



CHAPTER 1

Cisco TelePresence Touch 12 Navigation Basics

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Contents

Use the information in the following sections to help you become familiar with the Cisco TelePresence Touch 12:

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- [Buttons on the Cisco TelePresence Touch 12 Console, page 1-9](#)

Primary and Secondary Button Bar

The primary and secondary button bars are the main navigation tools for Cisco TelePresence Touch 12, as shown in [Figure 1-1](#). Buttons appear blue when selected. [Table 1-1](#) describes button functions.

Primary Button Bar

The primary button bar is the default; choose from the following options:

- [New Call](#)
- [Meetings](#)
- [Directory](#)
- [Presentation](#)
- [More](#)

Secondary Button Bar

Tap the **More** button to bring up the next set of buttons in the secondary button bar:

- [Settings](#)
- [Recordings](#)
- [Media Player](#)
- [Doc Cam](#)

- [Self View](#)
- [Status](#)

Figure 1-1 Cisco TelePresence Touch 12 Primary and Secondary Button Bars



Table 1-1 Cisco TelePresence Touch 12 Primary and Secondary Buttons

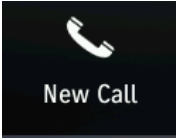

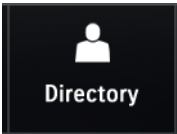
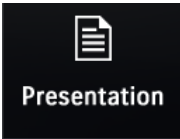
Button	Function
New Call 	<p>Opens the keypad or the keyboard to place a call.</p> <p>See Using the Keypad and Dialing a URI String Using the Keyboard.</p>
Meetings 	<p>Tap to see a list of scheduled meetings.</p> <p>See Checking Your Calendar.</p>
Directory 	<p>Tap to bring up the Directory or Favorites menus to make a call.</p> <p>Tip The Directory and Favorites tabs are only present if directory or favorites lists have been configured by your administrator. The Keypad tab is always present.</p> <p>To dismiss the Call window, tap the X in the upper right corner.</p> <p>See Placing a Call.</p>
Presentation 	<p>Tap to control your meeting presentations including video sharing, PiP placement on screen, and video input sources.</p> <p>Tip PiP control is only available while you are in a call and when a presentation device is being shared.</p> <p>To dismiss the Presentation window, tap the X in the upper right corner.</p> <p>See Sharing Presentations.</p>

Table 1-1 Cisco TelePresence Touch 12 Primary and Secondary Buttons (continued)


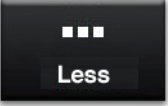
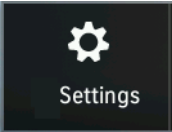

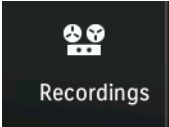
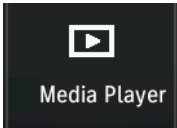
Button	Function
<p>More</p>  	<p>Tap More to bring up the secondary button bar. To dismiss the secondary button bar, tap Less.</p> <p>Tip Tap anywhere outside the button bar to dismiss the secondary button bar. The primary button bar is always present.</p>
<p>Settings</p> 	<p>Tap to manage your system settings:</p> <ul style="list-style-type: none"> • Incoming Calls—Control Auto Answer and choose your ring tone style. You can only change ring tones if your system is configured to do so. • Meeting Volume—Control meeting, speaker, and headset volume and select audio mode between the speakers or the headset (if available). <p>Tip You can also control call volume using the button on the Cisco TelePresence Touch 12 console.</p>  <ul style="list-style-type: none"> • Media Volume—Control speaker and headset volume for the Media Player (DMP) and presentation audio. • Appearance—Control screen brightness. <p>See Controlling Volume and Other Call Settings.</p>
<p>Recordings</p> 	<p>Tap to access video recording options.</p> <p>Tip The Recordings button only appears if recording capability has been configured on your system.</p> <p>See Managing Recordings.</p>
<p>Media Player</p> 	<p>Tap to control the Digital Media Player (DMP) or similar media device.</p> <p>Tip The Media Player button only appears if a media player is attached and configured on your system.</p> <p>See Using the Digital Media Player.</p>

