries (names, numbers or addresses). Searches will be conducted within all the folders, i.e. within the *Favorites*, the *Directory* and the *History*.

Tap the **Search or Dial** field (a) and then key in (b) the name, address or number. Matches will appear as you search.

Once located, tap the entry to place a call, to edit the entry or to add the entry 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.



Clearing History

For privacy reasons you may want to clear the *History* list.

- 1 Tap **Dialpad**, if required, as outlined.



- 2 Scroll, as outlined, as far as it is possible to scroll. This will reveal the **Clear History** button.



- 3 Tap **Clear History**, as outlined.





The Settings

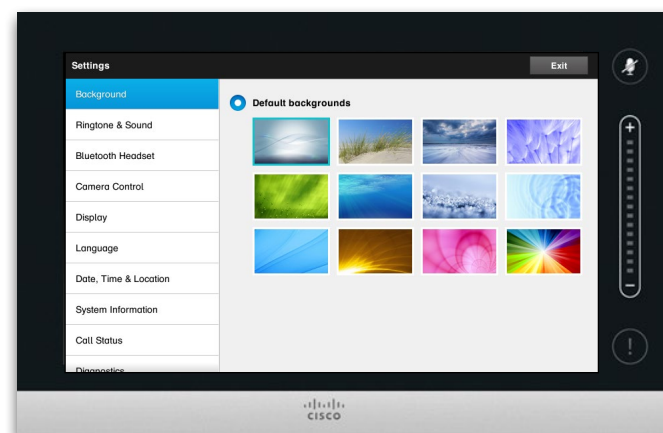


About the Settings

The Ex60 and the EX90 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.

Care must be taken when altering the *Settings* to avoid that the system stops working. If in doubt, contact your System Administrator.

To enter the *Settings*, tap the **Settings** icon, as outlined to the right.





Background Selection

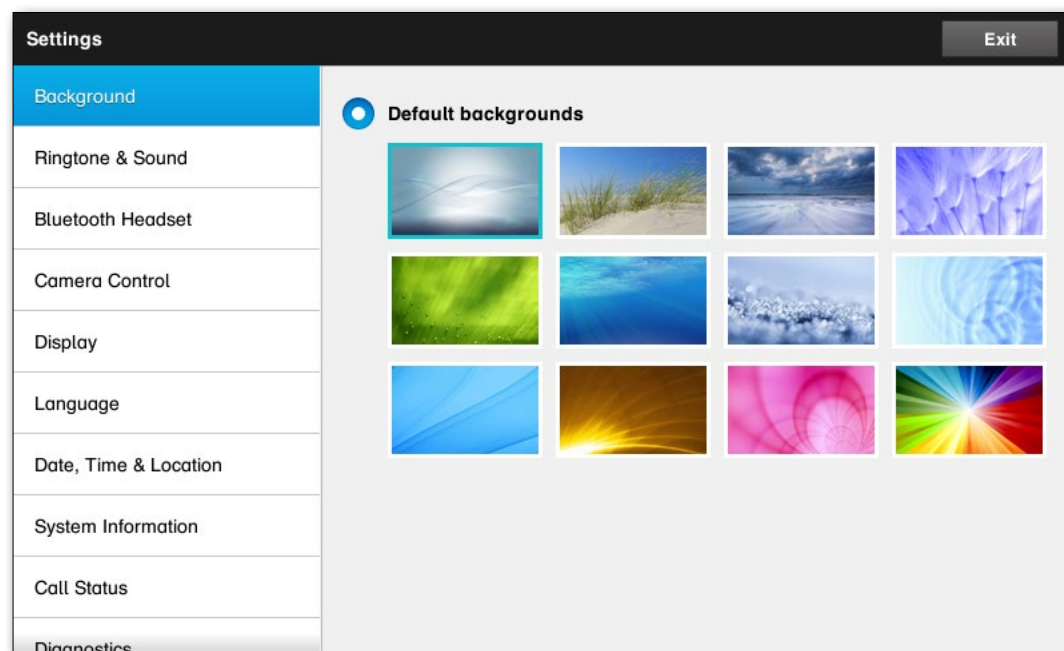
Select what shall be the background image on your Touch Pad and your screen. Tap on one of the thumbnails to use that image.

You may use your own image (for example your company logo). This image must be uploaded via the web interface, see the Administrator guide for more on this (available for download separately).

Observe that the custom image will appear on the video screen only and not on the Touch Pad.

When a custom image is available, a second choice, **Custom background**, will appear (not shown here) to let you choose that image instead of the default background images.

