



CHAPTER 2

Placing and Receiving Calls

Revised: January 23, 2014, OL-28617-01

This chapter shows the procedures you perform to place or receive a call and includes the following sections:

- [Joining a Meeting, page 2-2](#)
- [Placing a Call, page 2-3](#)
- [Adding Another Participant To an Existing Conference, page 2-12](#)
- [, page 2-57](#)
- [Answering Calls, page 2-25](#)
- [Placing a Call on Hold, page 2-15](#)
- [Muting the System During a Conference, page 2-27](#)
- [Muting a Single Microphone During a Conference, page 2-28](#)
- [Using Self View, page 2-28](#)
- [Checking Your Calendar, page 2-29](#)
- [Sharing Presentations, page 2-31](#)
- [Annotating Presentations, page 2-39](#)
- [Sharing Using the Document Camera, page 2-45](#)
- [Opening Other Applications During a Call, page 2-48](#)
- [Controlling Volume and Other Call Settings, page 2-49](#)
- [Using the Digital Media Player, page 2-55](#)



Note

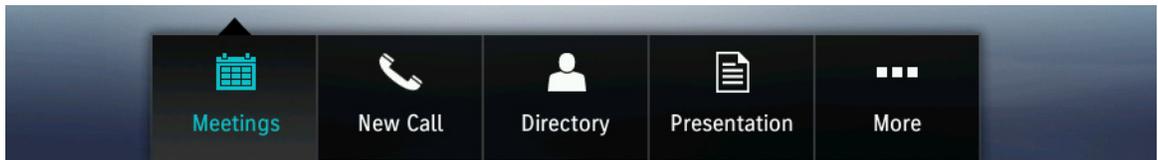
The examples in this document show the display screens in English. The Touch 12 offers additional language support. Your system administrator configures these languages for your system. For configuration information and for the current list of additional languages, refer to the “[Installing Language Versions](#)” chapter of the *Cisco Unified Communications Manager Configuration Guide for the Cisco TelePresence System*.

Joining a Meeting

To join a scheduled meeting:

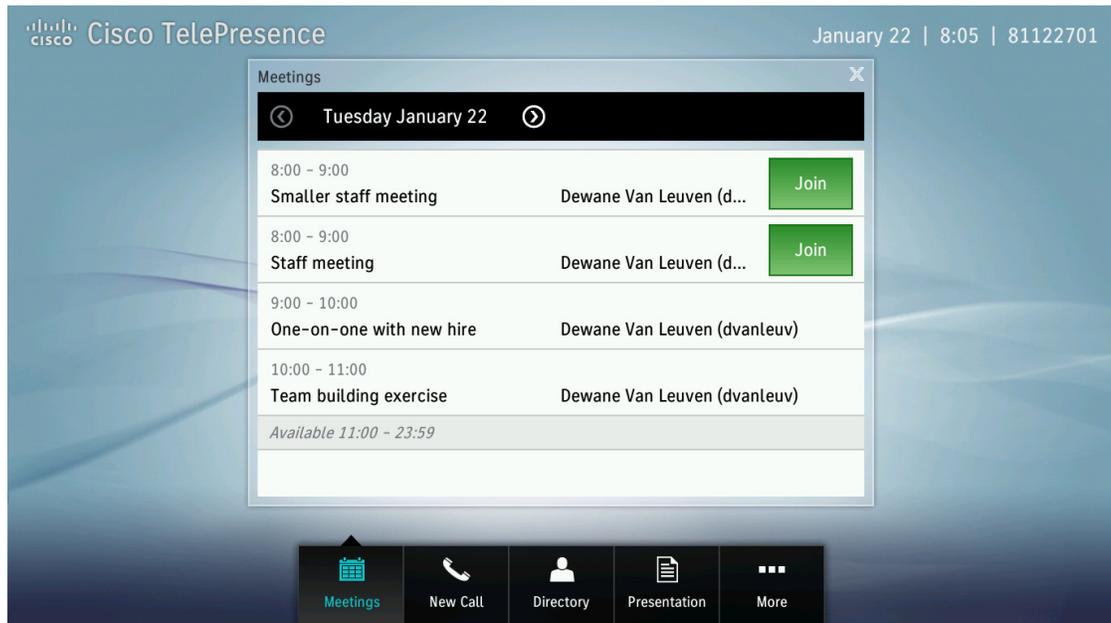
- Step 1** If the Meetings screen does not already appear, tap the **Meetings** button in the button bar.

Figure 2-1 Meetings Button



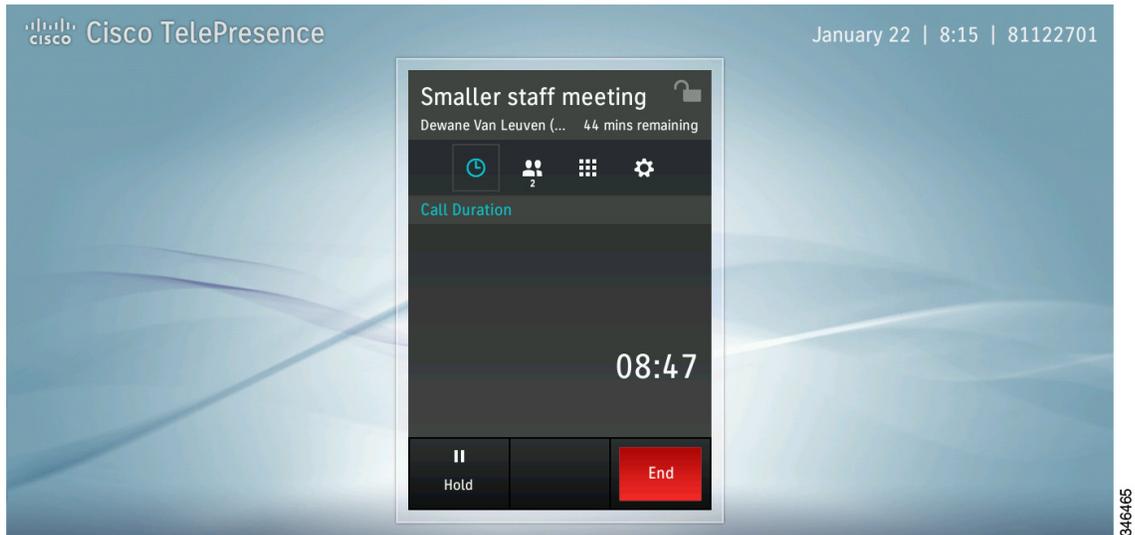
The Meetings screen appears as shown in [Figure 2-2](#).

Figure 2-2 Meetings Screen



- Step 2** Locate your meeting from the list and tap the **Join** button. This button is shown in [Figure 2-2](#).

When your meeting connects, the meeting window appears with the Meeting window open by default, as shown in [Figure 2-3](#).

Figure 2-3 Meeting Window

Step 3 Manage your meeting options using the information in [Chapter 3, “Meeting Controls.”](#)

Placing a Call

You can place a call on a CTS system using the keypad, using a Unified Resource Identifier (URI) string (such as an e-mail address), or directory-type searches.

This section includes the methods you make to place a call and includes the following topics:

- [Using the Keypad, page 2-3](#)
- [Dialing a URI String Using the Keyboard, page 2-4](#)
- [Using Directory Search, page 2-7](#)
- [Using Favorites, page 2-11](#)

Using the Keypad

To use the phone to dial a number, complete the following steps:

Step 1 If the meeting window displays, tap the **New Call** button on the lower right of the screen.

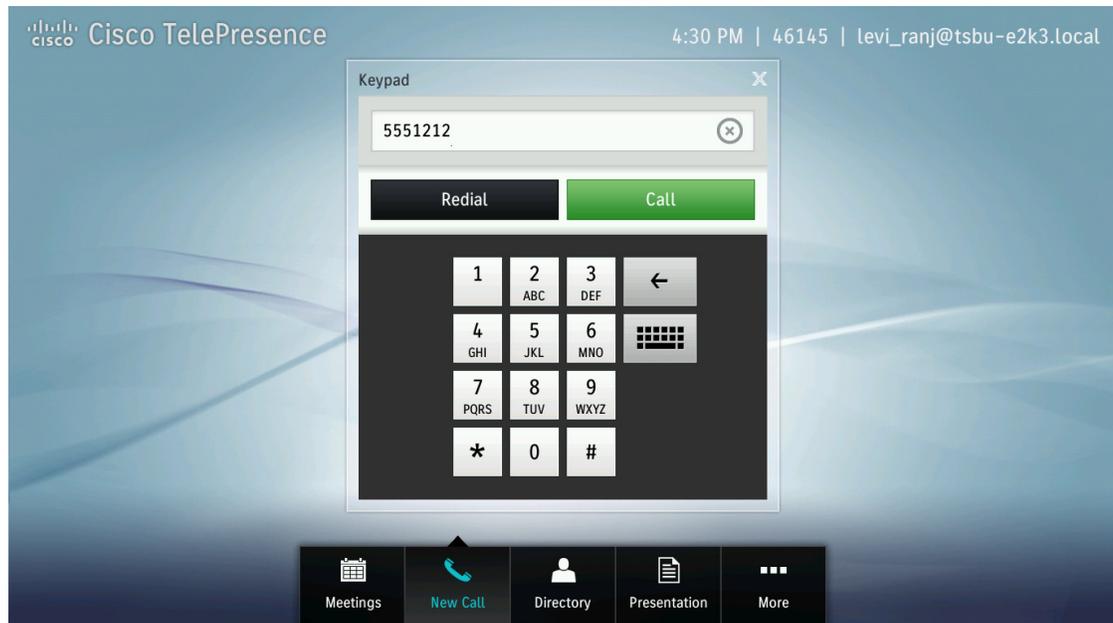
Figure 2-4 New Call Button



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Step 2 Dial the number and tap the **Call** button.

Figure 2-5 Call Button



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Dialing a URI String Using the Keyboard

To dial a number using a URI string, complete the following steps:

Step 1 Tap the **Keyboard** button in the keypad area.



Note If the keypad area is not active, tap the **New Call** button in the main button bar.

Figure 2-6 Keyboard Button



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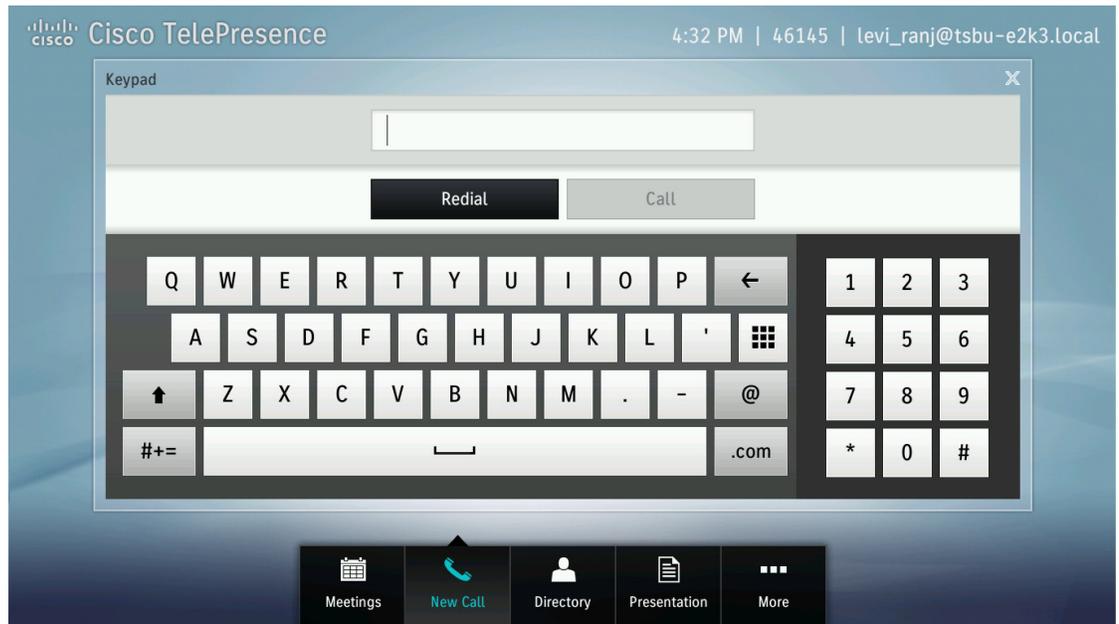
Step 2 Enter the URI using the keyboard buttons.



