



Codec C90



Codec C60



Codec C40



Codec C20



Quick Set C20 / C20 Plus



TC 4.0

The next generation Cisco TelePresence System team collaboration solution.

The Profile, the Quick Set C20 and Quick Set C20 Plus, as well as solutions based on the Codec C-Series, bring colleagues face-to-face at the touch of a button through a user-friendly interface.

Easily share presentations and multimedia to spark ideas and generate better discussions.

User Guide

Cisco TelePresence System Profile Series

Cisco TelePresence System Codec C-Series

Cisco Telepresence System Quick Set C20 / C20 Plus



Profile 65" Dual



Profile 65"



Profile 52" Dual



Profile 52"



Profile 42"

What's in this guide?

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

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

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Chapter 1

Getting started

Waking up the system

To make a call you need to wake up the system from standby. However, if someone calls you, the system will wake up by itself.

- To wake up the system just pick up the TRCV remote control or press any key. You may have to point the remote control towards the system to make sure it discovers you.



- The system will now display the wallpaper.
- The dial-in address (H.323 Alias ID) or dial-in number (H.323 Alias E164) of your system is displayed in the upper left corner. If you have questions about the dial-in address or number, contact your system administrator.
- The screen will also indicate if there are any calls you have missed.

After wake-up, the screen will typically look like this:

The dial-in address (H.323 Alias ID) or dial-in number (H.323 Alias E164) of your system is displayed in the upper left corner.

Date and time of day.



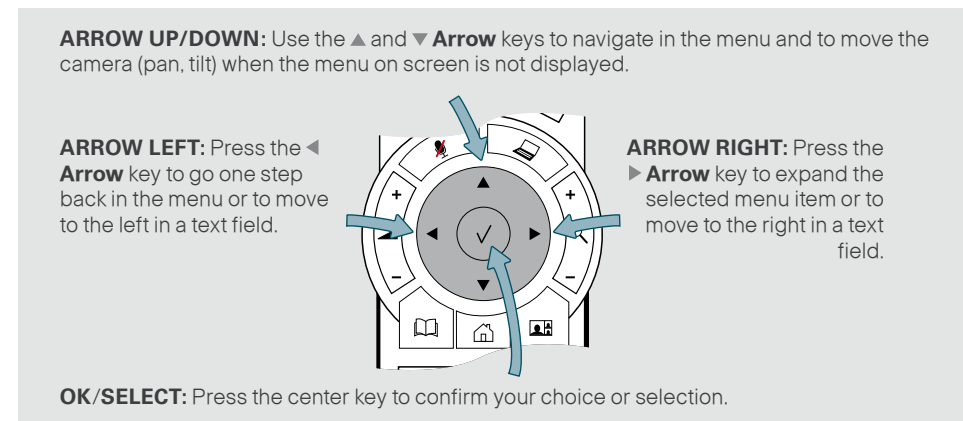
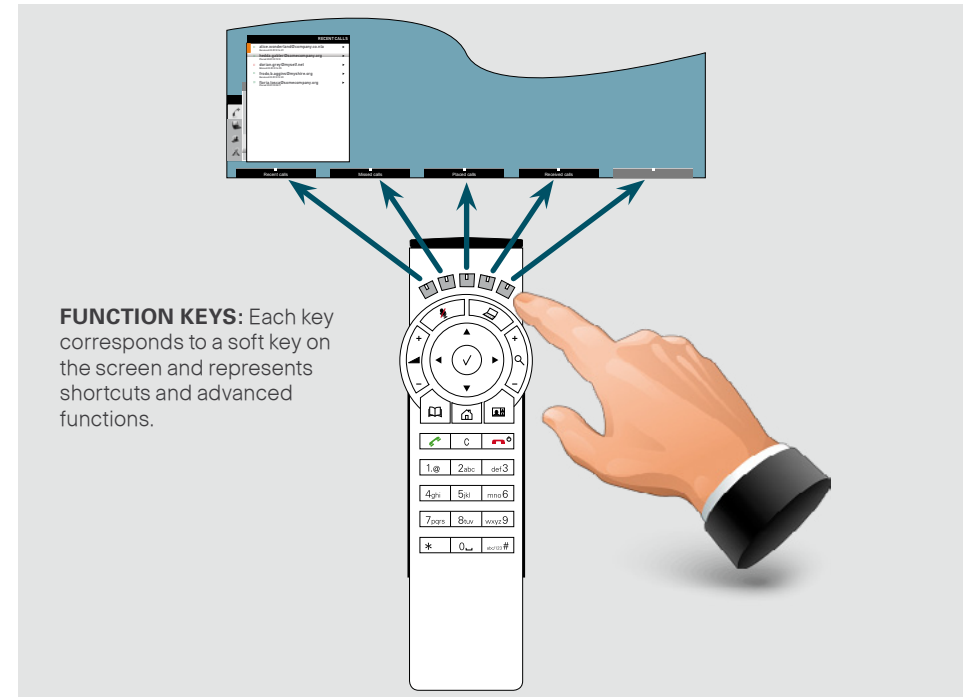
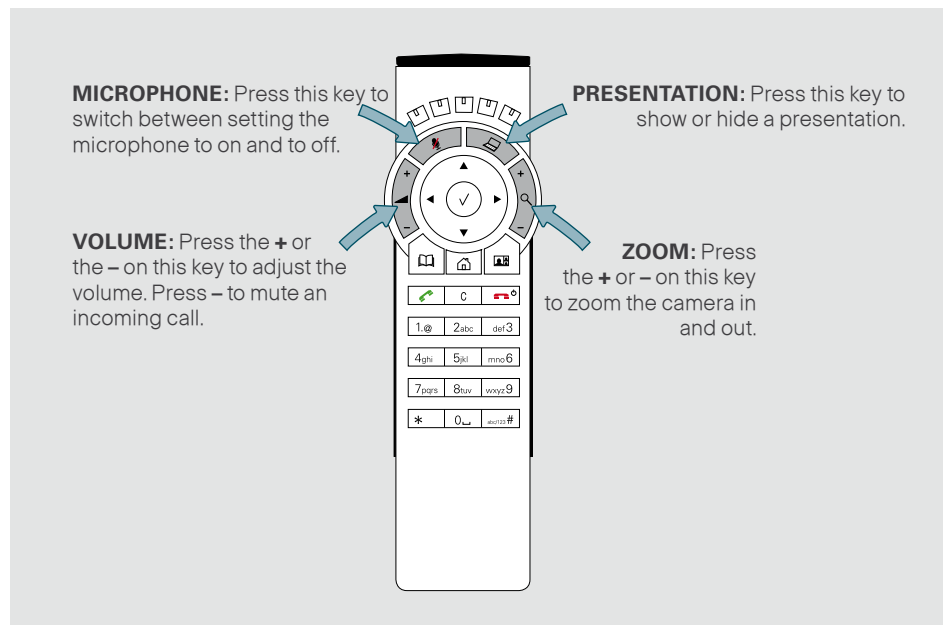
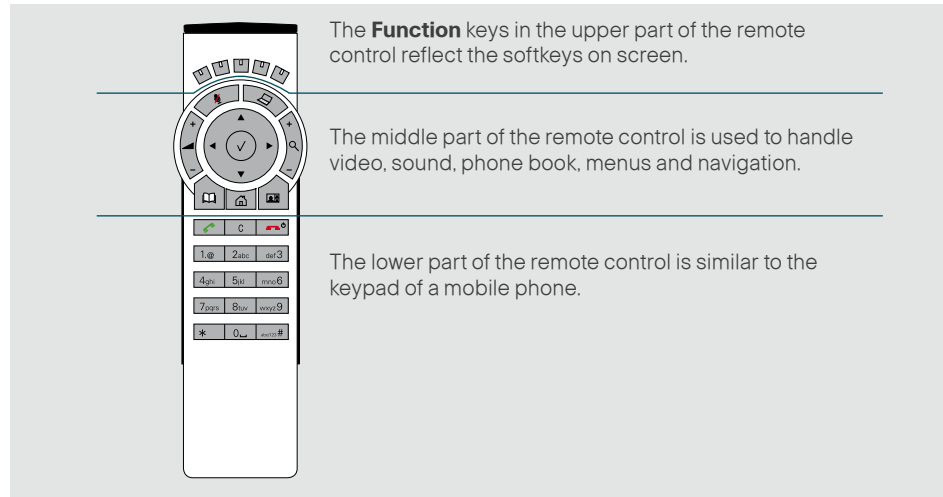
Softkeys (described on the following pages).

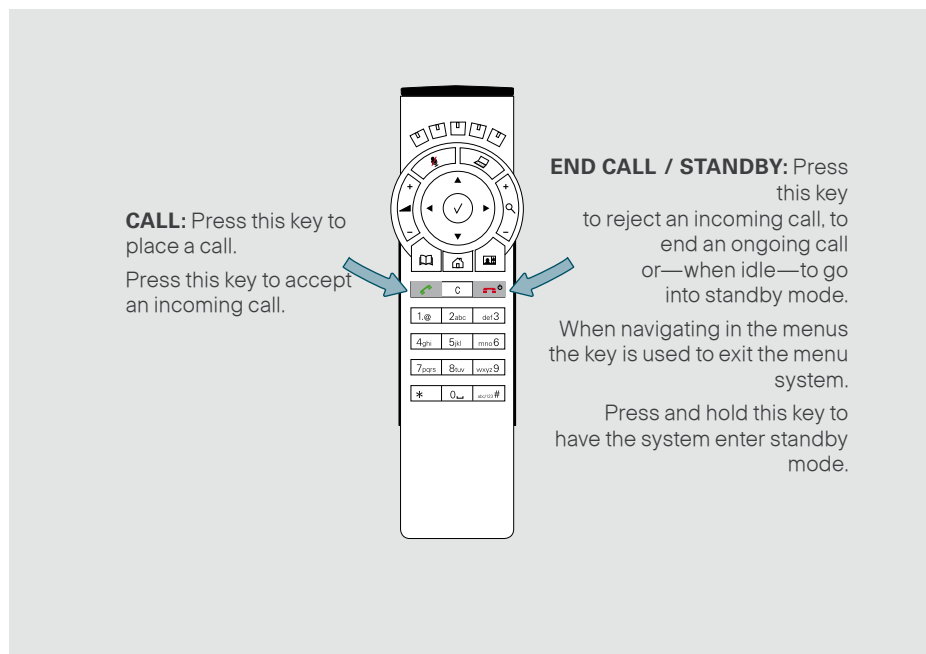
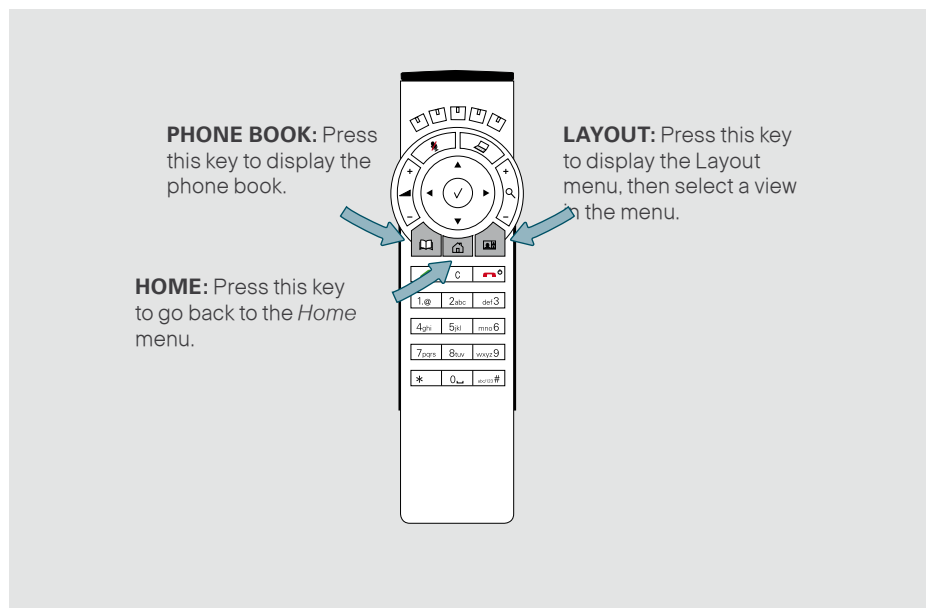
If the system fails to respond to the remote control or to incoming calls, make sure that:

- The system is connected to line voltage.
- The remote control has working batteries.
- The internal cables, such as the monitor cable and/or the camera cables are properly connected, see the installation sheet for details, if needed.