Settings > Background





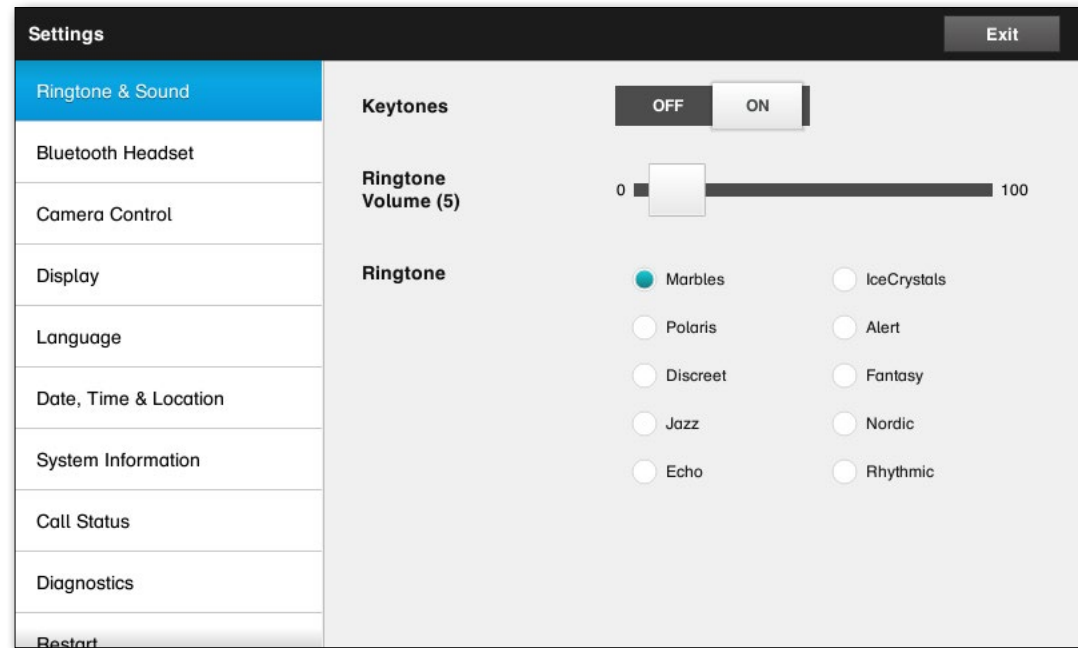
Ringtone & Sound Settings

The *Ringtone & Sound Settings* window 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* is set to *On*.

Settings > Ringtone & Sound Settings

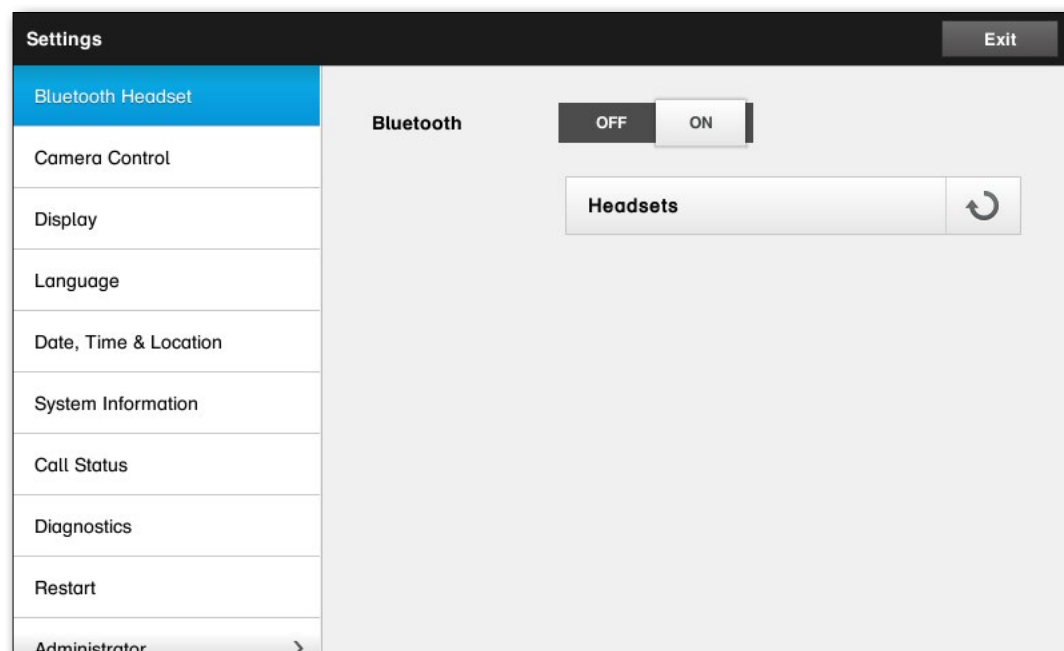




Bluetooth Headset

You may connect bluetooth headsets to your EX video system. Consult the manual for your bluetooth headset to learn how to pair your headset with the video system.

Settings > Bluetooth Headset





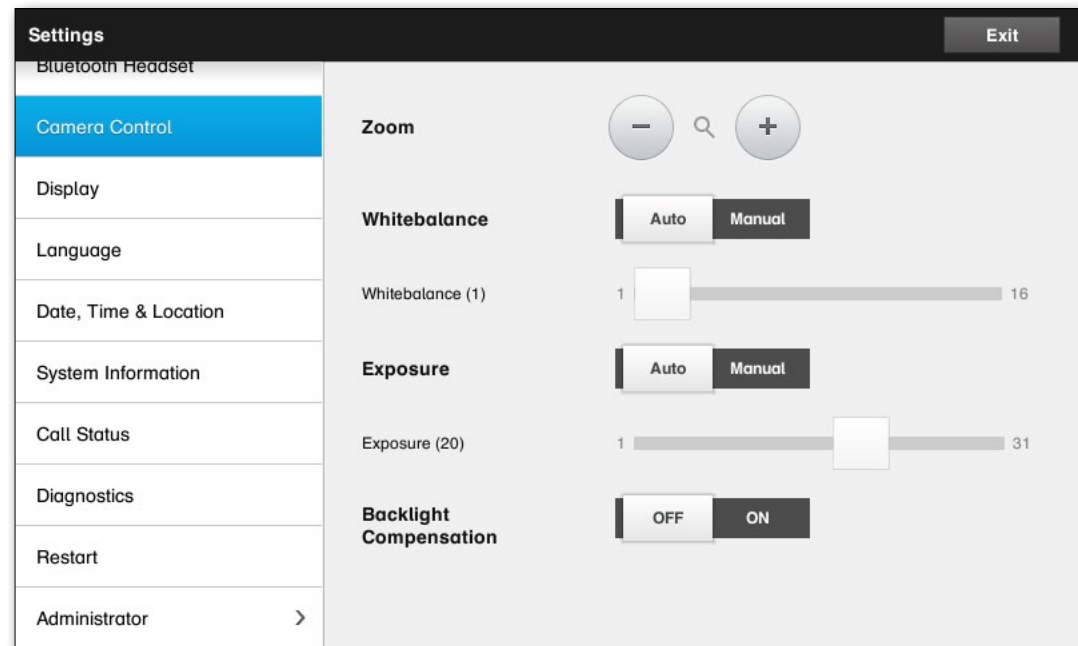
Camera Control

The *Camera Control* window lets you set the whitebalance and exposure of the camera. If you do not want to tweak this yourself, just leave it up to the system by tapping **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*.