Tip

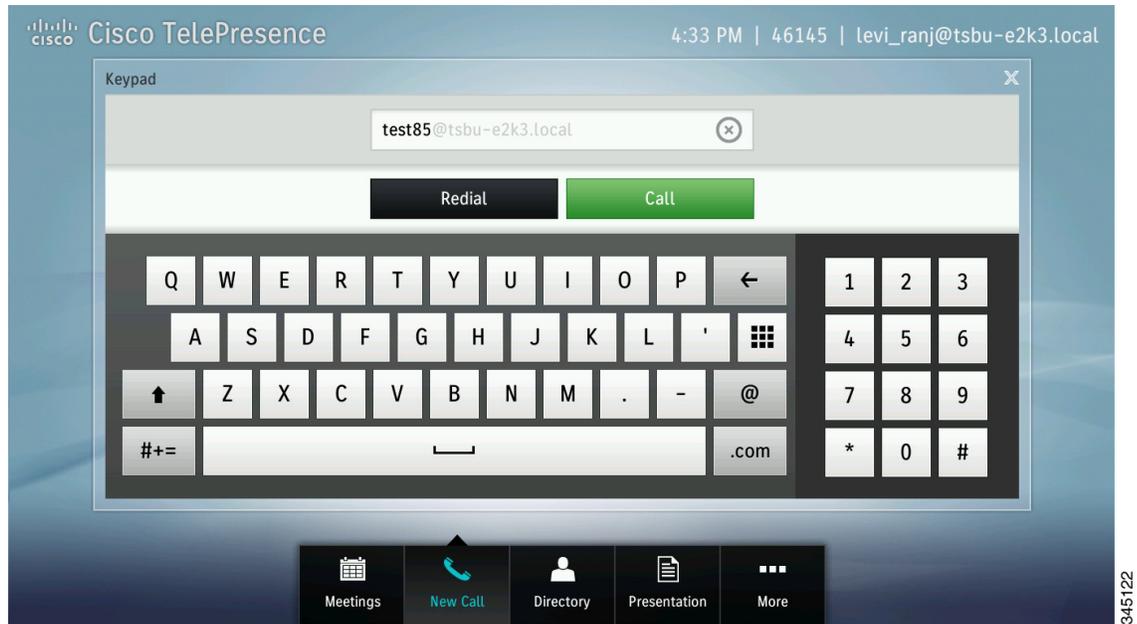
To enter special characters, tap the #+= button on the lower part of the screen.

Figure 2-7 Main Keyboard Screen



Step 3 After you enter a valid URI, tap **Call**.

Figure 2-8 Call Button



Using Directory Search



Tip

The Directory tab will only be present if a directory has been configured by your administrator.

To place a call using directory search:

Step 1 Tap the **Directory** button in the button bar.

The directory window displays.

Figure 2-9 Directory Button



- Step 2** Use one of the following methods to find the person or resource you are looking for:
- Use your finger to scroll through entries in the Directory, then tap a name to open the entry for that person or room.
 - Tap once into the search field to bring up the standard keyboard and type the names of people or resources.

Figure 2-10 Directory Search with the Standard Keyboard



Tip

To toggle between the standard keyboard and the special characters keyboard, tap the #+= button or the ABC button.

To close the keyboard at any time, tap the X at the top right of the keyboard.

Step 3 Highlight the name and tap the green **Call** button that displays on the right.

Figure 2-11 Call Button



Using Favorites



Tip

The Favorites tab is displayed only if Favorites have been configured in Cisco Unified Communications Manager. For more information, refer to the “[Managing the Speed-Dial Directory \(Favorites\)](#)” section of the *Cisco Unified Communications Manager Configuration Guide for the Cisco TelePresence System*.

To place a call using Favorites, complete the following steps:

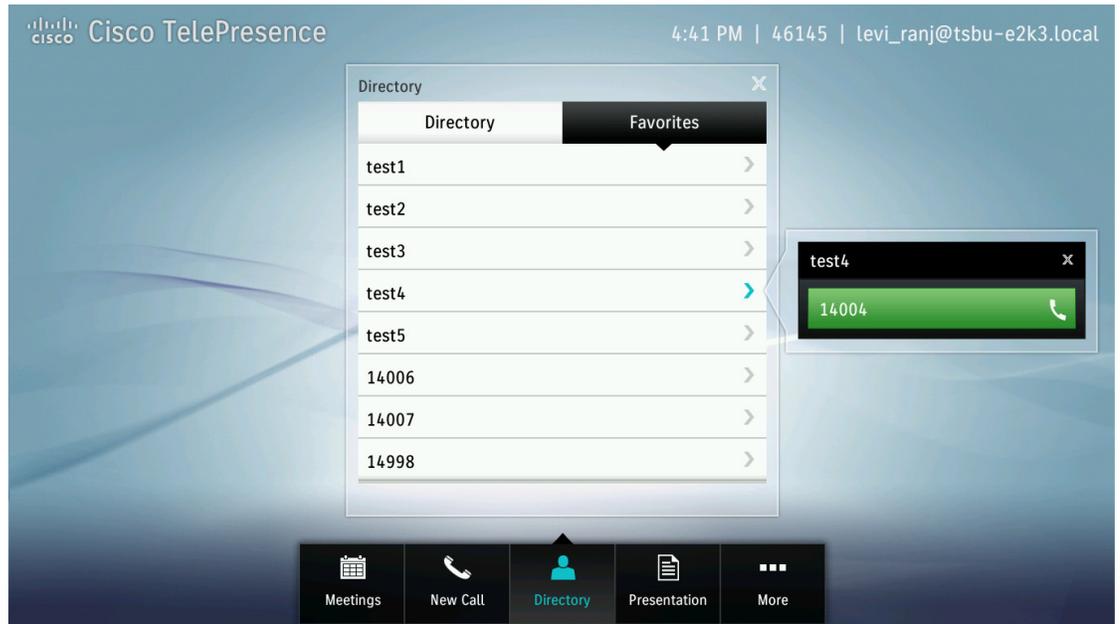
- Step 4** Tap the **Directory** button, then tap the **Favorites** tab.

Figure 2-12 Making a Call from Favorites



- Step 5** Use your finger to scroll through entries in Favorites, then tap a name to open the contact card for that person.
- Step 6** Tap the **Call** button in the contact card to call that person.

Figure 2-13 Contact Card



Adding Another Participant To an Existing Conference

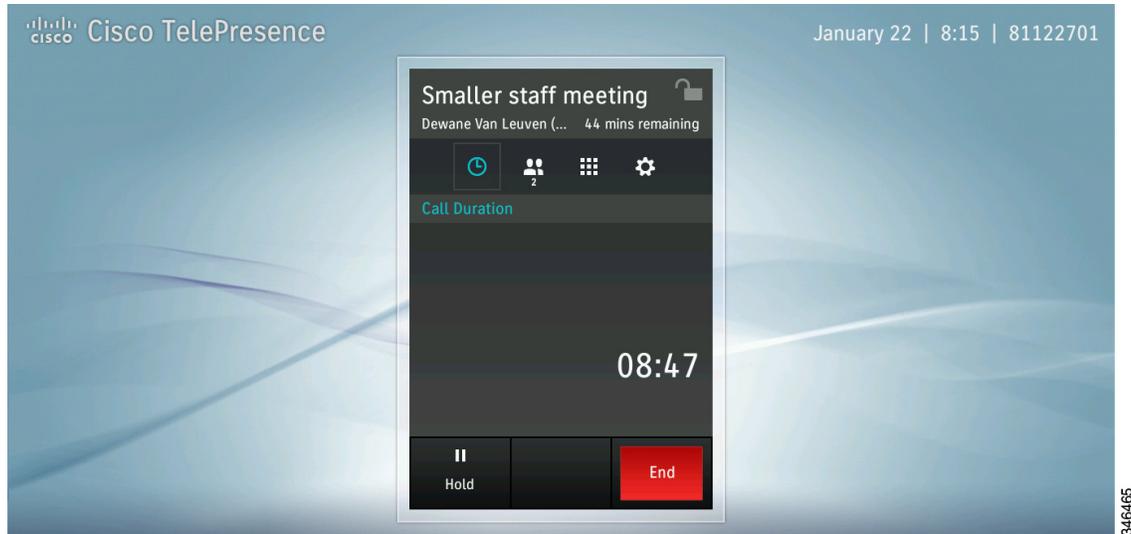
To add another participant to an existing Cisco TelePresence conference, perform the following actions:

You can merge either a video endpoint or an audio caller.

If your endpoint has not been configured for multipoint calls with a device such as the Cisco TelePresence Server (TS), you can add a maximum of one additional endpoint. Video endpoints are added as an audio-only endpoint.

Step 1 Tap the **Add** button.

Figure 2-14 Add Button



If your directory is enabled on your device, the directory appears.

Step 2 Add the new call by performing one of the following actions:

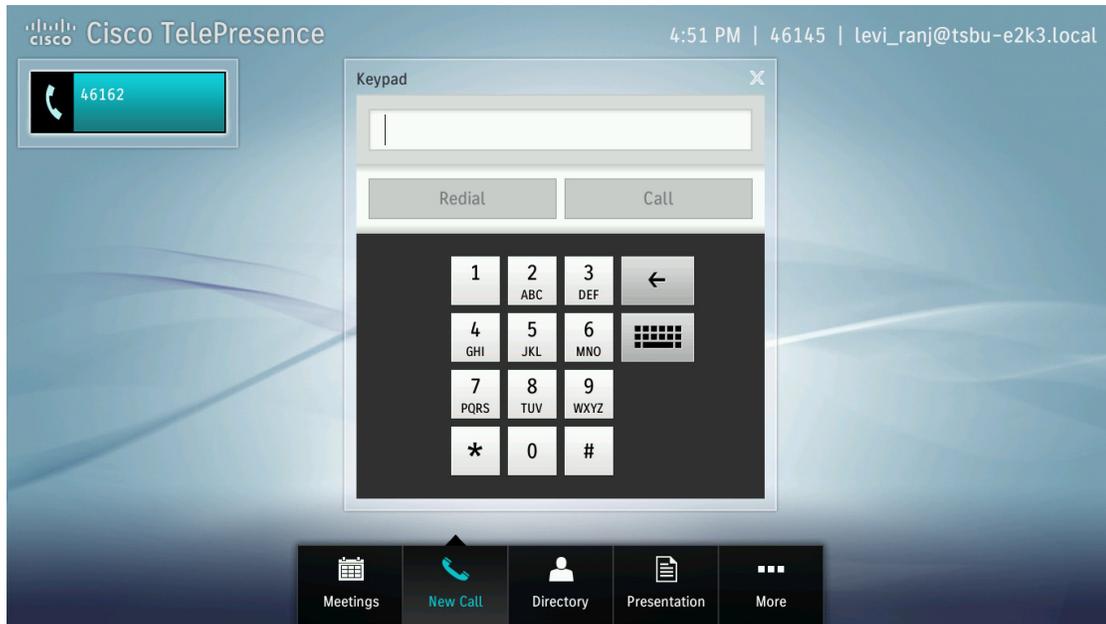
- To add an endpoint using the directory or favorites area, select a name in the directory or favorites list by tapping that name; then, tap the green telephone icon that appears to the right of the name to dial that number.

Figure 2-15 Adding an Endpoint Using the Directory



- To add an endpoint using the keypad, tap the **New Call** icon and dial the number, and tap **Call**.

Figure 2-16 Adding an Endpoint Using the Keypad



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- To add an endpoint using the keyboard, tap the **New Call** button, then tap the keyboard icon in the keypad area, enter the URI, and tap **Call**.

Figure 2-17 Adding an Endpoint Using the Keyboard



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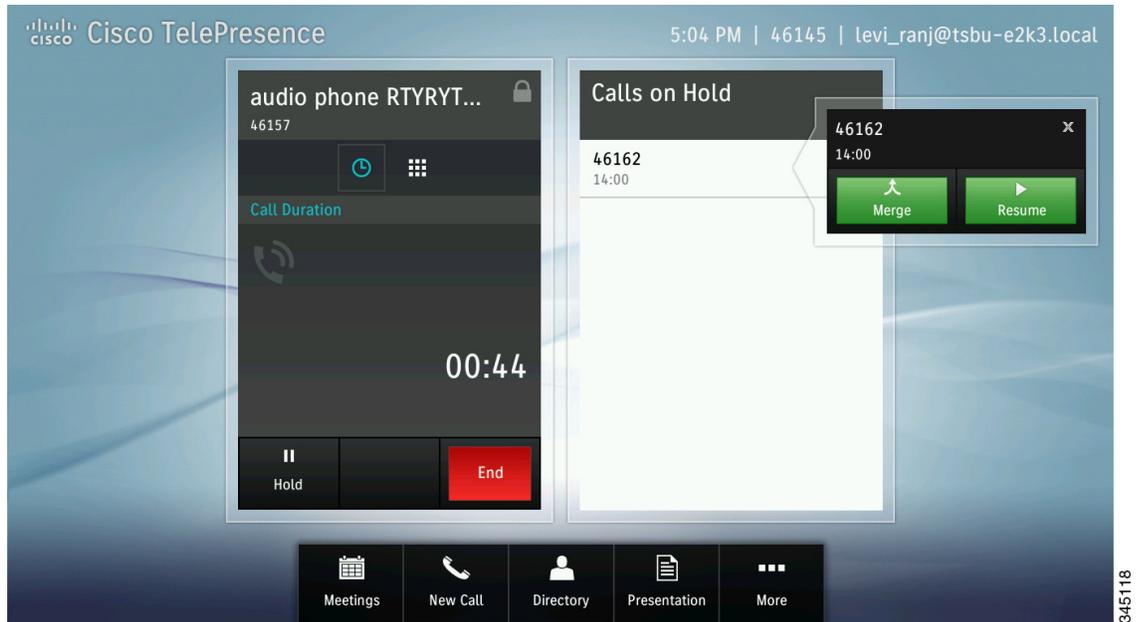
The current call is placed on hold and your system dials the new endpoint.

