



Cisco TelePresence

EX60

EX90



TC6.3

User Guide

What's in this guide



Getting up and going

Best practice	4
Connecting the EX60	5
Connecting the EX90	6
A tour of the touch screen.....	7
About self-view and camera	8
Ringtones.....	9
Logging onto a system with your own credentials	10

Video meetings

Placing a call using name, number or address.....	12
Calling contacts	13
Adding an entry to Favorites, before placing the call	14
Editing an entry, before placing a call.....	15
Changing the call rate, before placing a call	16
Removing entries in the History list, before placing a call...	17
Receiving a call.....	18
Being in a call, receiving another call	19
Transferring a call to someone else	20
In call with two parties, but one at a time.....	21
Shared lines.....	22
Touch tones (DTMF) in a call.....	23
Obtaining more information about the participants	24
Adding the other party to Favorites, while in a call.....	25
Controlling the camera of the other participant.....	26
Moving the self-view PiP	27

Video Conferencing

Creating a video conference	29
Calling more than one using MultiSite (EX90 only).....	30
Calling more than one using Multiway or CUCM.....	31
Being in a call, receiving another call	32
Layout control in a call.....	33
Invoking a list of participants and their status.....	34
Disconnecting someone from the conference	35
Lock as speaker—remaining the prominent speaker.....	36
Adding one of the participants to Favorites.....	37
Controlling the camera of one of the other participants.....	38

Sharing Content

Starting and stopping a presentation	40
Changing the layout.....	41

Scheduled Meetings

Invoking the list of meetings.....	43
Joining a scheduled meeting	44
Parallel meetings	45

Managing Contacts

History	47
Directory	48
Favorites	49

Managing the Settings

Gaining access to the Settings.....	51
Setting the background image	52
Ringtone & Sound.....	53
Bluetooth	54
Camera Control	55
Display Settings	56
Selecting a language	57
Setting the date and time	58
System Information.....	59
Call Status	60
Diagnostic Mode.....	61
Restart System	62
Administrator Settings—Call Details	63
Administrator Settings—Provisioning Wizard	64
Administrator Settings—Multipoint mode	65
Administrator Settings—IP & VLAN	66
Administrator Settings—SIP.....	67
Administrator Settings—H323	68
Administrator Settings—EMC Resilience Mode	69
Administrator Settings—Web Snapshots.....	70
Administrator Settings—Factory reset.....	71

All entries in the table of contents are clickable hyperlinks that will take you to the corresponding article.

To go between chapters, you may also click on any of the icons in the sidebar.



Before you start to use the video system, you may want to ensure that important parts of the equipment are set as you like them to, for example that the camera shows you, rather than something else.

If you are new to video conferencing you may want to read through the article *Best practice* on the next page.



Getting up and going

Getting up and going

Best practice



A successful video conference provides a face-to-face meeting, even if the participants are miles or continents apart. Keep in mind that it still is a meeting—normal etiquette and dress code apply even here.

General

- Consider setting the unit to *Automatic Answer*, but mute the microphone for privacy reasons, if possible.
- Do not forget to rehearse “the noble art of operating a video system” to the extent needed.

In the meeting room

- Make sure that you do not experience obstacles blocking the view to the microphone at all times.

- Noise sources like computers placed on the table should always be placed away from the microphone of your unit. The noise from such sources is often perceived as surprisingly loud by the remote participants.
- Pay attention to the background your system will provide to the remote participants. If the camera captures the corridor outside your office, people passing by may distract your remote participants. This applies as well to curtains with a distinct texture pattern and, in particular, to curtains moving due to draught in the room.
- If you are going to share content you will normally make use of duo video. That implies the use of two video streams, one showing the presentation and the other showing the presenter—or the

group of presenters. Smaller systems may force you to choose between showing the presentation or the presenter.

- For duo video some attention is needed. Duo video is sometimes shown side-by-side with half the screen showing the presentation and the other half showing the presenter. Provide the impression that you seem to look towards the presentation instead of the impression that you sit with your back towards it, when all is viewed on the remote monitor. If in doubt, look straight into the camera to avoid this situation.

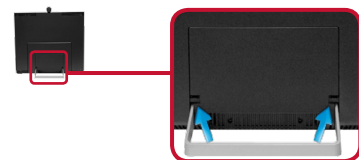
Other tips

Brightness control

To adjust brightness, colors or other settings of your system, use the touch pad. Adjust the monitor to suit the conditions of the conference room.



Connecting the EX60

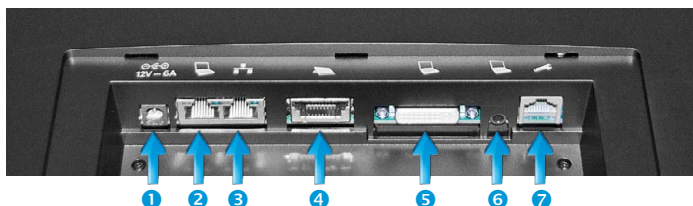


Remove cover to get access to the connector sockets.

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.

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.

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

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)

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

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 self-view PiP” on page 27](#)).

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.



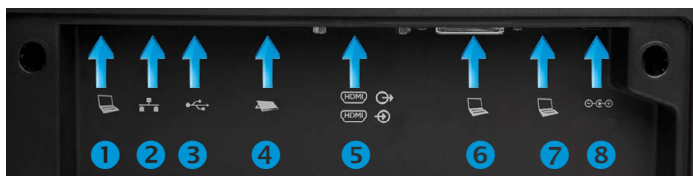
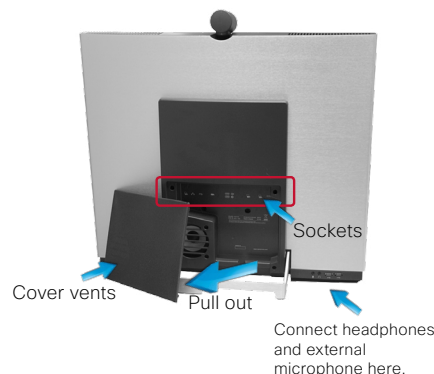
Connecting the EX90



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).

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

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)

- 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 .

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

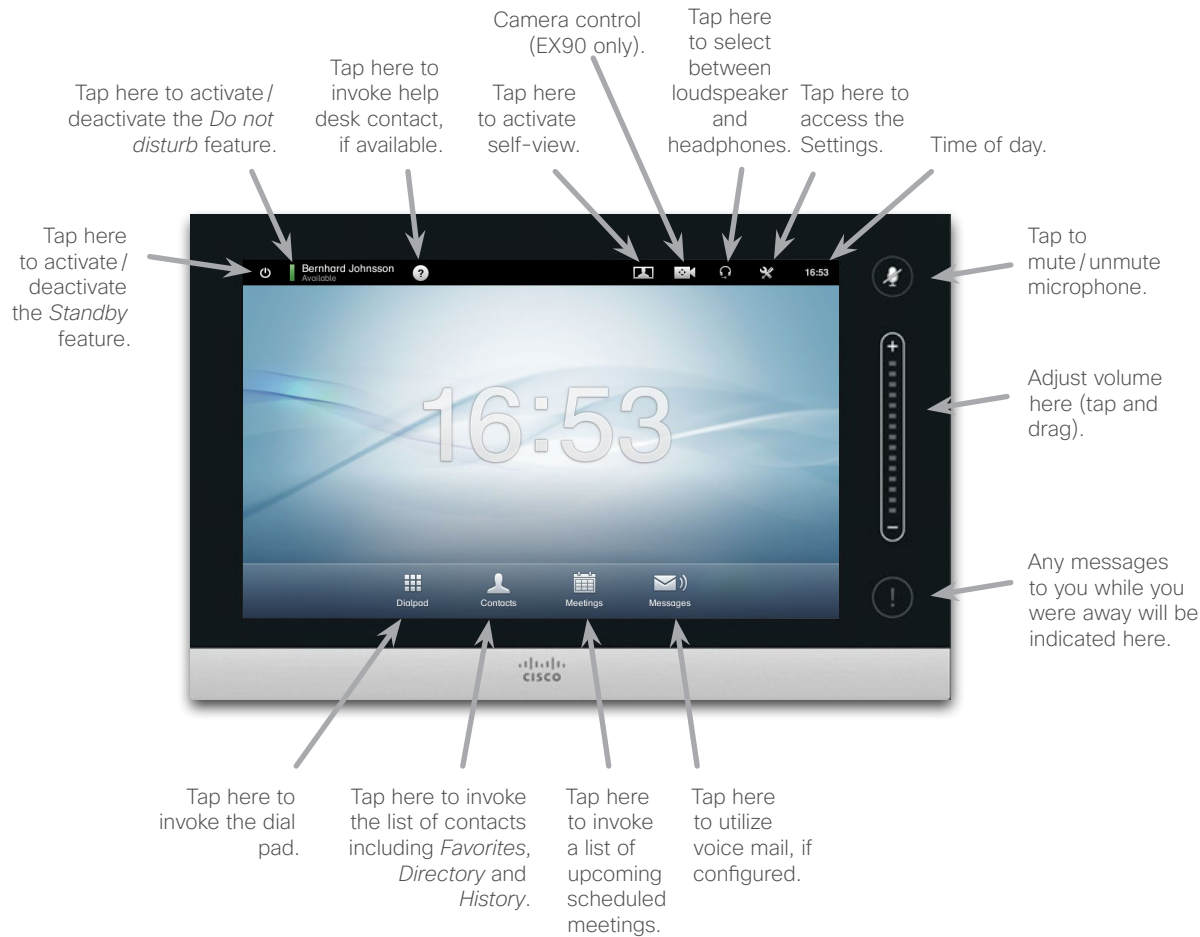
Your EX90 will then serve as your PC screen outside calls. In a call tap **View desktop** to see the desktop. Your desktop is not exposed to the other side.

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 self-view PiP” on page 27](#)).

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.



A tour of the touch screen



About 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 Video Support Team.

About self-view and camera



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



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



No image? Open the privacy cover, as outlined.



The 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).



About self-view

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

The self-view shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

Getting up and going Ringtones

About ringtones

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*.

1



Tap **Settings** to invoke the *Settings* menu, as outlined.

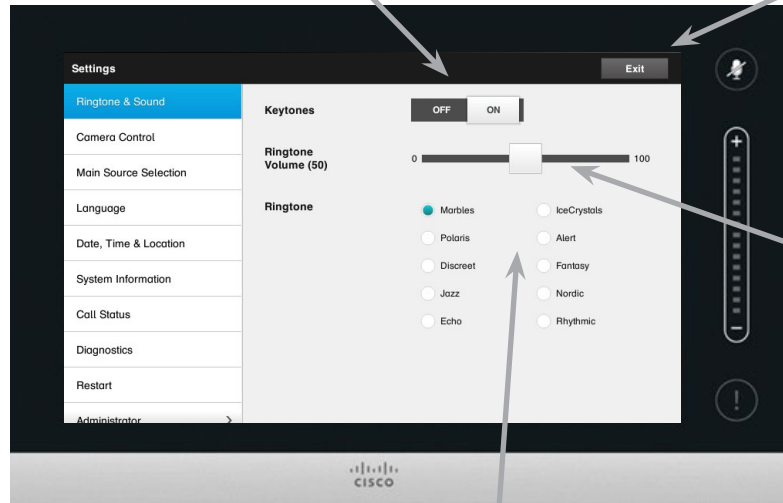
2



Navigate to **Ringtone and Sound** settings, if needed.

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

3



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.



Logging onto a system with your own credentials

About hot-desking

1



Tap **Sign In**, as outlined.

2



Select your profile, as outlined.

3



Input your credentials and tap **SIGN IN**, as outlined.

4



The system will confirm a succesful sign-in. You will now receive calls destined for you.

5



To sign out tap **Sign-out**, as outlined.

6



You will be prompted to confirm your intentions.

Video systems located in meeting rooms and quiet rooms running under CUCM (Cisco Unified Communications Manager) may allow you to log in to the video system with your own personal credentials.

CUCM will then route all incoming calls destined for you to that specific video system.





Video meetings Point-to-point

Video meetings between two parties only are often referred to as Point-to-Point video calls, as opposed to video conferences which may involve several parties physically located miles apart.

This part of the user guide deals with point-to-point calls. Video conferencing is outlined in the next chapter of this guide.

Placing a call using name, number or address

1



Tap **Dialpad**, as outlined, to invoke the numerical dialpad.

2



If you are going to place the call using a number, key in that number and then tap the green **CALL** button.

3



If you prefer to use the alphanumerical keyboard instead, tap **ABC**, as outlined.

4



Key in the name or address of the recipient.

5



There is an extended numerical mode available, which also contains special characters.

To toggle between the alphanumerical mode and the extended numerical mode tap the key in the lower left corner of the keyboard, as outlined.

6



When you are ready to place the call, tap the green **CALL** button.

About placing calls

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

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.

Calling extensions. 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** (this button appears as soon as the call is placed) to invoke the keypad.

Calling contacts

1

If you are going to look in a specific list only, tap the corresponding tab first.

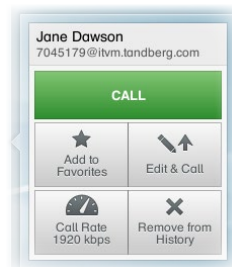
Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

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.



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

You will find more on the options on the following pages.

About the lists of 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.

You may clear the *History* list for privacy reasons, see ["History" on page 47](#).

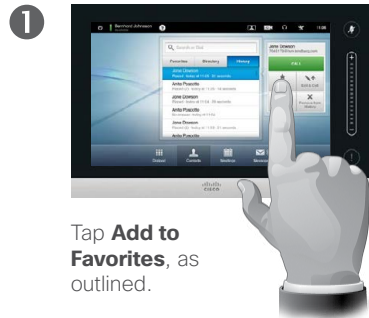
The following options apply:

- 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 add the entry to the list of Favorites; edit aspects of the entry before calling; change the call rate and remove the entry from History, see the following page for more on this.

Adding an entry to Favorites, before placing the call

About the list of Favorites

Favorites are contacts 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.



Tap **Add to Favorites**, as outlined.

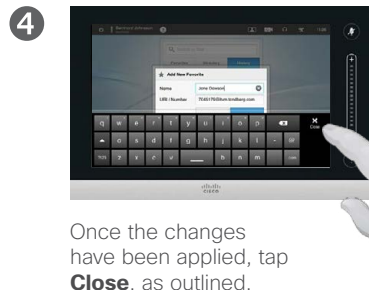


If the entry may be stored as it is, just tap **Save**.

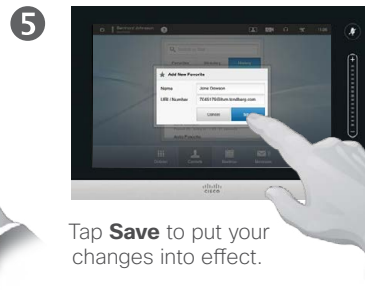
If you want to edit the entry (typically adding a name), tap the field whose content you want to alter, as outlined.



