EX60
EX90
User Guide

Software version TC6.0
January 2013

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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.

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Getting started

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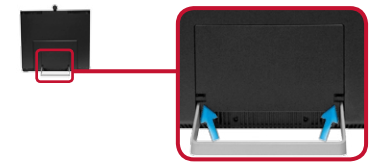
Connecting the EX60

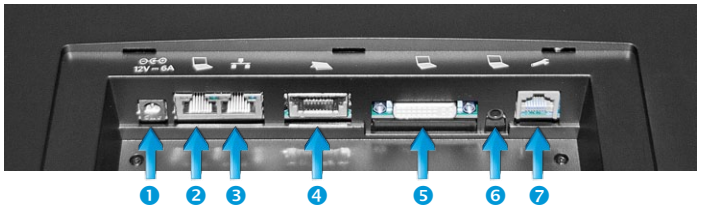
Connect the cables as shown. Sockets are located behind the rear cover. If you have one LAN connection only—and need that for your PC—the EX60 has a built in Gigabit ethernet switch that enables you to connect your PC to the EX60 to access the LAN through the EX60.

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.

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	Analog input via DVI
1920 × 1200 (not full screen)	
1920 × 1080 (recommended)	1920 × 1080 (recommended)
1776 × 1000 (not full screen)	
1680 × 1050	1680 × 1050
1600 × 1200 (not full screen)	1600 × 1200 (not full screen)
1440 × 900	1440 × 900
1400 × 1050 (not full screen)	
1280 × 1024 (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)	1024 × 768 (not full screen)
960 × 600 (not full screen)	
800 × 600 (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.

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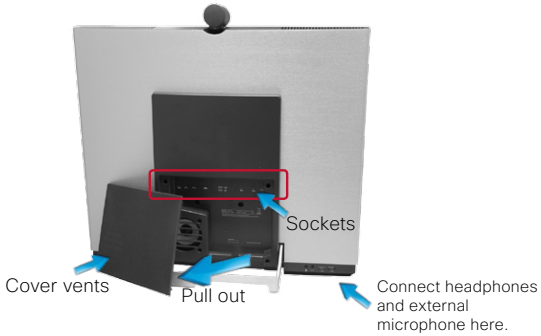
Connecting the EX90

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.

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	Analog input via DVI
1920 × 1200 (recommended)	1920 × 1200 (recommended)
1920 × 1080	
1776 × 1000 (not full screen)	
1680 × 1050	1680 × 1050
1600 × 1200 (not full screen)	1600 × 1200 (not full screen)
1440 × 900	1440 × 900
1400 × 1050 (not full screen)	
1280 × 1024 (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)	1024 × 768 (not full screen)
960 × 600 (not full screen)	
800 × 600 (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 .

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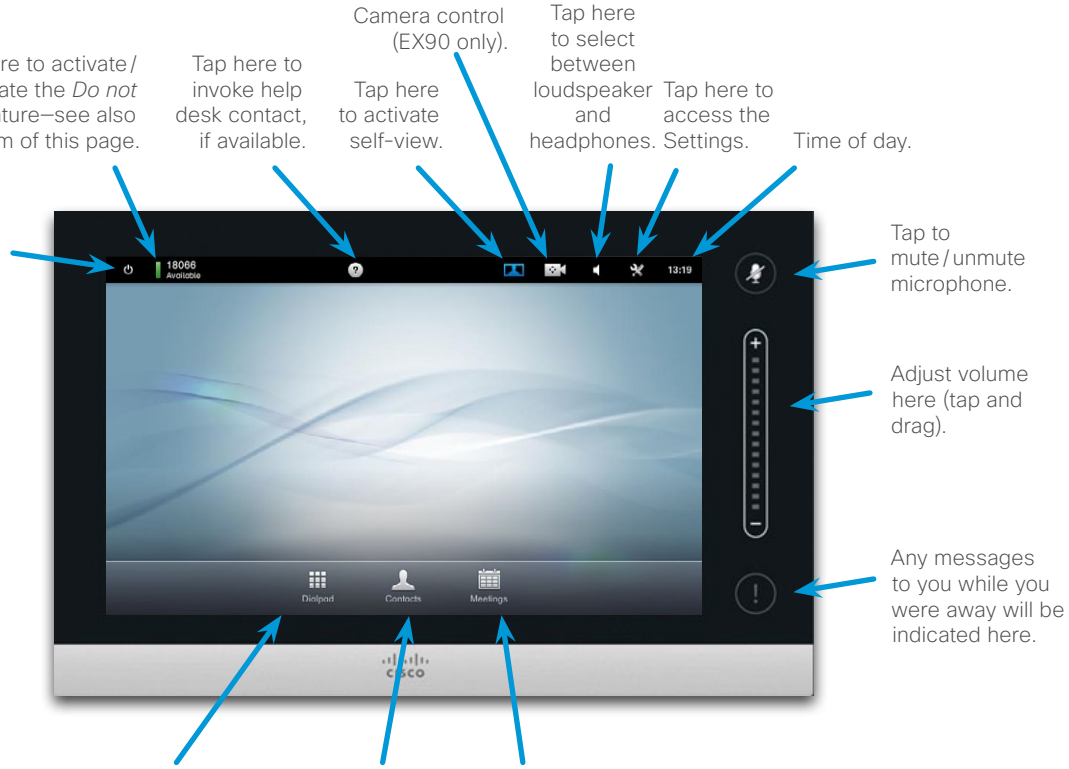
A tour of the Touch pad



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.*

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.

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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).

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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*.

1

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

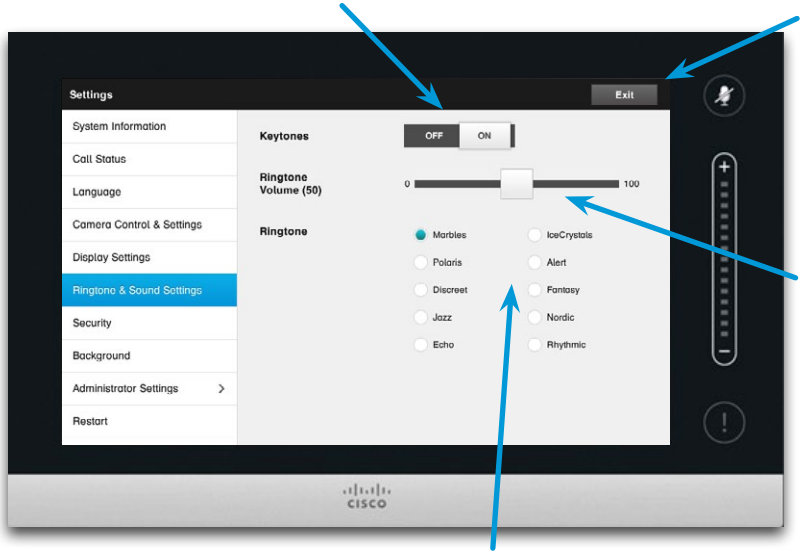
2

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

3

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.

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Video meetings

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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 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:

1.

Key in the number, as outlined.

If you need an alphanumerical keyboard instead—see the column to the right.

2.

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.

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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.

1

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

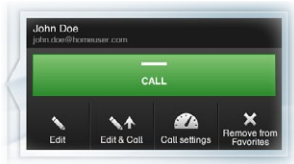
Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

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

Tap to select an entry.

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

2



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

Tap **Call** to place the call. Note that you may edit the name or number before you place the call. This could involve change of call rate (bandwidth to be used), adding a prefix etc.

The options available are 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*.

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Someone calling you

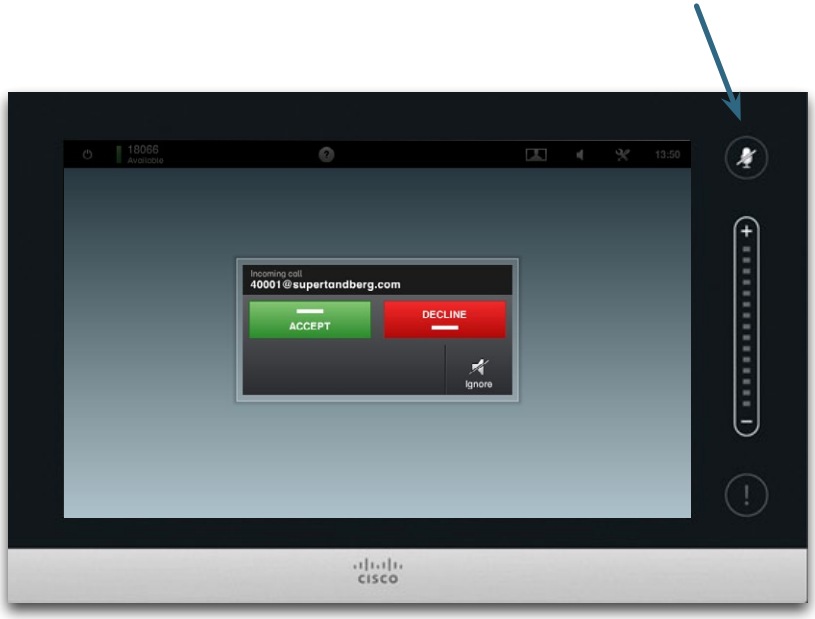
The following applies:

- 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).
- How to set up for automatic response is described in "Call Settings" on page 40.
- 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.