- Step 3** Merge the calls by tapping the **Merge** button.

**Tip**

To return to the original call without adding the new endpoint, tap **Resume**.

Figure 2-18 Merging the Calls



Placing a Call on Hold

To place yourself on hold then resume your call during a meeting, complete the following tasks:

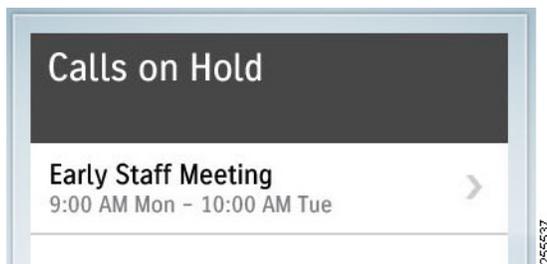
Step 1 Tap the **Hold** button, as shown in [Figure 2-19](#).

**Note**

To place a call on hold when you are annotating a presentation, tap **Minimize**, select the active call, then tap the **Hold** button.

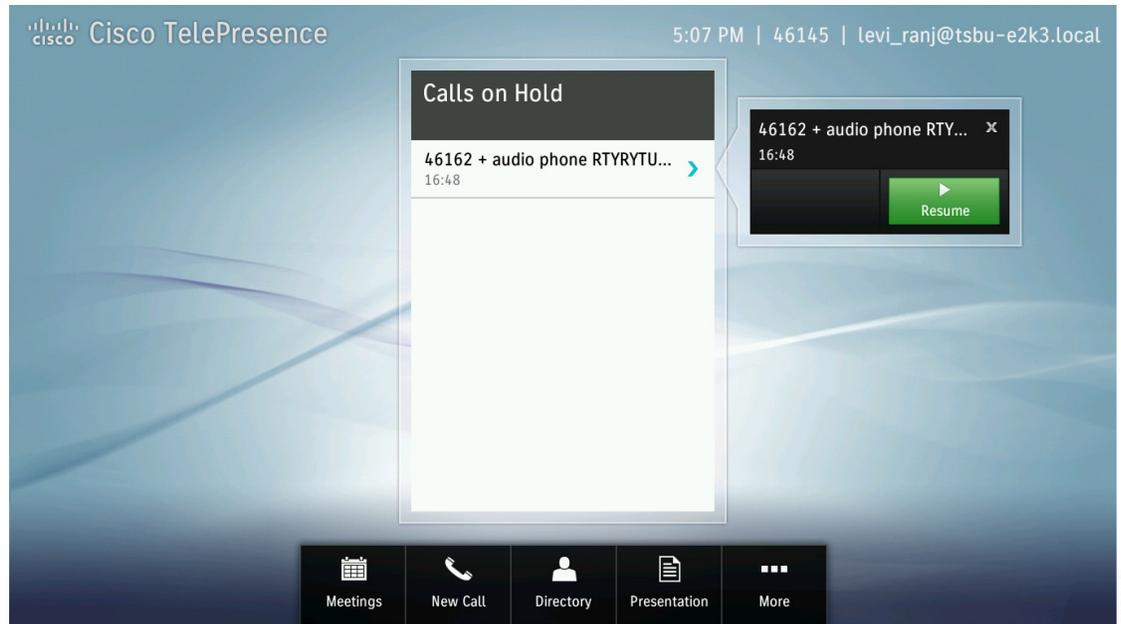
Figure 2-19 Placing Yourself on Hold

The Calls on Hold window appears, as shown in [Figure 2-20](#).

Figure 2-20 Calls on Hold

- Step 2** Tap the **Resume** button to be placed back into your meeting. [Figure 2-21](#) shows the hold/resume sequence.

Figure 2-21 Resuming a Call That is On Hold



Dropping a Call Participant

To drop an audio or video endpoint from a meeting, complete the following task:

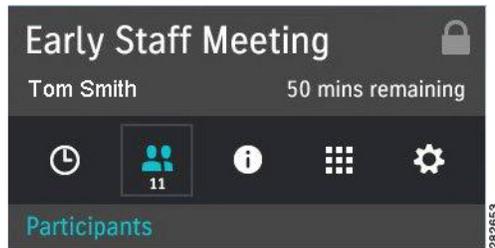


Note

You cannot drop participants that were added to a conference using a Cisco TelePresence Server, Cisco TelePresence Multipoint Switch (CTMS), or multipoint control unit (MCU). You can only remove video endpoints or audio participants that were manually added to a conference by you calling them, or they calling you.

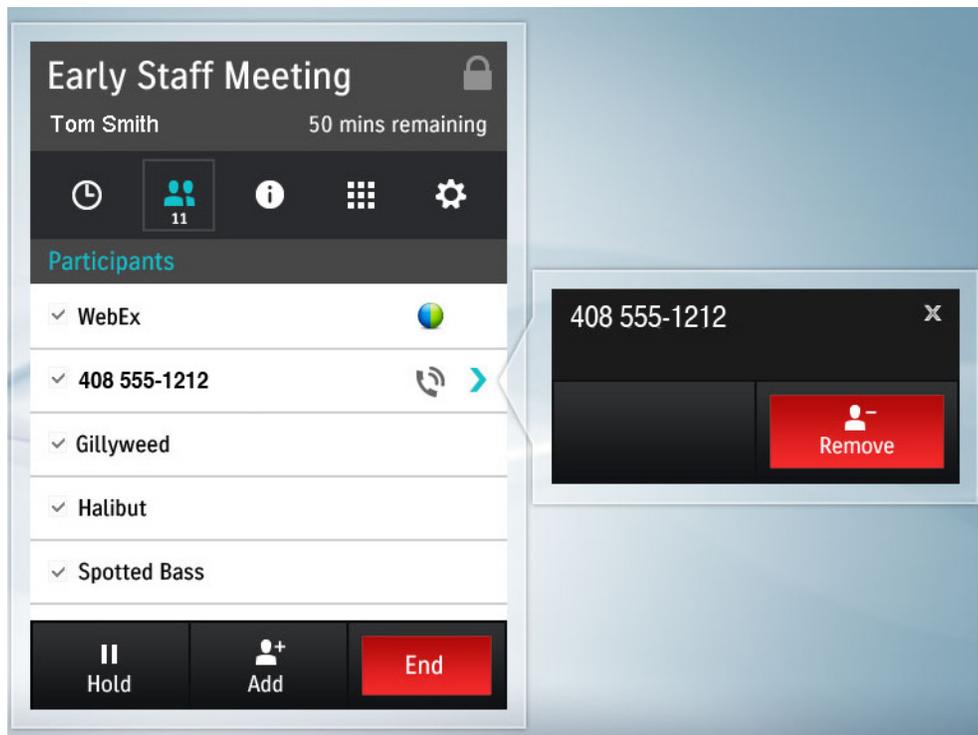
- Step 1** Tap the **Participants** button to bring up the Participants list.





- Step 2** Tap the audio participant or video participant entry to bring up the contact card for that participant, as shown in [Figure 2-22](#).
- Step 3** Tap the **Remove** button to drop the selected participant.

Figure 2-22 Removing a Participant



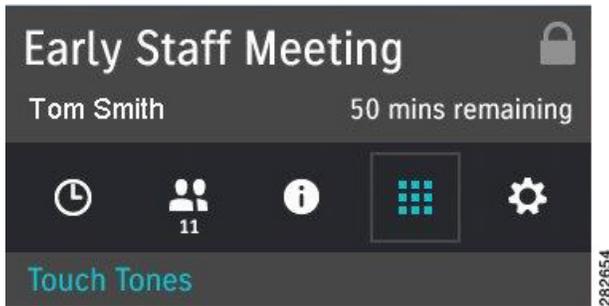
- Step 4** Navigate away from the Participants window by tapping the **Call Duration** button (clock icon) or any other button on the Touch device.

Sending Touch Tones

To send DTMF touch tones during a call, complete the following actions:

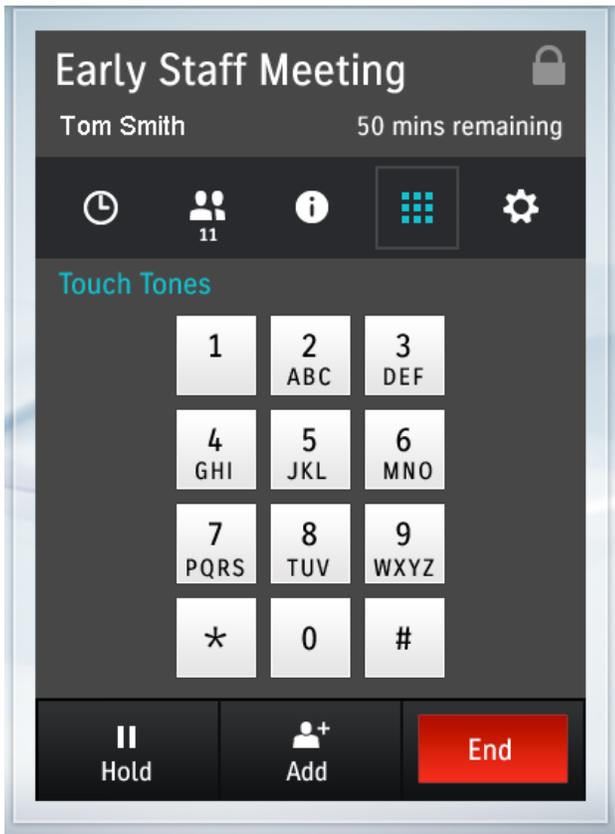
- Step 1** Tap the **Touch Tones** button (the keypad icon).

Figure 2-23 Touch Tones Button



- Step 2** Tap the keypad to send the tones.

Figure 2-24 Keypad



- Step 3** After you enter the tones, tap either the **Call Duration** button (clock icon), the **Call Participants** button (people icon), or any other button on the Touch device to navigate away from the Touch Tones window.

Meeting Control Button Quick Reference

Table 2-1 describes meeting control buttons that appear during an active meeting. Buttons appear blue when selected.

Table 2-1 Cisco TelePresence Touch 12 Meeting Control Buttons

Button	Function
<p>Call Duration</p> 	<p>The Call Duration window acts as your active meeting home page. The on-screen counter keeps a record of how long the Cisco TelePresence Touch 12 has been in the current meeting.</p>
<p>Participants</p> 	<p>Tap to see a list of participants for all scheduled meetings, multipoint calls, and non-scheduled point-to-point calls with audio add-in. Point-to-point calls without audio add-in do not see a participant list.</p> <p>Tip The list may take a moment to load.</p>
<p>Audio Indicator</p> 	<p>If the local endpoint is audio-only, the audio indicator (non-selectable) is also shown.</p> <p>See Meeting Information Screen.</p>
<p>Call-In Information</p> 	<p>Tap to view meeting information, including phone and meeting numbers, and the Cisco WebEx URL, if available for your meeting.</p> <p>See the Meeting Information Screen.</p>
<p>Touch Tones</p> 	<p>Tap to bring up the keypad to send Dual Tone Multi-Frequency (DTMF) tones.</p> <p>See Sending Touch Tones.</p>

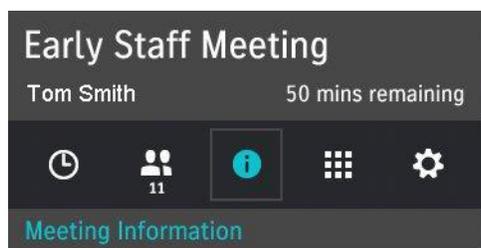
Table 2-1 Cisco TelePresence Touch 12 Meeting Control Buttons (continued)

Button	Function
Settings 	Meeting control options for multipoint meetings. Access options can include: <ul style="list-style-type: none"> • View Control • Meeting Access • Meeting Timing (extended meeting options) Tip If these options have not been configured on your system, the Settings button does not appear. See Managing Meeting Settings .
Meeting Security 	This icon indicates whether the meeting is secure or not secure. A corresponding icon is also shown on the main display.
Cisco WebEx 	This icon indicates that a meeting participant is using Cisco WebEx to join the meeting. Multiple Cisco WebEx participants are represented by a single participant entry in the Participant List.