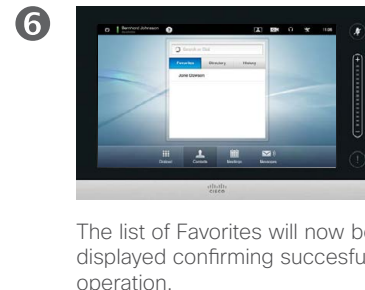
The virtual keyboard will now be invoked. Apply your changes.



Once the changes have been applied, tap **Close**, as outlined.



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



The list of Favorites will now be displayed confirming successful operation.

Editing an entry, before placing a call

1



Tap **Edit & Call**, as outlined.

2



The keyboard will now be invoked. Make your changes.

3



Once changes have been made, tap the green **CALL** button, as outlined, to place the call.

Changing the call rate, before placing a call

1



Tap **Call Rate**, as outlined.

2



Change the call rate by moving the slider, as outlined.

3



Tap **CALL** to place the call, as outlined.

About call rate

Call rate is the term used to express the amount of bandwidth allocated to the call in kbps (kilobits per second). The higher the call rate is the better the quality will be.

Why would you like to change this? In most cases you will use it to avoid choking the video call when you try to call someone at a higher rate than their system and connection supports.

Removing entries in the History list, before placing a call

Removing a single entry:

1



Tap **Remove from History**, as outlined.

2



Tap **Remove** to remove the entry from the list or **Cancel** to leave the menu without removing

Clearing the entire History list:

1



Tap **Contacts**, if needed.

2



Scroll as outlined to get to the top of the list.

3



Tap **Clear History**, as outlined.

About entries removal

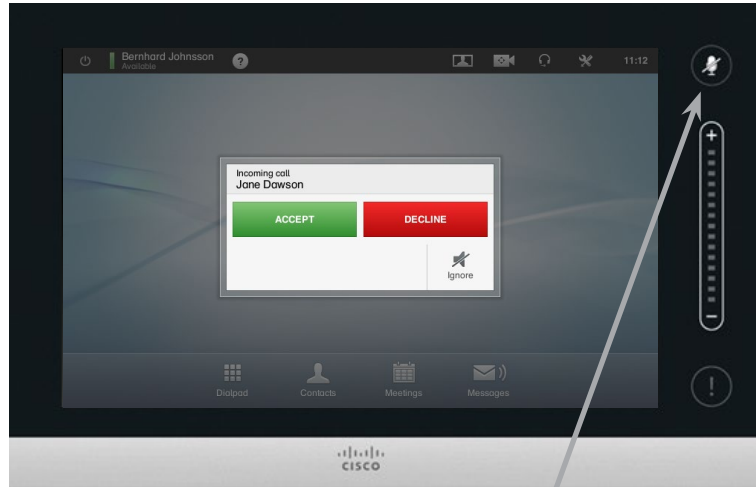
For privacy reasons you may want to remove an entry from the *History* list or clear the entire list.

The same persons may have called you (or you called them) several times. Each such call will create an entry in the *History* list.

Note that if you choose to remove a single entry in the list, any other instances of that entry will not be removed from the list.

Point-to-point video calls

Receiving a call



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.

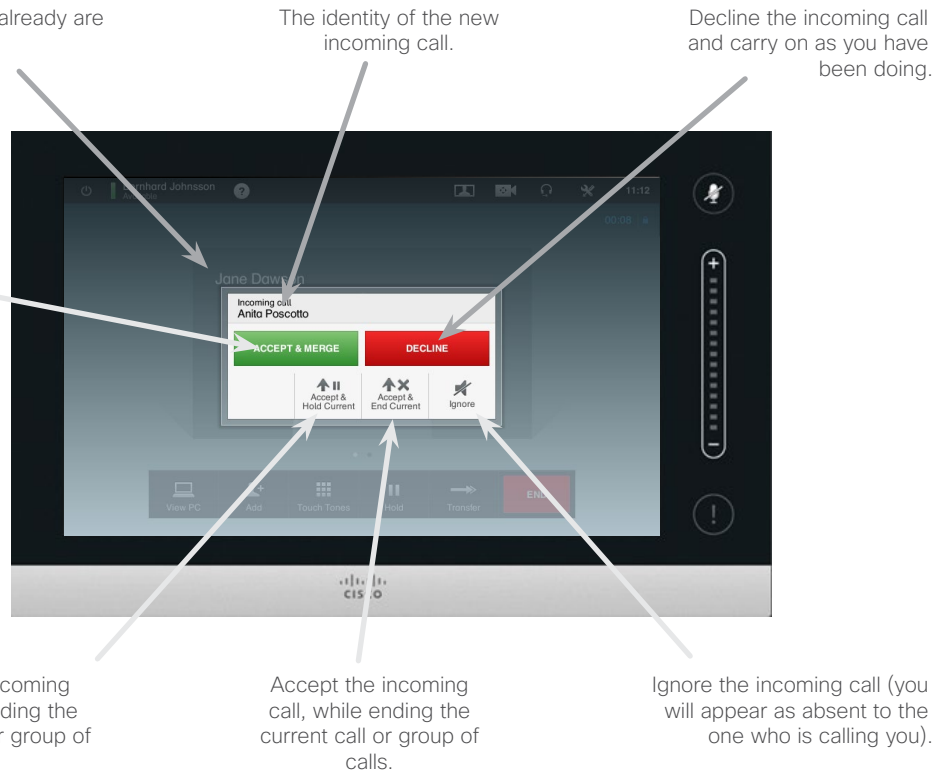
If someone calls you

- If someone calls 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*). This is described in [“Administrator Settings—Call Details” on page 63](#). Observe that your Video Support Team 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.

Being in a call, receiving another call

If your system is equipped with the MultiSite option (EX90 only), or otherwise configured with conferencing capabilities, you may merge the incoming call with the existing. For details on this see ["Being in a call, receiving another call" on page 32](#)

For systems without MultiSite installed, the incoming call may still be merged, but as an audio-only call (not shown).



About the options

If you already are in a call, you may accept another incoming call under certain circumstances.

Read more about this in the chapter ["Video Conferencing" on page 28](#).

Transferring a call to someone else

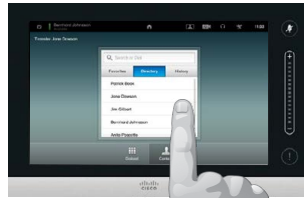
About transfer

1



In a call tap **Transfer**, as outlined.

2



Locate whom to call in the usual way.

3



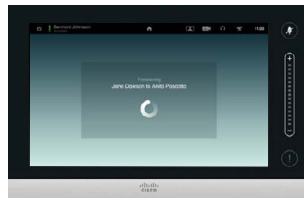
Place the call in the usual way.

4



Tap **Complete transfer**—see also text in side bar.

5



The call will now be transferred.

Basically, you have two options when transferring calls; viz. unattended and consultative transfer.

The scenario described on this page is the unattended transfer, where you transfer the call to someone else without consulting that person before the transfer is carried out.

If you consult the person first, you will transfer after having used the swap feature—see the next page for more on this.

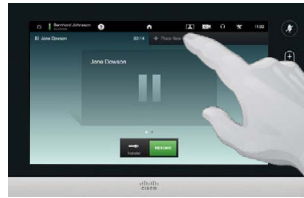
In call with two parties, but one at a time

1



Assume that you are in a call. Tap **Hold**, as outlined.

2



Tap **+ Place New Call**, as outlined, or tap **Resume** to go back to the one you were in call with (to undo your action).

3



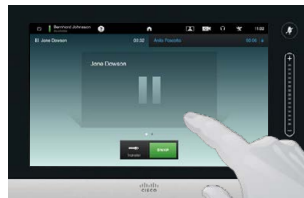
Locate whom to call in the usual way.

4



Place the call in the usual way.

5



Tap **Swap** to change whom to talk to, or tap **Transfer** to connect the two together while you leave the call.

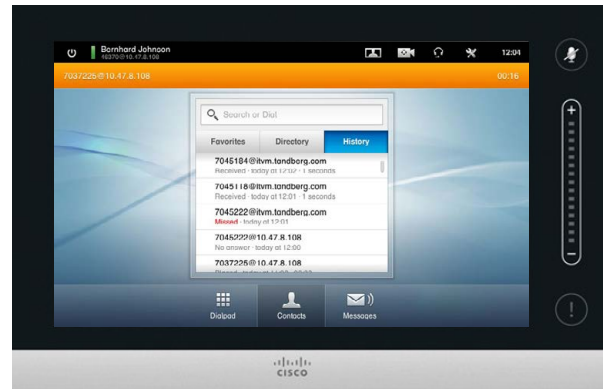
About this feature

This feature allows you to be in a call with two parties, but one at a time only.

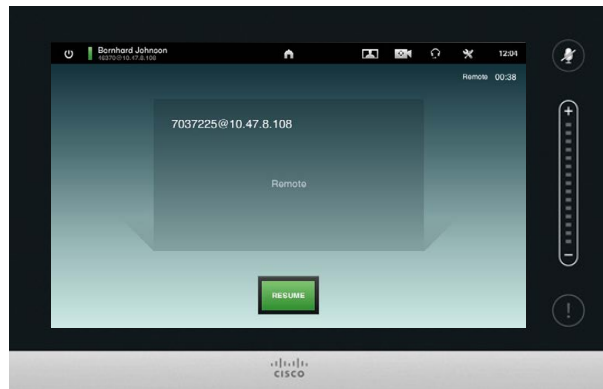
You may swap whom you are in call with, and you may connect the two together, while you leave the call.

Shared lines

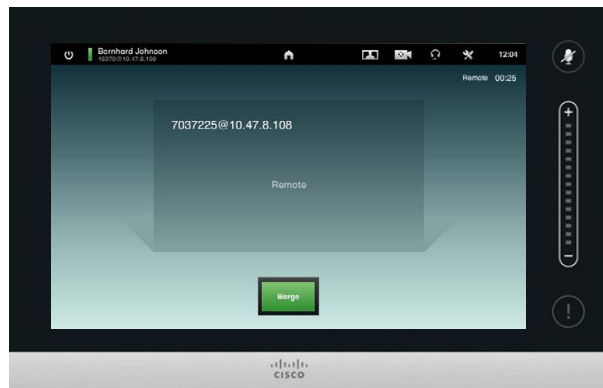
If there is activity on the shared line, this will be indicated as outlined.



If someone on the shared line has put herself on hold, you may pick that call up by tapping **RESUME**, as outlined.



If the current call has not been put on hold, you may barge in by tapping **Barge**.

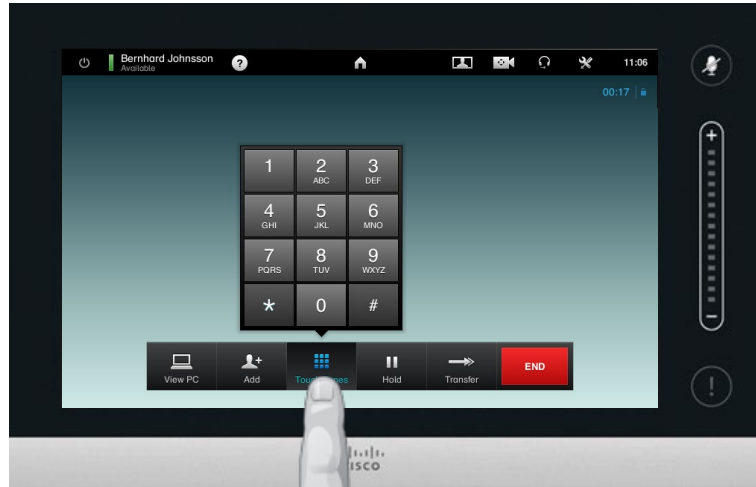


About this feature

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.



Touch tones (DTMF) in a call



In a call, tap **Touch Tones**, as outlined.



About DTMF

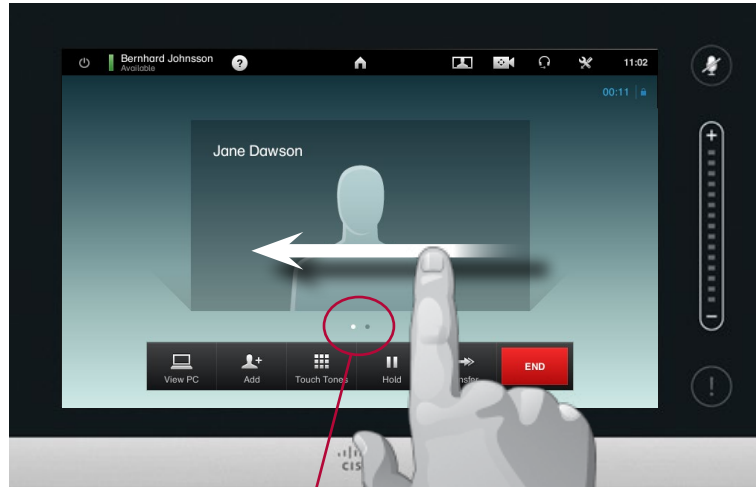
In a call you may be prompted to submit numbers to be able to reach an extension or otherwise enter into something (for example with a PIN-code).

To be able to submit this you will need a keypad on the Touch screen.

The technical term used with this is DTMF (Dual Tone Multi-Frequency), which describes what actually takes place.

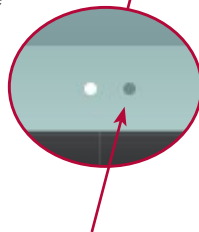
Obtaining more information about the participants

About this feature



In a call, swipe your finger, as outlined...

...or tap the little dot not shown in white, as outlined.



Do as outlined to invoke a list of the participants and their status. In a point-to-point call the list will be populated with the two participants only.

Adding the other party to Favorites, while in a call

About this feature

1



In a call, tap as outlined.

2



Tap **Add To Favorites**, as outlined.

3



Edit the entry, if needed.

4



Tap **Close**, to hide the keyboard, as outlined.

5



Tap **Save** to add new Favorite, as outlined

6



Your entry will now appear in the list of *Favorites*.

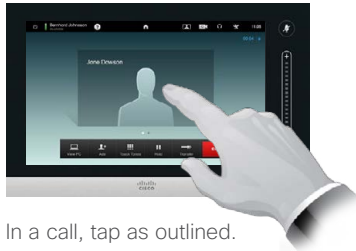
There are several ways to add someone to the list of Favorites and one of them allows you to do this while in a call.

You may, after a call, realize that you should have added the one you were in call with to the list of Favorites. To do this use *History* and *Add To Favorites* from there.

More on this can be found in the chapter [“Managing Contacts” on page 46](#).

Controlling the camera of the other participant

1



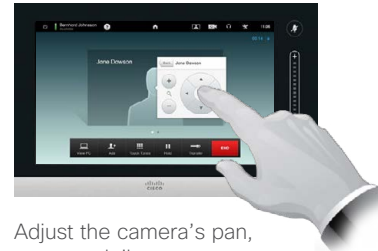
In a call, tap as outlined.