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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).

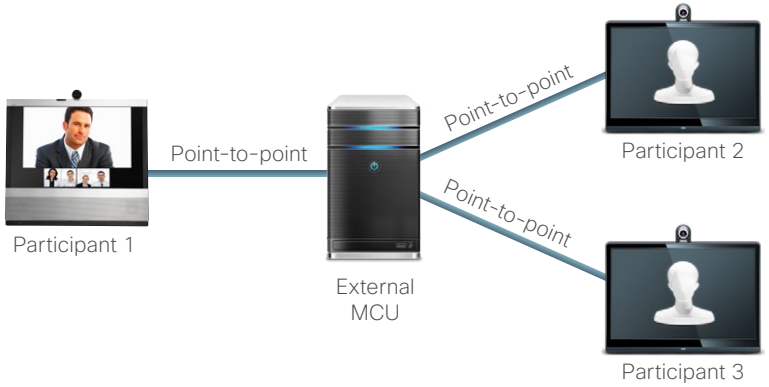
The ability to handle calls with several participants is an optional feature that may, or may not, be present in your video system or your video infrastructure. If in doubt, consult your System Administrator.

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 three (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 the MCU and then do everything from there.

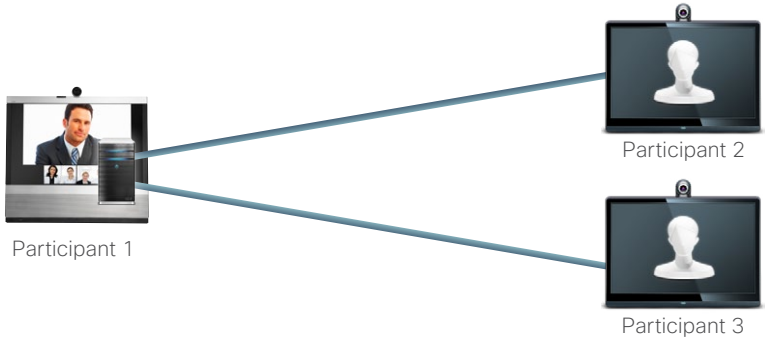
Video conferencing using an external MCU (with or without Multiway)

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.

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Creating a video conference (MultiSite)–EX90 only

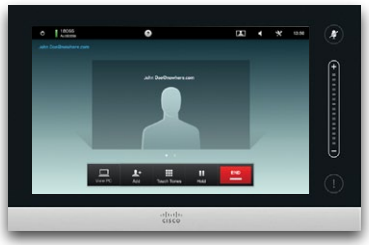
If your EX90 is equipped with the *optional* MultiSite feature, you may call more than one to initiate a video conference.

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

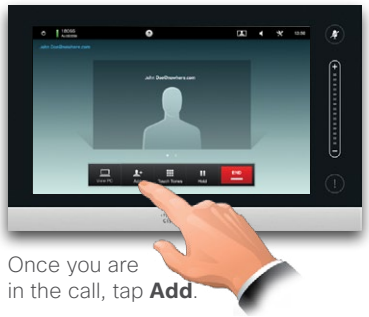
This means that the conference can consist of up to four video participants (yourself included) and one audio participant.

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.

1. 

Place a call to the first participant.

2. 

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

3.

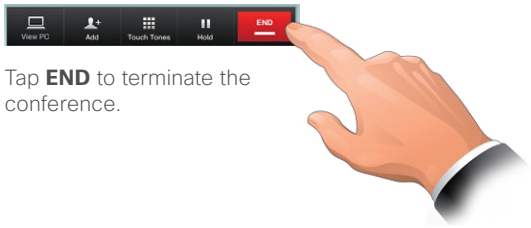
Call the next participant in the usual way.

4.

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.

6. 

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.

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Creating a video conference (Multiway™)

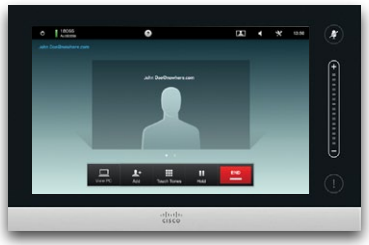
If your EX60 or EX90 is equipped with the *optional* Multiway feature, you may call more than one to initiate a video conference.

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.

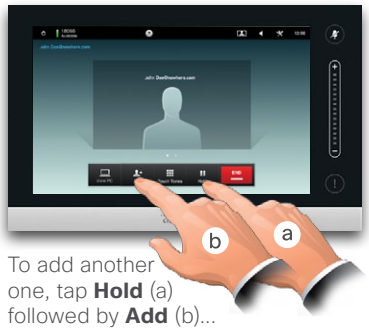
If you want to initiate a video conference, you must call each participant one by one.

Note that the current call (or group of calls) must be put on hold before you call the next participant.

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 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.

1. 

Place a call to the first participant.

2. 

To add another one, tap **Hold** (a) followed by **Add** (b)...

3.

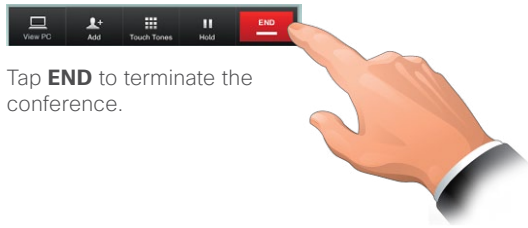
Call the next participant in the usual way.

4.

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.

6. 

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.

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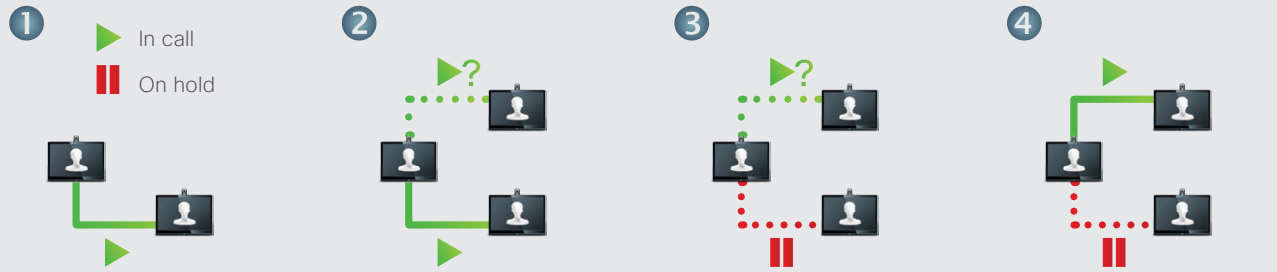
Receiving another incoming call, while already in a call (I)

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 option.

The scenario:



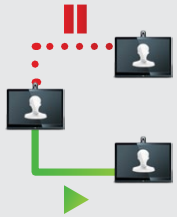
Assume you are in a call.

Then another calls in.

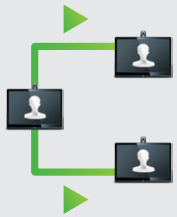
You put your current call on hold...

...and accept the incoming call while the other still is on hold.

You will now have the following options:

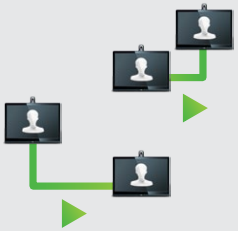


If you choose to swap the two calls, the situation will be like this (cf. the situation shown in ❹ above).



If you choose to merge the calls, the situation will be like this–you have initiated a video conference.

If you choose to transfer the incoming call to the one you were talking to, the situation will be like this.



If you choose to transfer one of the two other parties to someone completely different, the situation will be two separate calls.

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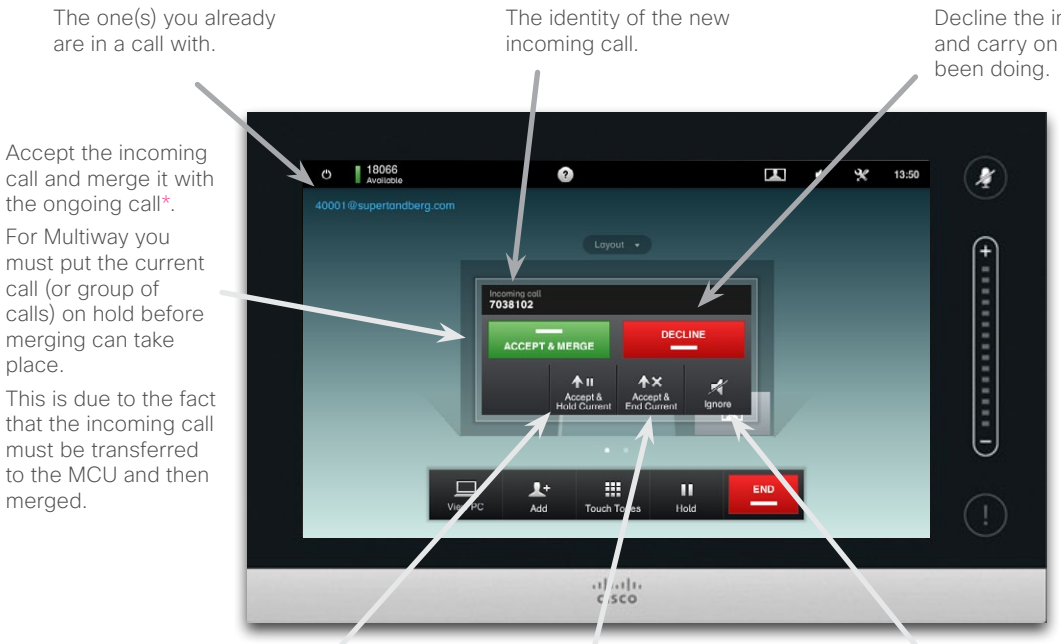
Receiving another incoming call, while already in a call (II)

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 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, 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.