Table 1-1 *Cisco TelePresence Touch 12 Primary and Secondary Buttons (continued)*

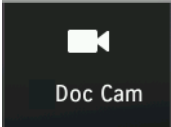
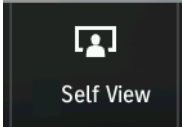
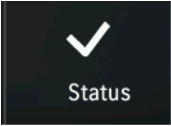
Button	Function
Doc Cam 	<p>Tap to access Document Camera controls.</p> <p>Tip The Doc Cam button only appears if a document camera is attached and configured on your system.</p> <p>See Sharing Using the Document Camera.</p>
Self View 	<p>Allows you to see yourself as you are viewed by other participants.</p> <p>See Using Self View.</p>
Status 	<p>Provides you with system status (Call status, system status, peripheral status) and allows you to report a problem.</p> <p>See Checking System Status,</p>

Table 1-1 *Cisco TelePresence Touch 12 Primary and Secondary Buttons (continued)*






Button	Function
Self View 	Tap to see yourself before a meeting starts. Tip The Self View button only appears when you are not in an active call. See Using Self View .

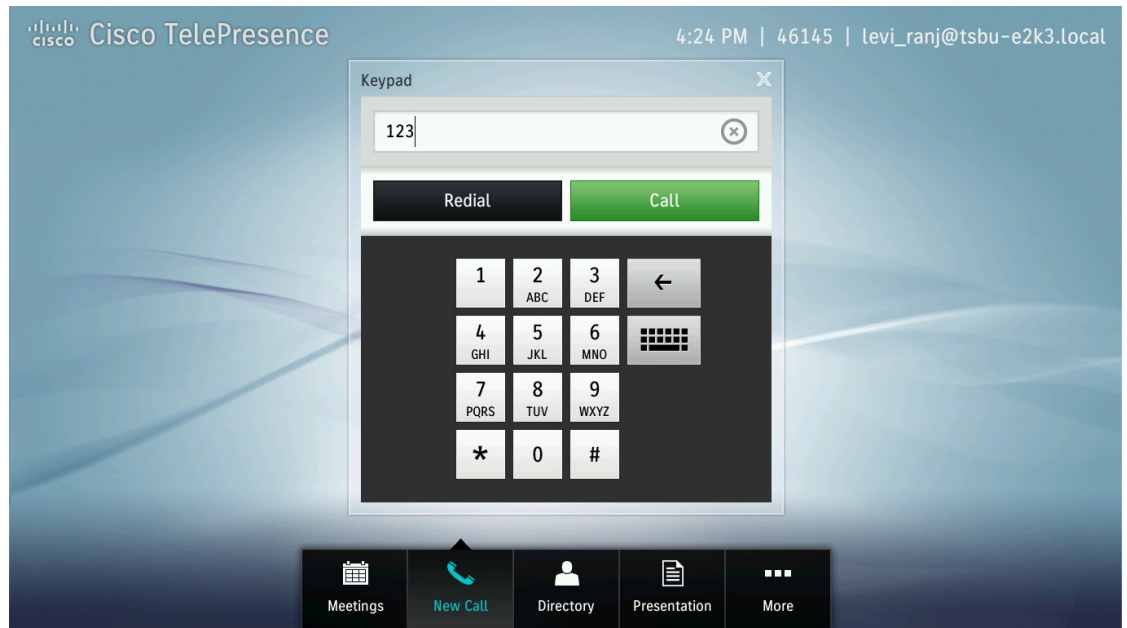
Table 1-1 Cisco TelePresence Touch 12 Primary and Secondary Buttons (continued)