Meeting Information Screen

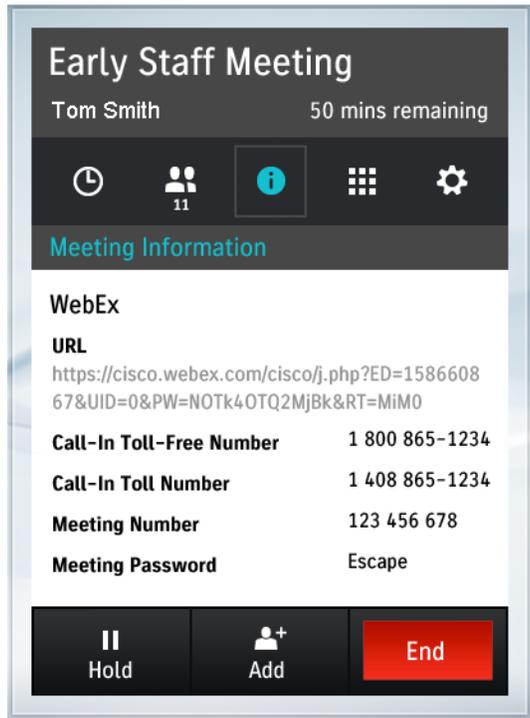
To view information about your scheduled meeting:

- Step 1** Tap the **Meeting Information** button.



Your meeting details appear, as shown in [Figure 2-25](#).

Figure 2-25 Meeting Information Window

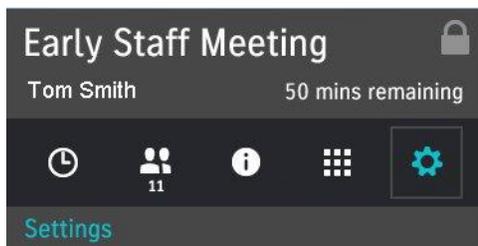


- Step 2** Navigate away from the Meeting Information window by tapping the **Call Duration** button to return to the default meeting screen, or tap another meeting button.

Managing Meeting Settings

To manage your meeting settings:

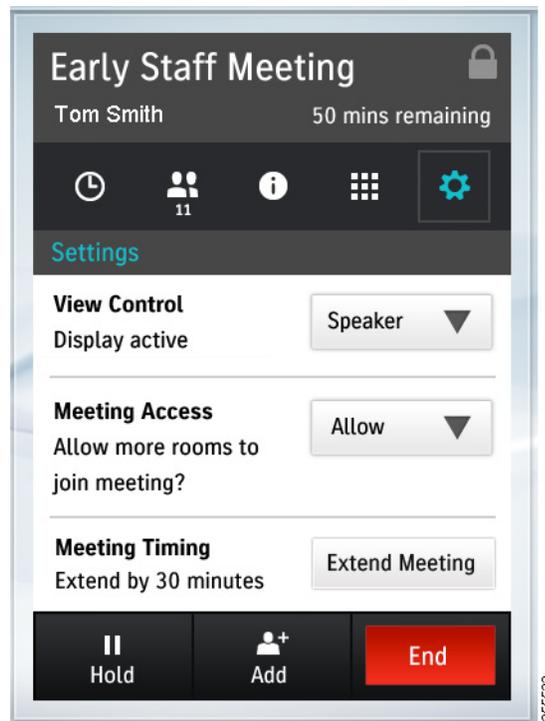
- Step 1** Tap the **Settings** button.



The Settings screen appears, shown in [Figure 2-26](#). This screen allows you to manage the following aspects of your meeting:

- [View Control](#), page 2-23
- [Meeting Access](#), page 2-23
- [Extend Your Meeting](#), page 2-24

Figure 2-26 Settings Screen for Meeting Control



- Step 2** Once you have finished making changes, navigate away from the Settings window by tapping the Call Duration button to return to the default meeting screen, or tap another meeting button.

View Control

View Control is displayed only on 3-screen systems in a multipoint call. The following options are available from the menu:

- **Speaker**—Switches in only the active speaker in a 3-screen room when someone begins talking.
- **Room**—Switches in all three segments of a 3-screen room when someone begins talking.

Your settings are automatically implemented and are saved for the duration of the current call; the system reverts to original settings when the meeting has ended.

Meeting Access

This option is displayed only for multipoint meetings and allows you to add more rooms to your meeting. The following options are available from the menu:

- **Allow**—Allows other endpoints to join the meeting.
- **Block**—Blocks other endpoints from joining the meeting.

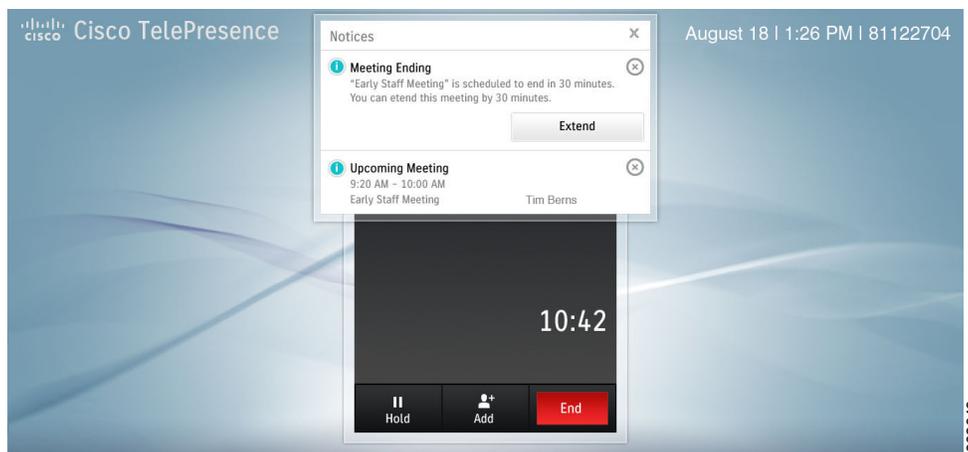
Your settings are automatically implemented and are saved for the duration of the current call; the system reverts to original settings when the meeting has ended.

Extend Your Meeting

You may have the option to extend your scheduled meeting. [Figure 2-27](#) shows the Meeting Ending notice at the end of a scheduled meeting. To request a meeting extension:

-
- Step 1** Tap **Extend** in the Notices dialog to open the Settings window ([Figure 2-28](#)).

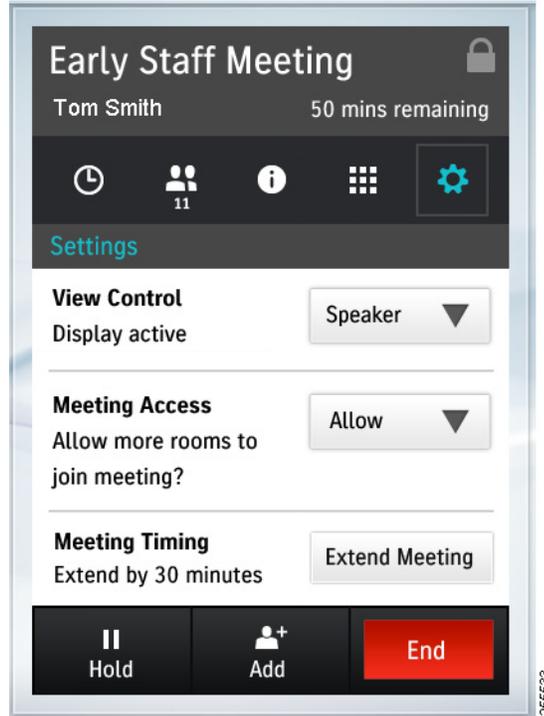
Figure 2-27 Meeting Extension Notice



- Step 2** Tap the **Extend Meeting** button in the Settings window.

A confirmation message appears on the Cisco TelePresence Touch 12: “Meeting has been extended.” Your settings are automatically implemented and are saved for the duration of the current call. Your meeting instance now indicates that your meeting has been extended, as shown in [Figure 2-28](#).

Figure 2-28 Meeting Extended by 30 Minutes

**Tip**

The amount of time that you are allowed to extend your meeting is set by your administrator.

If the system is already at the maximum number of allowable resources, your meeting request may not be accepted. The following message appears: “Meeting not extended. System is currently at maximum number of callers.”

Answering Calls

There are two ways to answer calls:

- [Answering Incoming Calls from the Touch Screen, page 2-25](#)
- [Answering or Ending Calls Using the Answer Button on the Console, page 2-26](#)

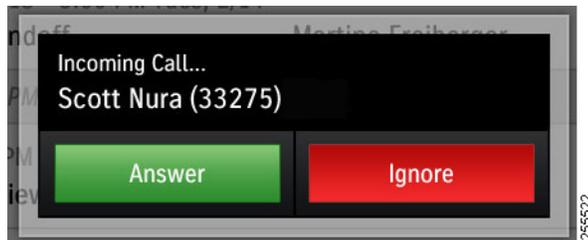
Answering Incoming Calls from the Touch Screen

To answer incoming calls using the touch screen:

- Step 1** If no calls are active, tap one of the following choices the Incoming Call window, as shown in [Figure 2-29](#).
- **Answer**—Answers the incoming call and closes the Incoming Call window.

- **Ignore**—Silences the ringer. If Auto Answer is configured on your system, pressing Ignore disables Auto Answer for the incoming call. The application that was open when the incoming call came in remains on-screen.

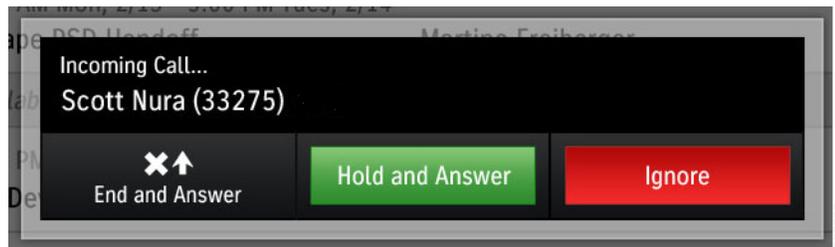
Figure 2-29 No Active Calls - Answer and Ignore Options



Step 2 If there are active calls or if calls are on remote hold, tap one of the following in the Incoming Call window, as shown in [Figure 2-30](#):

- **End and Answer**—Ends the current call, answers the incoming call, and closes the Incoming Call window.
- **Hold and Answer**—Places the current call on hold, answers the incoming call, and closes the Incoming Call window.

Figure 2-30 Active Calls - Answer and Ignore Options



Tip

You must choose an action to dismiss the Incoming Call window.

See [Answering or Ending Calls Using the Answer Button on the Console](#).

Answering or Ending Calls Using the Answer Button on the Console

Press the Answer button on the Cisco TelePresence Touch 12 console to answer a call when the Incoming Call dialog is displayed on the Cisco TelePresence Touch 12 screen ([Figure 2-31](#)). The button will be backlit in green when selected. If you are already in a call, press this button to end the call. See [Answering Incoming Calls from the Touch Screen](#).

Figure 2-31 Cisco TelePresence Touch 12 Console—Answer Button



Muting the System During a Conference

Mute your system during a conference by pressing the **Mute** button (Figure 2-32). The button is backlit in red when selected, and a corresponding mute icon appears on the CTS main display to indicate that you are muted.

To unmute yourself, press the **Mute** button again.

If your system has meeting room microphones, you can mute your conference by briefly pressing the **Mute** button on any of the meeting room microphones.

Figure 2-32 Cisco TelePresence Touch 12 Console—Mute Button



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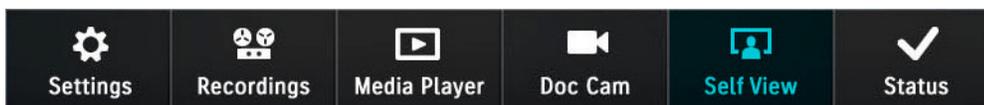
Muting a Single Microphone During a Conference

To mute a single microphone in systems that use multiple microphones, press and hold the **Mute** button for three seconds until the green LED light turns off. To unmute the locally muted microphone, press the **Mute** button once until the green LED lights.