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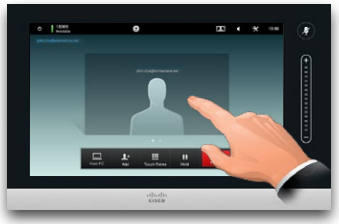
Transferring calls

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

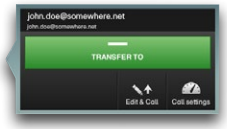
1. Tap as outlined to invoke the *Transfer* dialog box.



2. Tap **Transfer**, as outlined.

3. Select whom to call in the usual way.

4. The following dialog box will now appear and let you transfer the 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 left).

4. Tap **Swap** to go between the two parties.

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Layout control in a call (I)

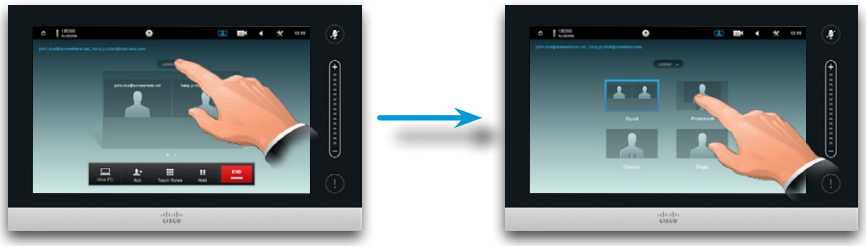
You may alter the screen layout when you are in a call. The Touch pad will show the options available. The actual options may differ from what is shown here, but the Touch pad will always show you what is available.

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.



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.

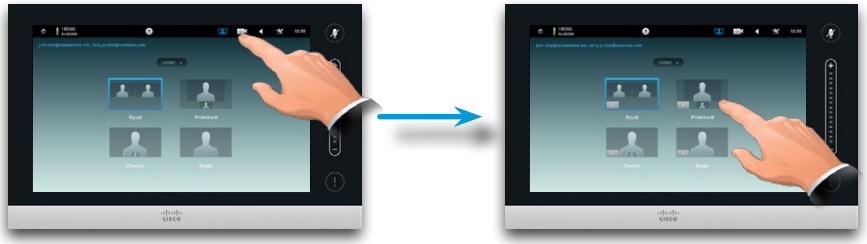
Tap the other dot to return to the initial state.

Alternatively, drag left or right.

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).

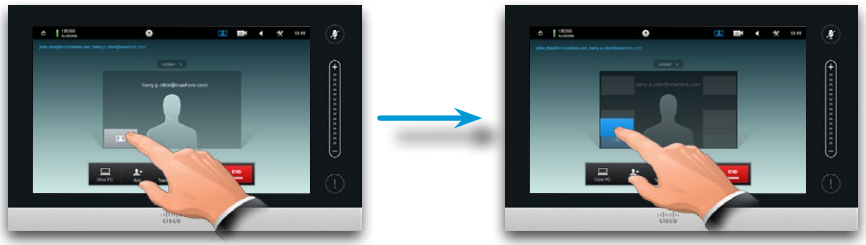
The self-view will appear as a PiP (Picture-in-Picture).



Moving the self-view PiP

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.



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Layout control in a call (II)

To further enhance the video experience there are two more features available; viz. *Lock as speaker* and *Far end camera control*.

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**.

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. Do as follows:

1. Tap as outlined. If you are in a call with more than one (a conference), tap the one whose camera you want to adjust.

2. Then tap **Camera Control**.

3. Adjust pan and zoom as required:

4. Tap anywhere outside the menu to exit.

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Sharing content

Contents 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

1

Tap **View PC**, as outlined.

2

Tap **Start Presenting**, as outlined.

3

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

Changing the local layout

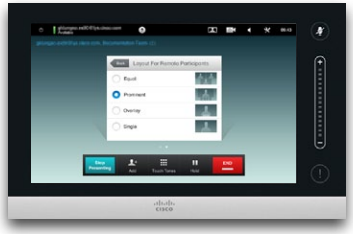
During a presentation tap **Layout**, as outlined, to display the layout options available.

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)

Tap (a), and then tap (b), as outlined.



Select the layout of the video sent by your EX90. You must be the host of a multisite call to make this work.

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.

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Scheduled meetings

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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. The list is sorted using grouping headers. The main grouping category is by day (e.g.: TODAY, TOMORROW, then WEDNESDAY, July 20, 2012 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.

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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.

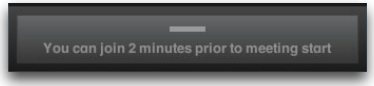
You will not be able to join in earlier.

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).

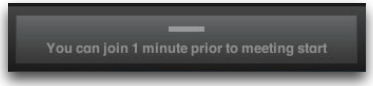
If you already are in a call you will in addition be offered to put the current call on hold and join the meeting.

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

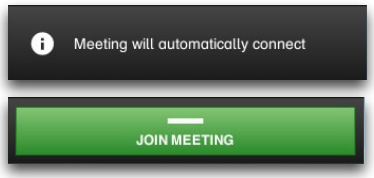
If you tap a meeting in the list you will see more about the meeting.



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

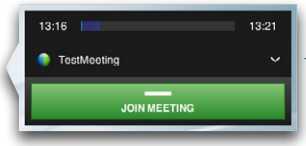


Although the default setting lets you join in up to 10 minutes in advance, your System Administrator may have implemented a different setting.

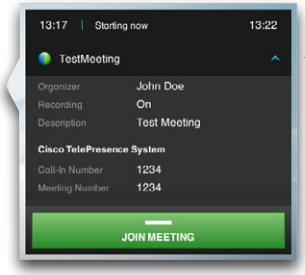


A scheduled meeting may connect you automatically, or you may have to tap **JOIN MEETING**.

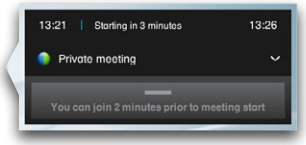
To view full details about the meeting:



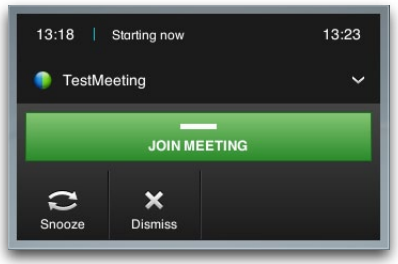
Expand by tapping here to see details.



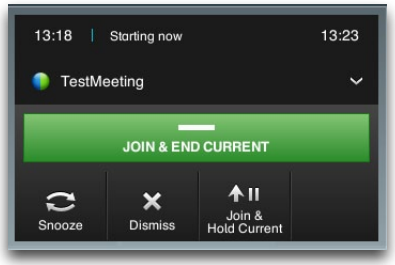
Collapse by tapping here.



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.

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Parallel meetings

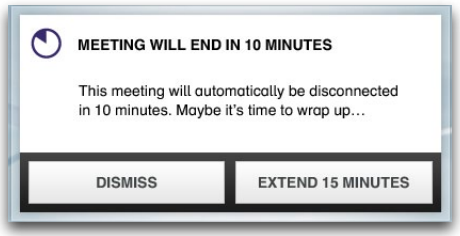
When Parallel Meetings occur (two or more meetings taking place simultaneously), the reminder will be displayed in context of the meeting list, displaying all upcoming meetings. Choose which meeting to join and then join the selected meeting.

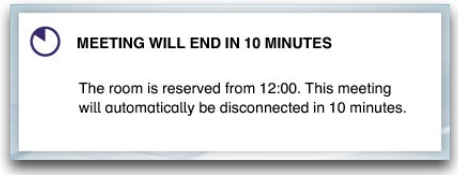
Extending an ongoing meeting

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.

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.





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Managing Contacts

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History

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

Tap **Contacts** to invoke the list ...

...then tap **History**.

Scroll through the list as outlined to locate an entry.

Tap an entry and you will be able to:

- Call the entry by tapping **Start**.
- 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 **Contacts** to invoke the list ...

...then tap **Directory**.

Scroll through the list as outlined.

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*.

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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 in 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.

To do this scroll the list as outlined (**a**) until the button **Clear List** appears, then tap this button (**b**).

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The Settings

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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.