2



Tap **Camera**, as outlined

3

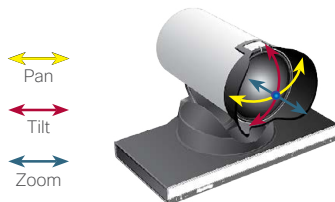


Adjust the camera's pan, zoom and tilt.

4



Tap **Back** to exit the menu, as outlined.



About camera control

Within video conferencing the term *far end* is often used to refer to the one you are talking to.

Likewise, the term *near end* is often used to refer to your side of the video meeting.

The ability to control the far end camera requires that the far end system camera is remotely controllable. The feature cannot be applied to systems with a manual camera adjustment (such as the EX60 and EX90).

You will not have access to any presets that may exist on the far end video system.

Moving the self-view PiP

1



Tap the **Self-view icon**, as outlined to invoke the self-view, if needed.

2



Press and hold your finger within the self-view area, as outlined.

3



As soon as it turns blue drag the self-view to the new location. Possible locations are indicated, as outlined.

4



Once you reach the location you want to have it in, lift your finger from the touch screen.

5



The self-view will now assume the new location.

Why move the self-view?

The self-view shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

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

From time to time you may want to have the self-view activated during the meeting.

It may happen that the current position of the self-view blocks important parts of the image on your screen. You may therefore want to move it.





By adding participants to an ongoing video call, your video meeting will be expanded into a video conference.

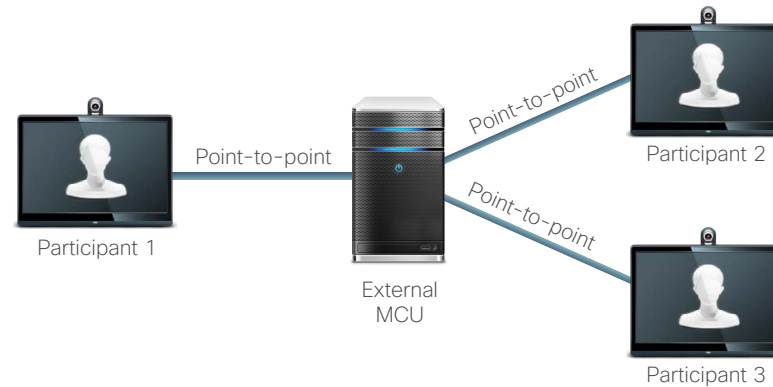


Video Conferencing

Creating a video conference

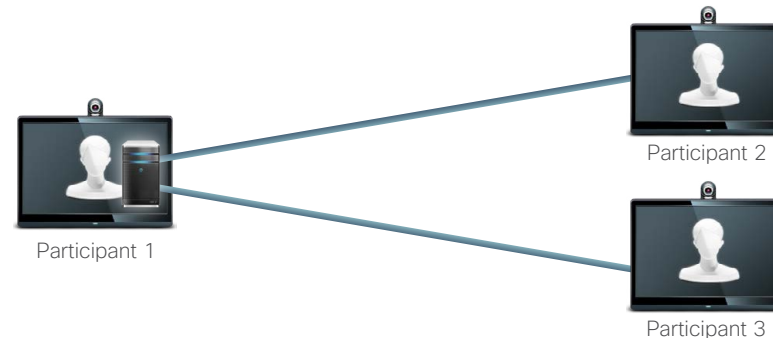
Video conferencing using an external MCU (with or without Multiway)

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.

Video conferencing basics

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

- **Multipoint Control Unit (MCU).**

This is a bridge that interconnects calls from several sources. All parties call the MCU unit, or the MCU unit calls them. 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 will need no conferencing capabilities. The maximum number of participants will be four (yourself included) plus one audio-only call.

- **Multiway**, an optional feature that transfers your call to an external MCU 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 an MCU and then do everything from there.

Calling more than one using MultiSite (EX90 only)

About MultiSite

1



Assume that you already are in a call. This call may have been initiated by you or by someone else (someone have called you).

2



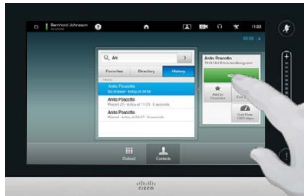
Tap **Add**, as outlined.

3



Locate whom to call, in the usual way.

4



Place the call, in the usual way. You may alter the *Call settings* of that call before you place it—see the side bar on this page.

5



This new call will now be added to the existing, thus creating a conference. You may cancel this call, as outlined, without terminating the first call you were in.

6



To add more participants repeat the procedure. A maximum of four video participants (yourself included) and one audio-only may take part in the conference.

If you are the one who 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.

If your video system is equipped with the optional MultiSite feature (EX90 only) 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 those of the other participants). 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.

Calling more than one using Multiway or CUCM

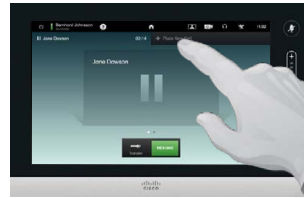
About Multiway/CUCM

1



Assume that you already are in a call. This call may have been initiated by you or by someone else (someone has called you). Tap **Hold**.

2



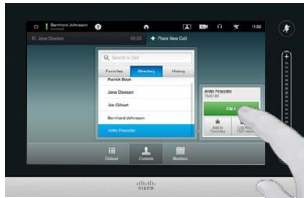
Tap **+Place New Call...**

3



Locate whom to call, in the usual way.

4



Place the call, in the usual way. You may alter the *Call settings* of that call before you place it—see the side bar on this page.

5



Tap **Merge** to create a conference, as outlined.

6



To add more participants repeat the procedure. The maximum number of participants depends on your video system infrastructure. If in doubt consult your System Administrator.

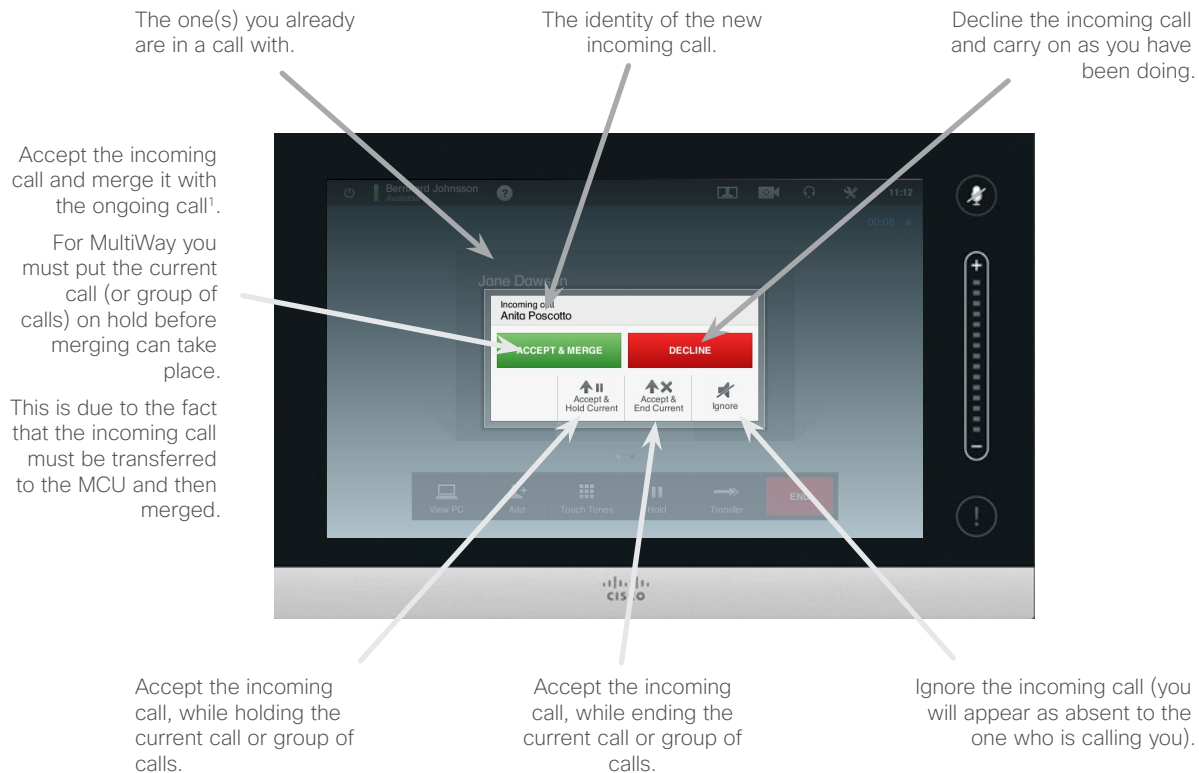
If you initiated the conference you will be able to terminate the entire conference as well. The other participants, however, may only disconnect themselves from the conference.

The maximum number of participants in a Multiway 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.

Being in a call, receiving another call



About the options

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

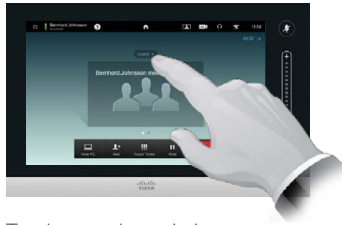
- You may decline the call and continue with what you were doing.
- You may put the current call on hold and accept the new call. At any time you may swap between the two. Read more about this in the article [“In call with two parties, but one at a time” on page 21](#).
- You may transfer the incoming call to someone else, including the one you were talking to. This is covered in [“Transferring a call to someone else” on page 20](#).
- You may, after putting the incoming call on hold, later decide to merge this call with the existing (optional feature).
- You may merge the incoming call directly with the ongoing call (**ACCEPT & MERGE**). This applies to MultiSite equipped systems only.

¹⁾ 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.

Layout control in a call

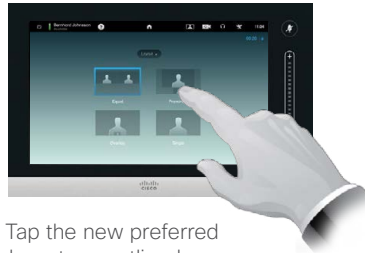
Changing the layout:

1



To change the existing layout on your video screen, tap **Layout**, as outlined.

2



Tap the new preferred layout, as outlined.

3



The new layout will now be put in effect.

Adding a self-view PiP to your layout:



Tap as outlined to include a self-view PiP

Moving the self-view PiP:

1



Tap **Merge** to create a conference, as outlined.

2



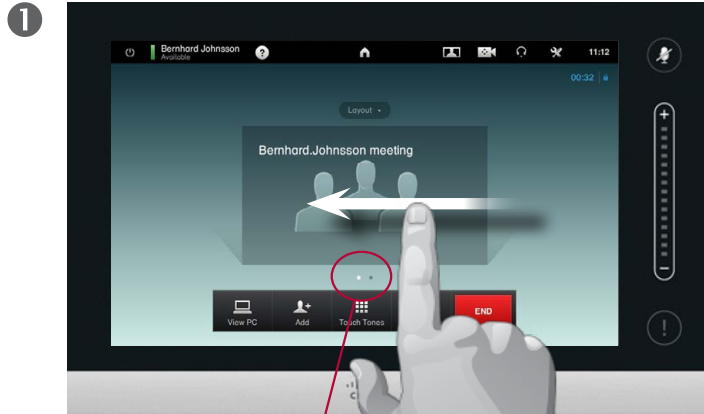
About the layout options

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.

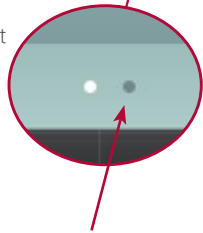
Invoking a list of participants and their status

Using the list



In a call, swipe your finger, as outlined...

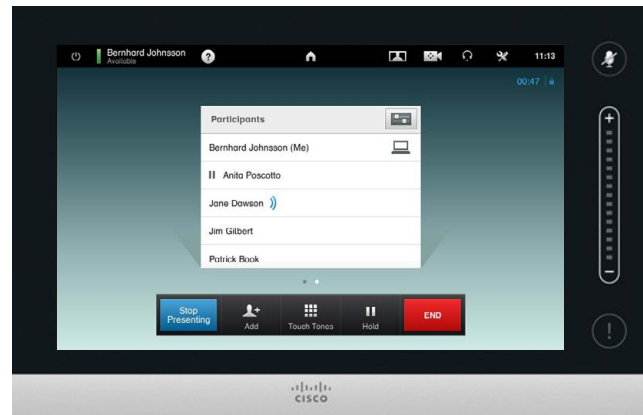
...or tap the little dot not shown in white, as outlined.



2

The list will show who is presenting (how to conduct presentations is outlined in the following chapter of this document), who is speaking and if someone has been put on hold, that will be indicated too.

Swipe towards left or tap the other dot to return to the initial state.



Tapping a participant in this list may grant you more options, see the following pages for details.

This is a convenient way to obtain information about all the participants and their current status.

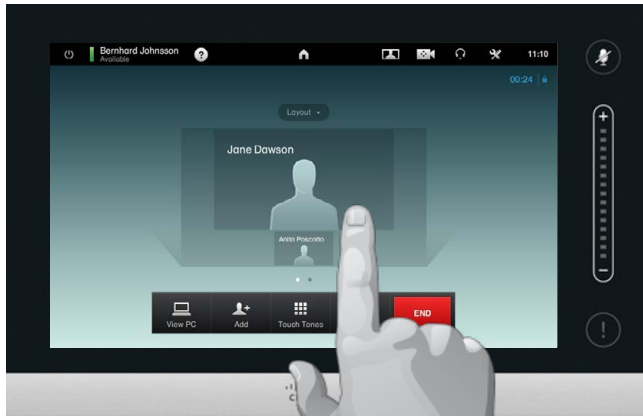
In addition, you may use the list to disconnect participants from the conference or to grant them certain rights, such as to retain the position as prominent speaker even if someone else starts speaking. These features are outlined on the following pages.

Disconnecting someone from the conference

About the feature

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 the previous page). Then tap **Drop**, as outlined.

1



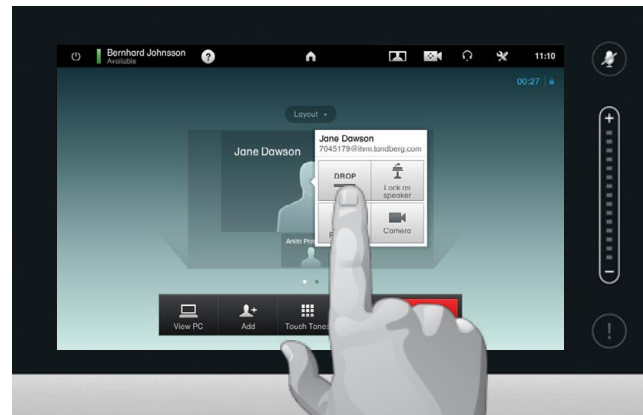
You may also invoke the list of participants (see the previous page) and tap a participant in that list.

Tap the participant to be disconnected, as outlined.

You must be entitled to do so.