Using Self View

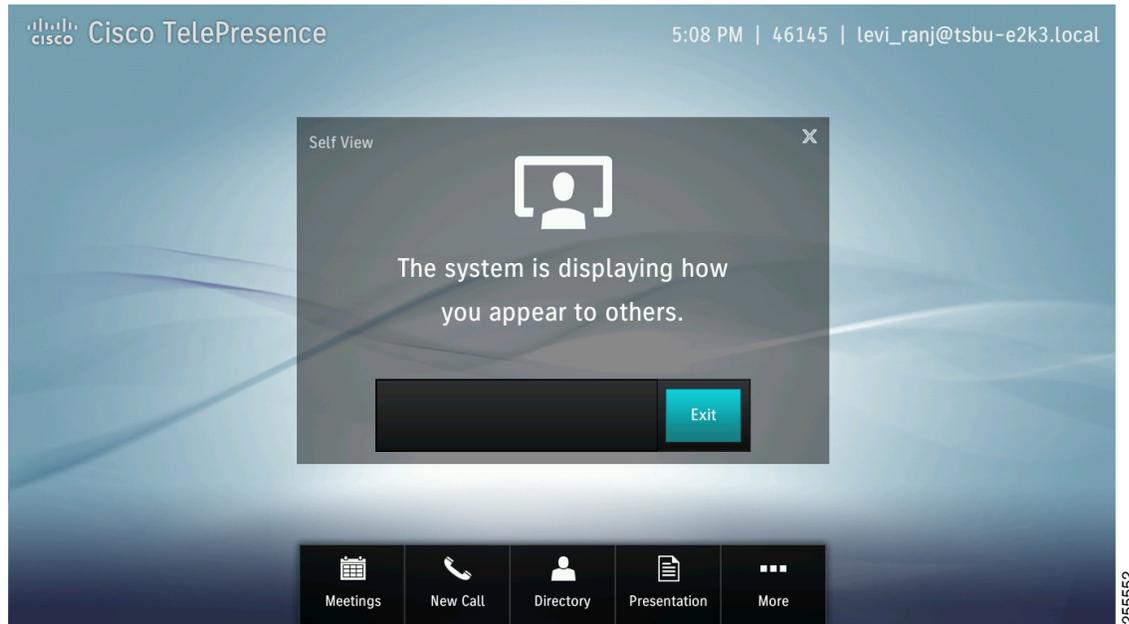
To see yourself before your meeting:

-
- Step 1** Tap the **More** Button. The secondary button bar appears.
 - Step 2** Tap **Self View** in the secondary button bar.



The secondary button bar is dismissed and the Self View screen appears on the Cisco TelePresence Touch 12, as shown in [Figure 2-33](#). Your mirror image appears on your CTS screen. If you have more than one camera on your system, you can choose which camera to use to see yourself.

Figure 2-33 Self View Screen



Step 3 Tap **Exit** to close the window and exit Self View mode.

Checking Your Calendar

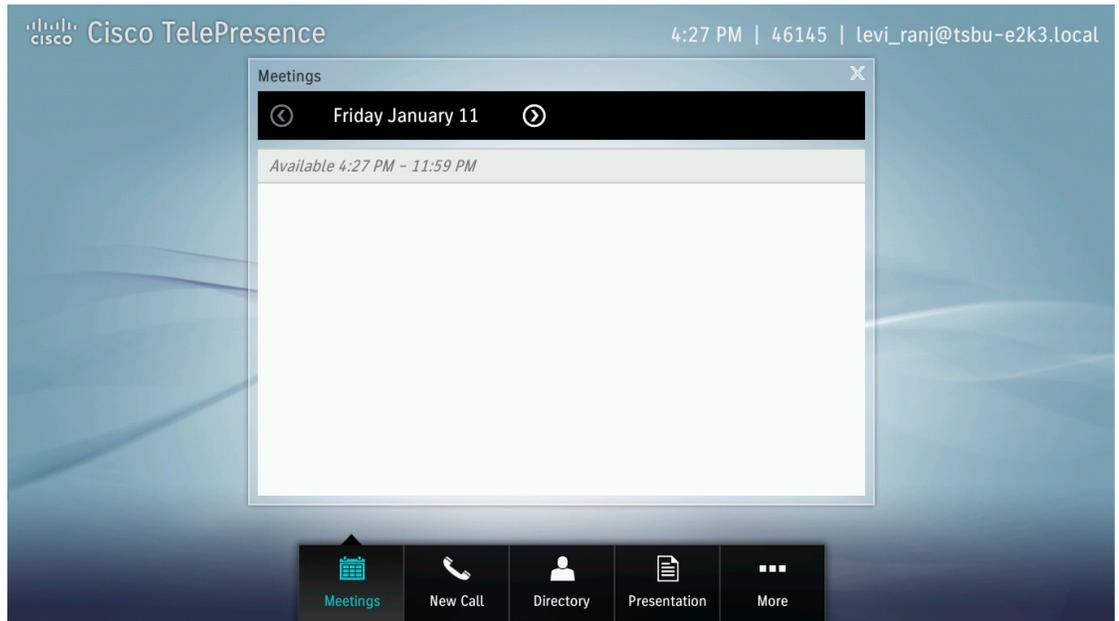
To check your meetings calendar, complete the following steps:



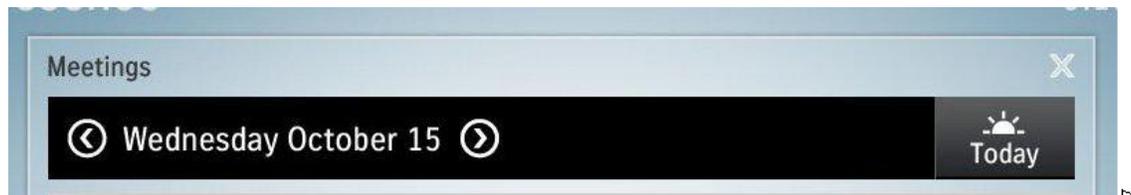
Note

This feature is available only if your system administrator has configured meetings for your system.

Step 1 Tap the **Meetings** button in the primary button bar. The Meetings window appears, as shown in [Figure 2-34](#).

Figure 2-34 Cisco TelePresence Touch Scheduled Meetings Window

Step 2 Tap the icons at the top of the Meetings window to navigate, as shown in [Figure 2-35](#).

Figure 2-35 Meeting Screen Navigation

To go forward to see future meetings one day at a time, tap the **Forward** icon.



To go back one day at a time, tap the **Back** icon.



To return immediately to the current day, tap the **Today** icon.



Sharing Presentations

This section provides you with the information you need to share a presentation in a Cisco TelePresence conference and includes the following sections:

- [Supported Presentation Resolutions, page 2-31](#)
- [Sharing a Presentation in a Cisco TelePresence Call or Meeting, page 2-32](#)
- [Using PiP Control, page 2-34](#)
- [Understanding Layout Control \(Moving Presentation Content Onto the Main Display Screen—Cisco TelePresence TX1310 65, TX9000, and TX9200 Systems Only\), page 2-35](#)
- [Using the Layout Control Feature, page 2-36](#)

Supported Presentation Resolutions

If you are using the VGA cable to share presentations, make sure to set your laptop screen resolution to 1024x768. Any presentation works at a resolution of 1024 x 768 using a presentation cable with the VGA connector.

Some systems support a high-definition (HD) resolution using a digital cable. This cable end can be an HDMI, DisplayPort, or Mini-DisplayPort connector.

The following Cisco TelePresence endpoints running TX release 6 or later software support HD presentations:

- Cisco TelePresence System 500 32
- Cisco TelePresence System TX 1300 47
- Cisco TelePresence System TX 1310 65
- Cisco TelePresence System TX 9000
- Cisco TelePresence System TX 9200

[Table 2-2](#) provides a summary of the supported presentation video resolutions sent by a Cisco TelePresence endpoint running TX 6 or later to any receiving endpoint or device. If required, set your presentation display to one of these resolutions for presentation sharing to work.

Table 2-2 **Supported Presentation Resolutions**

Display Resolution	Connector Required
1920x1080 (1080p)	Digital Cable or Document Camera only
1680x1050 (WSXGA+)	VGA cable only
1440x900 (WXGA+)	VGA, Digital Cable, or Document Camera
1280x800 (WXGA)	VGA, Digital Cable, or Document Camera
1280x720 (720p)	VGA, Digital Cable, or Document Camera
1024x768 (XGA)	VGA, Digital Cable, or Document Camera

Table 2-2 Supported Presentation Resolutions

Display Resolution	Connector Required
800x600 (SVGA)	VGA, Digital Cable, or Document Camera
640x480 (VGA)	VGA, Digital Cable, or Document Camera

Sharing a Presentation in a Cisco TelePresence Call or Meeting

To share a presentation when in a Cisco TelePresence call, complete the following steps:

Step 1 After you connect to a call or conference, plug the presentation cable into your presenting device (for example, your laptop).

If you plug in the presentation and share it on the presentation display before you begin a call, your presentation disappears from the screen when you either place or receive a call.

Special Note For Cisco TelePresence System 500-32 Systems with an External Presentation Display

A presentation that you view before you begin a call remains active on your presentation display after your call begins. However, the contents of that presentation are not shared with other conference participants.

If you have this system and configuration, make one of the following choices when you receive the presentation privacy alert (see [Figure 2-37](#)):

- Tap **No One** to have the presentation disappear from the external presentation screen.
- Tap **Just Me** to have the presentation remain on the external presentation display. It is not shared with the other endpoints. This is the default behavior.
- Tap **Everyone** to share the presentation with all other endpoints.

Step 2 If you have any problems viewing the presentation, make a note of the supported resolutions in [Table 2-2](#) and adjust the display resolution of your presenting device; otherwise, continue to [Step 3](#).

Step 3 Tap the **Presentation** button in the primary button bar on the lower part of the screen.

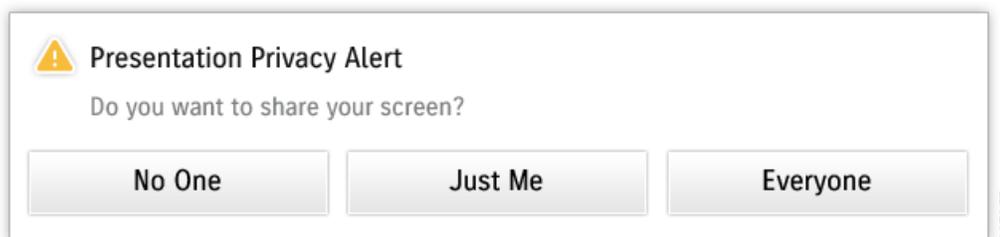
Figure 2-36 Presentation Button and Sharing Choices



If you are prompted to share the presentation (see Figure 2-37), make one of the following choices:

- Tap **No One** to disallow the presentation from being shared on the presentation display.
- Tap **Just Me** to share the presentation locally on your presentation display only.
- Tap **Everyone** to share the presentation with all meeting participants.

Figure 2-37 Presentation Privacy Area



- Step 4** To stop presenting, tap **Unshare**. To share the presentation again, tap **Share**. To view the presentation on your Cisco TelePresence device without sharing it with others in the conference, tap **Private View**. See Figure 2-36 for example of these choices.

Using PiP Control

Presentation-in-Picture (PiP) refers to the location and size of the presentation in relation to the conference participants in a Cisco TelePresence conference. You can move PiP to the left, right, or center or maximize the presentation.

To use PiP, complete the following steps.

- Step 1** Tap **PiP**, then tap any of the positional buttons that display to position the presentation to the center, right or left corners, or to maximize the presentation on your screen.

Figure 2-38 Presentation Screen - PiP Controls



Figure 2-39 shows an example of PiP on the lower right side of the main display screen.

Figure 2-39 PiP Lower Right



Understanding Layout Control (Moving Presentation Content Onto the Main Display Screen—Cisco TelePresence TX1310 65, TX9000, and TX9200 Systems Only)

Starting with TX version 6.1 software, you can move the presentation from the presentation display to the main conference display. After you move the presentation, you can split the main display and show both the presentation and the conference participants.

This feature also changes how presentations are displayed when the system is not in a call (known as a locally-shared presentation)

This feature is known as Layout Control and works with the following systems:

- Cisco TelePresence System TX9000 and TX9200
- Cisco TelePresence System TX1310 65 with an external (auxiliary) presentation display



Note TX 1310 65 systems without an external presentation display do not use this feature.

Default Presentation Behavior For Locally-Shared Presentations

Table 2-3 describes where presentations are displayed when not in a TelePresence call.



Note

The presentation is shown as full-screen on the main display; however, there might be black bars on the left and right of the display, depending on the aspect ratio of the presentation being shared.

Table 2-3 *Default Behavior for Locally-Shared Presentations*

System	Default Behavior When Content is Locally Shared
TX9000 and TX9200	Presentation is shown on the center display only (not the presentation display)
TX9000 and TX9200 with additional external display(s)	Presentation is shown on the center display, and external display(s)
TX1310 65 systems with additional external display	Presentation is shown on both the main display and the external display

Default Presentation Behavior When the System is In a Call

Table 2-4 describes how the presentation is displayed when you share a presentation on a Cisco TelePresence system during a conference.