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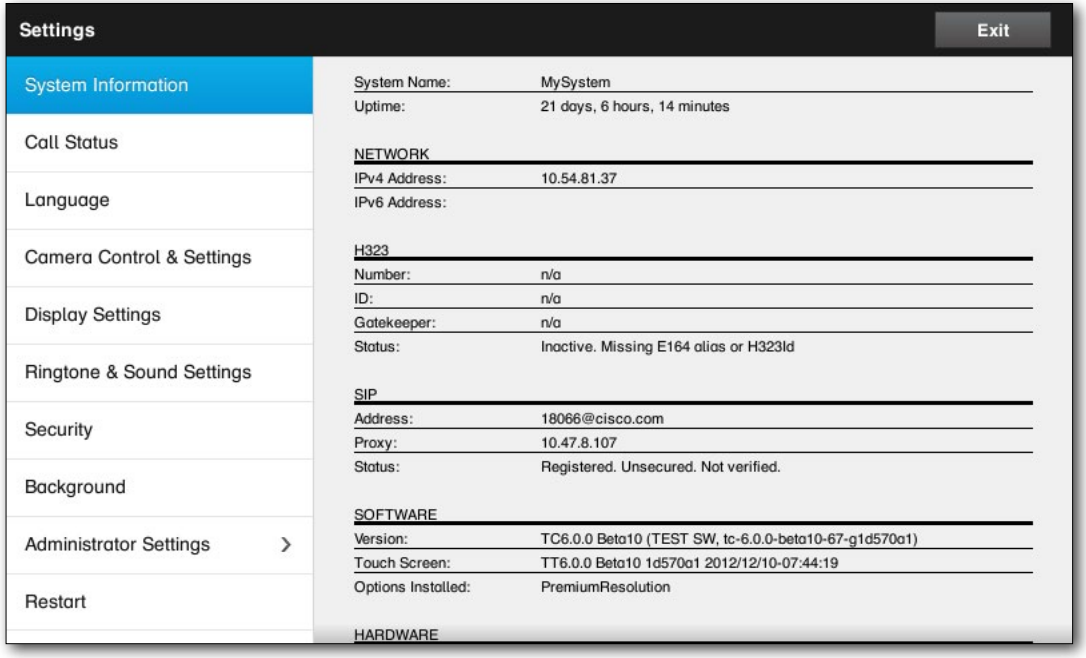
System Information

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



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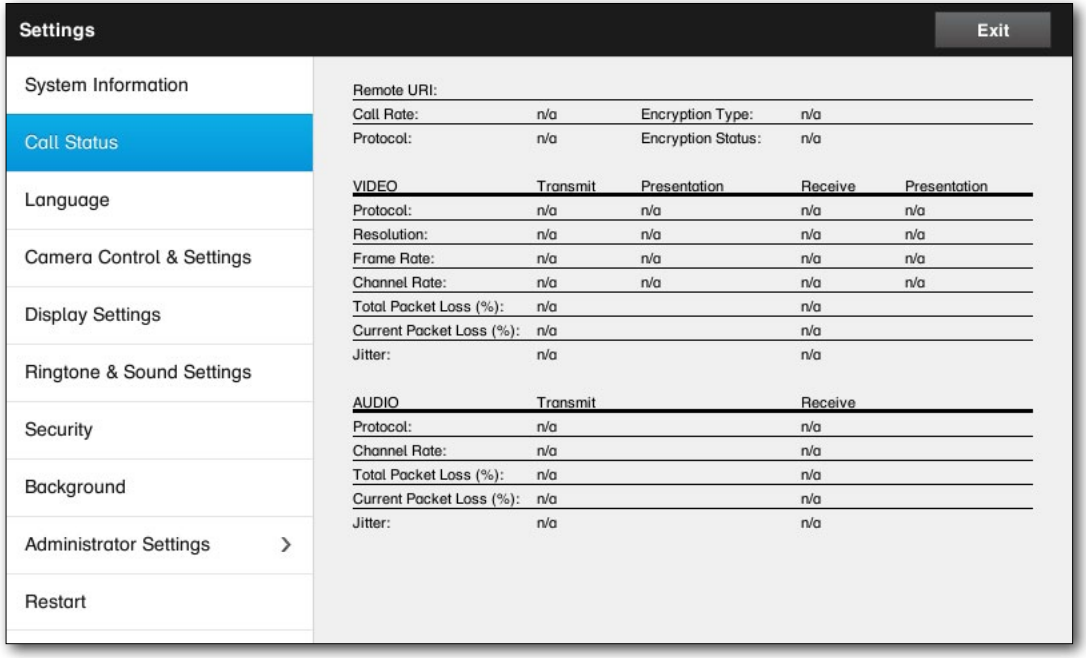
Call Status

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

Settings > Call Status



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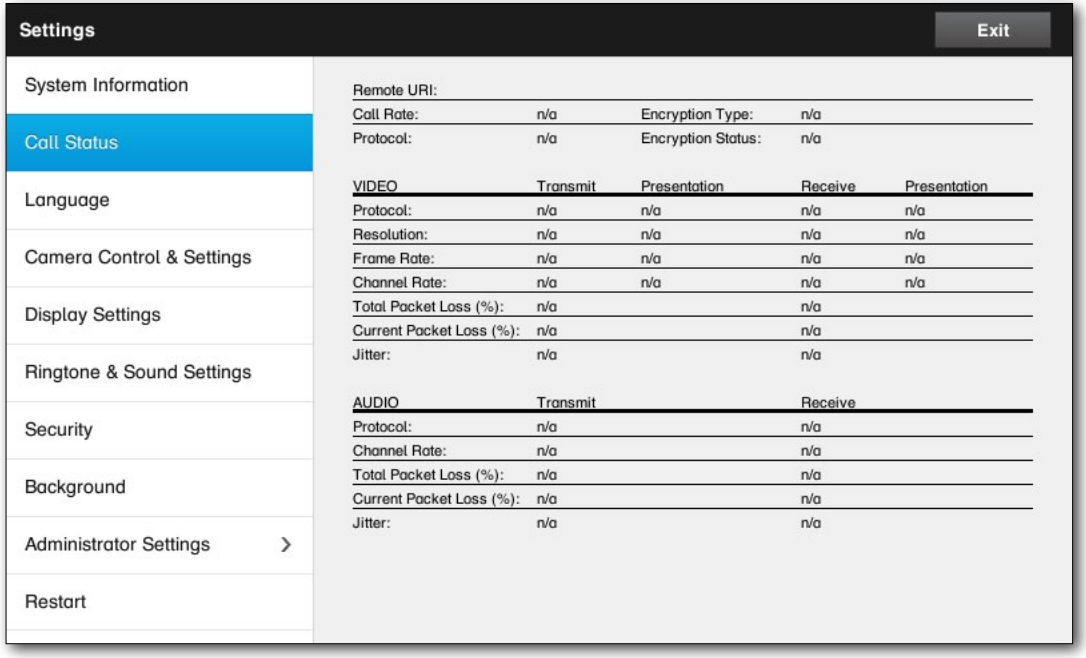
Language

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

Settings > Language



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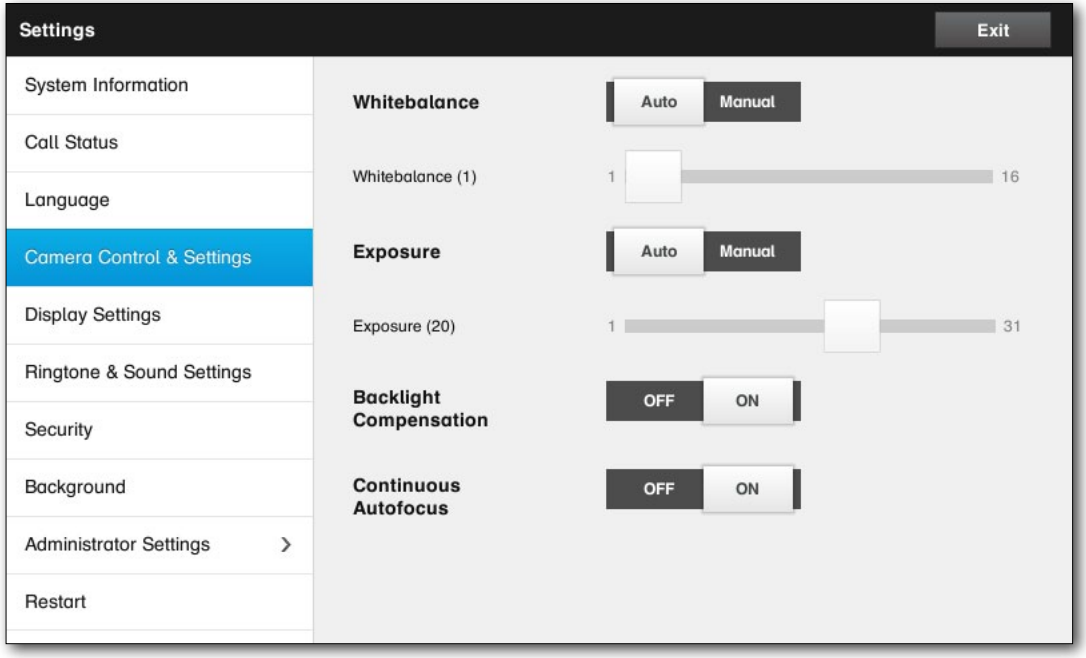
Camera Control & Settings

The *Camera Control & Settings* 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 & Settings