Tap **Drop** to disconnect the selected participant, as outlined.

2

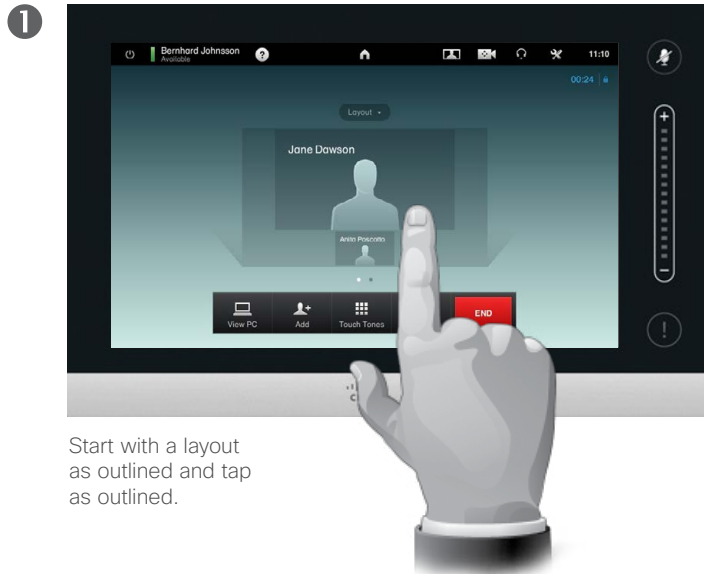


Lock as speaker—remaining the prominent speaker

About Lock as Speaker

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

If someone else starts to speak instead of this person, the system will switch to display the image of that person instead. To avoid this, you may lock the current person as speaker. This person will then be shown permanently as the prominent speaker.



Start with a layout as outlined and tap as outlined.

This is an example of a layout with one of the participants shown as the prominent speaker, i.e. shown larger than the other(s).

2

Tap **Lock as speaker**, as outlined.

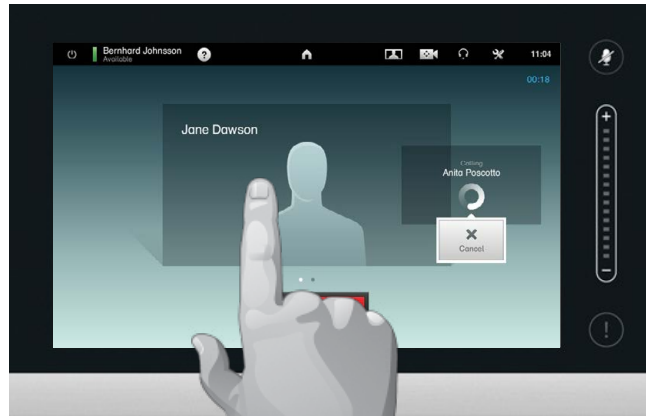
Once activated the name of this field will change to **Unlock as speaker**.

To unlock, repeat the process tapping **Unlock as Speaker** instead.



Adding one of the participants to Favorites

1



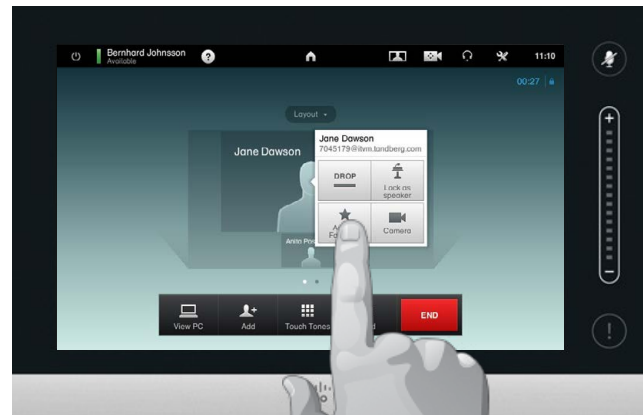
Tap the participant who is to become a Favorite.



2

Then tap **Add to Favorites**, as outlined.

This will invoke the *Add to Favorites* dialog box, whose use is shown in [“Adding the other party to Favorites, while in a call” on page 25](#).

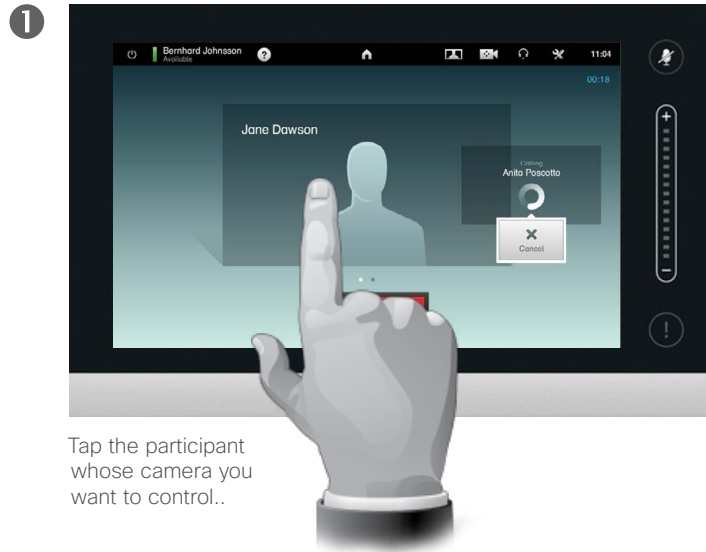


About Adding to Favorites

There are several ways to add someone to the list of Favorites and one of them allows you to do this while in a call.

Once you have selected whom to add to your list of favorites, the procedure is identical to the one outlined in the article [“Adding the other party to Favorites, while in a call” on page 25](#). It will therefore not be repeated here.

Controlling the camera of one of the other participants



Tap the participant whose camera you want to control..

- 2
- Then tap **Camera**, as outlined.
- This will invoke the *Camera control* dialog box, whose use is explained in [“Controlling the camera of the other participant” on page 26](#).



About camera control

Within video conferencing the term *far end* is often used to refer to the one you are talking to.

Far end is an ambiguous term in video conferencing, since there is more than just one far end.

Consequently, you must start by defining whose camera you are going to control.

Once you have defined this, the procedure is identical to the one explained in [“Controlling the camera of the other participant” on page 26](#).

The ability to control a far end camera requires that the far end system camera is remotely adjustable. The feature cannot be applied to systems with a manual camera adjustment.

You will not have access to any presets that may exist on the far end video system.

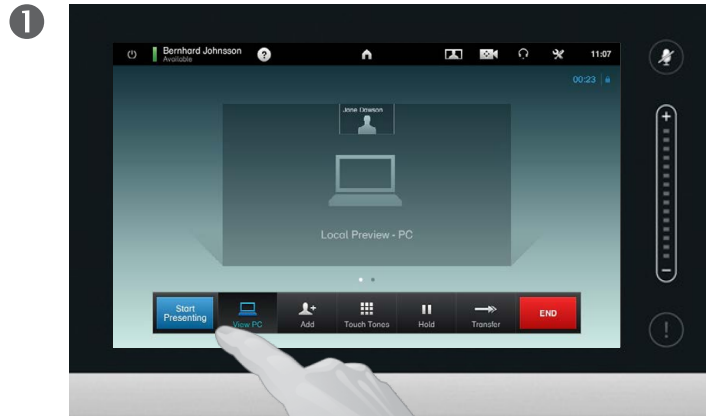


Your desktop (PC-screen) can be shared with others in a call.



Sharing Content

Starting and stopping a presentation



Tap **View PC**, followed by **Start Presenting** to share content, as outlined.



2

To stop the Presentation, tap **Stop Presenting** (a).

The contact card (not shown) may be invoked even here, as outlined (b).

For more on the contact card feature, see ["Invoking a list of participants and their status" on page 34.](#)



About sharing content

The EX series allows you to share your PC screen with the others in a call.

Note that you may change the layout of the screen during presentations, see the next page for more on this.

Changing the layout



Tap Layout, as outlined, to invoke the layout options.

Select your preferred layout by tapping it.



About presentation layout

You may change the layout of the screen during presentations. Typical options available will be with or without showing the presenter and showing the presenter as either a PiP (Picture in Picture) or PoP (Picture outside Picture).

The layout options available on your system may differ from those shown here (your Video Support Team may have altered the options), but the layouts shown are always those you may choose between.





Your video system may be connected to a management system capable of scheduling video meetings for you. Any meetings scheduled will then appear in a *List of Meetings* on your Touch device.



Scheduled Meetings

D15016.07 User Guide Cisco TelePresence
EX60, EX90
Produced: October 2013 for TC6.3
All contents © 2010-2013
Cisco Systems, Inc. All rights reserved.

Invoking the list of meetings

1



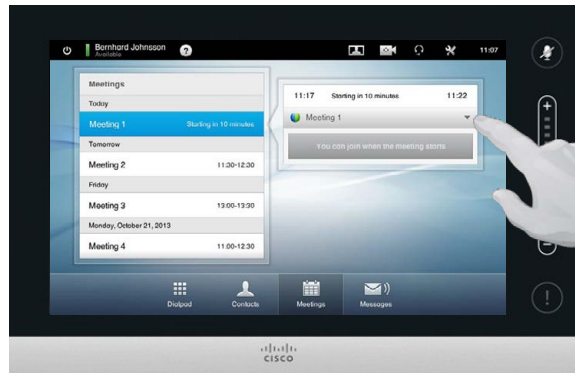
Tap **Meetings** to invoke the list of meetings.

2

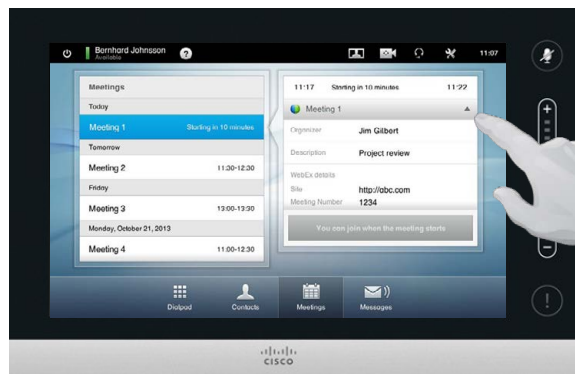


The meeting list will typically look like this.

Tap on a meeting in the list to obtain more information about the meeting.



Tap on the little expansion symbol, as outlined, to get even more information.



Tap again to collapse the information box.

Meeting list basics

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 Video Support Team). The list is sorted using grouping headers. The main grouping category is by day (e.g.: TODAY, TOMORROW, then WEDNESDAY, October 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.

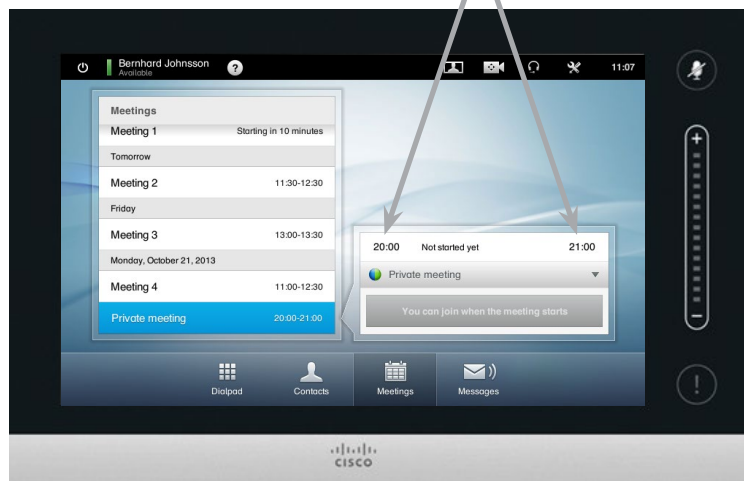


Joining a scheduled meeting



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

The start and end time of the scheduled 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 if no other meeting is scheduled for any of the video systems involved, during the period of possible extension.

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

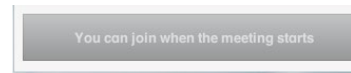
To extend a meeting, tap the **Extend** button.

About joining

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. Default buffer setting is 10 minutes, but your system administrator may have changed this. It is not possible to join the meeting earlier than the setting dictates.

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*).

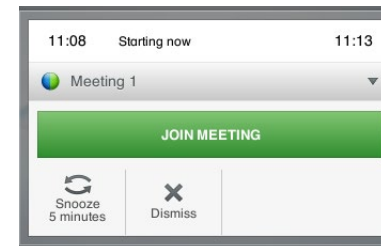
The text *Starting now* will be shown during a time interval spanning from 30 seconds before to 30 seconds after the scheduled start time of the meeting.



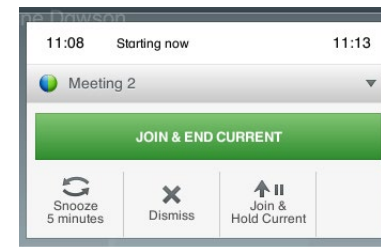
Although the default setting lets you join in up to 10 minutes in advance, your System Administrator may have implemented a different setting.



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



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



Meeting taking place simultaneously are referred to as parallel meetings. The meeting names used in this example solely appear to illustrate that the meetings are parallel meetings.



Choose your meeting

Whenever *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.



Contacts consists of three parts; a *Directory*, which typically is your corporate phone book; *History* which is a list of recent calls and finally *Favorites*, which is your personalized list of people you call frequently or otherwise need to get easy access to.



Managing Contacts

D15016.07 User Guide Cisco TelePresence
EX60, EX90
Produced: October 2013 for TC6.3
All contents © 2010-2013
Cisco Systems, Inc. All rights reserved.

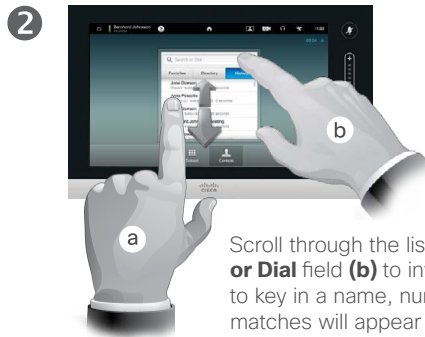


History

Gaining access to the History list:



Tap **Contacts**, as outlined.

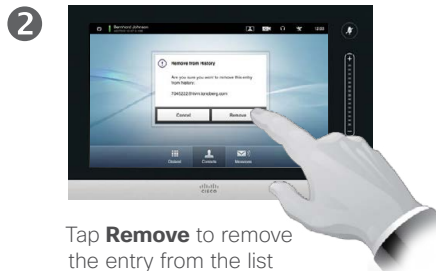


Scroll through the list **(a)**, or tap the **Search** or **Dial** field **(b)** to invoke the virtual keyboard to key in a name, number or address. Possible matches will appear as you type.

Removing a single entry:



Tap **Remove from History**, as outlined.



Tap **Remove** to remove the entry from the list or **Cancel** to leave the menu without removing

For privacy reasons you may want to remove an entry from the History list or clear the entire list.

The same persons may have called you (or you called them) several times. Each such call will create an entry in the History list.