Table 2-4 *Content-on-Main Behavior for Presentations During a Conference*

System	Default Appearance	Appearance After You Move Content to the Main Screen (Layout Control)
TX9000 and TX9200	Presentation is shown on the presentation display only	Presentation is shown on the center display only
TX9000 and TX9200 with additional external display(s)	Presentation is shown on the presentation display and external displays	Presentation is shown on the center display and external displays
TX1310 65 systems with additional external display	Presentation is shown on the presentation display only	Presentation is shown on both the main display and the external display

Using the Layout Control Feature

To move content onto your main display, complete the following steps.

-
- Step 1** Share your presentation by plugging the VGA, DisplayPort, or Mini-DisplayPort cable into your presenting device (for example, a laptop computer).
 - Step 2** If the Touch device prompts you to share your presentation, tap **Everyone** or **Share** to share your presentation with the conference participants.

Step 3 Tap the **Move Display** button to move the presentation onto the main display.



Note The screenshot for [Figure 2-40](#) was taken from a TX9000. The button for the TX1310 looks slightly different, but the behavior is the same.

Figure 2-40 Move Display Button



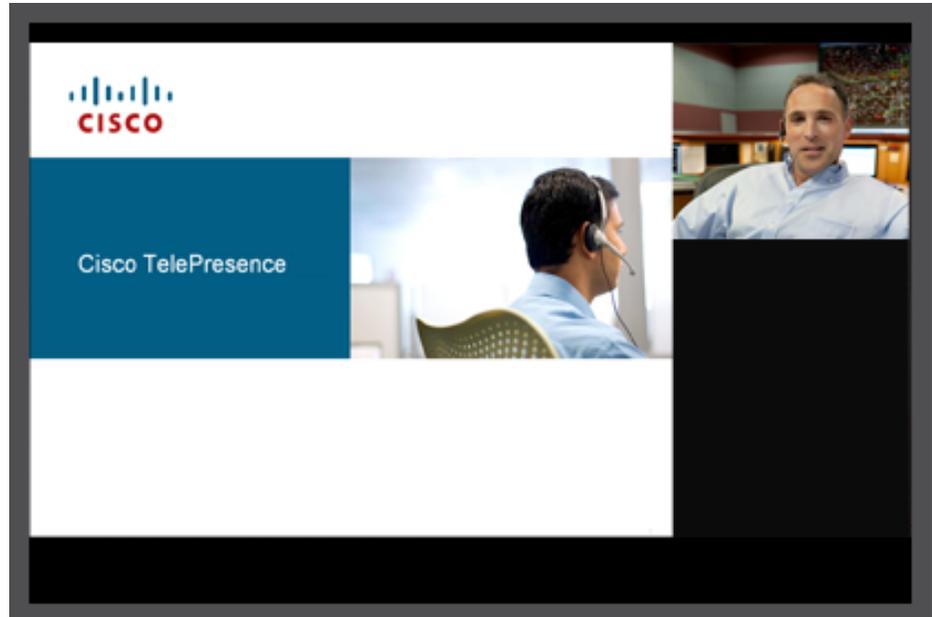
Step 4 (Optional) To split the screen between the presentation and the conference, tap the **Split Screen** button.

Figure 2-41 Split Screen Button



Figure 2-42 provides you with an example of a conference with a split screen. The presentation is on the left.

Figure 2-42 Split Screen Example



- Step 5** (Optional) if, after splitting the screen, you want to return the presentation to full screen mode, tap **Full Screen**.
- Step 6** Return the presentation image to the presentation display by tapping the **Move Display** button

Annotating Presentations

Systems running TX software allow you to take a snapshot of the presentation that is being shared, and to make annotations to that snapshot.

This section contains the rules, restrictions, and steps you perform to annotate presentations and includes the following topics:

- [Systems that Support the Annotation Feature, page 2-39](#)
- [Information About Annotation, page 2-40](#)
- [Annotating Presentations, page 2-41](#)

Systems that Support the Annotation Feature

All Cisco TelePresence systems running a minimum of Cisco TelePresence system software release TX 6 supports the annotation feature, including the following Cisco TelePresence systems:

- Cisco TelePresence System 500 32
- Cisco TelePresence System TX 1300 47

- Cisco TelePresence System TX 1310 65
- Cisco TelePresence System TX 9000
- Cisco TelePresence System TX 9200

Any system in a TelePresence conference that can view presentations can view the annotated presentation, however systems running Cisco TelePresence system software release 1.10 and below cannot annotate presentations.

Information About Annotation

When annotating presentations, the following rules and restrictions apply.

Software Requirements

- To annotate presentations, your system must be running a minimum software release TX 6.

General Rules for Annotating Presentations

- The annotation is a static snapshot of the presentation. Any changes made to the presentation after you take the snapshot are not shown in the annotation.
- You can annotate a presentation either in a conference or outside of a conference. You can host a meeting in a conference room with a Cisco TelePresence system and annotate a presentation for the meeting participants in that room.
- If you disconnect a presentation source and do not reconnect to a new presentation source, annotations are not lost and you can still annotate the shared presentation.
- If you disconnect a presentation source and then if you or another conference participant connects to a new presentation source, the annotated presentation is lost and the system shares the new presentation.
- You cannot save your annotated presentation after the call completes.
- Annotation ends when the last system drops off the call, even if that system was not annotating.
- The **Share**, **Unshare**, and **Private View** choices are not available while you are annotating a presentation. However, you can still use the **PiP** choice to move, maximize, or minimize the presentation on your system.

Rules for Multiple Users Annotating a Conference

- All conference participants can annotate a presentation as long as their systems meet the minimum requirements in the [“Systems that Support the Annotation Feature” section on page 2-39](#).
- Only one conference participant at a time can annotate a presentation.
- All conference participants can view the annotations you make to a presentation.
- If another user in a conference connects to a new presentation source, the annotation session for the previous presentation source ends, and all annotations to the previous presentation are lost.
- When you tap **Clear** or **Done**, only changes that you made are cleared. Changes made by other conference participants are not cleared.
- If you are annotating another user’s presentation, when you click **Done**, the user that is presenting is prompted to share their presentation again.

Annotating Presentations

To take a snapshot of the presentation and annotate them, complete the following steps:



Note

This procedure assumes that you are presenting. You can also annotate a presentation that another conference participant is presenting; in this case, skip to [Step 3](#).

Step 1

Connect your presenting device (for example, your laptop) to the presentation cable on your Cisco TelePresence endpoint.

You can annotate a presentation either while you are in or out of a conference.

Step 2

If prompted to share the presentation, tap **Everyone** to share the presentation with the conference participants.

Step 3

To begin annotation, tap **Presentation**, then tap **Annotate**.



Note

If you are annotating a presentation remotely, wait until the presentation appears on your screen before pressing **Annotate**.

The presentation appears on your Touch device using the same resolution and aspect ratio as it did on the presentation screen.

You can annotate a presentation that you are sharing, or a presentation that somebody else is sharing.

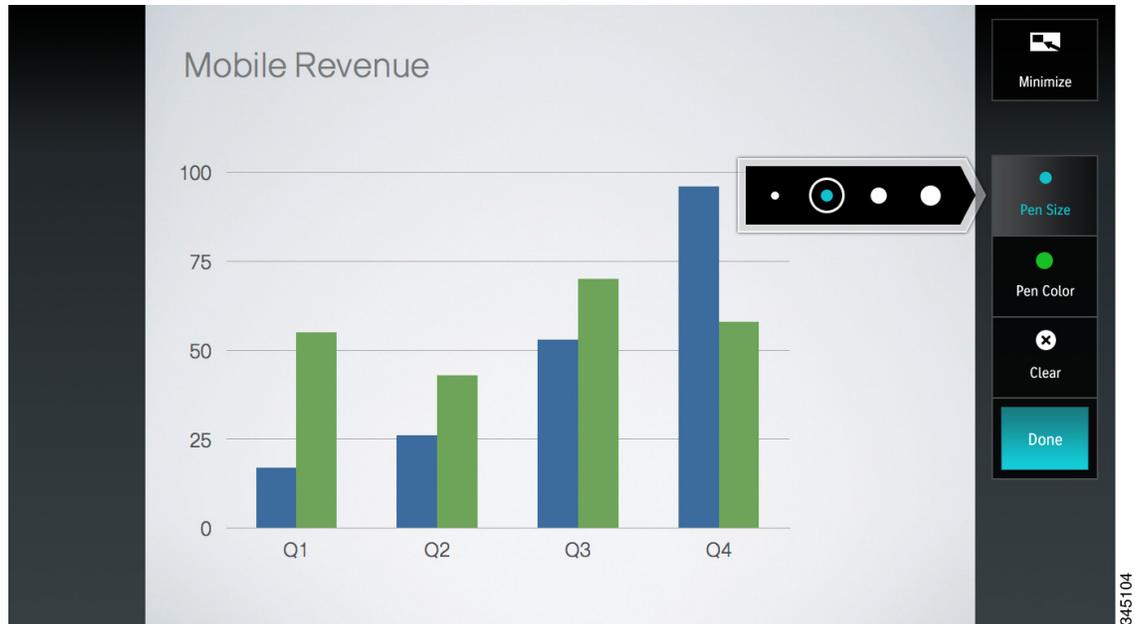
Figure 2-43 Annotate Button



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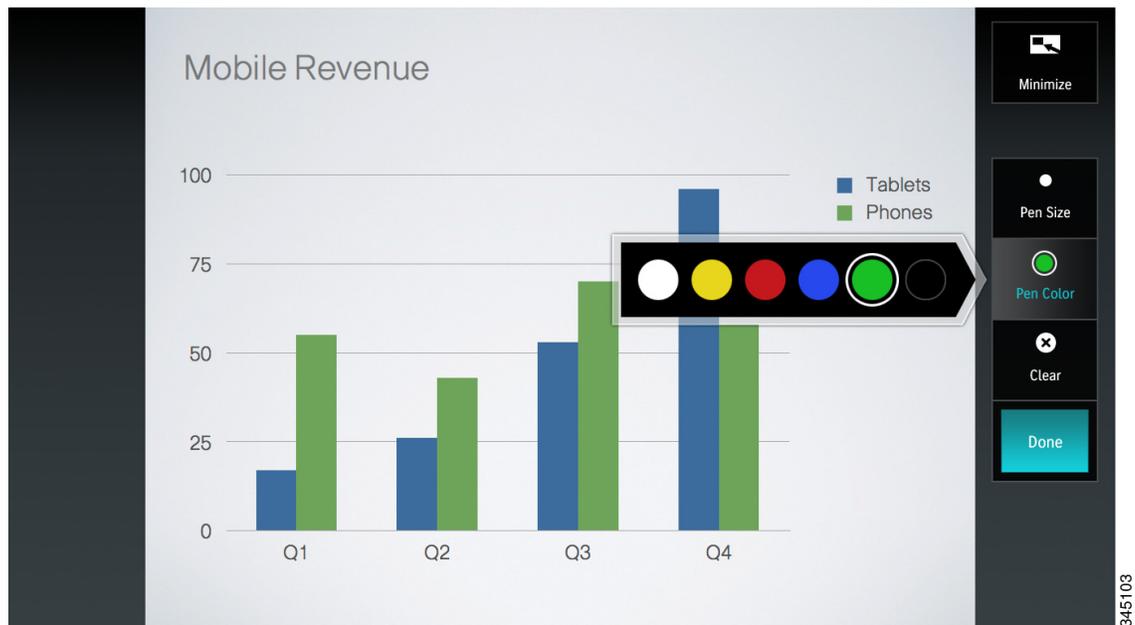
- Step 4** (Optional) To change the pen size, tap **Pen Size**, then tap the selection that appears to select a thinner or thicker line.

Figure 2-44 Changing the Pen Size



- Step 5** (Optional) To change the pen color, tap **Pen Color**, then tap the color to use for the annotation.

Figure 2-45 Changing the Pen Color



- Step 6** Touch and drag your fingertip across the screen to annotate the presentation.
Lines appear on the screen where you annotate it.



Note Be sure to drag your fingertip on the part of the screen that is showing the active presentation.

Figure 2-46 Annotating the Screen



- Step 7** To clear any annotations you made and start over, tap **Clear**.
Only the changes you made to the presentations are removed when you tap **Clear**. Changes made by other conference participants are not removed.
- Step 8** When you are finished annotating, tap **Done**.
The system erases any annotations you made clears the presentation from the Touch device.
If you are sharing the presentation, you are prompted to share the current presentation without annotations. If you choose to re-share your presentation, the presentation displays without your annotations.
- Step 9** (Optional) to minimize the screen on your Touch device, tap the **Minimize** button on the top right of the screen.
See [Figure 2-46](#) for an example of this screen.