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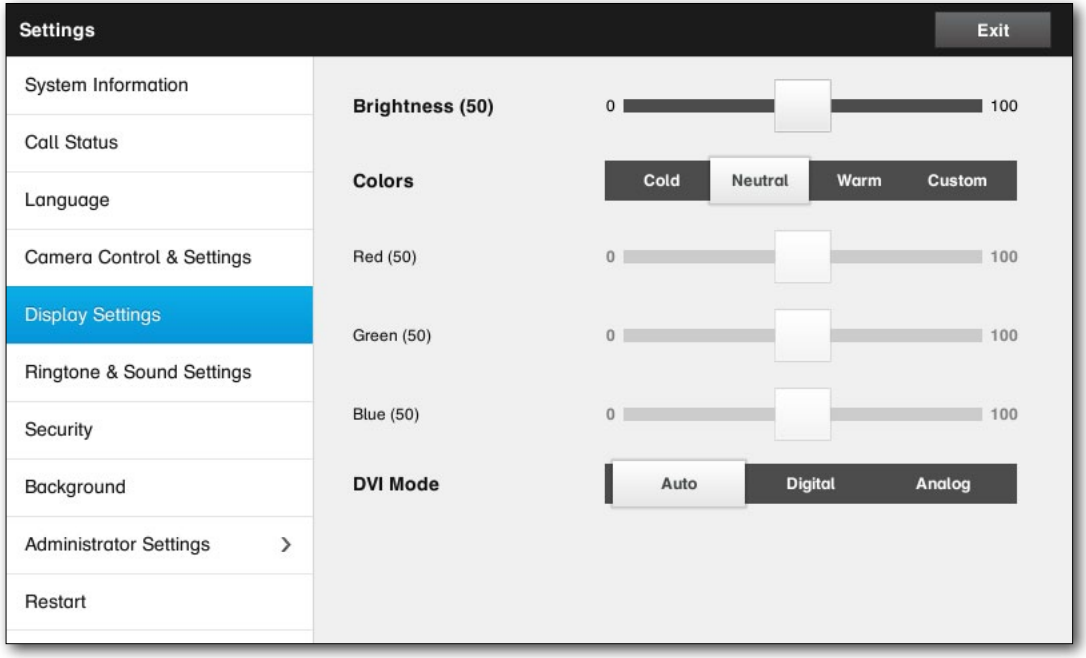
Display Settings

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.

Settings > Display Settings



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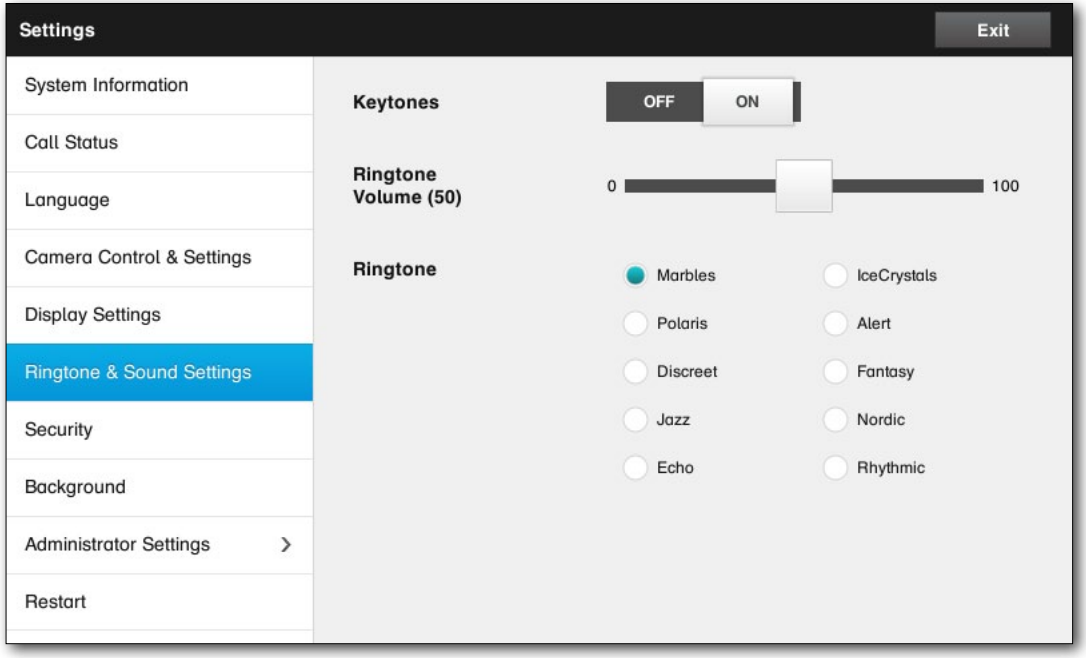
Ringtone & Sound Settings

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



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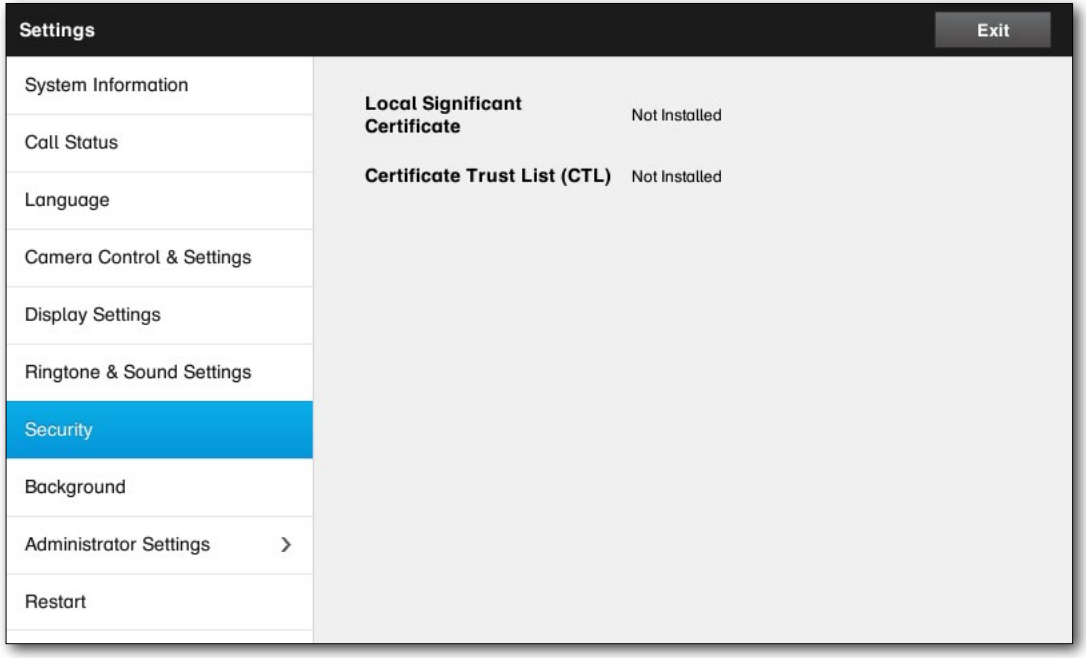
Security

The *Security* window shows the status of certificates installed.

Settings > Security



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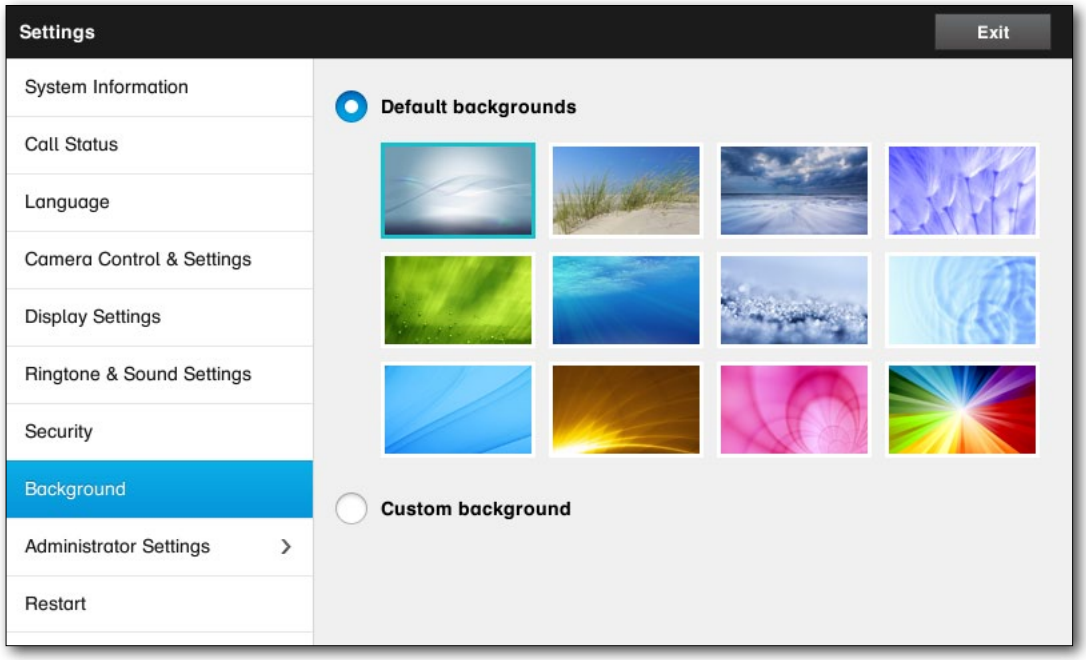
Background Selection

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

To use your own image (for example a company logo) select **Custom background**. The image must be uploaded via the web interface, see the Administrator guide for more (available for download separately).