Settings > Camera Control

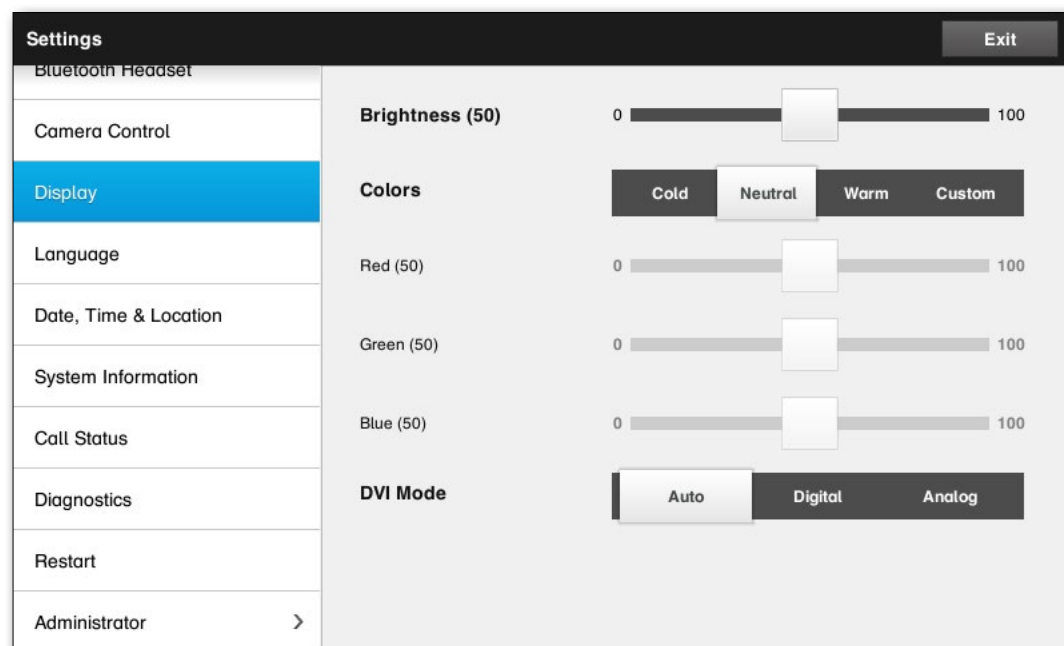




Display

The *Display Settings* window lets you set the brightness and adjust the colors of your EX screen. You may select between a set of predefined settings or tweak *ad libitum*. You may also set the DVI mode.

Settings > Display

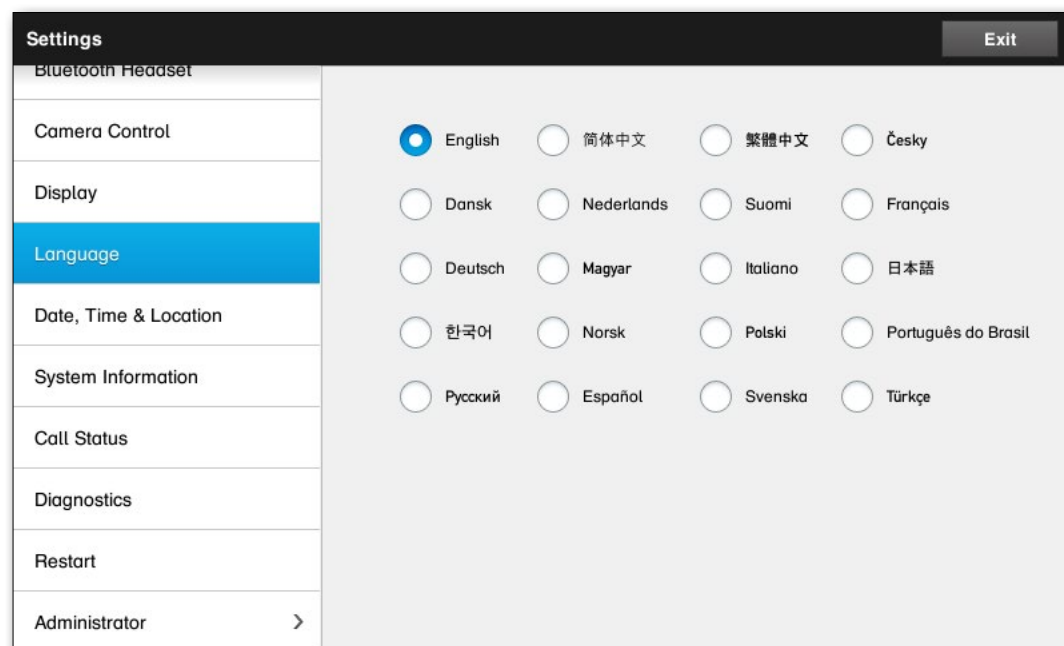




Language

The *Language* window lets you specify the Touch interface menu language.