Note that if you choose to remove a single entry in the list, any other instances of that entry will not be removed from the list.

Clearing the entire History list:



Tap **Contacts**, if needed.



Scroll, as outlined, to get to the top of the list.



Tap **Clear History**, as outlined.

About History

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

Tap an entry and you may:

- 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.



Directory

Finding an entry in the Directory by scrolling through the list:

1



Tap **Contacts**, as outlined.

2



Tap **Directory**, if needed.

3



Scroll through the list to locate the entry, as outlined.

Finding an entry in the Directory by searching for it:

1



Tap **Contacts**, as outlined.

2



Tap **Directory**, if needed.

3



Tap **Search or Dial**, as outlined, to invoke the virtual keyboard and key in a name, number or address. Possible matches will appear as you type.

About 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 to show its contents, scroll, 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 (see the previous page for more on this).

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.

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.



Managing Contacts Favorites

Adding someone from Directory or History to the list of Favorites:

1



In the Contacts panel, tap **Directory** or **History**, if needed.

2



Scroll through the list to locate the entry, as outlined.

3



Tap that entry **(a)** and then tap **Add to Favorites (b)**, as outlined.

4



If any of the fields need to be edited, tap that field, as outlined.

5



Edit the field and tap **Close** when finished.

6



Tap **Save**, as outlined, to create the new entry in the list of Favorites.

Manually adding someone to the list of Favorites:

1



Tap **Search or Dial**, as outlined, to invoke the virtual keyboard.

2



Key in a name, number or address. Possible matches will appear as you type.

3



Tap the match **(a)** and then little arrow **(b)**, as outlined, and continue from **(3)** above.

About Favorites

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

Favorites may be populated from the *History* or *Directory* lists as well as from manual entries.





Managing the Settings

D15016.07 User Guide Cisco TelePresence
EX60, EX90
Produced: October 2013 for TC6.3
All contents © 2010-2013
Cisco Systems, Inc. All rights reserved.

Gaining access to the Settings



Tap the **Settings** icon, as outlined.



Scroll and tap to gain access to a page of the *Settings*.

About Settings

The video endpoints whose use is described in this guide 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 pad provides access to a limited set of parameters only.

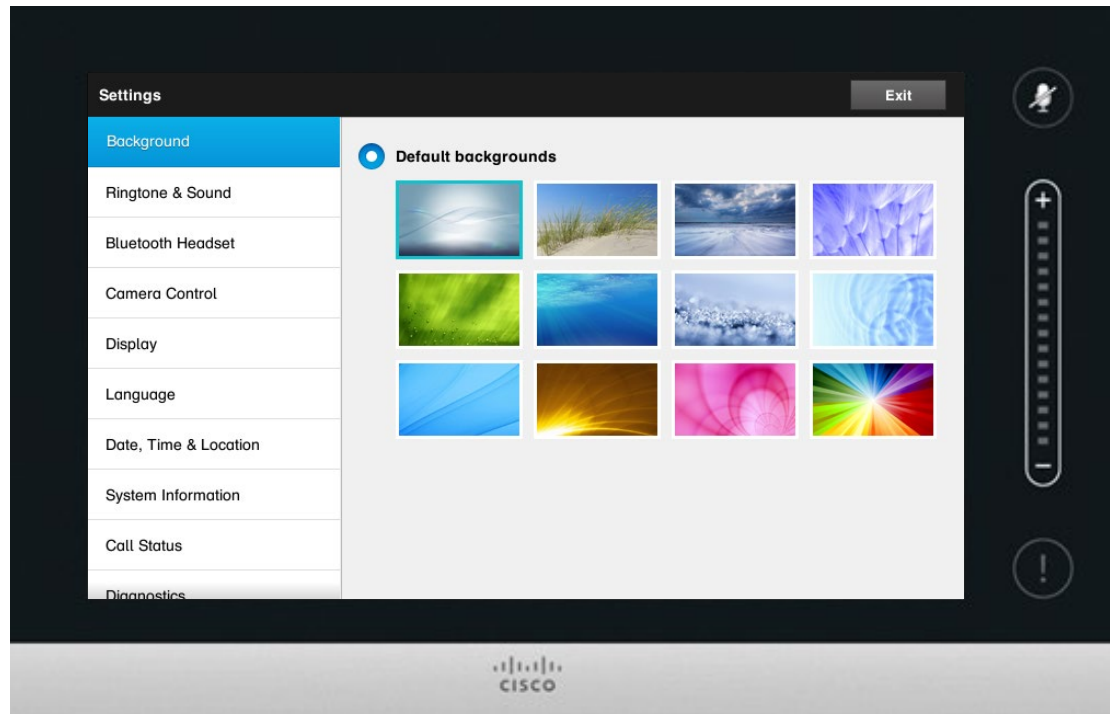
Care must be taken when altering the *Settings* to avoid that the system stops working. If in doubt, contact your Video Support Team.

For security reasons, access to some of the *Settings* may have been password protected by your Video Support Team.

To enter the *Settings*, tap the **Settings** icon (⚙️), as outlined to the upper left.



Setting the background image



About Background image

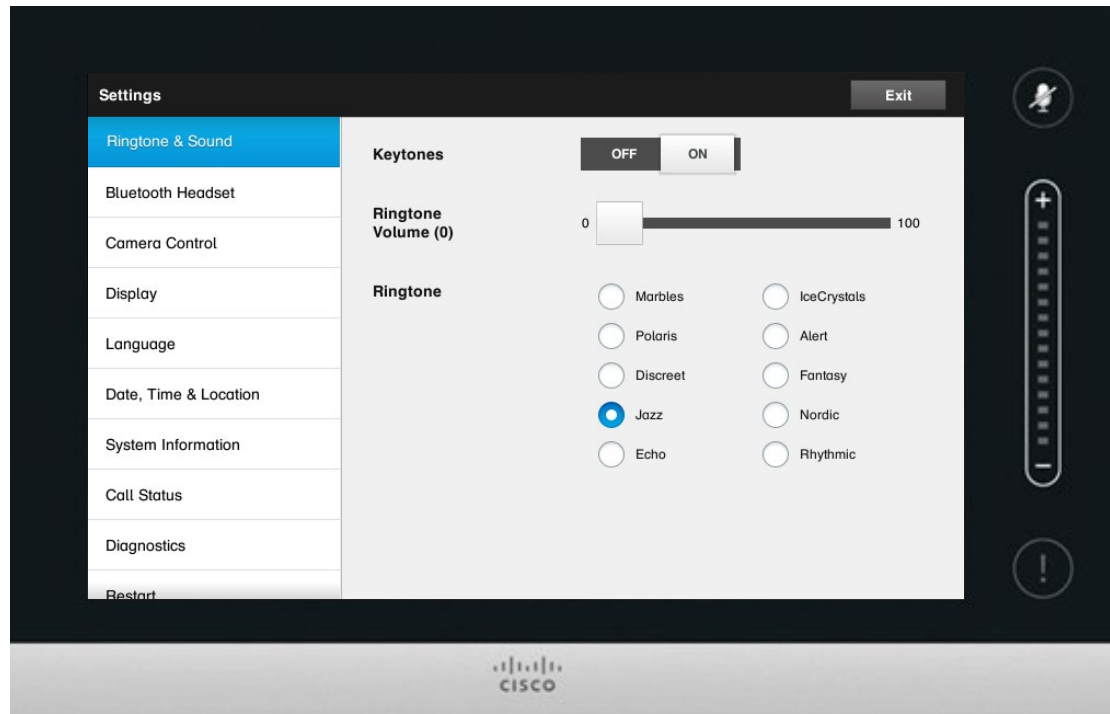
Select what shall be the background image on your Touch Pad and your screen. Tap on one of the thumbnails to use that image.

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.

Ringtone & Sound



About Ringtone & Sound

The Ringtone & Sound Settings window lets you specify:

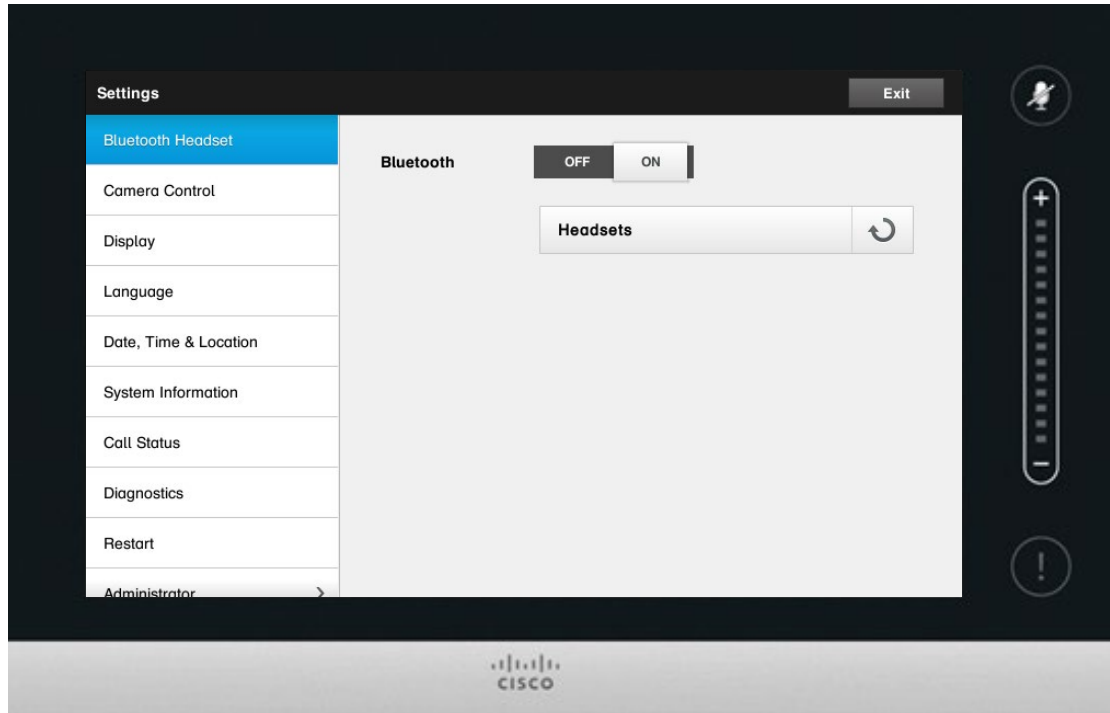
- **Keytones** *On* or *Off*. When set to on you will hear a sound every time you tap a field on the Touch controller.
- **Ringtone volume**. How loud your ringtone shall sound.
- **Ringtone**. Select among several ringtones. You will hear a sample every time you tap a ringtone.

Note how the settings chosen are indicated. In the example shown, **Keytones** is set to *On*.

To exit this menu putting any changes into effect, tap **Exit**. Note that there is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



Bluetooth

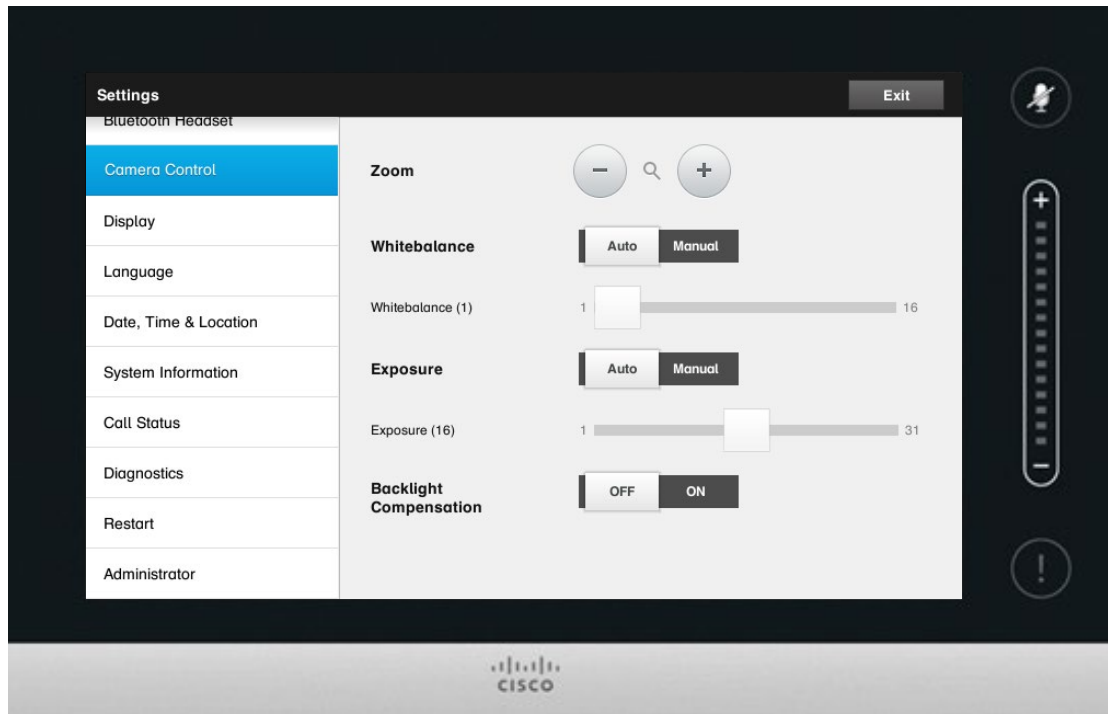


About Bluetooth

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.

Camera Control



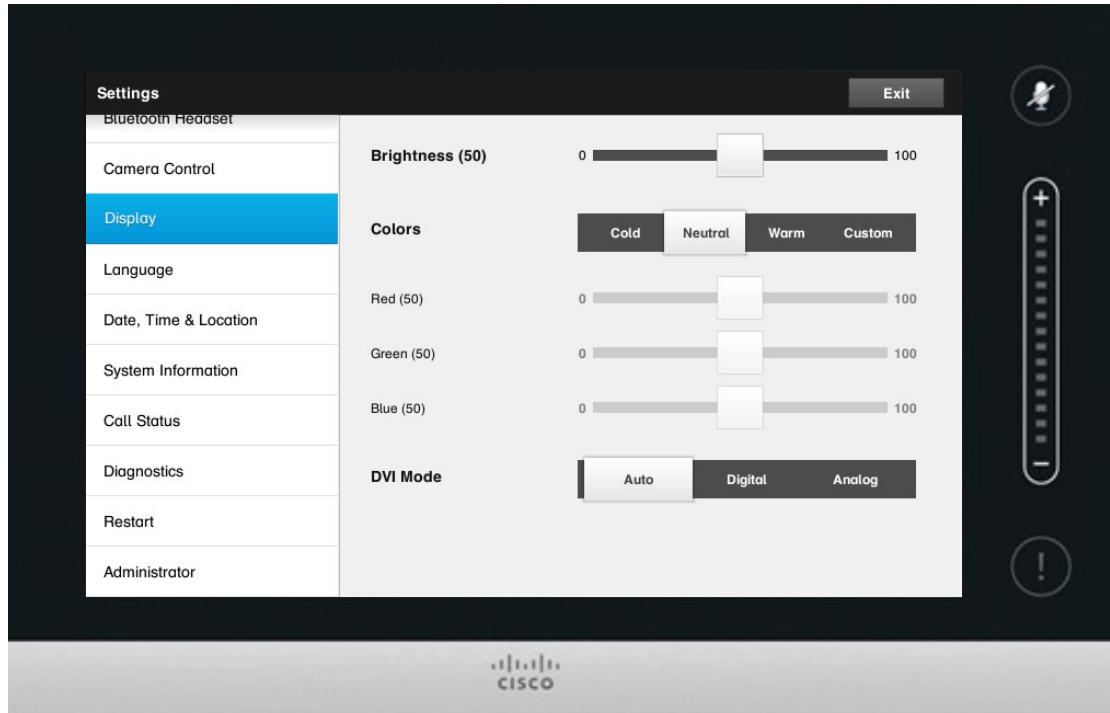
About Camera Control

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*.