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

Settings > Background



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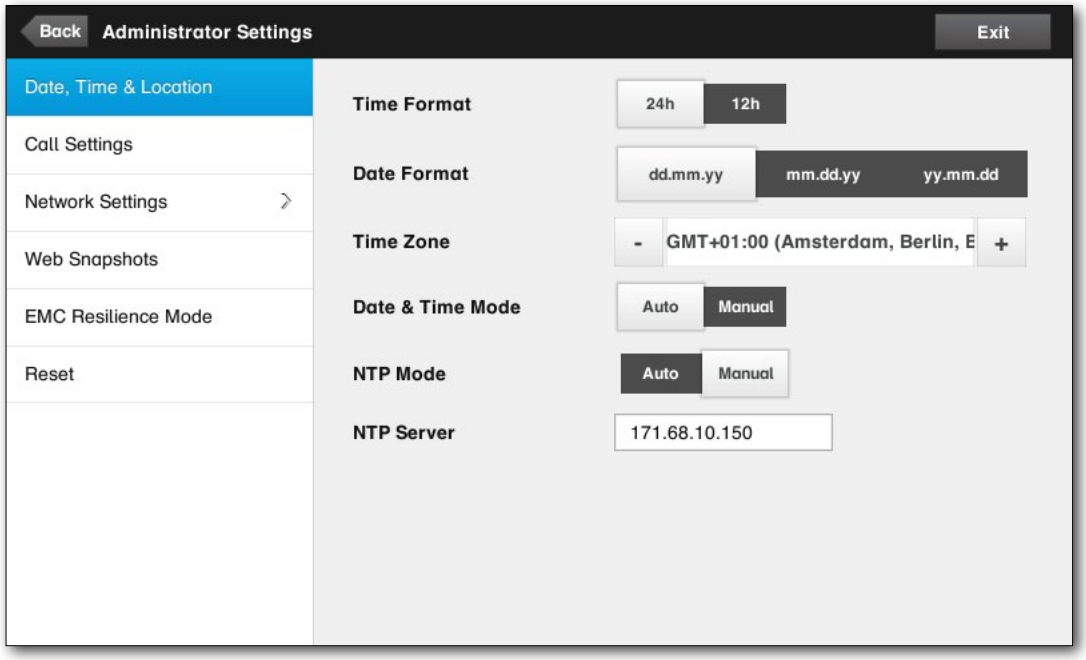
Administrator Settings

Tap **Administrator** settings to gain access to the administrator only set of settings.

Tap **Back** to go one level back and **Exit** to leave the *Settings* completely.

The *Date, Time & Location* window lets you specify whether date and time shall be set automatically, or entered by you.

Settings > Administrator Settings > Date, Time & Location



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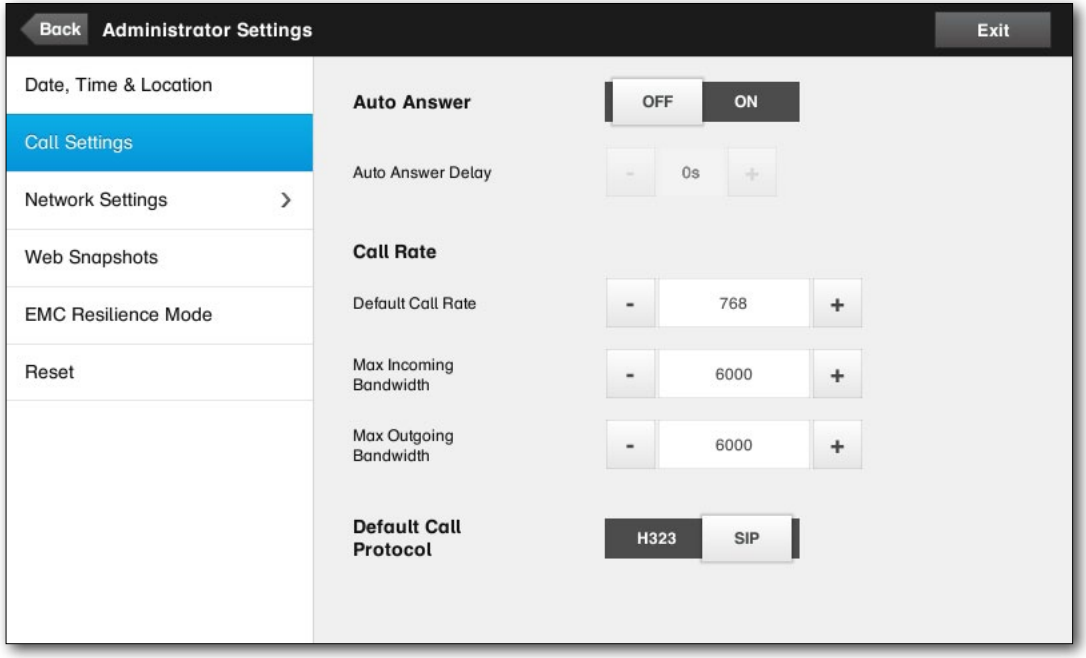
Call Settings

The *Call Settings* window lets you specify:

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

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

Settings > Administrator Settings > Call Settings



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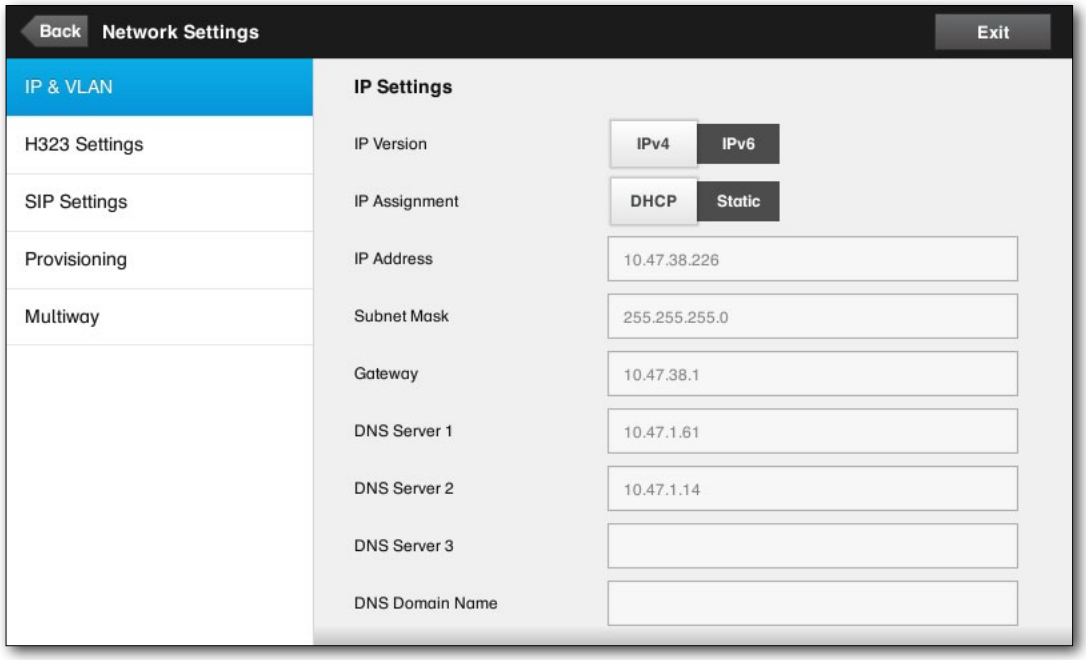
IP & VLAN

Tap **Network Settings** to invoke this window.

The *IP & VLAN* settings window for the Codec of the system lets you specify whether to use IPv4 or IPv6.

Settings > Administrator Settings > Network Settings > IP & VLAN



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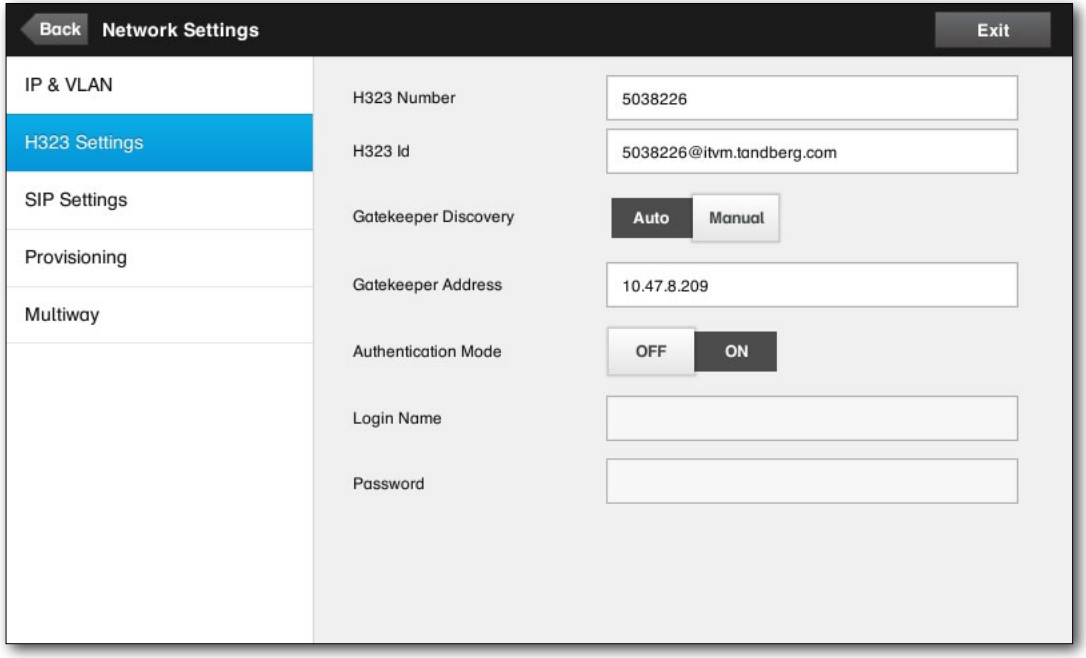
H323 Settings

The *H323 settings* window lets you specify what is needed to set up H323.