Settings > Language





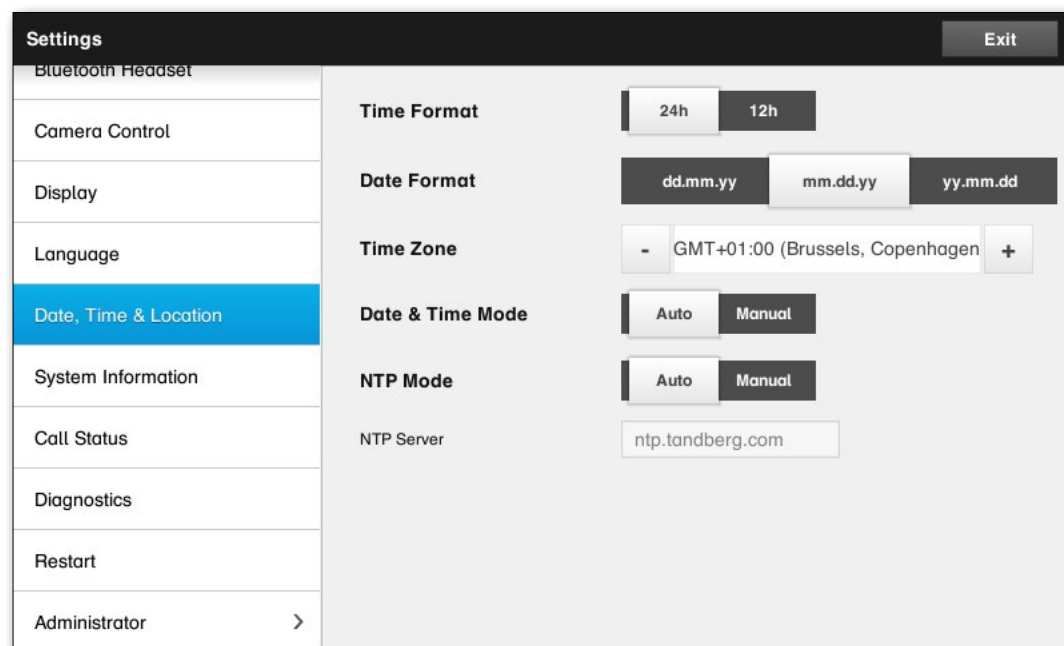
Date, Time & Location

This window lets you specify your preferred date and time formats, as well as the time zone.

If you set the *Date and Time Mode* to *Auto* (as has been done in this example), the system will look for an NTP server and get date and time from there.

If you choose to set *NTP mode* to *Manual* (as has been done in this example), you must specify the NTP server address to make things work.

Settings > Date, Time & Location



Settings		Exit
Bluetooth Headset		
Camera Control		
Display		
Language		
Date, Time & Location	Time Format <input type="radio"/> 24h <input checked="" type="radio"/> 12h Date Format <input checked="" type="radio"/> dd.mm.yy <input type="radio"/> mm.dd.yy <input type="radio"/> yy.mm.dd Time Zone <input type="button" value="-"/> GMT+01:00 (Brussels, Copenhagen) <input type="button" value="+"/> Date & Time Mode <input checked="" type="radio"/> Auto <input type="radio"/> Manual NTP Mode <input checked="" type="radio"/> Auto <input type="radio"/> Manual NTP Server <input type="text" value="ntp.tandberg.com"/>	
System Information		
Call Status		
Diagnostics		
Restart		
Administrator	>	



System Information

The *System Information* window contains information on the system's software and hardware versions and connections, SIP and H.323 status etc.

Settings > System Information

Settings
Exit

Bluetooth Headset	
Camera Control	
Display	
Language	
Date, Time & Location	
System Information	
Call Status	
Diagnostics	
Restart	
Administrator	>

SYSTEM
Name: Kristian Thorsen (krthorse)
Uptime: 2 hours, 28 minutes

NETWORK
IPv4 Address: 10.47.37.180
IPv6 Address: 2001:420:44ff:fd0e:250:60ff:fe06:d045
Voice VLAN ID: Off

H323
Number: 5037180
ID: 5037180@itvm.tandberg.com
Gatekeeper: 10.47.8.209
Status: Registered

SIP
Address: 7037180@itvm.tandberg.com
Proxy: 10.47.8.209
Status: Registered. Secured. Not verified.

SOFTWARE
Version: TC6.2.0 Beta5 (TEST SW, tc-6.2.0-beta5-60-ge7fa1dc)
Touch Screen: TT6.2.0 Beta5 e7fa1dc 2013/06/18-12:12:23
Options Installed: DualDisplay, MultiSite, PremiumResolution



Call Status

The *Call Status* window provides information on call rate, encryption, as well as important video and audio parameters.

Settings > Call Status

Settings

Exit

Bluetooth Headset

Camera Control

Display

Language

Date, Time & Location

System Information

Call Status

Diagnostics

Restart

Administrator >

PARTICIPANT(S)

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

Current Packet Loss (%): n/a n/a

Jitter: 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

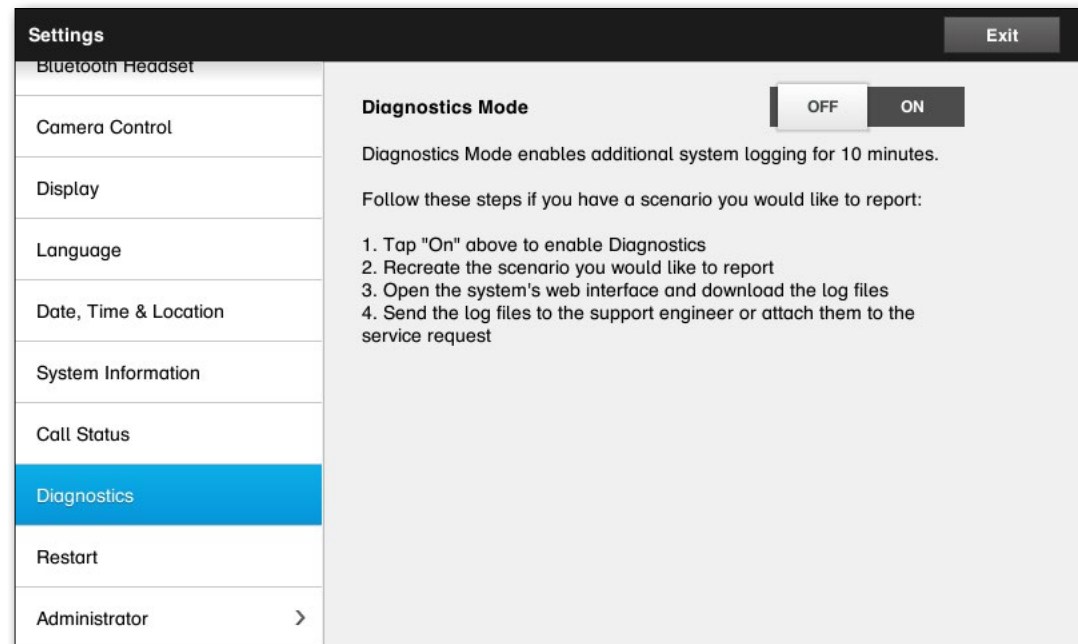


Diagnostics

For troubleshooting purposes you may enable additional system logging. Follow the on-screen instructions.