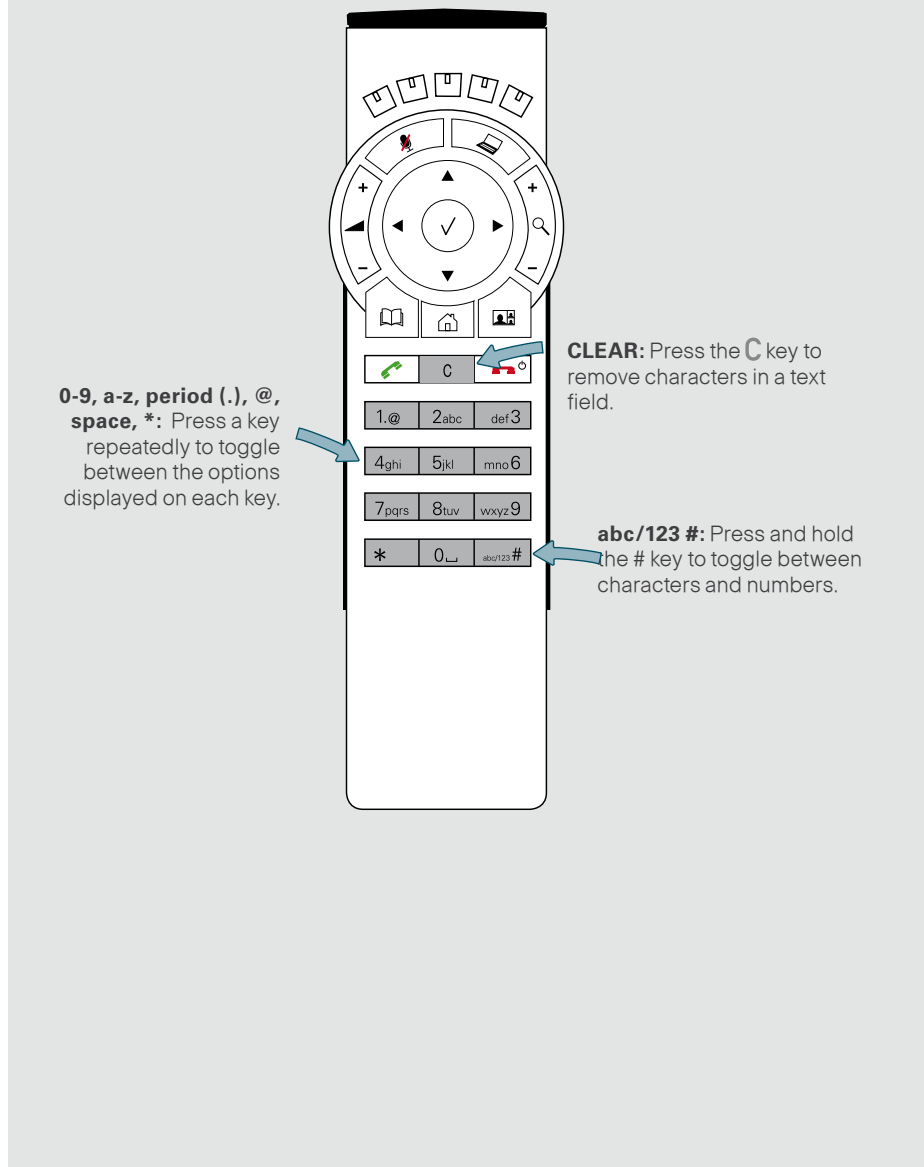


The TRC5 remote control





Alphanumeric keypad: Use the keypad in the same way as you would use a mobile phone.

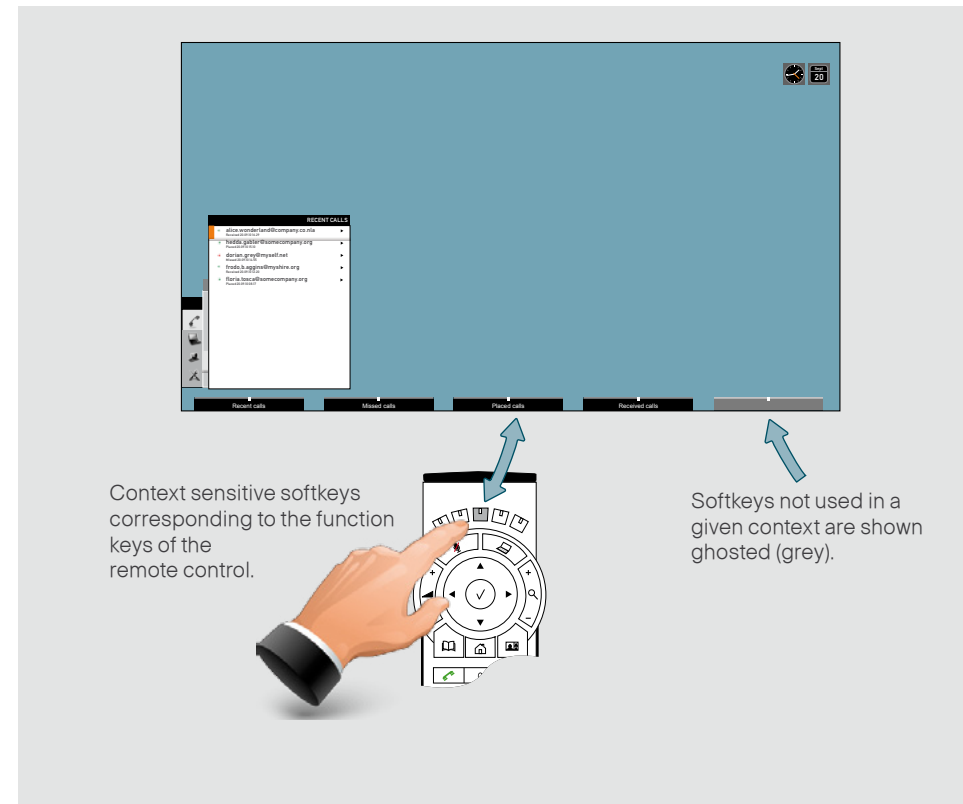
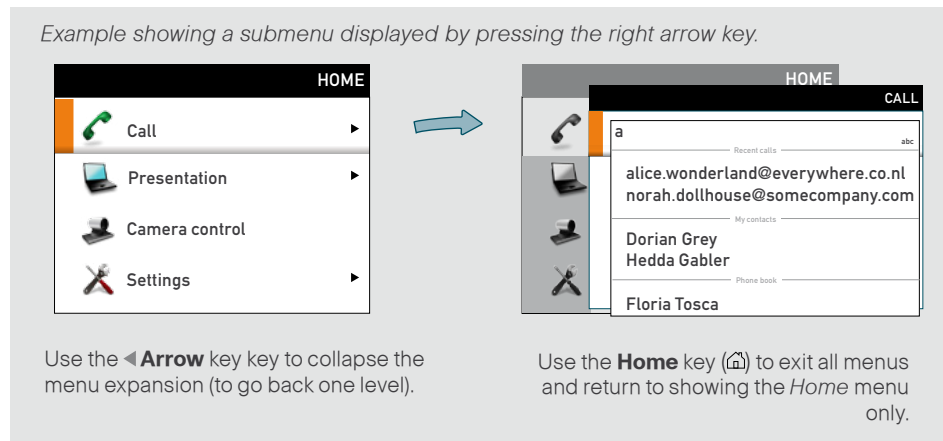
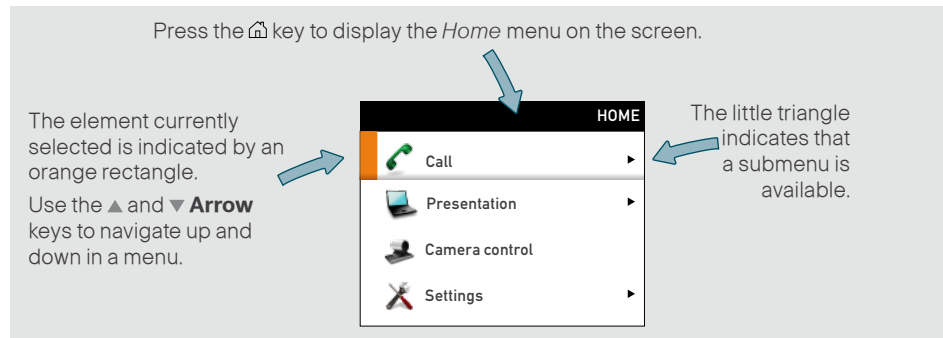


Navigating in the menus

Use the remote control to operate your video system. A few basic navigation principles are all you need to know to get started.

- Press the **Home** key (🏠) to show the *Home* menu or wake up the system by lifting the remote control.
- The **Arrow** keys in the center of the upper part of the remote control are used to navigate in the menus.
- When the system shows the *Home* menu only (see the Fig. below), pressing **Home** key (🏠) will hide the menu. To bring it back, press the **Home** key (🏠) again.

- In an input field, pressing **C** will delete characters/numbers to the left of the cursor position.
- When the system shows the *Home* menu only (see the Fig. below), pressing **Home** key (🏠) will hide the menu. To bring it back, press the **Home** key (🏠) again.
- In an input field, pressing **C** will delete characters/numbers to the left of the cursor position.



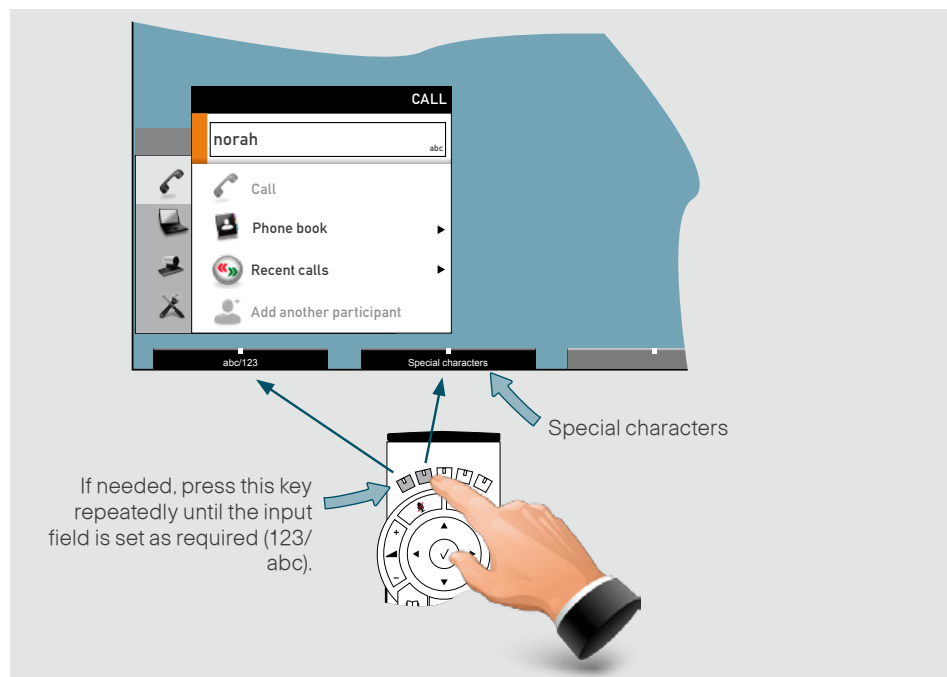
Entering text in text fields

Some menu fields expect text information to be entered. This is used to enter the number or the identity of the person you want to call. It is also used for such things as to search in the phone book and maintain your list of contacts (My contacts).