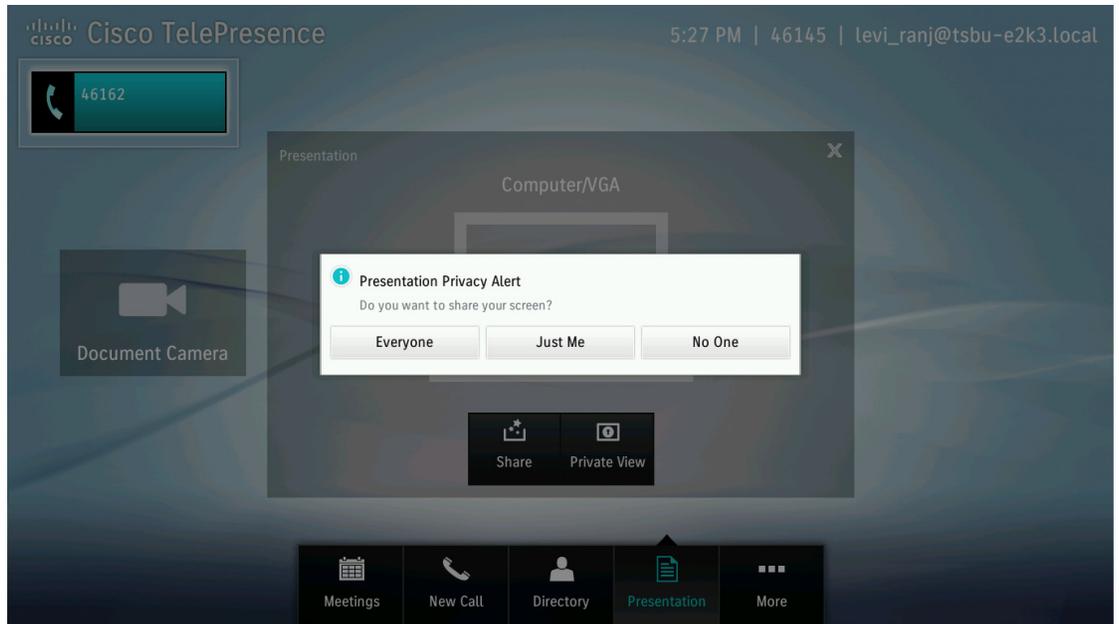
- Step 10** (Optional) To return to the annotation screen on your Touch device after you used the PiP controls or **Minimize** button, complete the following steps:
- a. Tap the **Annotation** button.

Figure 2-47 Returning to the Annotation Screen



- b. If you are prompted (for example, if you minimized the screen), tap **Everyone** to resume sharing your annotated presentation.

Figure 2-48 Resume Sharing of your Annotated Presentation



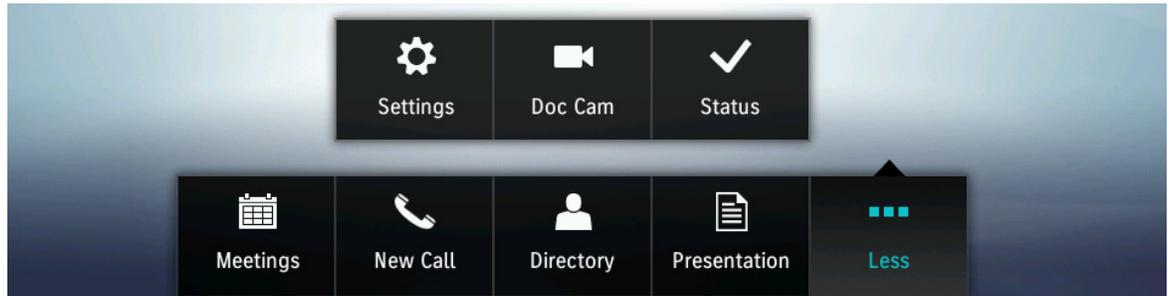
Sharing Using the Document Camera

If your system includes a document camera, you have a choice to share either the connected presentation, or the document camera. To share the document camera complete the following steps:

- Step 1** Begin sharing a presentation by connecting a presentation to the Cisco TelePresence system using the sharing cable.

- Step 2** To share the video that is being sent by the document camera, perform one of the following actions:
- Tap **Document Camera**.
 - Tap the **More** button in the primary button bar, then tap the **Doc Cam** button in the secondary button bar.

Figure 2-49 Doc Cam Button

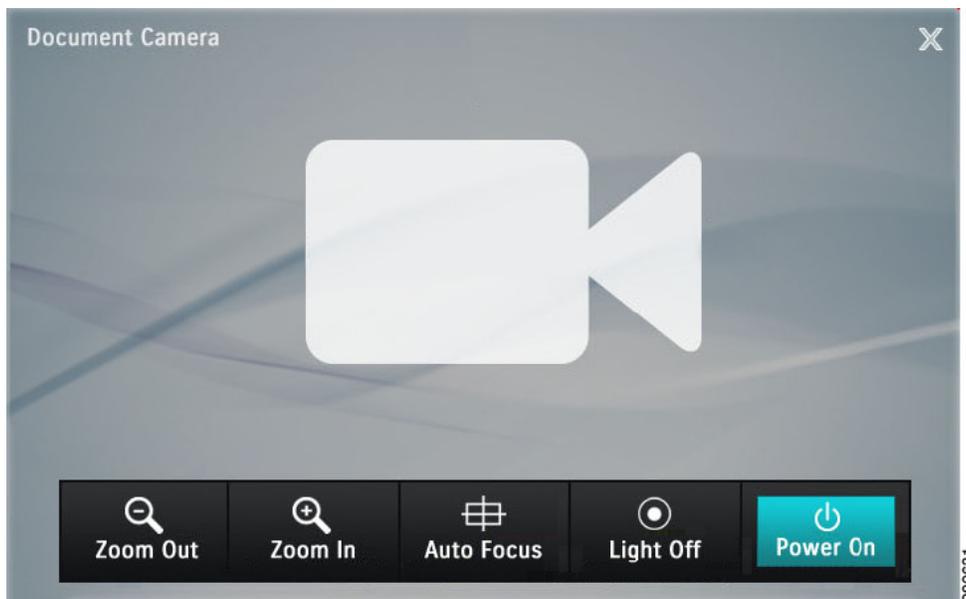


Tip

If your system does not have a Document Camera configured, no **Doc Cam** button will be present on the button bar.

The Document Camera control screen displays as shown in [Figure 2-50](#).

Figure 2-50 Document Camera Control



- Step 3** Tap the **Power On** button.

Sharing begins automatically. If there is no active meeting, the image displays locally.

- Step 4** When the document camera is powered on, you can control Zoom, Auto Focus, and Lights (if present) using the buttons on the Touch device. If the document camera is not turned on, the Zoom, Auto Focus, and Light (if present) buttons are not available.

**Tip**

The Auto Focus task cannot be stopped manually.

Step 5 To annotate the doc cam, tap the **Annotate** button.

Figure 2-51 Annotate Button



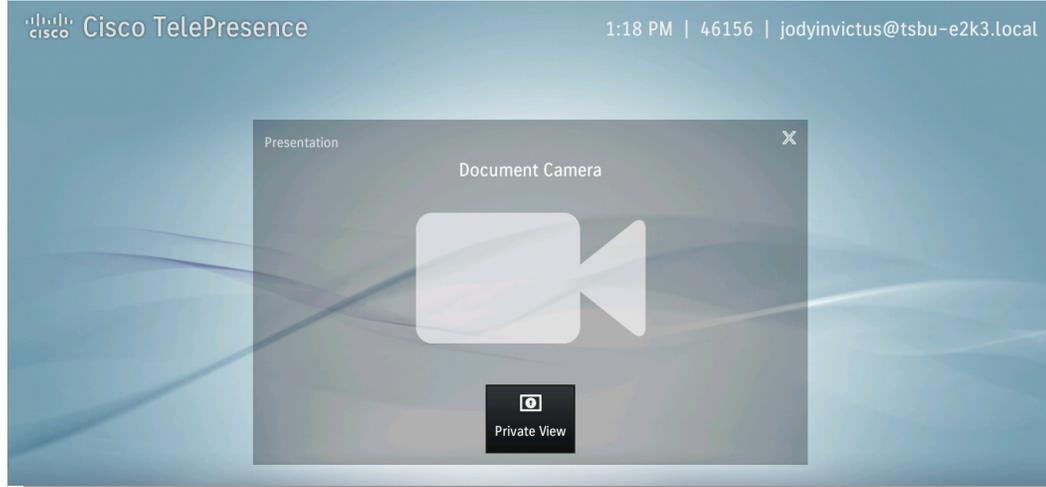
Step 6 Power off the document camera by tapping the **Power Off** button.

**Note**

Do not power off the camera by using the power button on the camera. The system does not recognize the state change from On to Off when you power off the document camera using this method.

Step 7 To change the document camera to private view, tap the **Zoom In** or **Zoom Out** buttons, tap the **Hide** button, then tap **Private View**.

Figure 2-52 Private View Button



Opening Other Applications During a Call

To open another application while you are in a call, tap the desired button in the button bar. Your current meeting is minimized to the top left side of the screen and the specified application screen appears. See [Figure 2-51](#), for an example. To return to your meeting in progress, tap the **Active Call** button, tap the minimized meeting window, or press the Home button on the Touch device.

See the following examples:

- [Checking Your Calendar While in a Call, page 2-48](#)
- [Checking Your Settings and Call Status While in a Call, page 2-48](#)
- [Returning to the Meeting Window, page 2-48](#)
- [Returning to the Meeting Window, page 2-48](#)

Checking Your Calendar While in a Call

To check your meetings calendar, tap the **Meetings** button.

Checking Your Settings and Call Status While in a Call

See the “[Checking System Status](#)” section on page 3-1 of Chapter 3, “[Cisco TelePresence System Status and Troubleshooting Tips](#).”

Returning to the Meeting Window

You can quickly return to your active meeting by pressing the Home on the Touch device, as shown in [Figure 2-31](#). If you are not in an active call, the Home button returns you to your configured default “home” screen.

Figure 2-53 Cisco TelePresence Touch 12 Console—Home Button



Controlling Volume and Other Call Settings

How to control settings for:

- [Controlling Meeting Volume Using the Volume Button on the Console, page 2-49](#)
- [Selecting Between Speaker and Headset Audio and Controlling Meeting Volume, page 2-52](#)
- [Media Volume, page 2-53](#)
- [Changing Screen Brightness, page 2-54](#)

Controlling Meeting Volume Using the Volume Button on the Console

You can also control call volume using the button on the Cisco TelePresence Touch 12 console, as shown in [Figure 2-54](#). The Volume button controls ringer, speaker, and DMP/Presentation volume; corresponding changes are made to the volume settings in More > Settings when you use the Volume button on the console.

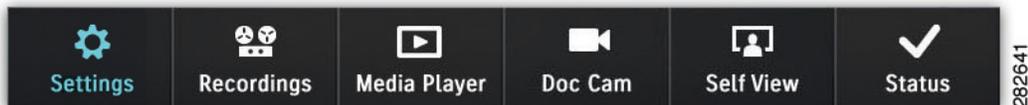
Figure 2-54 Cisco TelePresence Touch 12 Console—Volume Toggle Button



Controlling Call and Meeting Volume Using the Touch pad

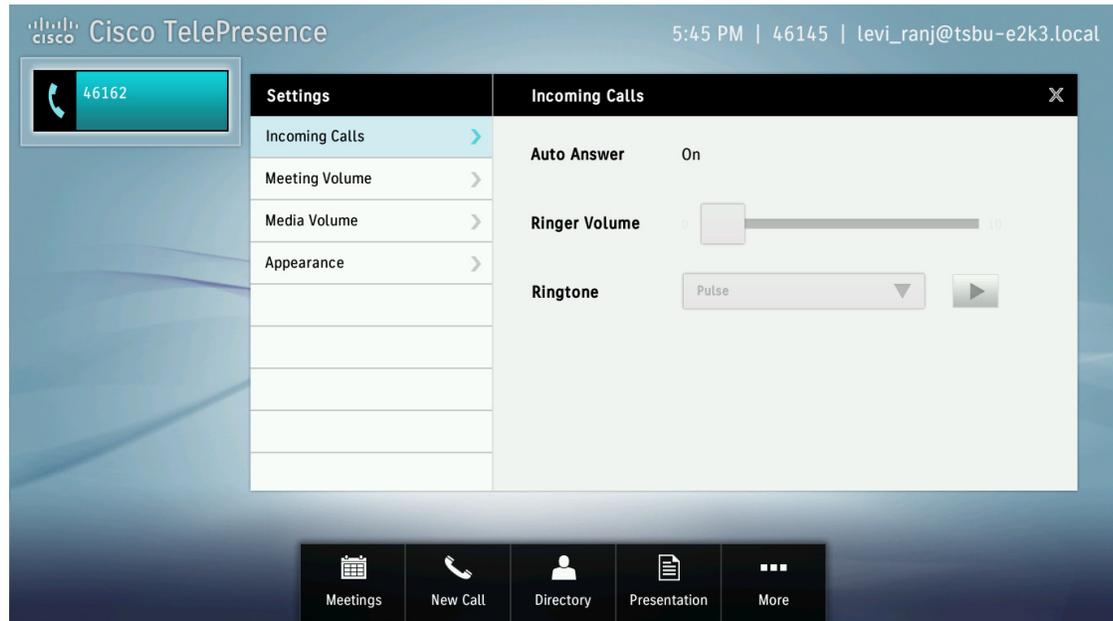
To control incoming call volume and ringtone settings using the touch pad:

-
- Step 1** Tap the **More** button. The secondary button bar appears.
 - Step 2** Tap **Settings** in the secondary button bar. The Settings window displays.