Note that system performance may be influenced by an ongoing system logging.

Settings > Diagnostics

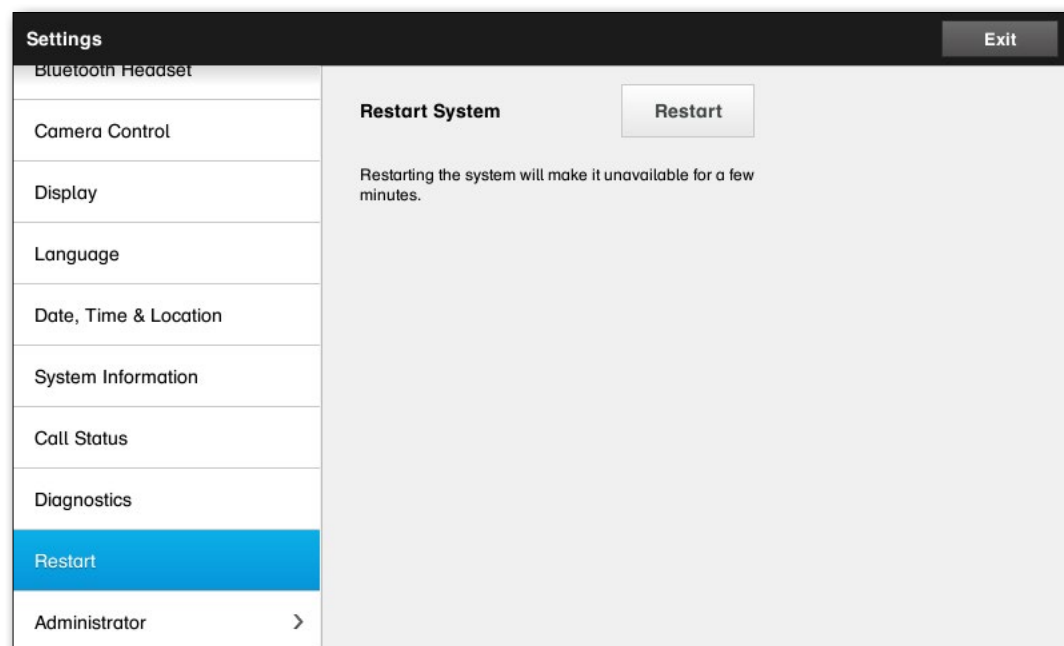




Restart

Use this to restart your system in an orderly manner.

Settings > Restart





Call Details

If you enable Auto Answer the system will respond by itself to incoming calls after a delay specified by you. Note that an activated auto answer may not provide you with the privacy desired. In the example shown here *Auto Answer* is set to *Off*.

On certain occasions you may have to change the bandwidth (and hence the quality) of the call. Some configurations may have different incoming and outgoing bandwidths (typically ADSL connections), and you may specify the default call rate to ensure a stable video quality.

The default protocol may also be specified. In the example shown, the protocol has been set to *SIP*.

Settings > Administrator Settings > Call Details

This menu is inside the Administrator Settings. Tap **Back** to leave the Administrator Settings and tap **Exit** to leave all settings.

Administrator Settings

Call Details

Auto Answer OFF ON

Auto Answer Delay - 0s +

Call Rate

Default Call Rate - 6000 +

Max Incoming Bandwidth - 6000 +

Max Outgoing Bandwidth - 6000 +

Default Call Protocol H323 SIP

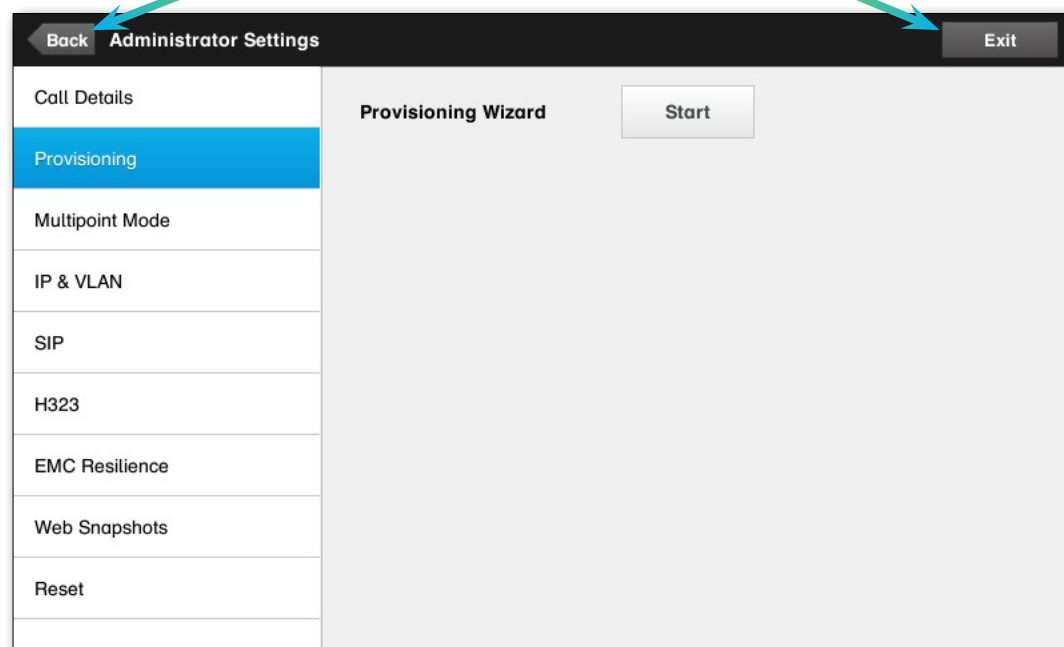


Provisioning

There is a Provisioning Wizard available to get your system online. Tap **Start** and follow the on-screen instructions.