What happens when you press a number key?

- If you press a number key when you are not in a call, the *Call* menu will be shown.
- The system will automatically switch to text mode (*abc*) inside entry fields expecting text entries. Entering letters is similar to as on a mobile phone.

- The system will automatically switch to number mode (*123*) inside entry fields expecting number entries. Dial with the number keys as usual.
- Press the key that corresponds to the required letter as many times as needed to produce that letter.
- Switch between text mode (*abc*) and number mode (*123*) by keeping the **# abc/123** key depressed for more than a second.
- To insert space, press the **0 _** key.
- To insert the @ sign, press the **1**-key twice, while the keypad is in text mode.
- To insert the . sign, press the *** .**-key once, while the keypad is in number mode.
- To write digits and numbers in a text input field, repeatedly press the corresponding key until the digit appears.
- To erase incorrect inputs, use the **C** key.



Special characters

Sometimes you will need to use special characters, for example when entering names in *My contacts*.

The softkey **Special characters** will then be displayed. This will give you access to the special characters menu, as shown to the left.

The special characters available with Latin language settings

+	,	/	\	?	()	&	#
[]	!	\$	'	*	~	à	á
ä	â	ã	ä	æ	ç	è	é	ë
ê	ì	í	ï	î	ñ	ò	ó	ö
ô	õ	ø	ß	ù	ú	û	ü	ÿ

Screen layout

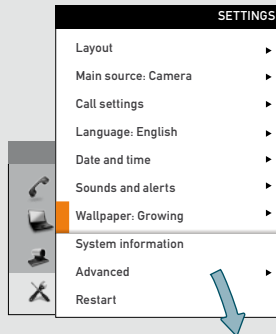
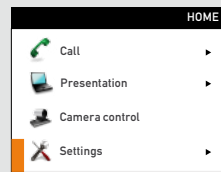
The layout of the screen can be changed as shown to the right.

To show the display options screen, press the key. Alternatively, you may get to it through *Settings > Layout*.

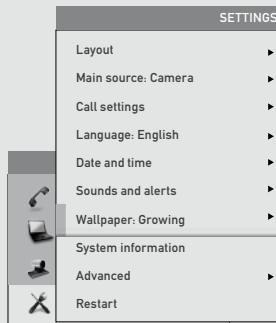
- Use the **Arrow** keys to move between the alternatives and use **✓** to select the alternative you want to use.
- You may—or may not—include selfview (to show the outgoing video signal from your own system). This will show you what others will see from your system.

Tip: Adding wallpaper to your screen

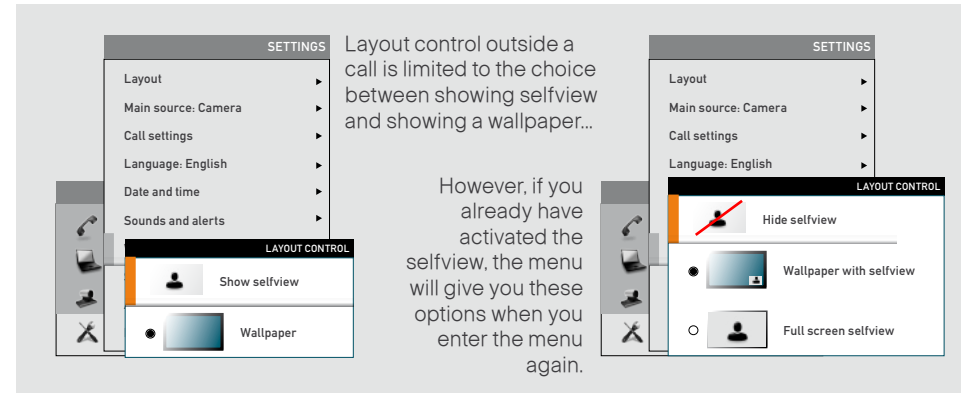
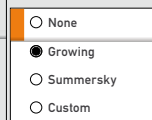
In the *Home* menu, navigate down to *Settings* and press the **✓** key.



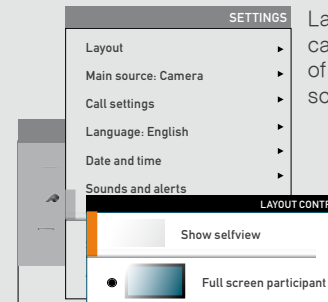
In the *Settings* submenu navigate down to *Wallpaper*. Press **✓** again.



Select between the options available and press the **✓** key to leave the menu putting your choice into effect. See also ► page 18 for more on this.

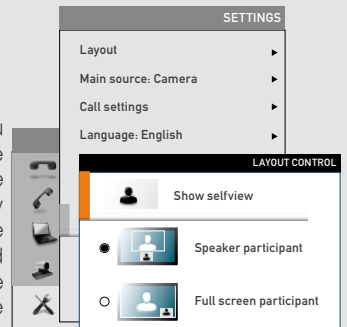


Layout control used during a call gives you the possibility to include selfview...

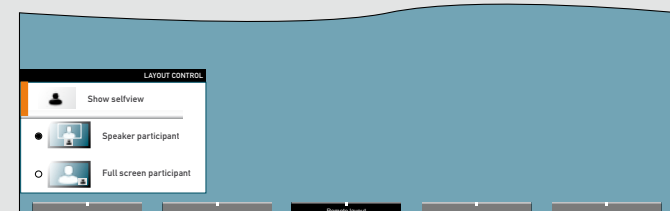


Layout control when in a call provides the choice of showing selfview or full screen participant...

However, if you already have activated the selfview, you may select where the selfview should appear in the image when you enter the menu again.



Change remote layout (the outgoing video) when hosting MultiSite Conference...



Pressing **Layout** will produce a softkey letting you choose the layout of the outgoing video. Select among all defined layouts available.. Note that you have no influence on the actual layout on the remote system.

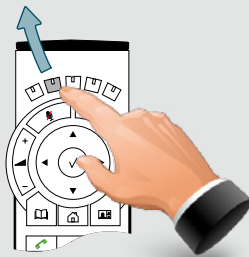
Camera presets

You may create predefined settings of where the camera points and the zoom. This is referred to as *camera presets*. See the next page for more.

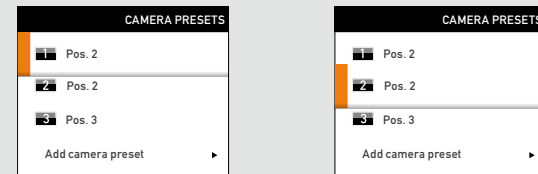
Do as follows:

1. Press the key on the remote control to display the *Layout* menu. Select *Selfview* to be shown as required. In this way you will see what other will see of you in a call.
2. Press the key on the remote control to display the *Home* menu and select *Camera control*.
3. Softbuttons will now appear. Press the **Function** key corresponding to **Camera presets** (**Function** key number 2 from the left).
4. To hide the **Camera presets**, use the same **Function** key again.

Where to find camera presets



Using the presets (I)



Camera presets must have been defined before you do this.

Press the key on the remote control to display the *Home* menu and select *Camera control*. Use the and **Arrow** keys to navigate in the menu. Use to select a preset. The camera will now move accordingly. Note that this feature may be used any time.

Using the presets (II)



Camera presets must have been defined before you do this.

Press the key on the remote control to display the *Home* menu and select *Camera control*. Use the 0~9 keys to select a preset. The camera will now move accordingly. Note that this feature may be used any time.

Adding a camera preset

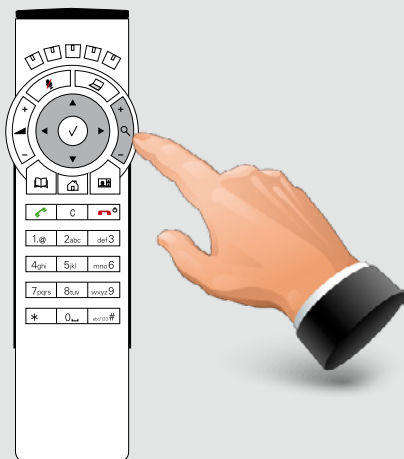
For more on camera presets, as such, see the previous page.

To add a camera preset, do as follows:

1. Press the key on the remote control to display the *Layout* menu. Select *Selfview* to be shown. In this way you will see what other will see of you in a call.
2. Adjust where the camera points and the zoom using the four **Arrow** keys and the **Zoom** key.
3. Press the key on the remote control to display the *Home* menu and select *Camera control*.
4. This will cause softbuttons to appear. Press the **Function** key corresponding to *Camera presets* (**Function** key number 2 from the left).
5. Follow the procedure shown to the right.

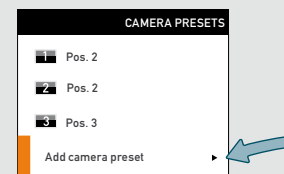
Moving and zooming the camera

Use the **Arrow** keys and the **Zoom** keys.



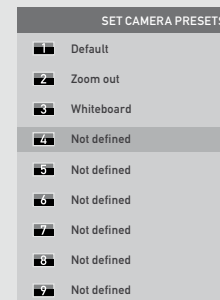
Adding a camera preset

In the *Camera presets* menu navigate to *Add camera preset* and press the key.



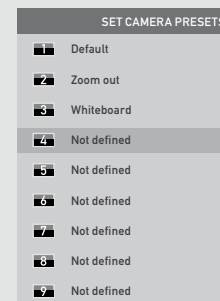
Navigate to the preset to define (or redefine, if it already existed). Press to produce the submenu.

Give it a descriptive name, use special characters, if needed.



Name	Table end
Save new preset	
Cancel	

Save the new preset.





Name	Table end
Save new preset	
Cancel	

Camera settings

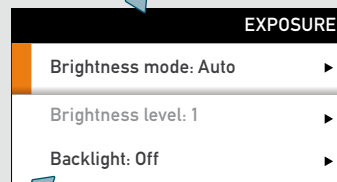
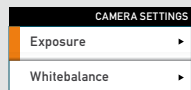
Camera settings let you adjust the exposure and whitebalance.

Do as follows:

1. Press the  key on the remote control to display the *Layout* menu. Select *Selfview* to be shown as required.

2. Press the  key to display the *Home* menu and select *Camera control*.
3. This will cause softbuttons to appear. Press the **Function** key corresponding to *Camera settings* (**Function** key number 2 from the left).
4. Follow the procedures outlined below.