Display Settings



About Display Settings

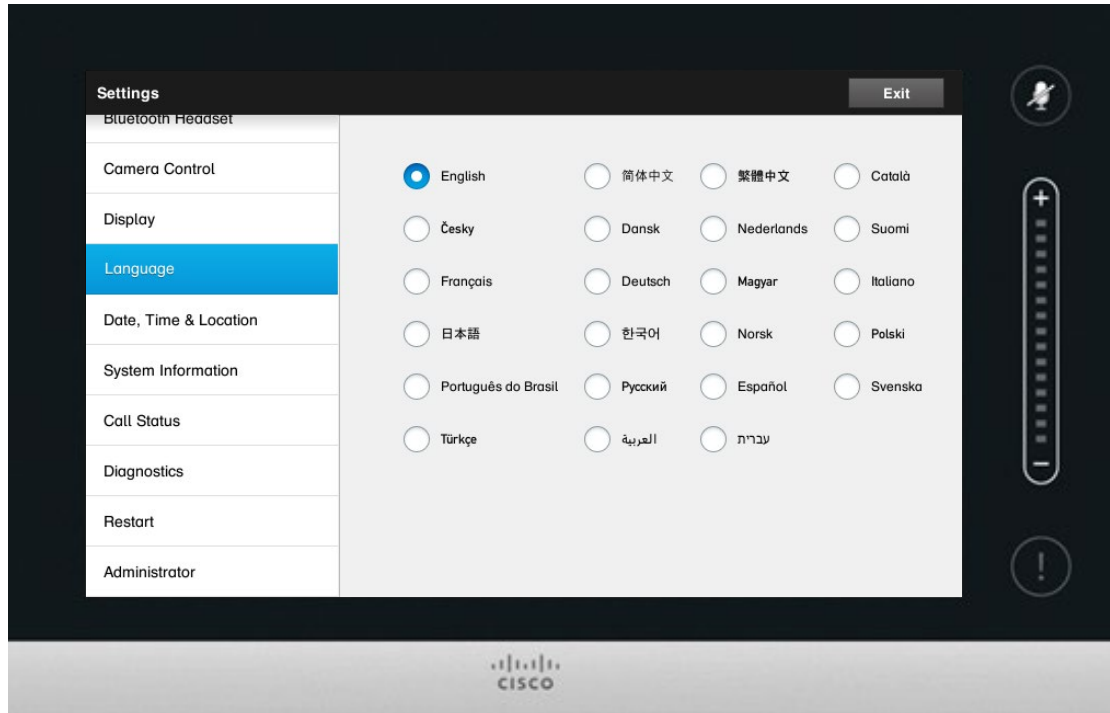
The *Display Settings* window lets you set the brightness and adjust the colors of your EX screen.

You may select between a set of predefined settings or tweak *ad libitum*.

You may also set the DVI mode.

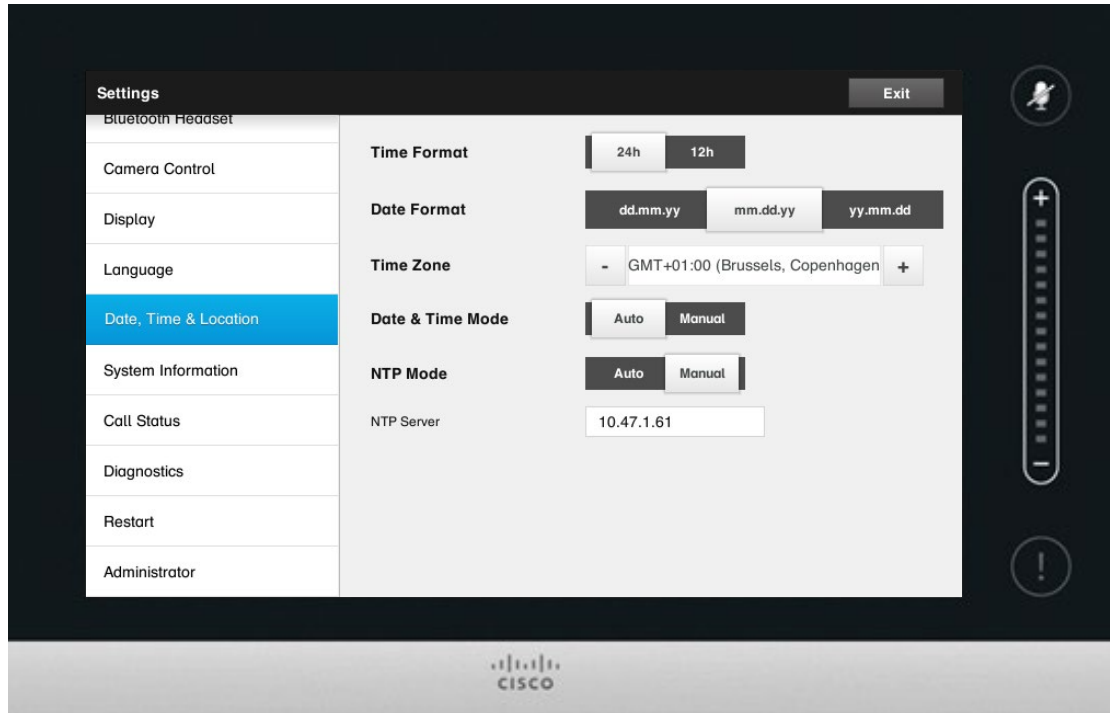


Selecting a language



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

Setting the date and time

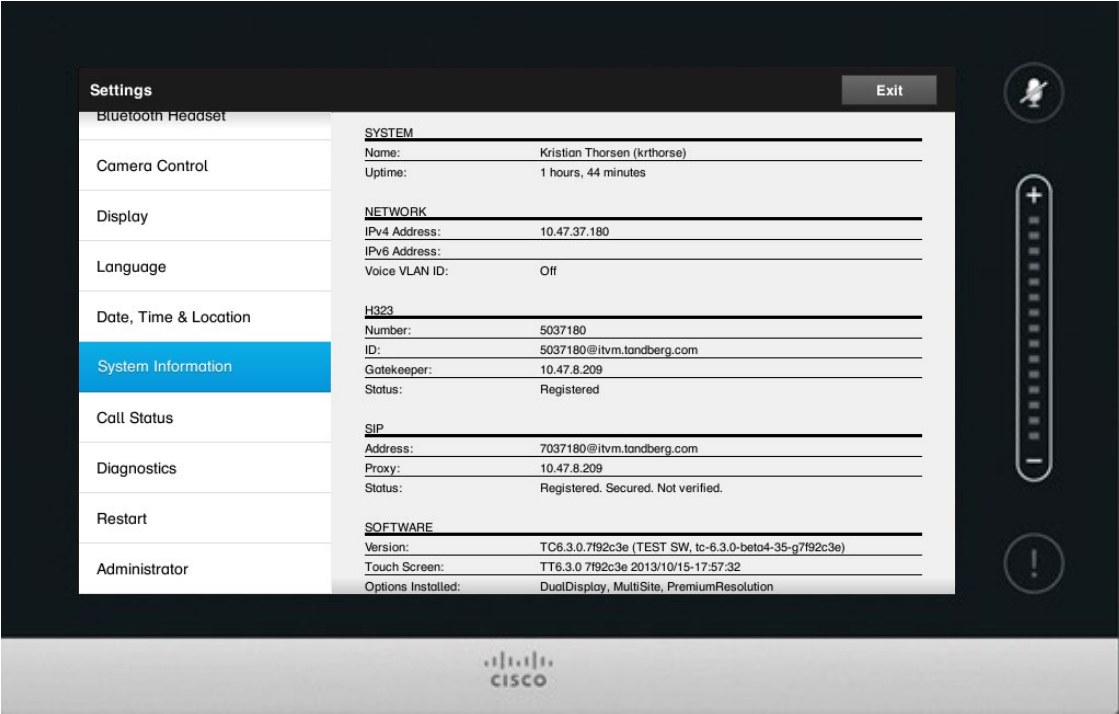


About time setting

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.



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

This information is typically what you will be asked by the technical staff to provide in the unlikely event of system malfunction.





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

n/a

Current Packet Loss (%): n/a

n/a

n/a

Jitter: n/a

n/a

n/a

AUDIO

Transmit

Receive

Protocol: n/a

n/a

n/a

Channel Rate: n/a

n/a

n/a

Total Packet Loss (%): n/a

n/a

n/a

Current Packet Loss (%): n/a

n/a

n/a

Jitter: n/a

n/a

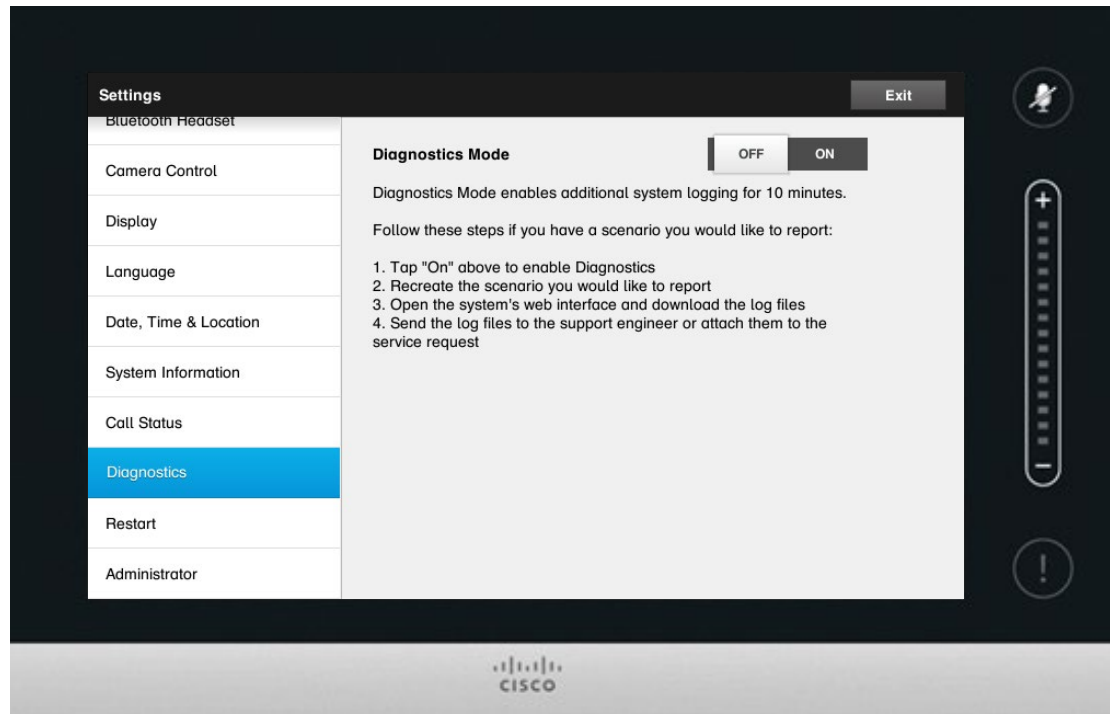
n/a

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

This information is typically what you may be asked by the technical staff to provide in the unlikely event of system malfunction.



Diagnostic Mode

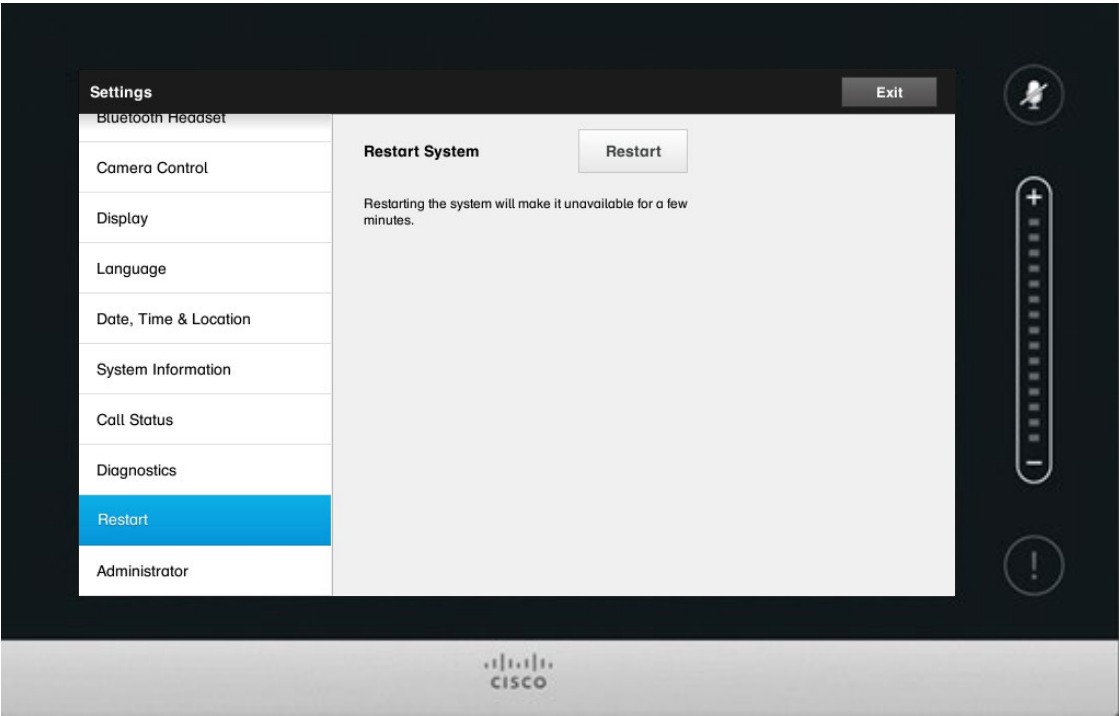


About Diagnostics

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.

This information is typically what you may be asked by the technical staff to provide in the unlikely event of system malfunction.



Use this to restart your system in an orderly and controlled manner. No settings are lost.