Settings > Administrator Settings > Provisioning

This menu is inside the Administrator Settings.
Tap **Back** to leave the Administrator Settings
and tap **Exit** to leave all settings.





Multipoint mode

Your video system may be equipped with the optional ability to call more than one at a time (video conferencing). There are basically two modes of video conferencing; viz. MultiWay and MultiSite, see "Video conferencing—calling more than one (optional)" on page 14 for more on this.

Note the following:

- To enable MultiWay, a MultiWay address must have been entered.
- If a MultiWay address has been specified and MultiWay is selected, MultiWay will always be used for video conferencing
- If a MultiWay address has been specified, but MultiSite is selected, MultiSite will be used.
- If set to Auto, MultiWay will be used if a MultiWay address has been specified, otherwise MultiSite will be used.
- If set to Off, no video conferencing will be possible.
- Any use of the MultiSite feature requires the presence of the MultiSite option.

Settings > Administrator Settings > Multipoint Mode

This menu is inside the Administrator Settings. Tap **Back** to leave the Administrator Settings and tap **Exit** to leave all settings.



IP Settings

You may specify whether to use IPv4 or IPv6 and whether to use static IP address or DHCP. When set to *Static*, applicable addresses must be set accordingly.

Settings > Administrator Settings > IP & VLAN

This menu is inside the Administrator Settings. Tap **Back** to leave the Administrator Settings and tap **Exit** to leave all settings.

Administrator Settings	
Call Details	IP Settings <div>IP Version: IPv4 IPv6</div> <div>IP Assignment: DHCP Static</div> <div>IP Address: <input type="text" value="10.47.37.180"/></div> <div>Subnet Mask: <input type="text" value="255.255.255.0"/></div> <div>Gateway: <input type="text" value="10.47.37.1"/></div> <div>DNS Server 1: <input type="text" value="10.47.1.61"/></div> <div>DNS Server 2: <input type="text" value="10.47.1.14"/></div> <div>DNS Server 3: <input type="text"/></div> <div>DNS Domain Name: <input type="text" value="rd.tandberg.com cisco.com"/></div>
Provisioning	
Multipoint Mode	
IP & VLAN	
SIP	
H323	
EMC Resilience	
Web Snapshots	
Reset	

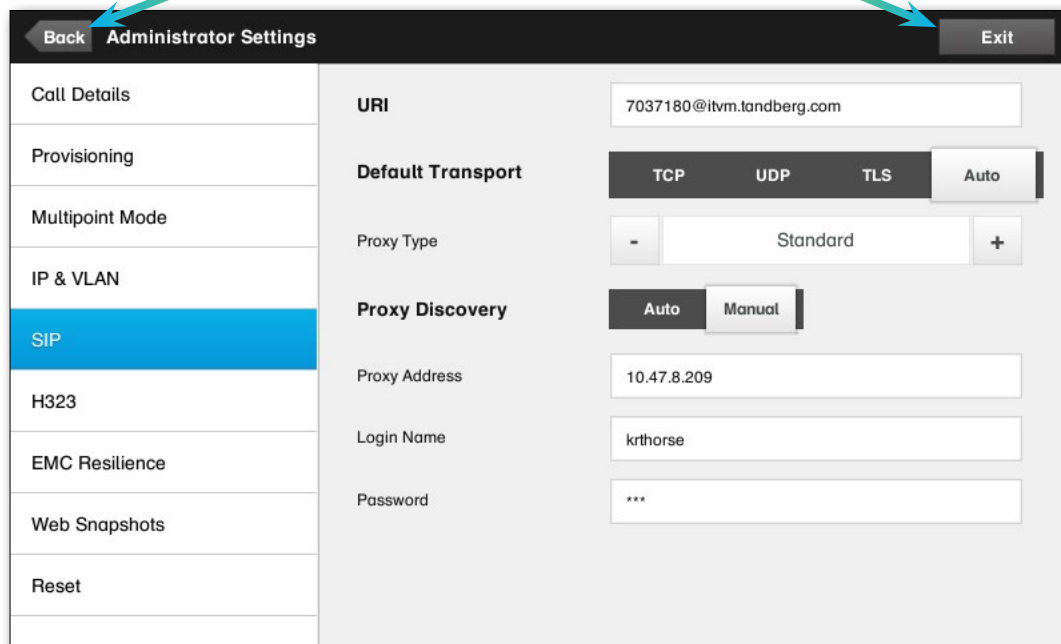


SIP Settings

Use this window to set up SIP.

Settings > Administrator Settings > SIP

This menu is inside the Administrator Settings.
Tap **Back** to leave the Administrator Settings
and tap **Exit** to leave all settings.