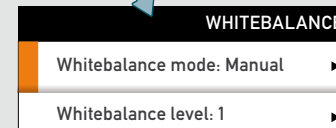
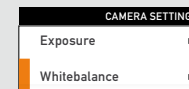
Adjusting the exposure



If you change the *Brightness mode* to *Manual*, the *Brightness level* will be possible to set by you. Since *Auto* has been chosen here, the actual level is shown ghosted.

Backlight compensates for any backlight shining on the camera from behind you. Such light conditions will tend to make you appear darker than needed..

Adjusting the whitebalance



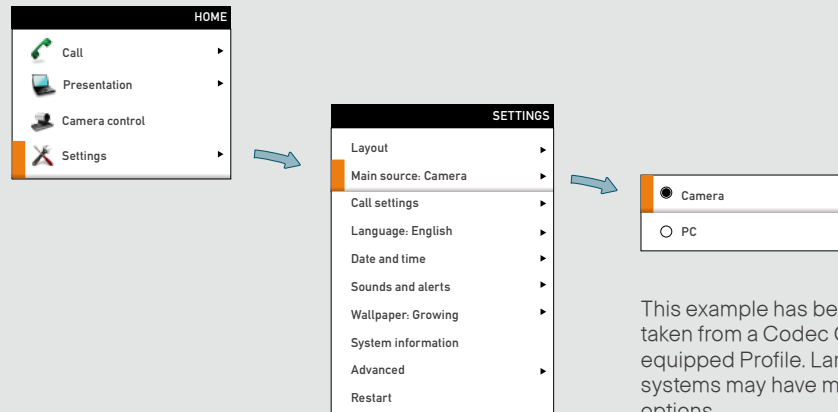
Since the whitebalance has been set to *Manual* in this case, you will have access to setting the whitebalance in the usual manner. Use *Automatic* if that is more convenient.

Main source

You may choose what to use as the main input source. This will typically be the camera, a secondary camera (if applicable), the PC input or other sources such as a DVD player.

Do as follows:

1. In the menu select *Settings > Main source* and expand the submenu.
2. Use the **Arrow** keys to move between the alternatives and use **✓** to select the alternative you want to use.
3. Collapse the menu using the **◀ Arrow** key.



This example has been taken from a Codec C20 equipped Profile. Larger systems may have more options.

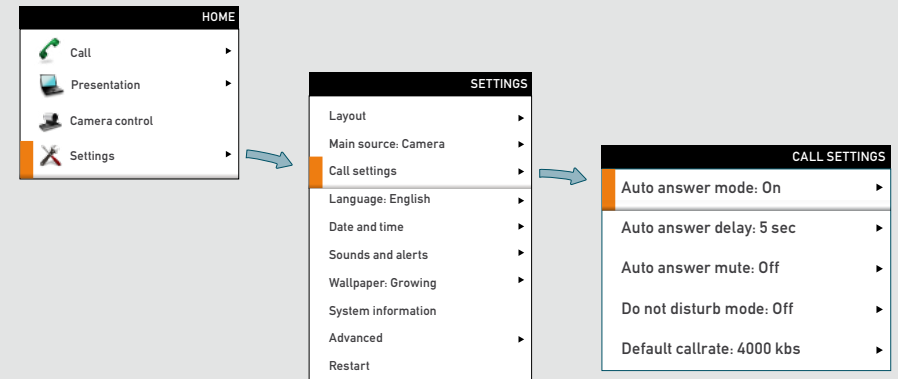
More on Profile systems and their codecs can be found on [page 28](#).

Call settings—an overview

Use the *Call settings* menu to set the default bit rate and how the system shall answer incoming calls. Answering can be set to automatic or to manual. More on this can be found on the next page.

Do as follows:

1. In the menu select *Settings > Call settings* and expand the submenu.
2. Use the **Arrow** keys to move between the alternatives and use **✓** to select the alternative you want to use.
3. Collapse the menu using the **◀ Arrow** key.



Call settings—auto answer options

You may set up your system to answer automatically whenever someone calls you. If you choose to do so, you may also specify how long time it shall take before your system connects you.

For privacy reasons you may want your microphone to be muted (turned off) when the system answers automatically. Alternatively, you may set the system to *Do not disturb*, see below for more on this.

CALL SETTINGS

- Auto answer mode: On
- Auto answer delay: 5 sec
- Auto answer mute: Off
- Do not disturb mode: Off
- Default callrate: 4000 kbs

Set to *On* to have your system answer incoming calls automatically and *Off* to answer them manually.

CALL SETTINGS

- Auto answer mode: On
- Auto answer delay: 5 sec
- Auto answer mute: Off
- Do not disturb mode: Off
- Default callrate: 4000 kbs

Use the ◀ and ▶ **Arrow** keys to alter how long time it shall take before your system connects you. Interval is 0–50 seconds.

CALL SETTINGS

- Auto answer mode: On
- Auto answer delay: 5 sec
- Auto answer mute: Off
- Do not disturb mode: Off
- Default callrate: 4000 kbs

For privacy you may set the microphone to be muted upon autoanswer. You will then have to activate the microphone yourself (press).

CALL SETTINGS

- Auto answer mode: On
- Auto answer delay: 5 sec
- Auto answer mute: Off
- Do not disturb mode: Off
- Default callrate: 4000 kbs

To further enhance your privacy you may set the system to *Do not disturb*. Your system will then not respond to incoming calls. As soon as you disable the *Do not disturb* any call attempts made while the feature was enabled will be listed as missed calls.

Call settings—default call rate

The *Call settings* menu lets you set the default call rate expressed as default number of kilobits per second.

You may want to consult your system administrator to discuss the best setting in your environment.

Options are 128, 256, 384, 512, 768 (initial default), 1152, 1472, 1920, 2560, 3072, 4000 and 6000 bits per second.

SETTINGS

- Layout
- Main source: Camera
- Call settings
- Language: English

CALL SETTINGS

- Auto answer mode: On
- Auto answer delay: 5 sec
- Auto answer mute: Off
- Do not disturb mode: Off
- Default callrate: 4000 kbs

128

256

384

512

768

1152

1472

1920

2560

3072

4000

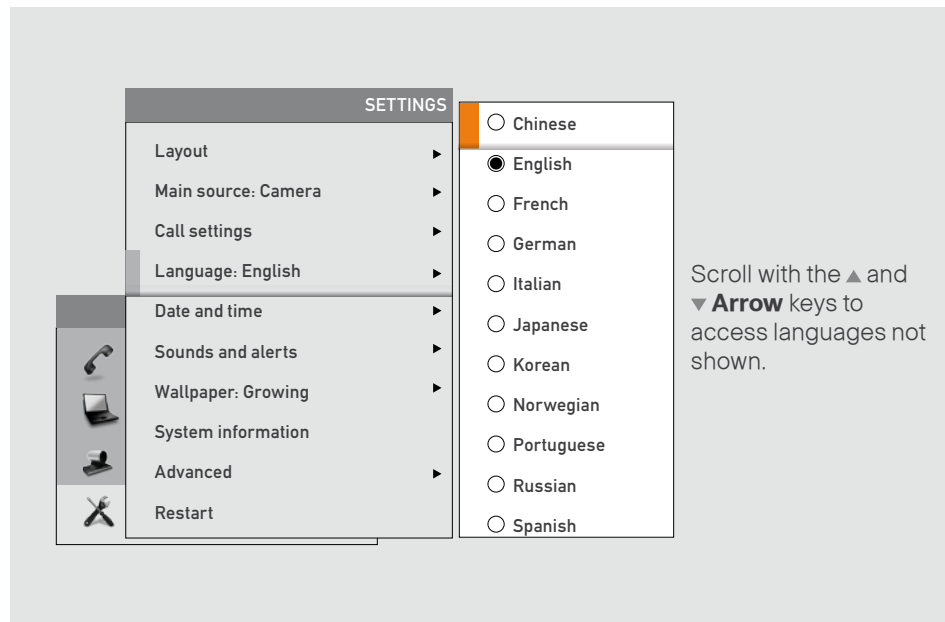
Scroll with the ▲ and ▼ **Arrow** keys to access settings not shown.

Language settings

This will allow you to specify the language used in the menus and settings shown. The following languages are supported: English, Norwegian, Swedish, German, French, Italian, Japanese, Russian, Spanish, Korean, Finnish, Chinese (Simplified), Turkish, Polish.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Language* and press the ✓ key again. Use the ▲ and ▼ **Arrow** keys to select.
3. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.



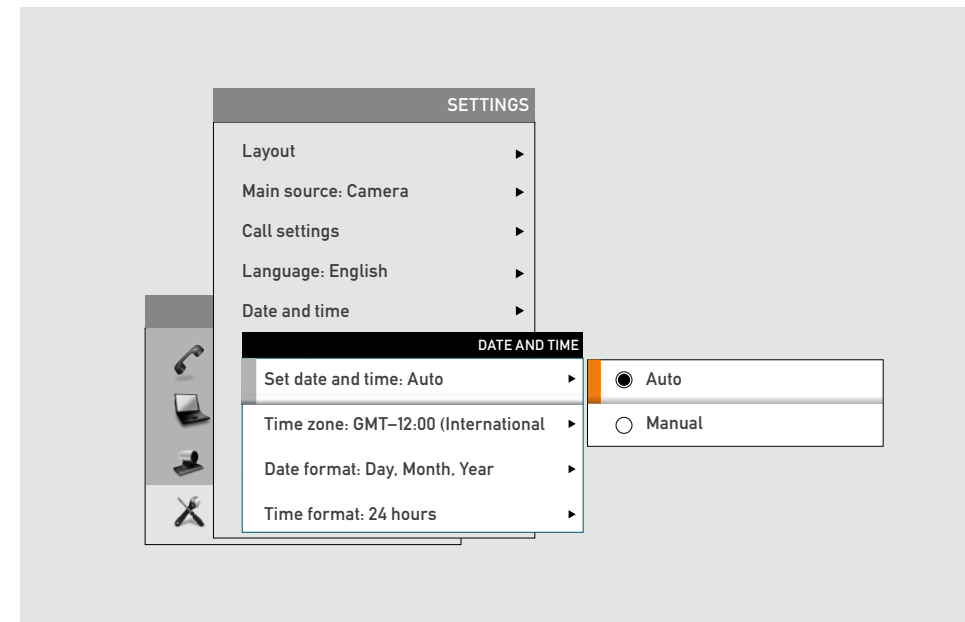
About the setting of date and time

You may have the system pick date and time for you or you may specify date and time zone settings along with date and time format and the date and time of day itself.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key. Then navigate to *Date and time* and press the ✓ key. Select between *Auto* and *Manual*.
2. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.

Further details are shown on the next page.