Settings > Administrator Settings > Network Settings > H323 Settings



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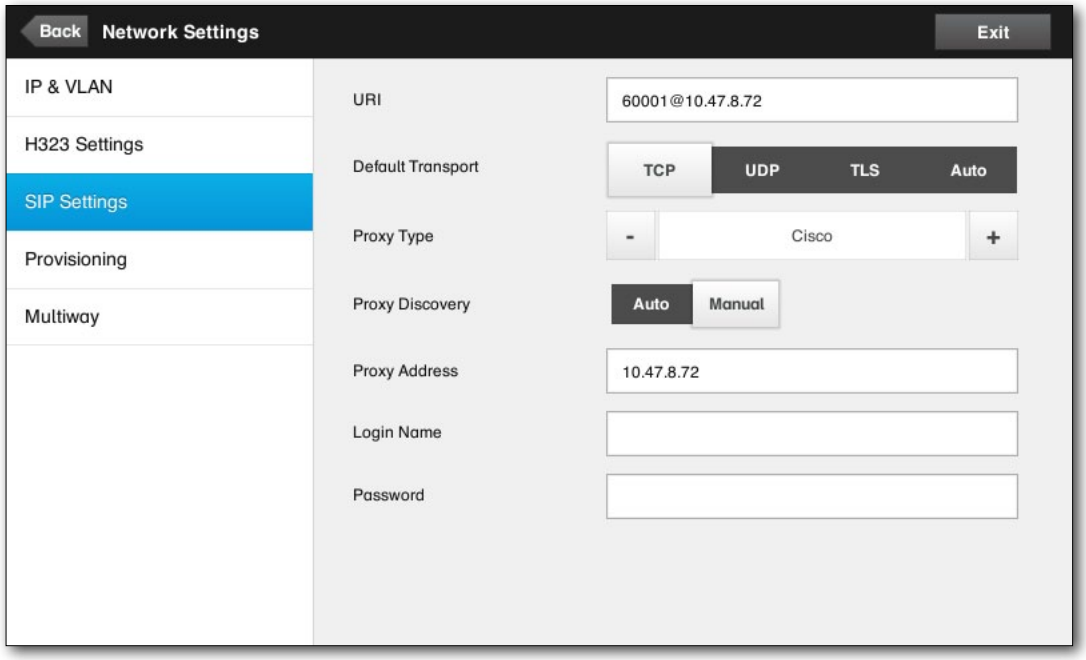
SIP Settings

The *SIP settings* window lets you specify what is needed to set up SIP.

Settings > Administrator Settings > Network Settings > SIP Settings



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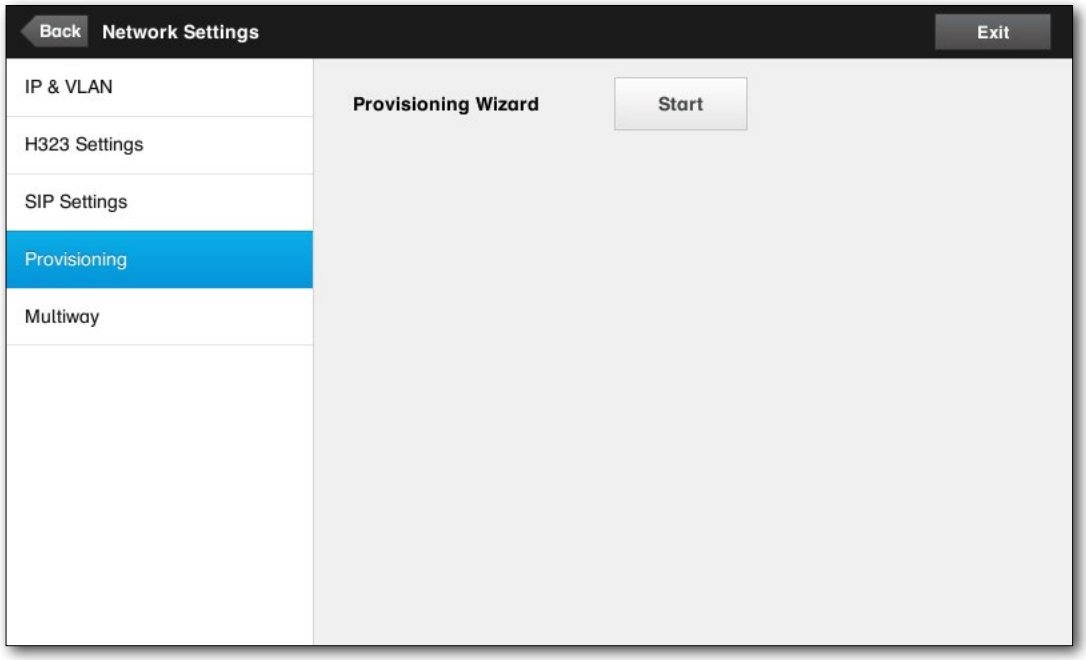
Provisioning

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

Settings > Administrator Settings > Network Settings > Provisioning



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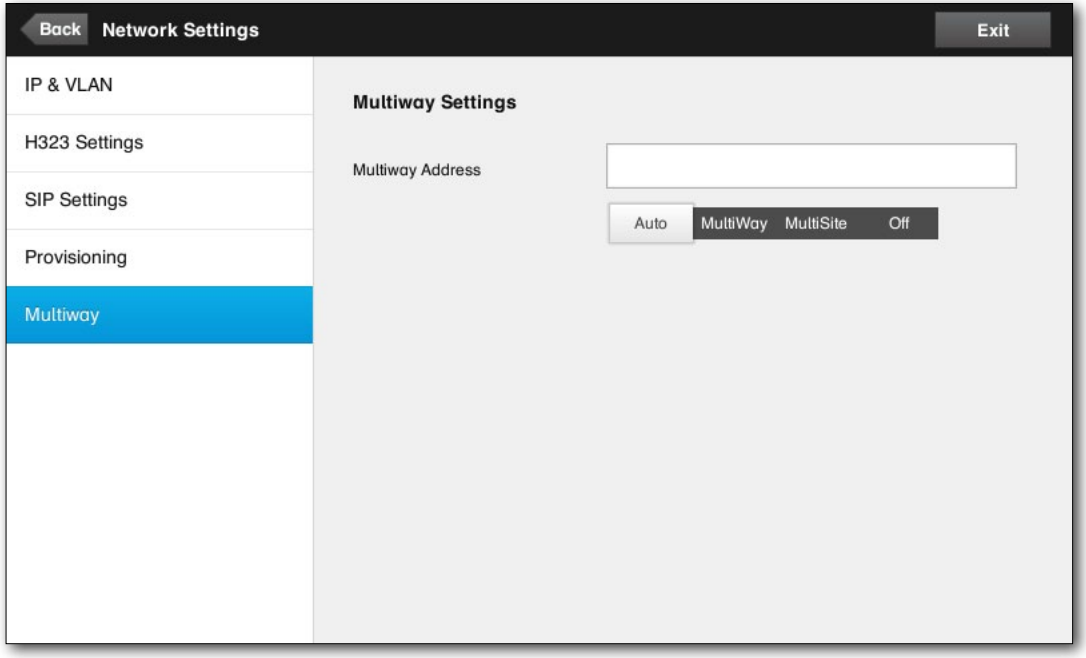
Multiway

All endpoints using the TC series software offers Multiway as a means of creating video conferences with more than just two participants.

Note that a successful use of Multiway requires the presence of certain infrastructure products and installations. If in doubt, consult your Cisco partner.

This page of the Settings offers the ability enter the path to the Multiway enabled MCU. This is required to make the Multiway functionality work.

Settings > Administrator Settings > Network Settings > Multiway



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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.