Administrator Settings	
Call Details	URI: 7037180@itvm.tandberg.com
Provisioning	Default Transport: TCP UDP TLS Auto
Multipoint Mode	Proxy Type: - Standard +
IP & VLAN	Proxy Discovery: Auto Manual
SIP	Proxy Address: 10.47.8.209
H323	Login Name: krthorse
EMC Resilience	Password: ***
Web Snapshots	
Reset	

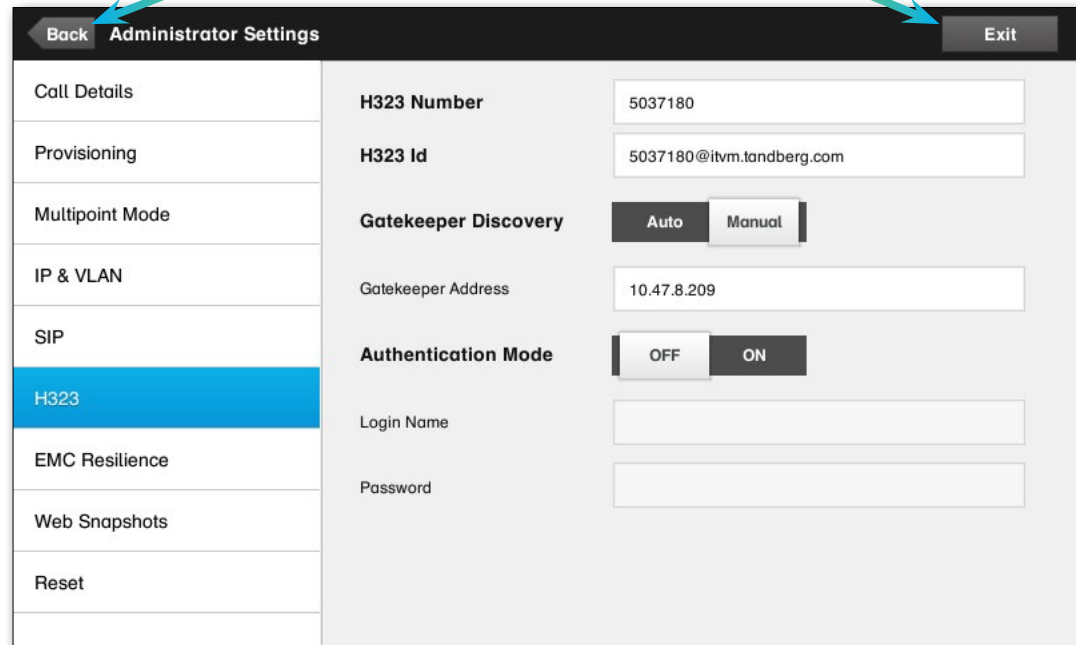


H323 Settings

Use this window to set up H323.

Settings > Administrator Settings > H323

This menu is inside the Administrator Settings.
Tap **Back** to leave the Administrator Settings
and tap **Exit** to leave all settings.



Administrator Settings		
Call Details	H323 Number	5037180
Provisioning	H323 Id	5037180@itvm.tandberg.com
Multipoint Mode	Gatekeeper Discovery	Auto Manual
IP & VLAN	Gatekeeper Address	10.47.8.209
SIP	Authentication Mode	OFF ON
H323	Login Name	
EMC Resilience	Password	
Web Snapshots		
Reset		



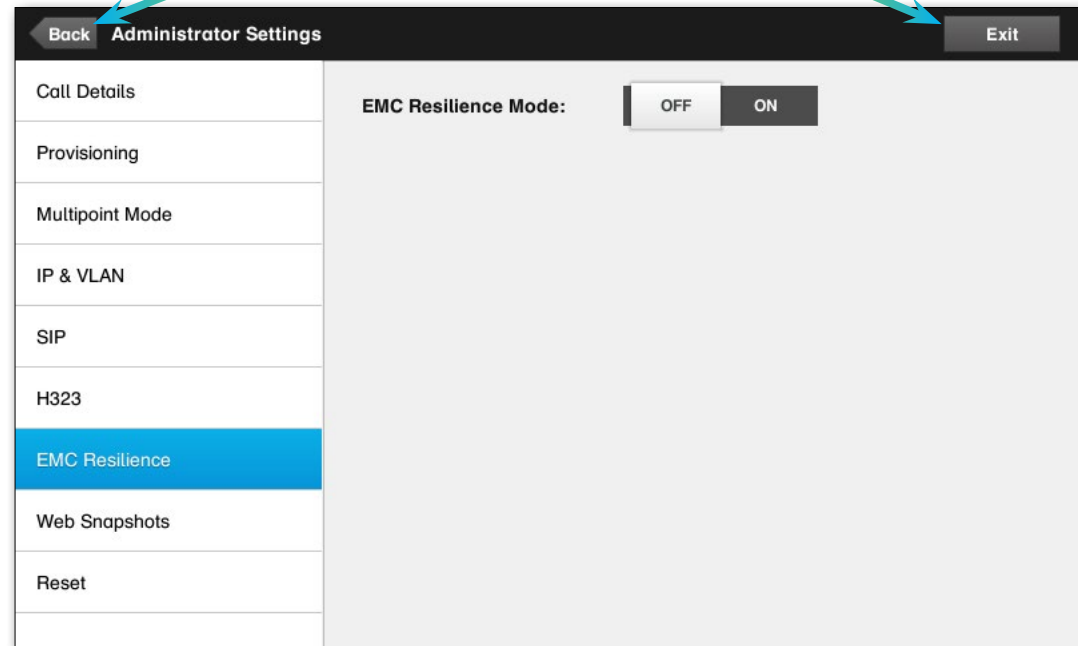
EMC Resilience

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 obviously nobody did so.

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

Settings > Administrator Settings > EMC Resilience

This menu is inside the Administrator Settings. Tap **Back** to leave the Administrator Settings and tap **Exit** to leave all settings.





Web Snapshots

You may gain access to your video system through its web interface. To learn more about how to do that consult the Administration Guide for your system. This guide is available separately for download from www.cisco.com.

From the web interface you may generate snapshots of the video stream from your system. You may also, under certain circumstances, generate snapshots from the outgoing video of the far end system.

However, you cannot take snapshots unless you have set the *Allow Web Snapshots* to *ON*, as shown here.

Note that the far end may take snapshots of the outgoing video of your system, even if you have set your system's *Allow Web Snapshots* to *OFF*.