Administrator Settings–Call Details

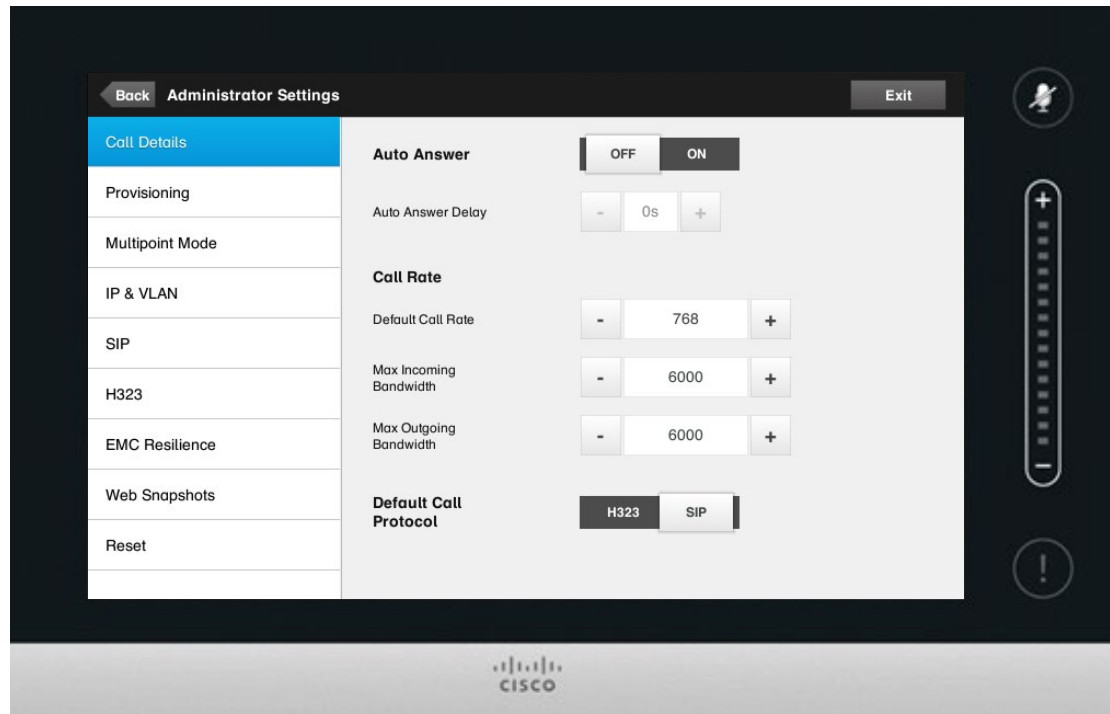


To exit
Administrator
Settings, tap
Back.

To exit *Settings*
as such, tap
Exit.

Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!



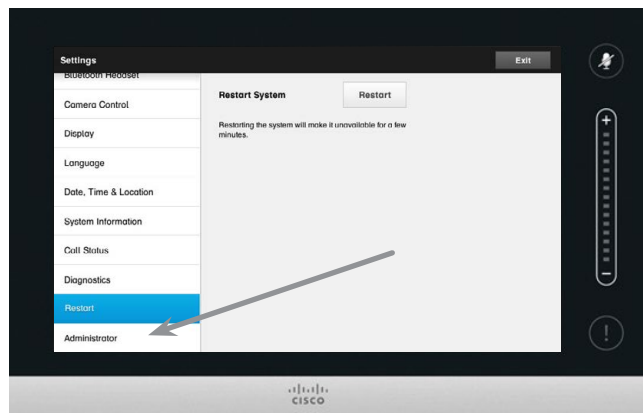
About Call Details

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*.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.



Administrator Settings—Provisioning Wizard

About the Wizard

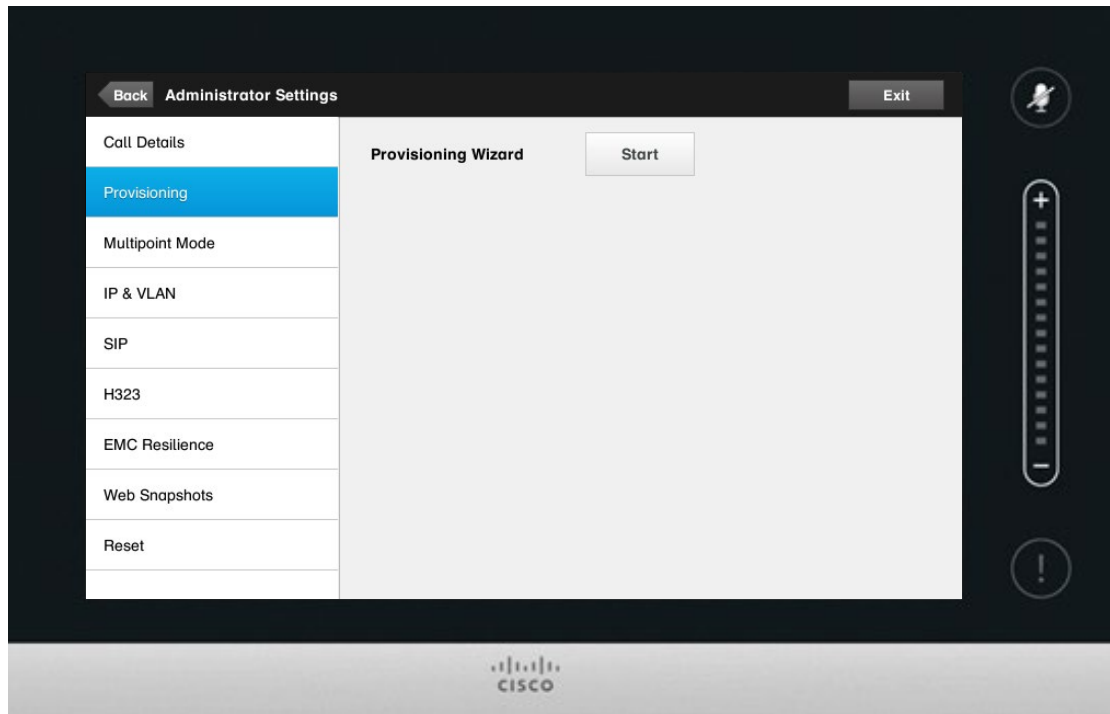


To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

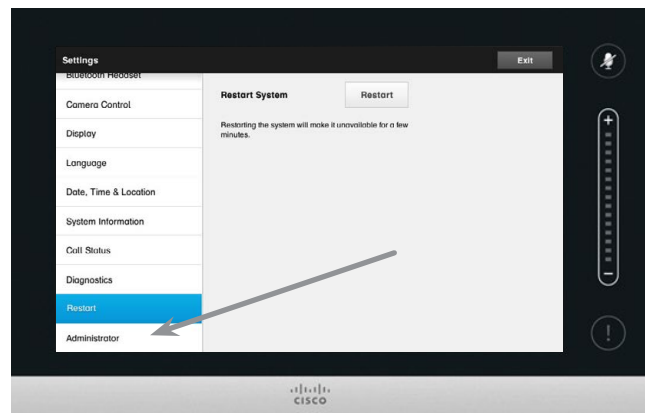
Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!



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

Caution! There is no *Cancel*
function letting you exit the menu
undoing any changes you have
made. Take care!



To enter the *Administrator Settings*, you
must tap **Administrator**, located below
Restart, as outlined. This will take you to the
Administrator Settings right away.

Note that access to these settings may have
been password protected by your Video
Support Team.

Administrator Settings—Multipoint mode

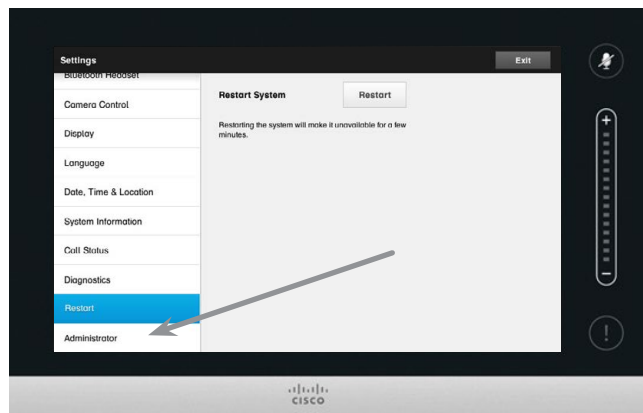
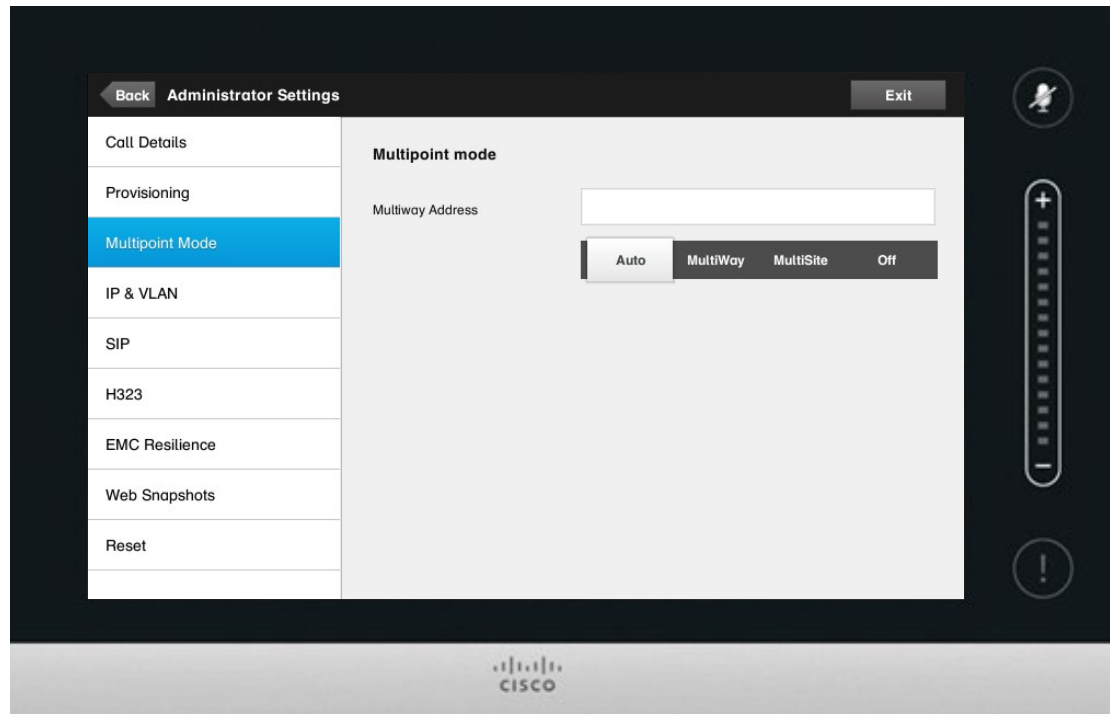


To exit *Administrator Settings*, tap **Back**.

To exit *Settings* as such, tap **Exit**.

Note that there is no *Cancel* function letting you exit the menu undoing any changes you have made.

Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

About Multipoint

There are basically two modes of video conferencing; viz. MultiWay and MultiSite.

- 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.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



Administrator Settings—IP & VLAN

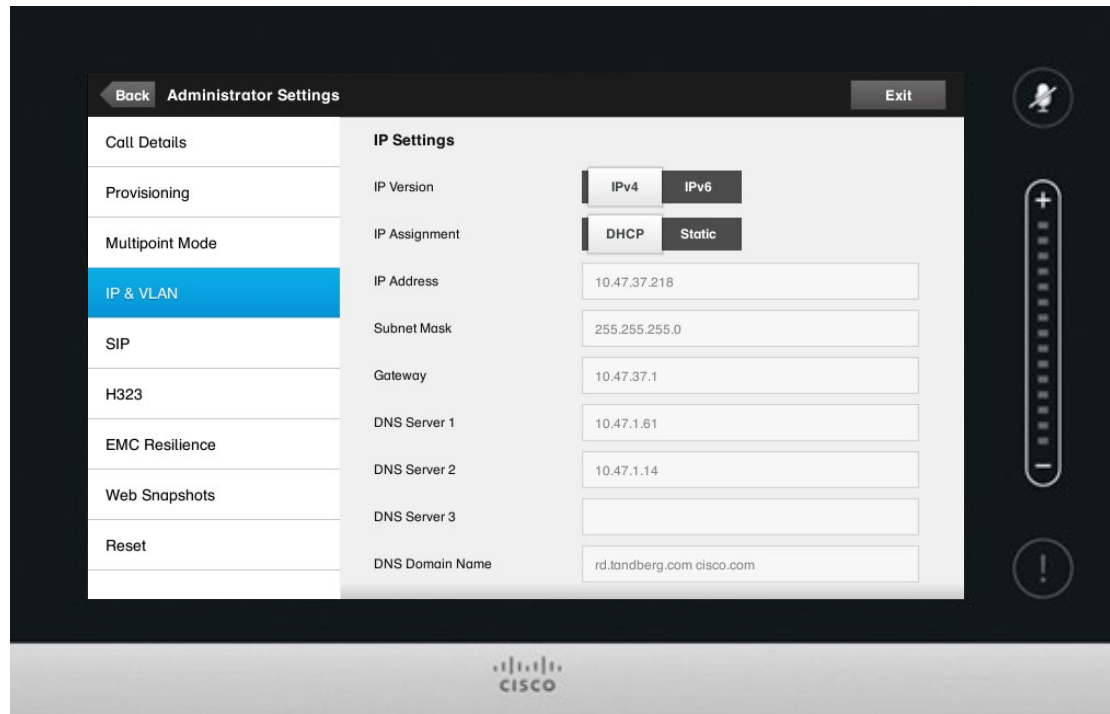


To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!

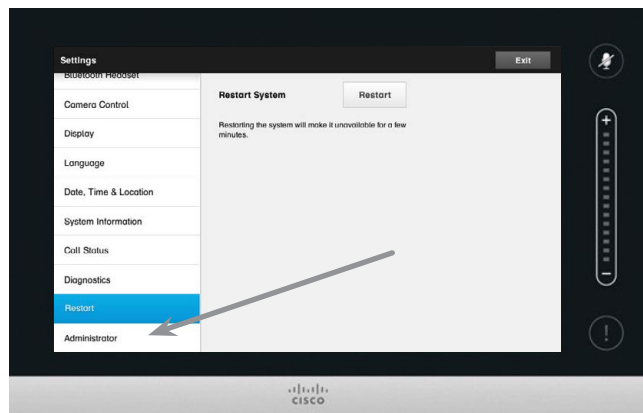


About IP Settings

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.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.