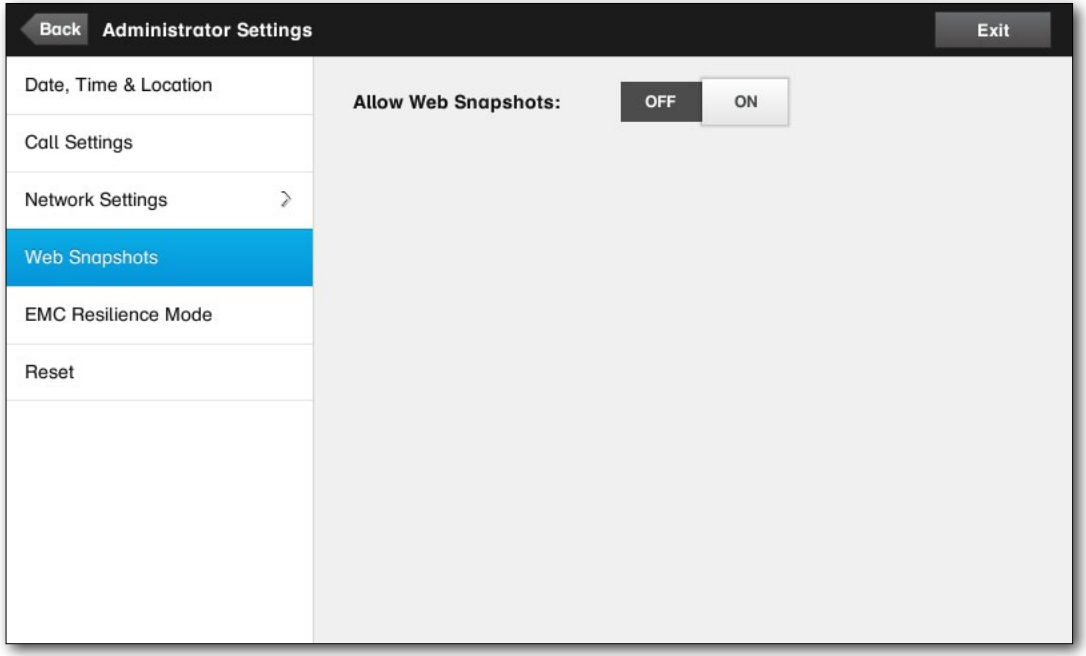
Note that the far end may take snapshots of the outgoing video of your system, even if you have set your system's *Allow Web Snapshots* to *OFF*.

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 only to unencrypted calls).

Settings > Administrator Settings > Web Snapshots



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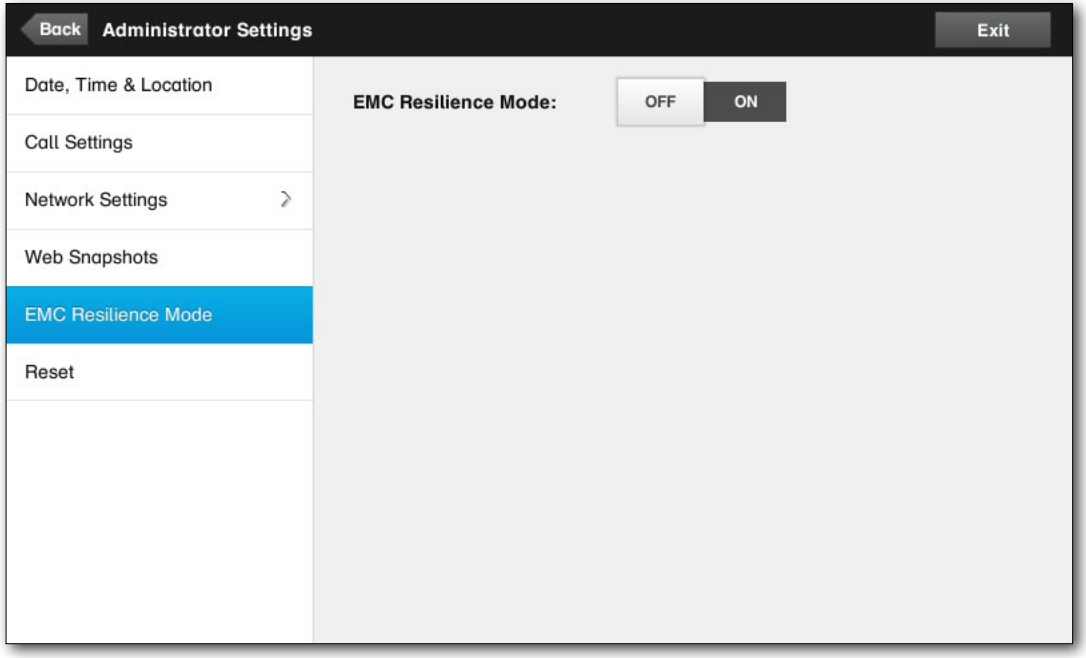
EMC Resilience Mode

If the Touch controller is used in environments with considerable amounts of electromagnetic noise present, you may experience an appearance of false signals—as if someone tapped the Touch controller when 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 Mode



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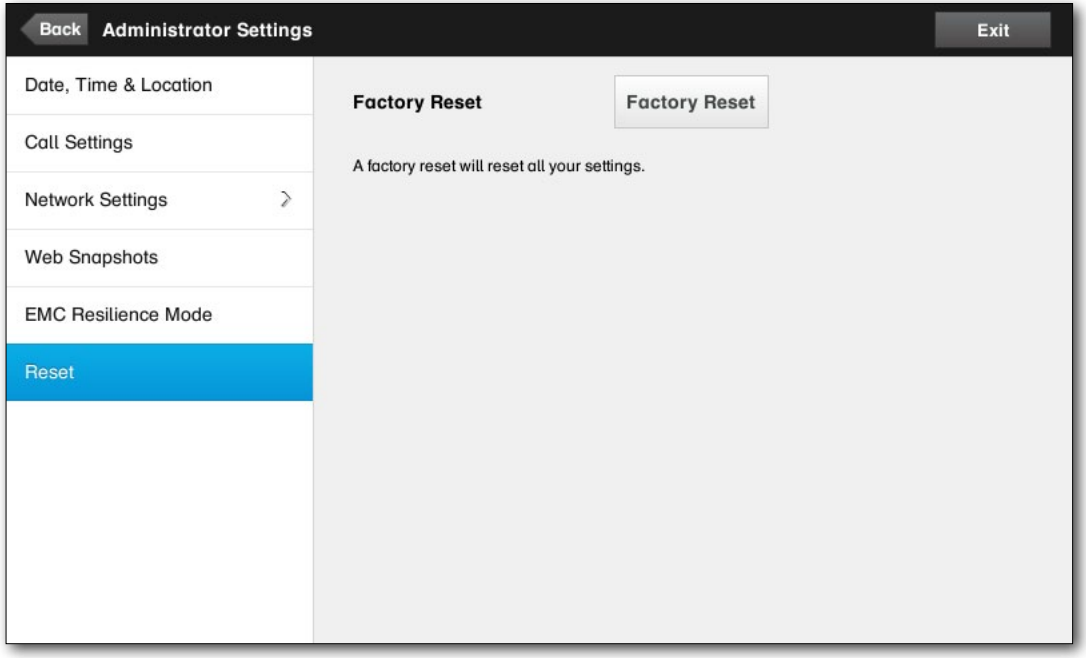
Reset

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

Settings > Administrator Settings > Reset



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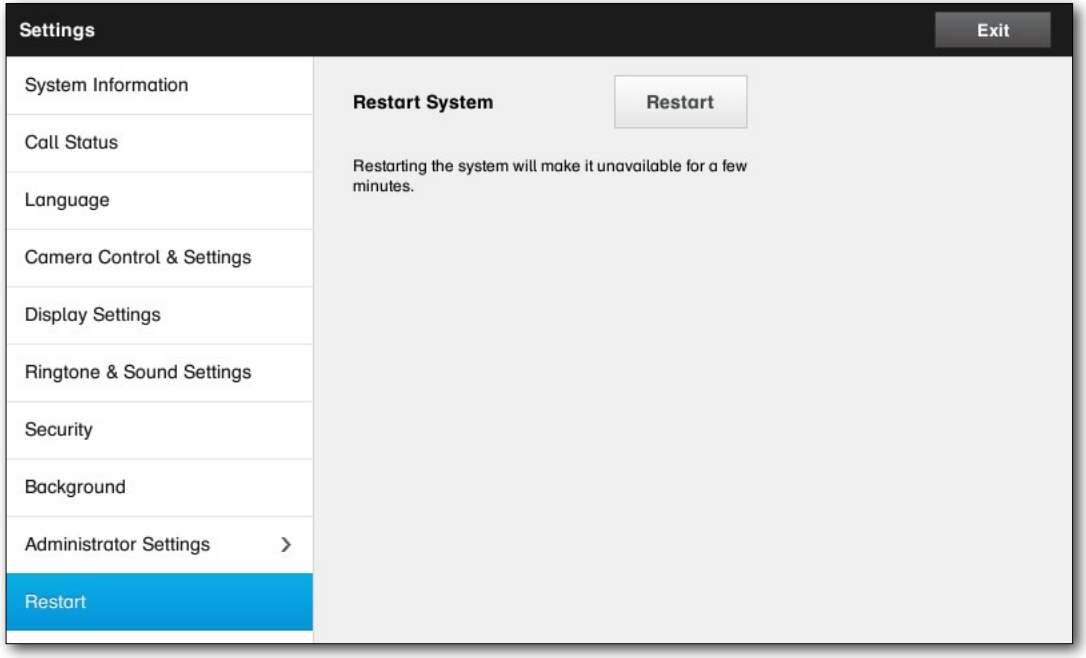
Restart

Use this to restart your system in an orderly manner.

Settings > Restart



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