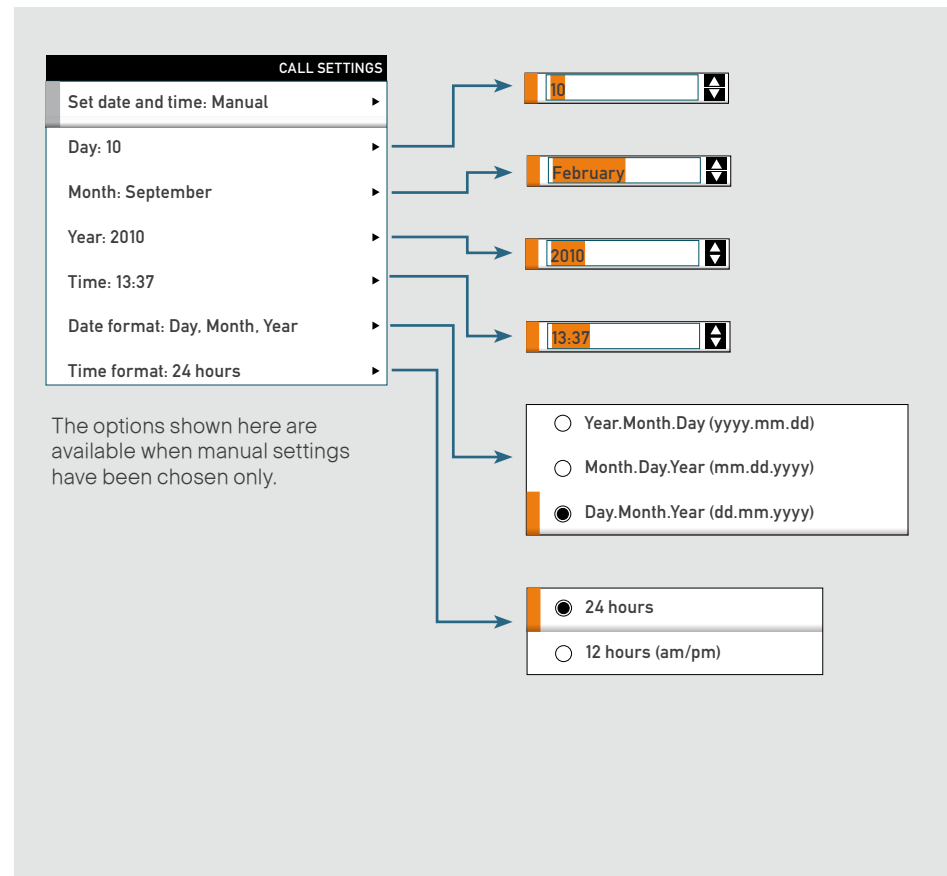


Setting date and time manually

You may specify date and time zone settings along with date and time format and the date and time of day itself.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key. Then navigate to *Date and time* and press the ✓ key.
2. Use **Arrow** keys and the ✓ key to set everything as required.

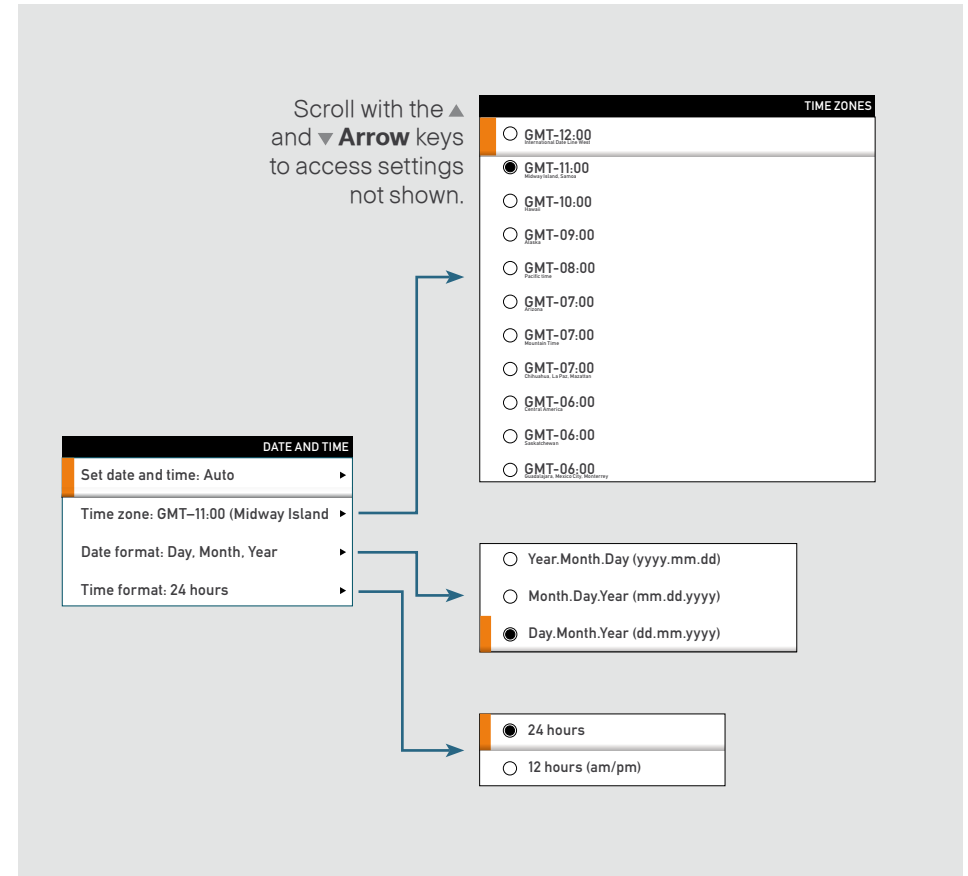


Setting date and time automatically

You may have the date and time of day set automatically. However, you must still specify time and date formats as well as the time zone.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key. Then navigate to *Date and time* and press the ✓ key.
2. Use **Arrow** keys and the ✓ key to set everything as required.

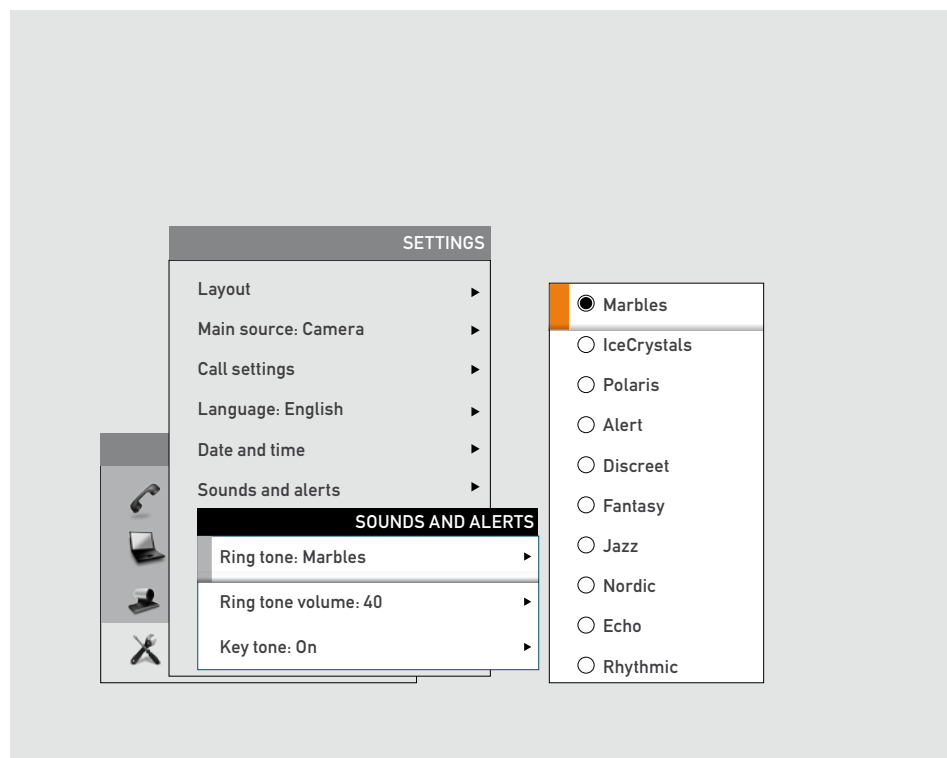


Selecting ring tone

The system lets you choose between a multitude of ring tones.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Sounds and alerts* and press the ✓ key. Navigate to *Ring tone* and press the ✓ key. Use the ▲ and ▼ **Arrow** keys to move among the ring tones. Each ring tone will be played when you position the cursor at it.
3. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.

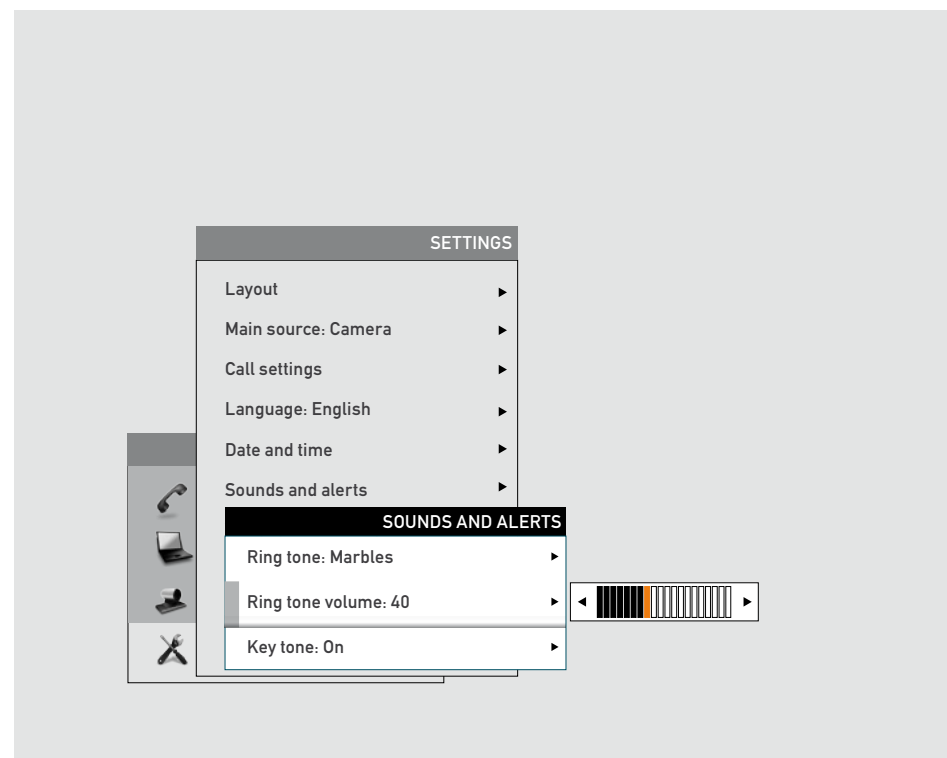


Setting ring tone volume

The system lets you set the ring tone volume.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Sounds and alerts* and press the ✓ key. Navigate to *Ring tone volume* and press the ✓ key. Use the ◀ and ▶ **Arrow** keys to set the volume.
3. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.

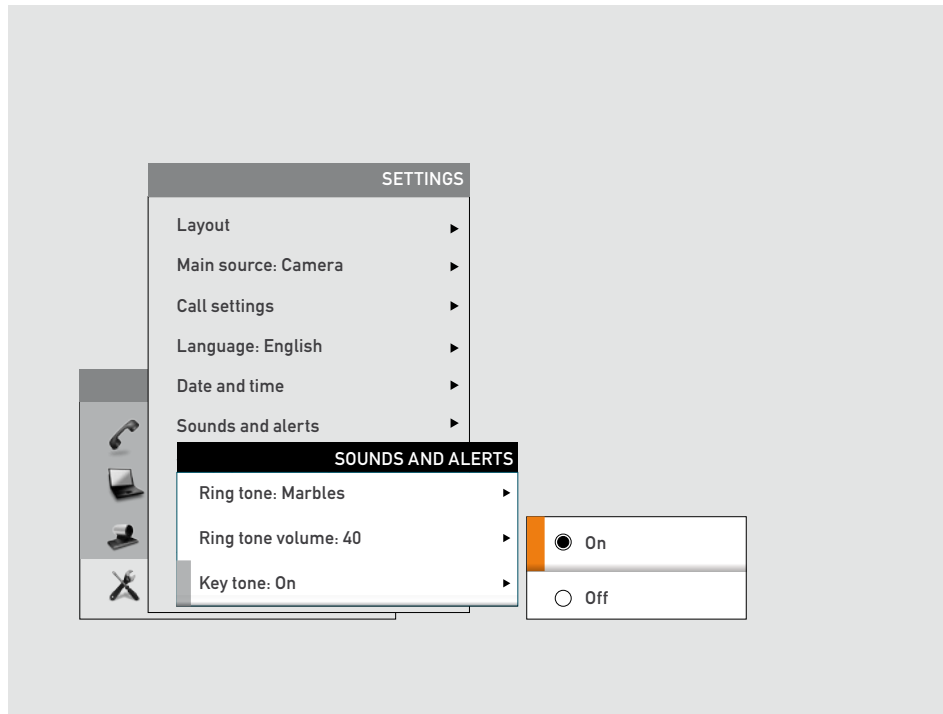


Setting key tone to on or off

The system may be set to emit a sound when you press a key on the remote control inside the dialing dialog menu.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Sounds and alerts* and press the ✓ key. Navigate to *Key tone* and press the ✓ key. Use the ▲ and ▼ **Arrow** keys to select.
3. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.