Administrator Settings—SIP

About SIP Settings

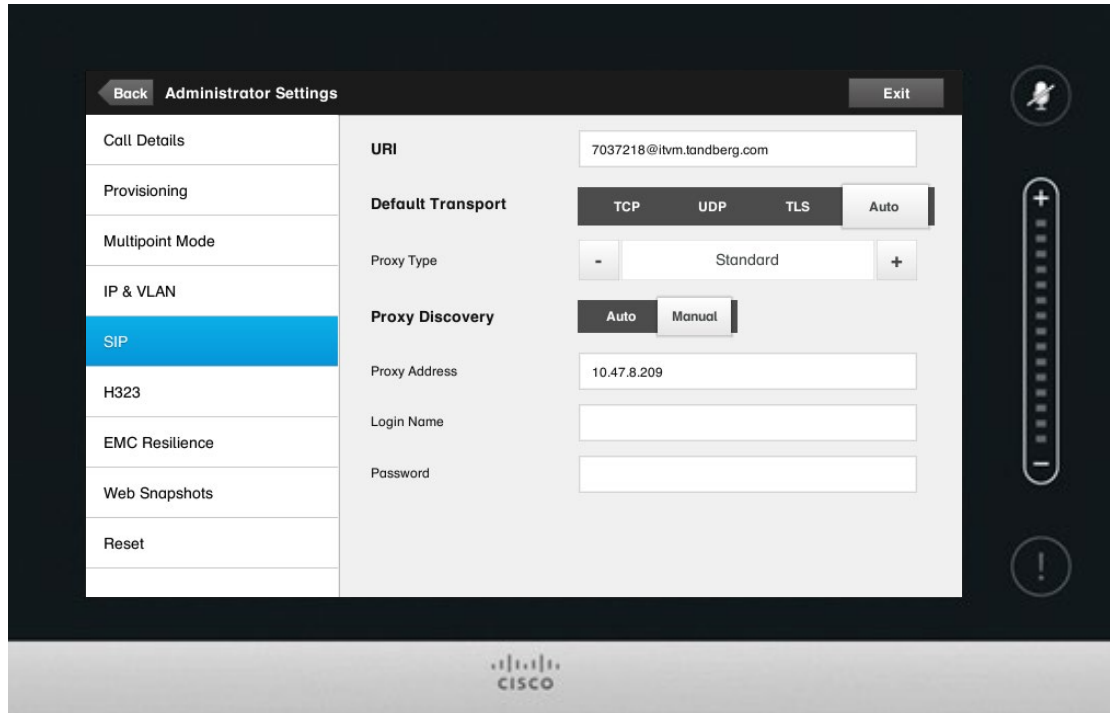


To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

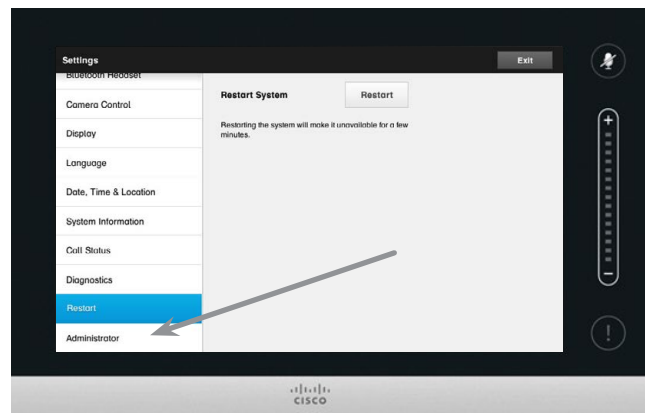
Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!



Use this page to set up SIP.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

Administrator Settings—H323

About H323 Settings



To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!

Use this page to set up H323.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

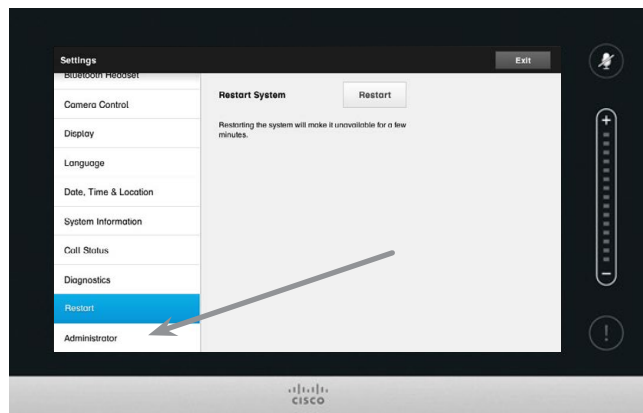
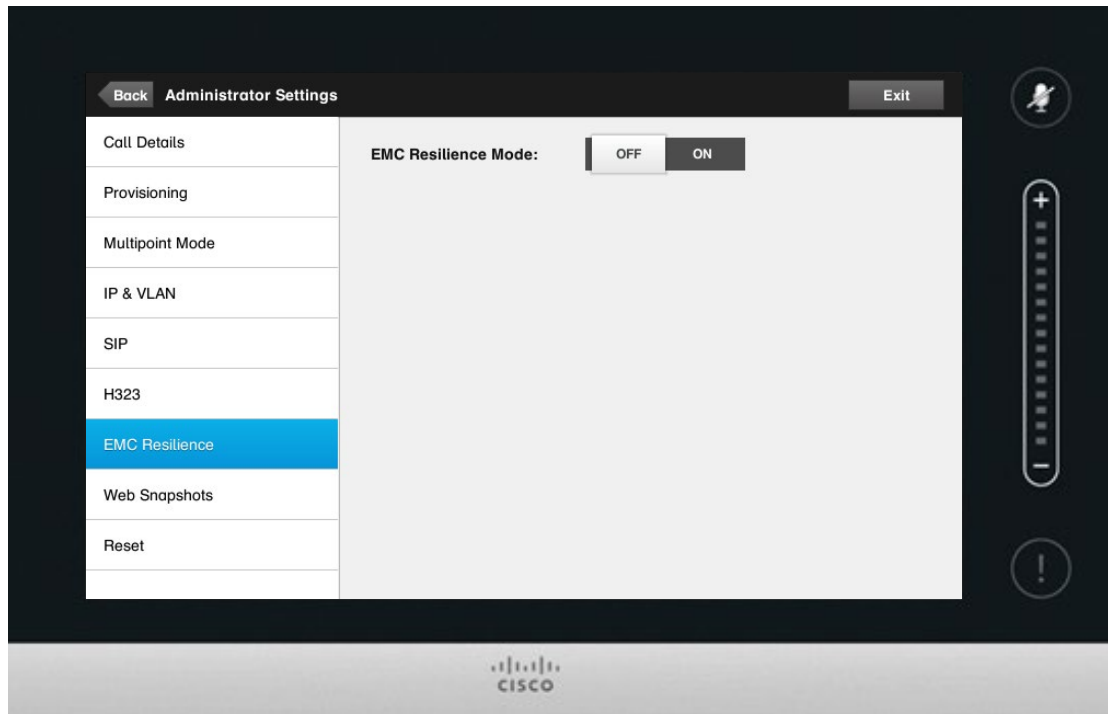
Administrator Settings—EMC Resilience Mode

To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

About 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 spurious signals.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!



Administrator Settings–Web Snapshots

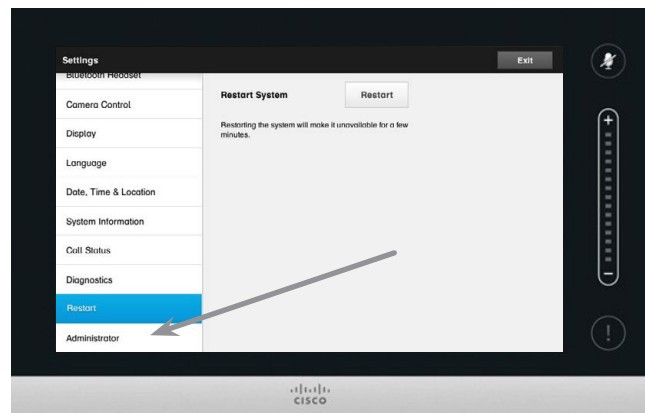
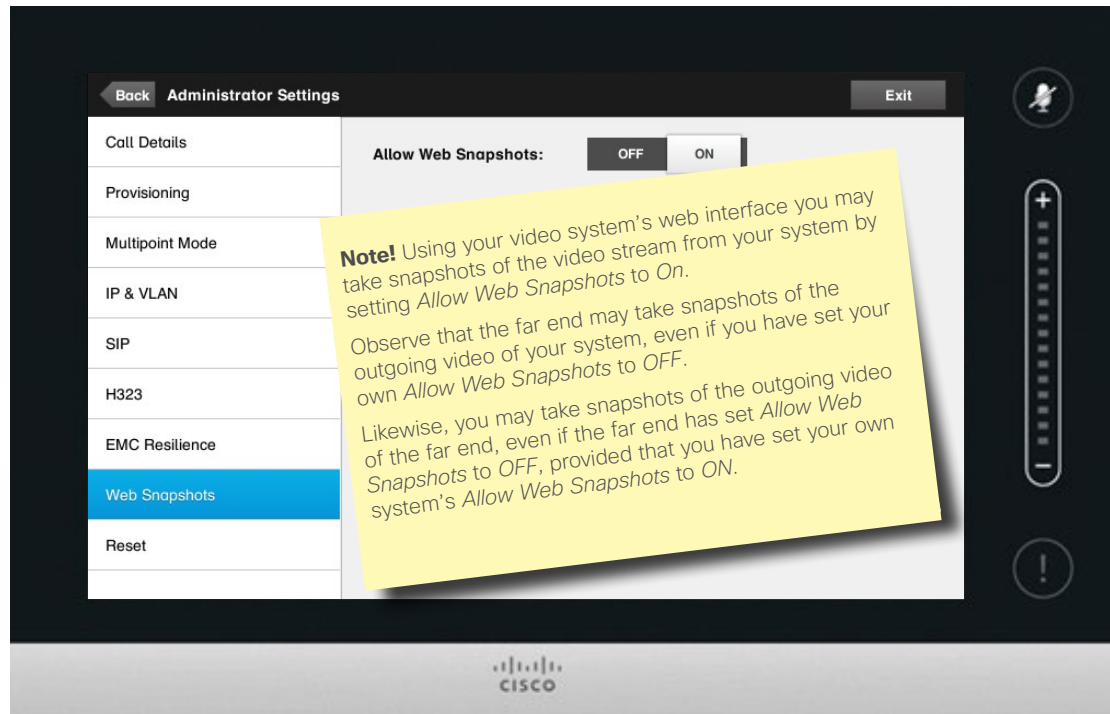


To exit *Administrator Settings*, tap **Back**.

To exit *Settings* as such, tap **Exit**.

Note that there is no *Cancel* function letting you exit the menu undoing any changes you have made.

Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

About snapshots

You may gain access to your video system through its web interface, see the Administration Guide for more.

From the web interface you may generate snapshots of the video stream from your system. You may also 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.

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).

In this context 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.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!

Administrator Settings–Factory reset

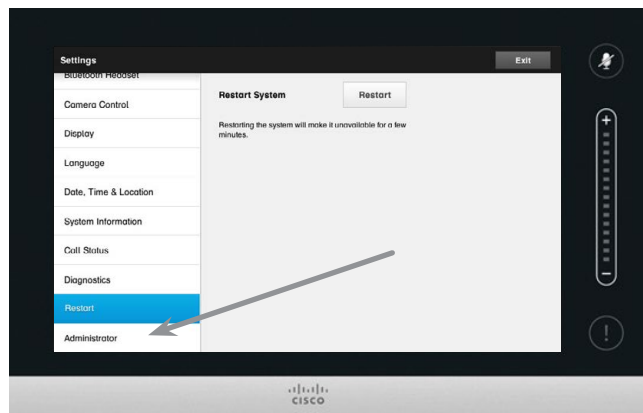
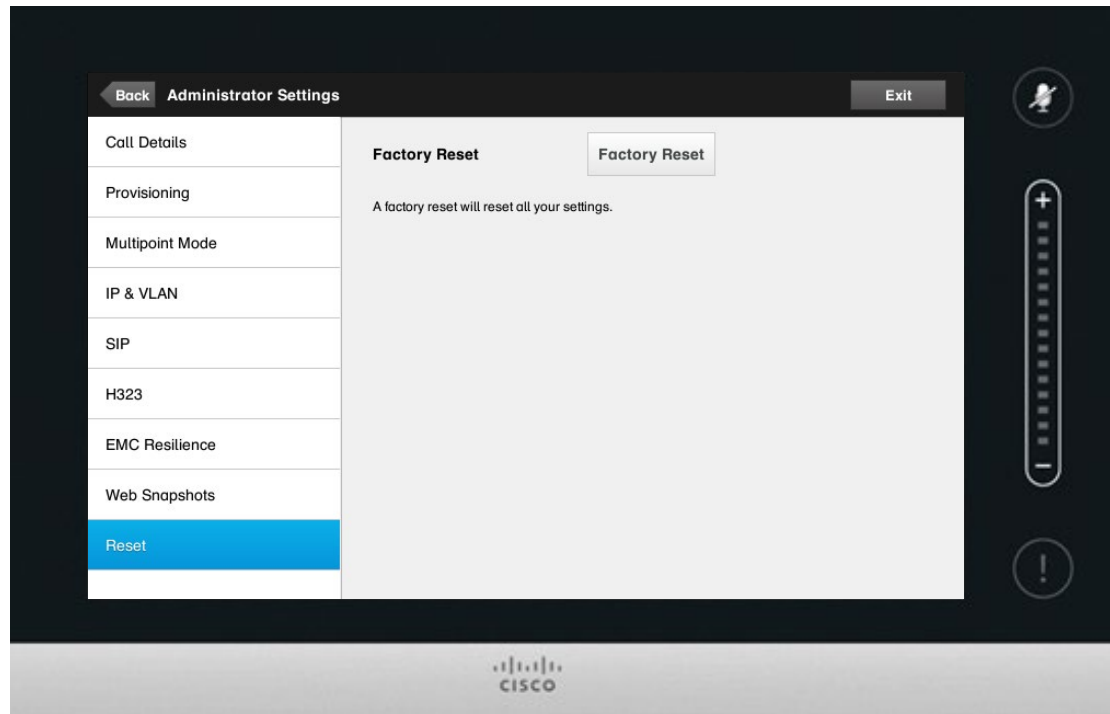


To exit
*Administrator
Settings*, tap
Back.

To exit *Settings*
as such, tap
Exit.

Note that there
is no *Cancel*
function letting
you exit the
menu undoing
any changes you
have made.

Take care!



To enter the *Administrator Settings*, you must tap **Administrator**, located below **Restart**, as outlined. This will take you to the *Administrator Settings* right away.

Note that access to these settings may have been password protected by your Video Support Team.

About Factory 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 (Favorites and History). Release keys and options installed will be retained.

Caution! There is no *Cancel* function letting you exit the menu undoing any changes you have made. Take care!





Americas Headquarters

Cisco Systems, Inc.
San Jose, CA

Asia Pacific Headquarters

Cisco Systems (USA) Pte. Ltd.
Singapore

Europe Headquarters

Cisco Systems International BV Amsterdam,
The Netherlands

Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at www.cisco.com/go/offices.

Cisco and the Cisco Logo are trademarks of Cisco Systems, Inc. and/or its affiliates in the U.S. and other countries. A listing of Cisco's trademarks can be found at www.cisco.com/go/trademarks. Third party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1005R)