Button	Function
Status 	<p>Tap to access the following information about your system:</p> <ul style="list-style-type: none"> • Call Status—Shows information about an active call: <ul style="list-style-type: none"> – Screen resolution – Security (either enabled or disabled) – Network quality – Network latency – Jitter – Transmit bitrate • System Status—Shows network and software information for your Cisco TelePresence Touch 12 and the codec that you are connected to: <ul style="list-style-type: none"> – IP address – MAC address – Software version – Security mode of the codec – Primary DNS server • Peripheral Status—The status of the peripherals that are attached to the system. The following non-interactive icons indicate camera, display, microphone, Projector, LCD, DVI / VGA, and document camera status: <ul style="list-style-type: none"> – A green check mark indicates functionality:  – A red X indicates an error:  – A dot indicates unknown status:  • Report Problem—Select a problem type from the drop-down menu to submit a log of recent system activity to your administrator for assistance: <ul style="list-style-type: none"> – Audio, Speakers, Microphone – Video, Displays, Cameras – Projector, LCD, Doc Camera – Cisco Touch – Recording – Other

Numeric Keypad

The numeric keypad ([Figure 1-2](#)) is available any time that you need to manually dial phone numbers or enter touch tones. See [Using the Keypad](#).

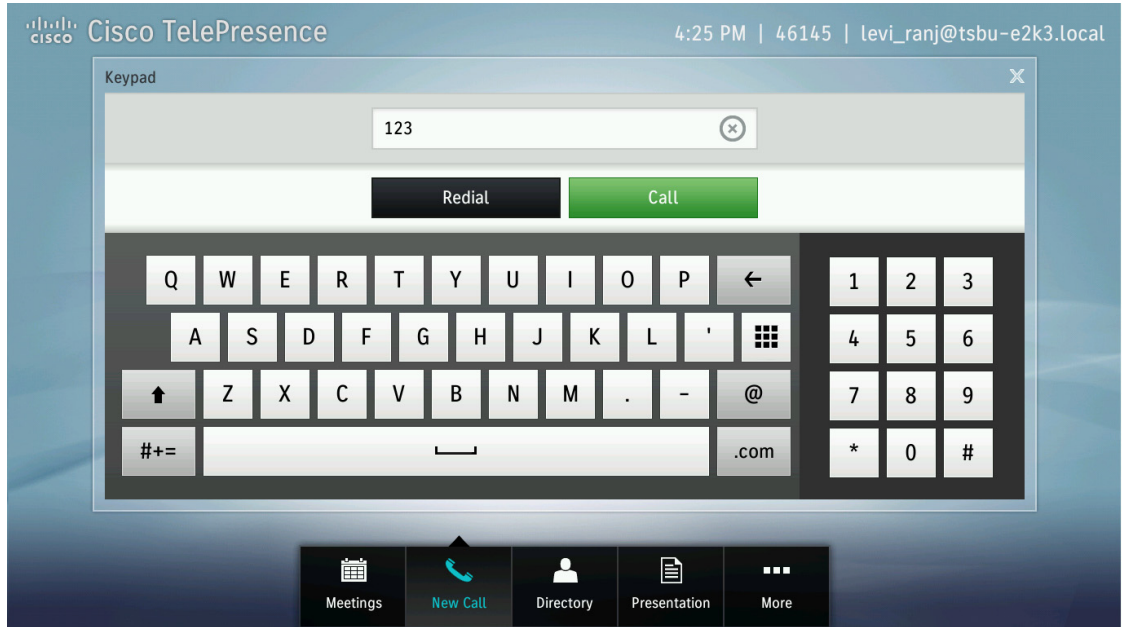
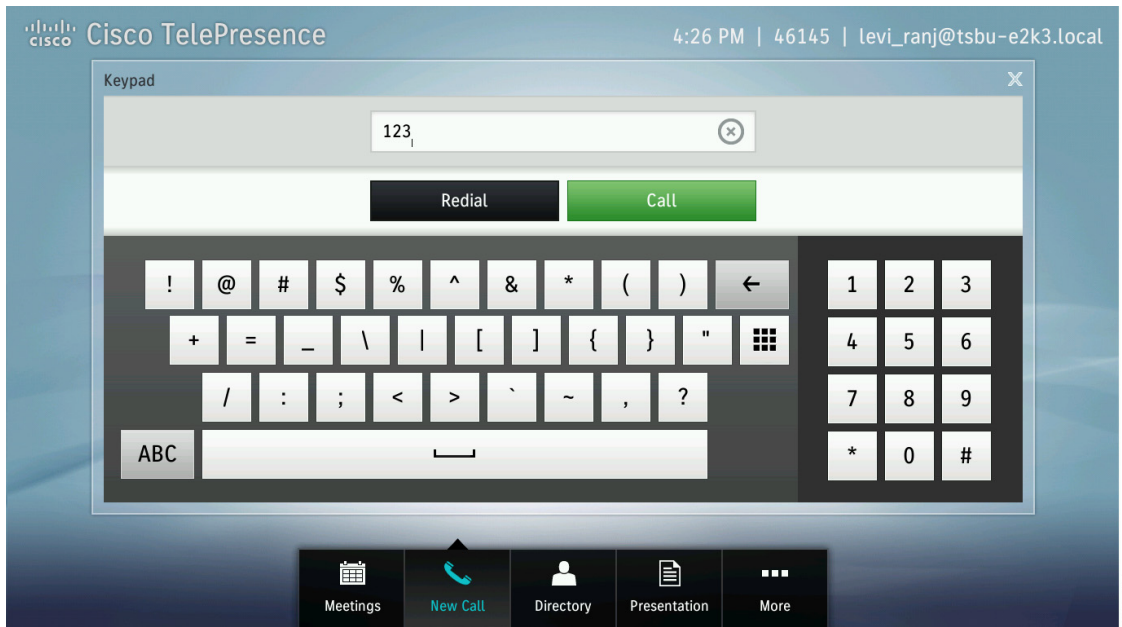
Figure 1-2 **Numeric Keypad**