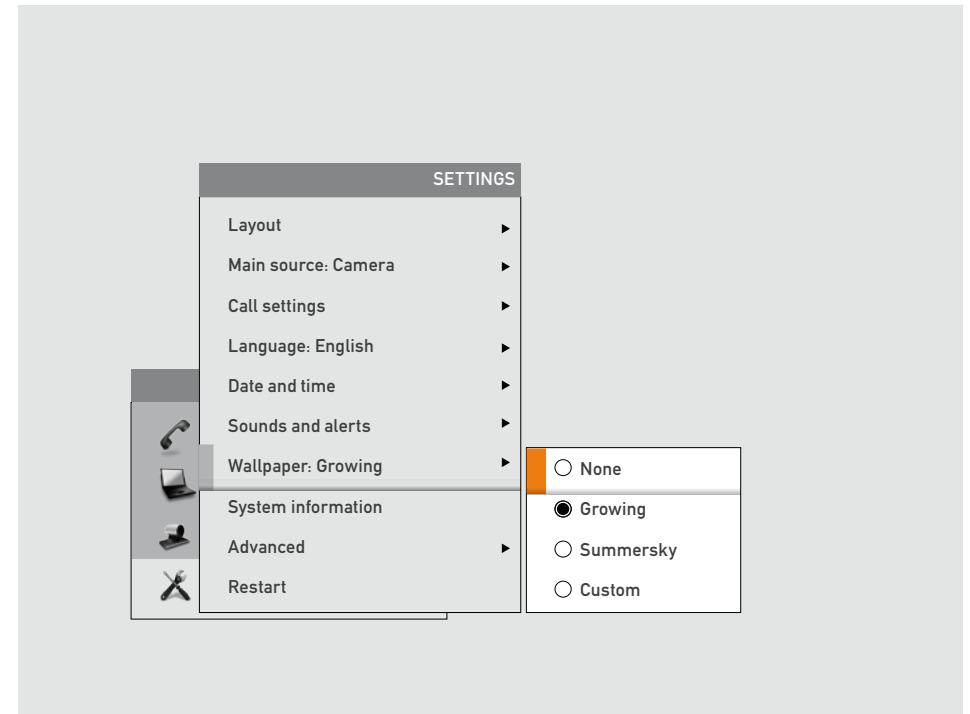


Setting wallpaper on your screen

The system lets you set a wall paper on your screen. This is shown in idle condition only.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Wallpaper* and press the ✓ key. Use the ▲ and ▼ **Arrow** keys to select wall paper. Uploading and inserting a custom wallpaper is explained overleaf.
3. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.



Inserting your own wallpaper

The system lets you upload and use your own wallpaper (for example your logo) on your screen. This custom wallpaper picture can be any size up to 1920×1200 pixels.

The custom wallpaper is uploaded by means of the system's web interface. See the Appendices section of the Administrator Guide for your system for further details about the web interface.

Do as follows:


1. Open a web browser and enter the IP address of the codec/endpoint of your system.
2. Select *Wallpaper* from the menu bar on the left side of the screen.
3. Browse for the file and click the *Upload* button.
4. Close the web browser.
5. Select *Custom* wallpaper (see the previous page) to put the change into effect.

Note that access to the system's web interface may have been password protected by your administrator.


System information

System information can be listed.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *System information* and press the ✓ key again.
3. To exit this screen, press the **Home** key ().



A shortcut to this function is available. Make sure the system displays the *Home* menu (press the  key on the remote control to display this menu). Then press the rightmost softbutton to display the *System information*.

System information		Call status				
System name:	ProfileSeries-1000	Remote URI:				
Uptime:	1 day 21 hours 41 minutes	Call rate:				
IP address:	10.47.8.254	Protocol:				
NETWORK		VIDEO	Transmit	Presentation	Receive	Presentation
HQ3		Protocol:	0/0	0/0	0/0	0/0
Number:		Resolution:	0/0	0/0	0/0	0/0
ID:		Channel rate:	0/0	0/0	0/0	0/0
Gatekeeper:	10.47.1.58	Packet loss:	0/0	0/0	0/0	0/0
Status:	Registered	Packet loss (s):	0/0	0/0	0/0	0/0
		Jitter:	0/0	0/0	0/0	0/0
SP		AUDIO	Transmit	Receive		
Address:		Protocol:	0/0	0/0		
Proxy:	10.47.1.58	Channel rate:	0/0	0/0		
Status:	Registered, Secured, Not verified	Packet loss:	0/0	0/0		
		Packet loss (s):	0/0	0/0		
		Jitter:	0/0	0/0		
SOFTWARE		ENCRYPTION				
Version:		Type:	0/0			
Options installed:	NaturalPresenter, PremiumResolution, HighDefinition, Dual	Status:	0/0			
HARDWARE						
Module serial number:						
MAC address:						
CAMERA						
Camera 1 Model:	PrecisionHD 1000p 12X					
Camera 1 Software:						

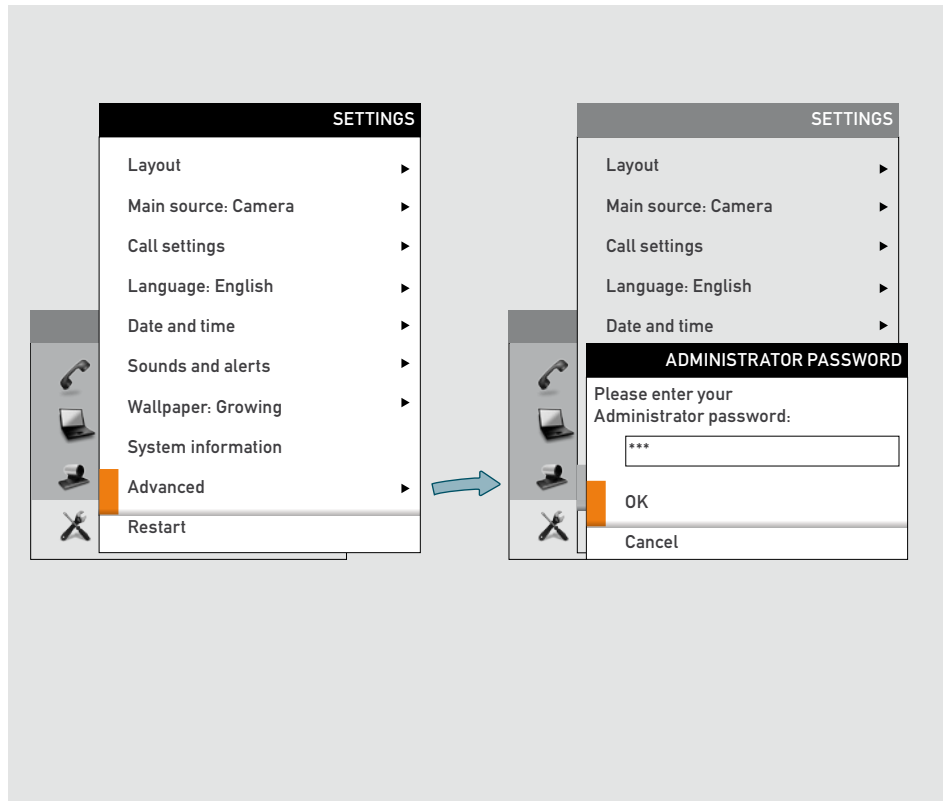
Entering the Advanced configuration

Your video system has a separate set of Advanced configuration settings intended to be used by system administrators only. These settings may be protected by a password.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Advanced* and press the ✓ key.
3. Key in the password and use **Arrow** keys and the ✓ key to make your selection.

Aspects of the Advanced configuration are covered in the *Advanced settings* chapter of this user guide.

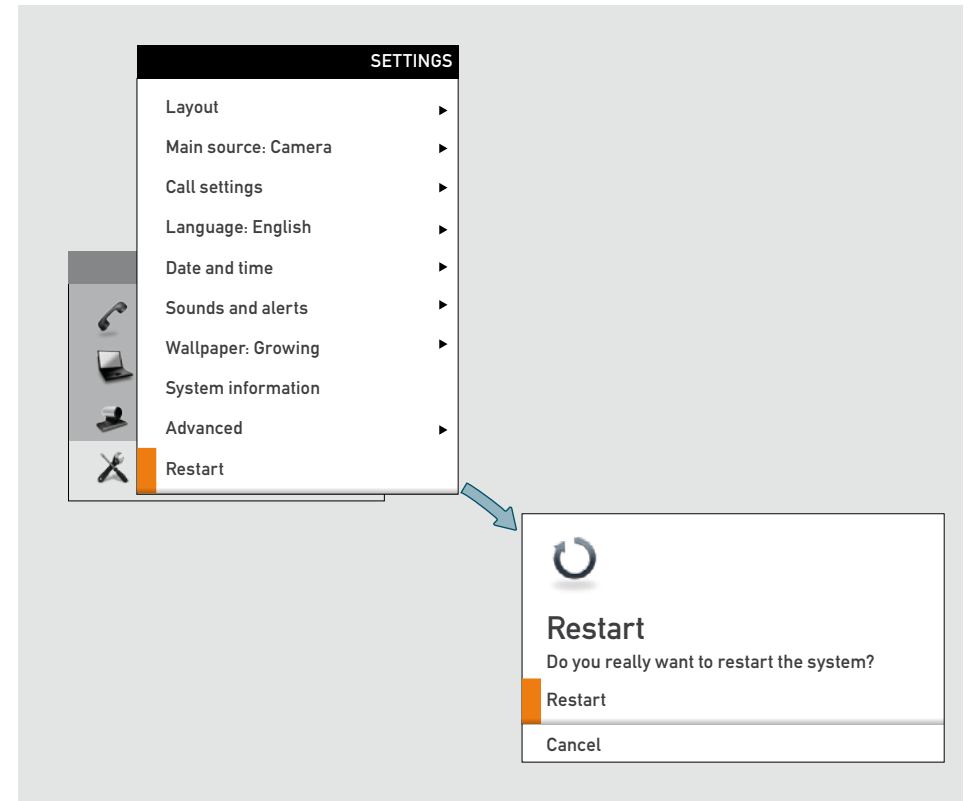


Restarting the system

Some changes in the system settings, network settings and the infrastructure configurations may call for a system restart.