- Step 3** Tap **Incoming Calls**.
- Step 4** If your system is configured to allow you to change **Auto Answer** settings, tap and drag the selector to **On** or **Off**, as shown in [Figure 2-55](#). Otherwise Auto Answer is set to Off by default.

Figure 2-55 Setting Auto Answer and Ringtone Settings



- Step 5** If your system is configured to allow you to change the ringtone, tap the down arrow to open the menu bar (Figure 2-55) and tap to select from available ringtones. Otherwise the Cisco Standard ringtone is the default.
- Step 6** Tap **Play** to hear a sample of the selected ringtone. A sample ringtone is heard when you release the selector and the ringer volume indicator appears, as shown in Figure 2-56.

Figure 2-56 Ringer Volume Indicator

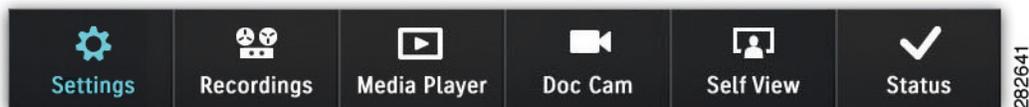


- Step 7** When you are finished changing your settings, tap the X in the upper right corner of the Incoming Calls window to dismiss the window or tap [Selecting Between Speaker and Headset Audio and Controlling Meeting Volume](#) or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Selecting Between Speaker and Headset Audio and Controlling Meeting Volume

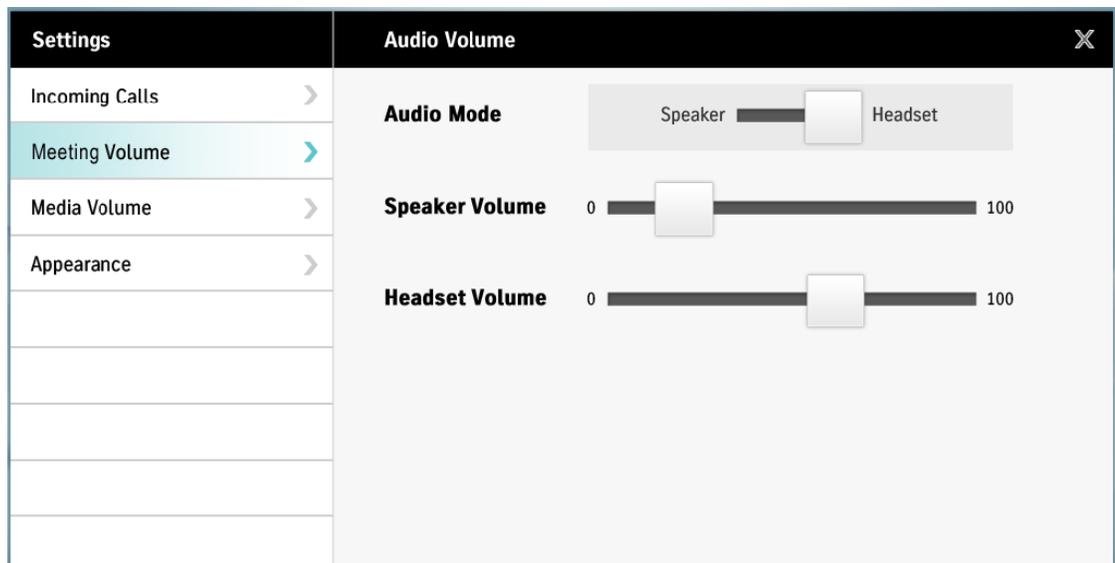
To select audio to be played through a speaker or headset and to control meeting, speaker, and headset volume, complete the following steps:

- Step 1** Tap the **More** button. The secondary button bar appears.
- Step 2** Tap **Settings** in the secondary button bar.



- Step 3** Tap **Meeting Volume**. The Meeting Volume window appears, as shown in [Figure 2-57](#).

Figure 2-57 Setting Audio Mode and Volume



- Step 4** Select **Audio Mode**. Tap and drag the slider to choose between **Speaker** and **Headset** if you have a headset plugged into your CTS endpoint.



Tip If your system is not configured for a headset option, no Headset adjustment controls are visible.

- Step 5** Adjust **Speaker Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the speaker volume indicator is displayed, as shown in [Figure 2-58](#).

Figure 2-58 Speaker Volume Indicator

- Step 6** Adjust **Headset Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the headset volume indicator is displayed, as shown in [Figure 2-59](#).

Figure 2-59 Headset Volume Indicator

- Step 7** When you are finished changing your settings, tap the X in the upper right corner of the Meeting Volume window to dismiss the window or tap [Media Volume](#) or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Media Volume

To control speaker and headset volume for the Media Player (DMP) and presentation audio:

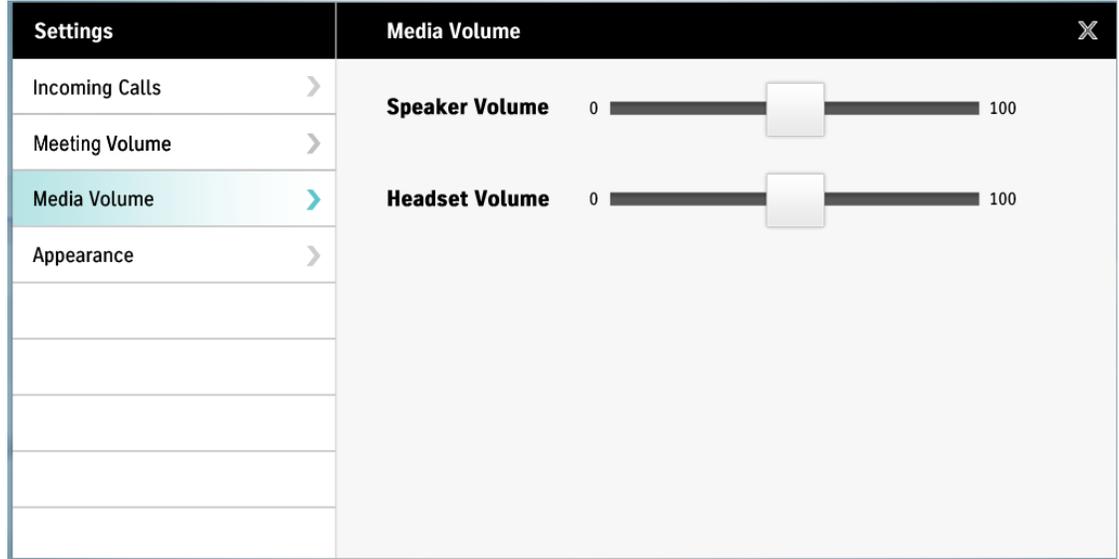
- Step 1** Tap the **More** button. The secondary button bar appears.
- Step 2** Tap **Settings** in the secondary button bar.



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- Step 3** Tap **Media Volume**. The Media Volume window appears, as shown in [Figure 2-57](#).

Figure 2-60 Setting Media Volume

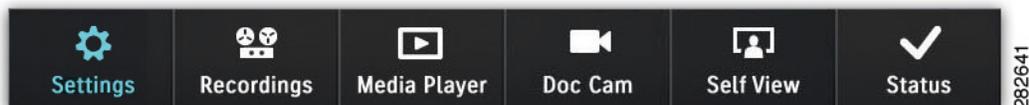


- Step 4** Adjust **Speaker Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the volume indicator is displayed, as shown in [Figure 2-56](#).
- Step 5** Adjust **Headset Volume** by tapping and dragging the slider to the desired position. No sample audio tone is played but the volume indicator is displayed.
- Step 6** When you are finished changing your settings, tap the X in the upper right corner of the Media Volume window to dismiss the window or tap [Changing Screen Brightness](#) or another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Changing Screen Brightness

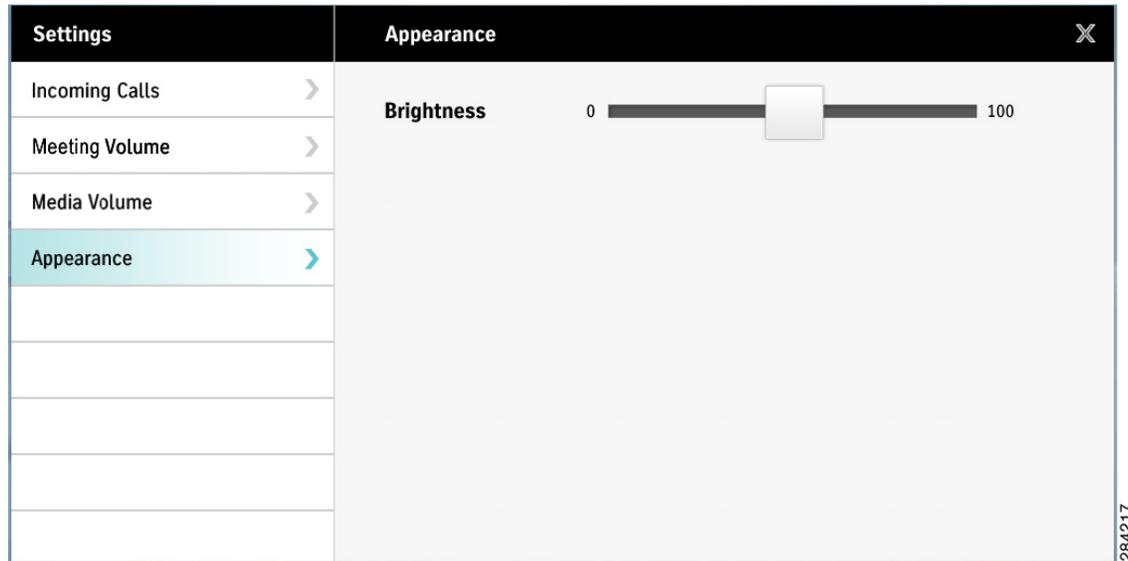
To control the screen brightness of your Cisco TelePresence Touch 12:

- Step 1** Tap the **More** button. The secondary button bar appears.
- Step 2** Tap **Settings** in the secondary button bar.



- Step 3** Tap **Appearance**. The Appearance window is displayed, as shown in [Figure 2-57](#).

Figure 2-61 Setting Screen Appearance



Step 4 Adjust **Brightness** by tapping and dragging the slider to the desired position.

Step 5 When you are finished changing your settings, tap the X in the upper right corner of the Appearance window to dismiss the window or tap another selection from the menu at left to continue adjusting your Cisco TelePresence Touch 12 settings.

Using the Digital Media Player

Control what the DMP plays using the media player web-based interface. For example, you can switch between playing a DVD or streaming video such as ESPN. For more information, see the [Digital Media Players End User Guides](#) home page on Cisco.com.



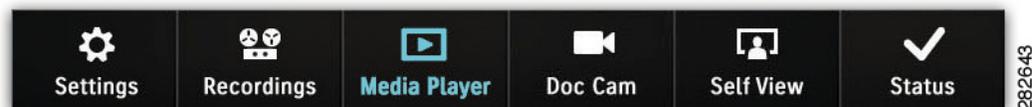
Tip

If your system does not have a DMP configured, no Media Player button will be present on the secondary button bar.

To turn on the DMP from the Cisco TelePresence Touch 12:

Step 1 Tap the **More** button.

Step 2 Tap the **Media Player** button in the secondary button bar to launch the application.



Step 3 Tap the **Power On** button to turn on the DMP, as shown in [Figure 2-62](#).

Figure 2-62 Power On the DMP

- Step 4** Adjust DMP volume using the Volume toggle button on the Cisco TelePresence Touch 12 console, as shown in [Figure 2-32](#).

Figure 2-63 Cisco TelePresence Touch 12 Console—Volume Toggle Button

No sample sound is heard but the DMP / Presentation volume indicator is displayed, as shown in [Figure 2-64](#).

Figure 2-64 *DMP / Presentation Volume Indicator*