For more information about placing calls, see [Chapter 2, “Placing and Receiving Calls.”](#)

Standard and Special Characters Keyboard

The standard ([Figure 1-3](#)) and special characters ([Figure 1-4](#)) keyboard are available any time that you need to enter names or email addresses.

Figure 1-3 Standard Keyboard**Figure 1-4** Special Characters 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 icon or tap outside the keyboard.

For more information about using the keyboard, see [Chapter 2, “Placing and Receiving Calls.”](#)

Buttons on the Cisco TelePresence Touch 12 Console

Figure 1-5 shows the Cisco TelePresence Touch 12 console buttons.

Figure 1-5 Cisco TelePresence Touch 12 Console



Table 1-2 describes the buttons on the Cisco TelePresence Touch 12 console.

Table 1-2 Cisco TelePresence Touch 12 Console Buttons






Button	Function
Live Desk 	Press to launch a call to the Live Desk support number. Any active calls are placed on hold. Tip Live Desk must be configured by your administrator. See Calling the Live Desk .
Home 	Press to return to your configured “home” window or back to the active call if you are in a call and have navigated away. This button is always backlit in blue.

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

Button	Function
Answer Call 	<p>Press to answer a call when the Incoming Call dialog is displayed on the Cisco TelePresence Touch 12 screen. The button will appear backlit in green when selected.</p> <p>If there is already an active call, that call is placed on hold so that you can answer the incoming call.</p> <p>Tip This button can also be used to end an active call.</p> <p>See Answering or Ending Calls Using the Answer Button on the Console.</p>
Volume 	<p>Control call volume using the volume toggle on the console.</p> <p>Tip To adjust system volume, tap More > Settings and choose from the following:</p> <ul style="list-style-type: none"> • Incoming Calls • Meeting Volume • Media Volume
Mute 	<p>Mute yourself and the entire meeting room by pressing the Mute button on the Cisco TelePresence Touch 12 console. The button will appear backlit in red when selected.</p> <p>Tip The Mute button is equivalent to the Mute button on any of the in-room microphones.</p> <p>See Muting the System During a Conference.</p>