Do as follows:

1. Start from the *Home* menu and navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Restart* and press the ✓ key.
3. Use **Arrow** keys and the ✓ key to make your selection.





Chapter 2

Making calls

Making calls by dialing the number

The term “number” has a wide definition here—you may use the procedure outlined on this page to call people by their alphanumeric address as well, for example:

“helen.karr@company.com”

Do as follows:

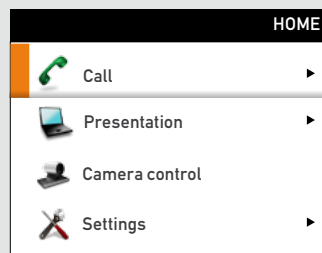
1. Press the key to produce the *Call* menu.
2. Key in the “number” to call. If needed, switch to alphanumeric or numeric setting by means of the **abc/123** softkey.
3. Press the softkey **Special characters** to access non-standard characters, if needed. See ► “Special characters” on page 8 for more on this.
4. Press followed by , or, press twice to start calling.

The system will search for matches as you write along.

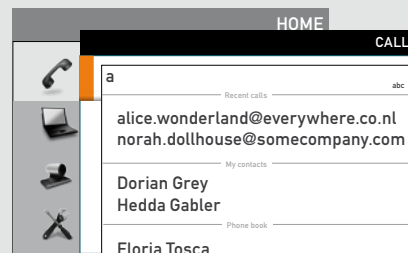


You may alter the call rate setting before you place the call, if needed. Look for **Softkey** number two from the right (). Press the corresponding **Function** key to display the *Call rate setting* menu. Select a new setting, if required.

Press the key to produce the *Call* menu, if needed. Position the cursor at **Call** and press to display the submenu.

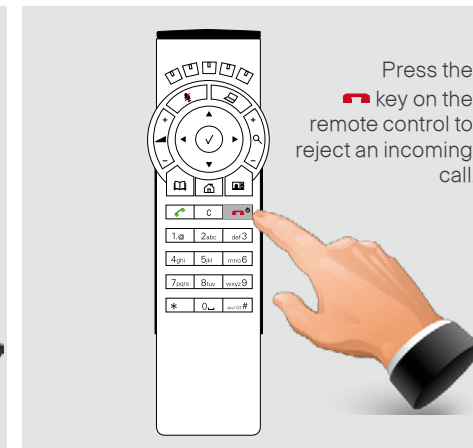
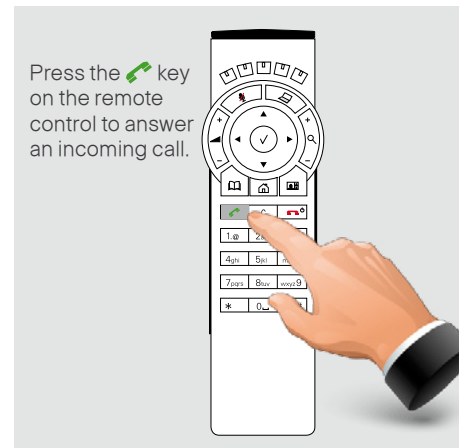


As soon as you start to key in, the system will look for possible matches in the *Recent calls* list, *My contacts*, and the *Phone book*.



When someone is calling

Respond to an incoming call by pressing the key on the remote control to *accept* it, or press the key to *reject* it.



Terminating an ongoing call

Terminating an ongoing call is similar to terminating calls on a cell phone—just press the key on the remote control.



Making calls using phone book

Using the phone book is time saving and prevents you from calling the wrong number by accident.

The phone book entries are sorted alphabetically.

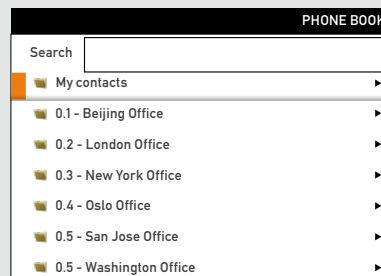
Phone book entries are also called *contacts*.

Method 1:

Press the **Phone book** key...



...to show the Phone book.



If you know your way, then navigate down to the folder required and press **✓** to produce the contents of that folder. Use the **Arrow** keys to locate whom to call. Press **✓** to place the call.

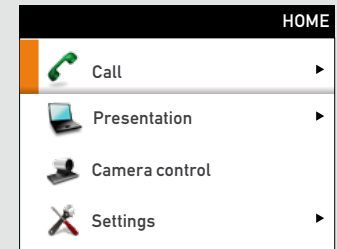
As you key in someone's "number", the system will immediately search for matches.

Alternatively, you may search for an entry in the phone book. This is described in [▶ "Searching in the phone book" on page 31.](#)

Method 2:

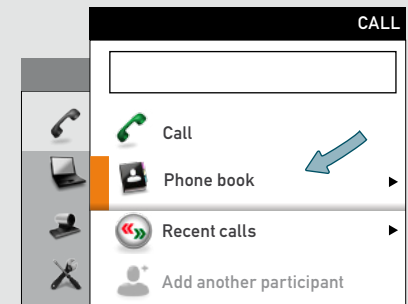
Press the **Home** key to produce the *Call* menu, if needed.

Position the cursor at *Call* and press **✓** to produce the submenu...



...then navigate down to *Phone book*.

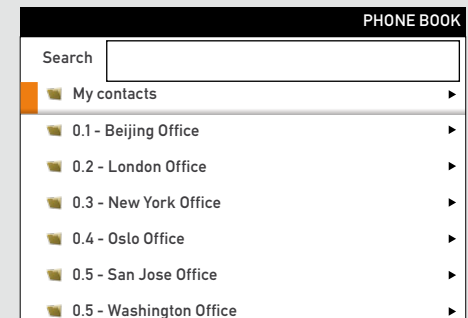
Press **✓** to display the phone book.



If you know your way, navigate down to the folder required and press **✓** to produce the contents of that folder.

Use the **Arrow** keys to locate whom to call and press **✓** to place the call.

Alternatively, you may search for an entry in the phone book. This is described in [▶ "Searching in the phone book" on page 31.](#)



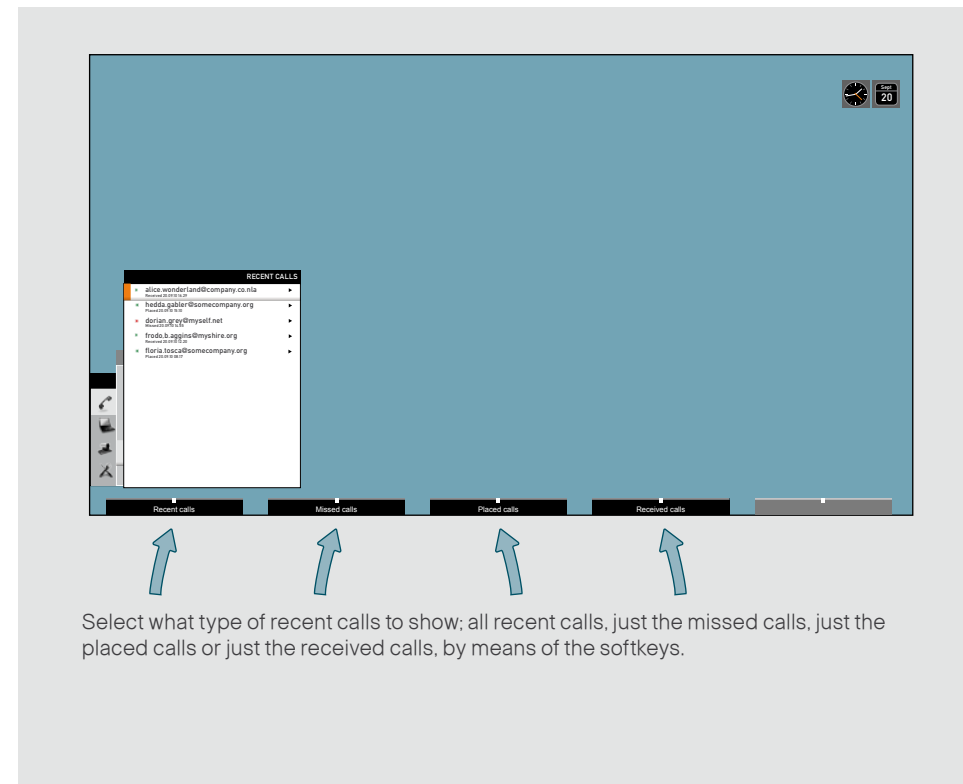
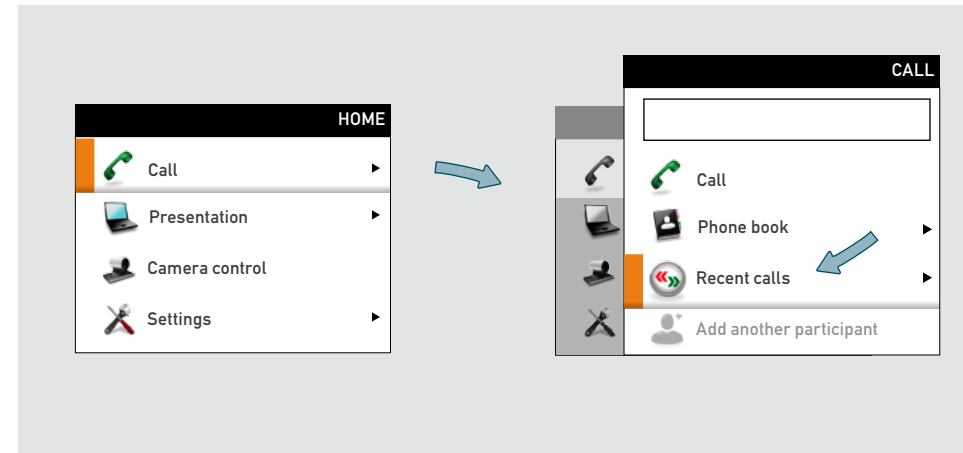
Making calls using the recent calls list

If you have called somebody, or somebody has called you, this will be listed in the list of recent calls.

To gain access to the recent calls list, press the key on the remote control.

You may also copy entries in the recent calls list to your personal phone book (My contacts)—see [▶“Phone book usage”](#) on page 29 for details.

When you have selected whom to call press the key again to call the selected entry.



The icons used

The icon is used for calls made by you.

The icon is used for calls received.

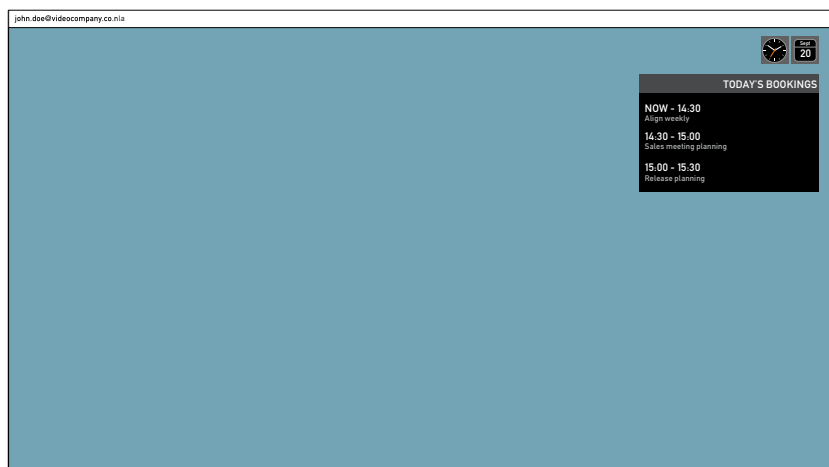
The icon is used for calls you have missed.