Likewise, you will be able to take snapshots of the outgoing video of the far end, even if the far end has set *Allow Web Snapshots* to *OFF*, provided that you have set your own system's *Allow Web Snapshots* to *ON*.

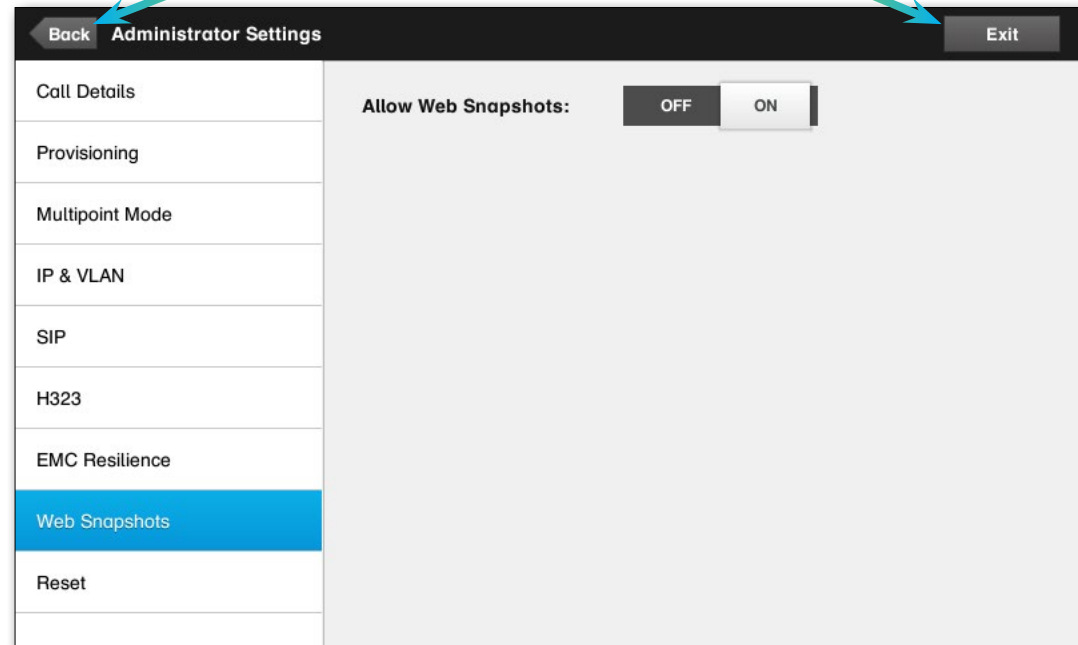
Snapshots cannot be taken if the call is encrypted. Encryption will disable the snapshot feature at both ends, regardless of the local settings of the *Allow Web Snapshots* parameter.

The web snapshot feature applies to Point-to-Point as well as MultiSite calls (but to unencrypted calls only).

Note that a MultiWay call should be regarded as a variant of Point-to-Point call as it is the MCU who is controlling the call and your system is connected to the MCU as in a Point-to-Point call.

Settings > Administrator Settings > Web Snapshots

This menu is inside the Administrator Settings. Tap **Back** to leave the Administrator Settings and tap **Exit** to leave all settings.



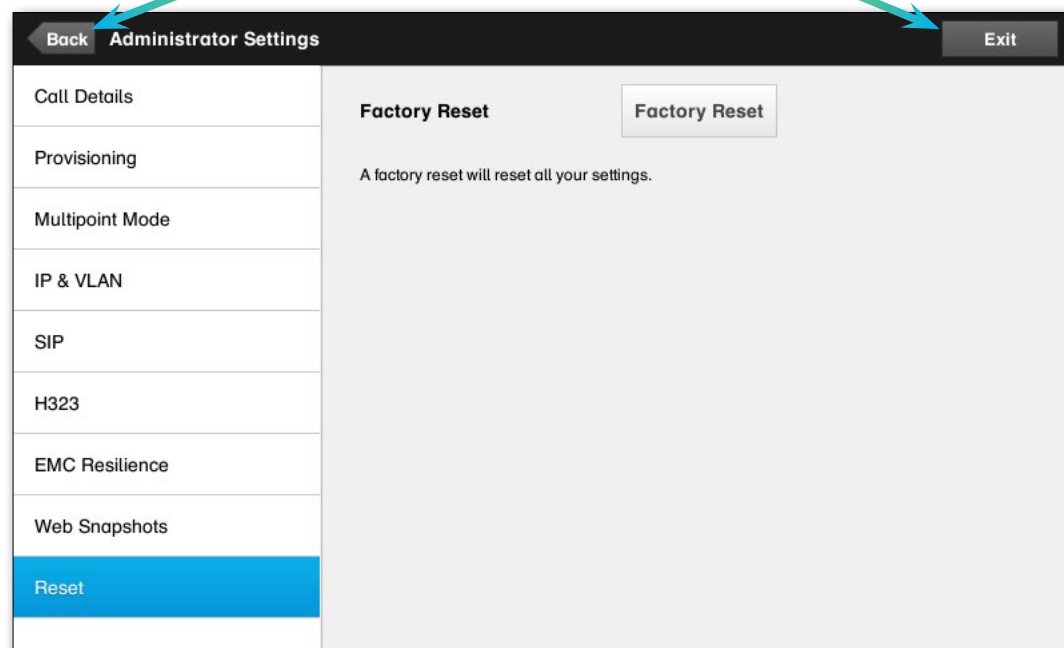


Reset

You may want to perform a *Factory 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.

Settings > Administrator Settings > Reset

This menu is inside the Administrator Settings.
Tap **Back** to leave the Administrator Settings
and tap **Exit** to leave all settings.





Americas Headquarters
Cisco Systems, Inc.
San Jose, CA

Asia Pacific Headquarters
Cisco Systems (USA) Pte. Ltd.
Singapore

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