Management systems booking list

If your video network makes use of the Cisco Telepresence Management System (TMS), your video system may be set up for scheduled meetings from remote.

Typically, the TMS works with tools like Microsoft Outlook, permitting employees to book and schedule video calls and conferences.

Any bookings applicable to your system will appear on the screen as shown in the below example.



Calling more than one (optional)

Provided that your video endpoint is equipped with the *optional* built-in MultiSite feature, any point-to-point video call (a call involving two parties only) may be expanded to include additional participants. The call will then become a *video conference*.

Any ongoing video call can then be expanded to a video conference by adding more participants at all times (see the right example).

Alternatively, you may set up a list of whom to call before you actually call them and then call them all in one go (see the below example).

Note that your video network may have an infrastructure permitting video conferencing—even if your video system itself does not. This will require the presence of an external Multipoint Control Unit (MCU).

The most advanced video systems (those using Codec C60 or C90) can—when equipped with MultiSite—set up video meetings with four participants (yourself included). External MCUs may let you set up conferences with many more participants.

Systems equipped with Codec C20 have no MultiSite feature (see ► page 28 to find out which type of codec your system has). However, they come with MultiWay™ installed (see the next page for more on this).

Contact your system administrator for details on how to use external MCUs.

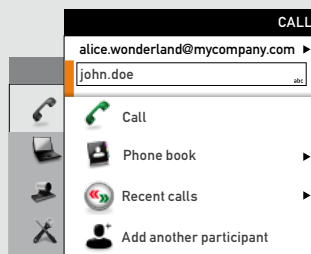
Setting up a list of whom to call before calling them

This example shows two entries made before any calls are placed.

To do this start by entering the first person to call (directly, via the recent calls list or from the phone book), then select *Add another participant* and add a second person. When all have been entered, press **Call** on the remote control or select the *Call* icon in the menu.

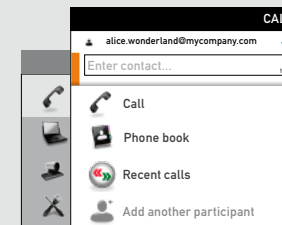
For units equipped with MultiSite capabilities, up to three participants can be called simultaneously, if no external MCUs are used.

After you have entered the participants, press the key to place the calls. Any of these may, of course, be fetched from the phone book in the usual manner.



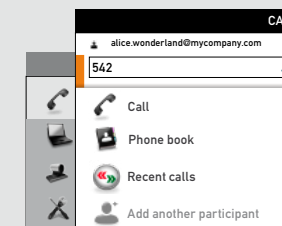
Calling participants one by one

During a call, open the *Call* menu again...



The participant you already are in call with.

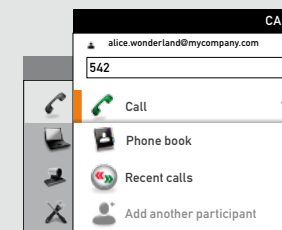
Then call someone in the usual manner—by dialing the “number” (in this case “542”) or by means of the phone book...



The next participant you are going to call.

Finally, navigate down to *Call* and place the call...

If you want to add another participant (you can call a maximum of three participants), repeat the process.

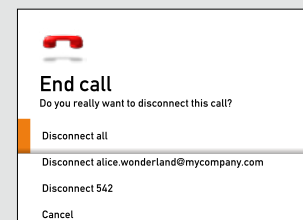


Use this to place the call.

Terminating a video conference

The host of a video conference is the endpoint to which all the others are connected—the one who initiated the conference.

The host has the right to terminate the connection to any of the participants. The participants cannot control any of the others, but may disconnect themselves from the meeting at all times.



Using MultiWay™ to call more than one

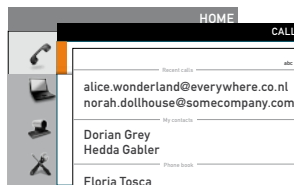
All systems described in this User guide offer MultiWay as a means to call more than one. Note that successful use of MultiWay requires the presence of certain infrastructure products. If in doubt check with your system administrator.

Using MultiWay

Case 1: Assume that you already are in a call and that you would like to expand the call to include someone else.

Do as follows:

1. Start calling someone else by pressing the or the key or on the remote control.



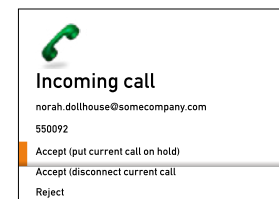
2. Enter the "number" of the person to be included, either directly or by means of the phone book or the list displayed) and place the call by pressing the key. This will put the current call on Hold. When the new participant replies, select *Join Calls*.



3. All three of you will now be in the same meeting.
4. Repeat to include more participants if needed.

Case 2: Someone calls you while you are in a call. You will need to decide whether the calling party shall be invited to join the current call or not.

1. Someone calls you while you are in a call. A dialog box giving you three options will be shown.



2. Select *Accept (put current call on hold)*.
3. When you are ready to create the conference, select *Join Calls*.



4. All three of you will now be in the same meeting.

Case 2 options: If you do not want to set up a MultiWay conference, you have the following choices in 2. above:

- If you want to accept the incoming call instead of the current call, select *Accept (disconnect current call)*.
- If you do not want to respond to the incoming call, select *Reject*.



The maximum number of participants in a MultiWay call is limited by the capabilities of the infrastructure of your network only. The two cases described on this page may be combined as much as you want.

Which codec does my system have?

The optional ability to call more than one participant—the MultiSite feature— does not apply to all video endpoints. This depends on the type of codec your system is equipped with. The following applies:

- Endpoints using Codec C40, C60 and C90 support MultiSite and MultiWay.
- Endpoints using Codec C20 do not support MultiSite, but MultiWay.
- Quick Set C20/C20 Plus both use the Codec C20. Consequently, they do not support MultiSite, but MultiWay.

At any rate, MultiSite is an optional feature that may—or may not—be present in your endpoint.

If you need to see which type of codec your system is equipped with, open the bottom module lid of the system.

Looking for codec type:

Open the bottom module lid as shown, to see which type of codec you have.



Profile series codecs:



Codec C90



Codec C60



Codec C40



Codec C20



Chapter 3

Phone book usage

Basic phone book features

Your video system contains a phone book. The phone book is organized in a way very similar to what you find in a mobile phone.

It contains a section where you can add your own list of contacts, and most corporate solutions will also include a corporate phone list.

This corporate phone list is normally installed and maintained from remote by your system administrator through a management system like the Cisco Telepresence Management Suite (TMS), which is available separately.

You cannot edit the corporate list yourself, but you may add entries to *My Contacts*. These may be edited as much as you want.

Navigating in the phone book

- Navigate in the phone book with the **Arrow** and **✓** keys.
- A folder icon indicates that there is a folder here. Press the **▶ Arrow** key to display the contents of this folder. Repeat, if needed, if there are more levels.
- Whenever you are at a lower level, use the **◀ Arrow** key to move one level back.

Calling an entry in the phone book

When an entry is located, just press the **✓** key to place the call.




You can also open the phone book via the menu system. ▶ see "Making calls using phone book" on page 23.



Need to search for an entry in the phone book? ▶ See "Searching in the phone book" on page 31.

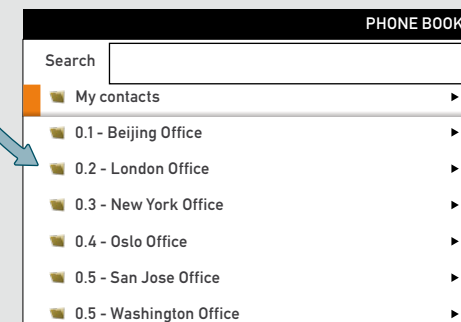
Opening the phone book:

Press the  key...



... the *Phone book* menu will now open...

Folders contain phone book entries (and they may even contain subfolders).



The phone book typically contains your own *My contacts* and a corporate phone book. You may create your own list of contacts in *My contacts*.

Searching in the phone book

The *My contacts* may contain up to 200 entries, but the entire phone book can be virtually unlimited in size. Consequently, using the arrow keys as the only navigation device can easily mean a lot of work. What to do?

You may then use *Quick Search by Letters*. Whenever you are inside the phone book, navigating in the list of entries, the numerical keypad automatically switches from *123* mode to *abc* mode. To locate a specific entry, just type in the first letter as with a mobile phone. The system will then display all matches. Add more letters to refine your search.

Entering text in the search field

Example: How do I write “alice 123” in the *Search* input field in the phone book?

Do as follows:

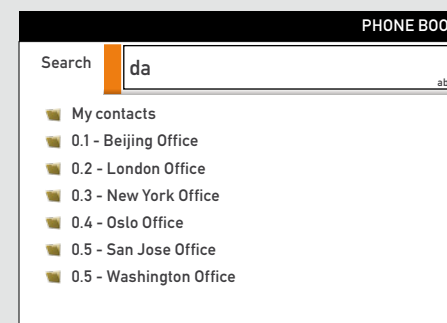
1. Press the **2**-key once to get an **a**
2. Press the **5**-key three times to get an **l**
3. Press the **4**-key three times to get an **i**
4. Press the **2**-key three times to get a **c**
5. Press the **3**-key twice to get an **e**
6. Press the **0**-key once to get **space**
7. Press the **1**-key ten times to get a **1**
8. Press the **2**-key four times to get a **2**
9. Press the **3**-key four times to get a **3**



How to open the phone book is described in ► “Basic phone book features” on page 30.

Quick search by letters

Just type the letter (or switch to **123** mode by pressing the **#** key to key in digits) and the **Search** field will be activated immediately. The phone book will then look something like this:



The search will begin immediately. Add more letters to narrow and refine your search.

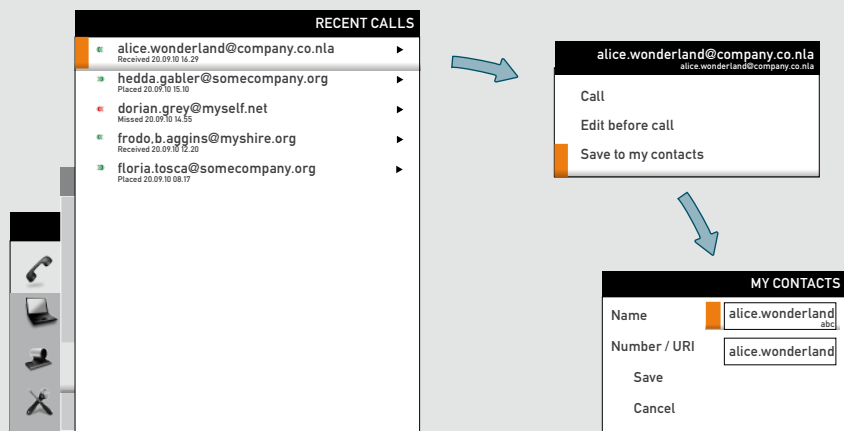
Example: Keying in **da**, will return entries like **Dave** Olson and **David** Jones, but also John **Dahl** and Vittorio **Dalmazzino**. There is no case sensitivity.

Adding new contacts to the phone book

New contacts can be added to *My contacts* only. Other entries must be entered by your system administrator.

Adding an entry from recent calls or the phone book

While you are inside the phone book or inside the list of recent calls, navigate to the entry you would like to copy to My contacts and press the **✓** key or the **▶ Arrow** key to show the *Options* menu:



Navigate down to *Save to my contacts* and press the **✓** key to open the dialog box that allows you to edit the entry, if needed.

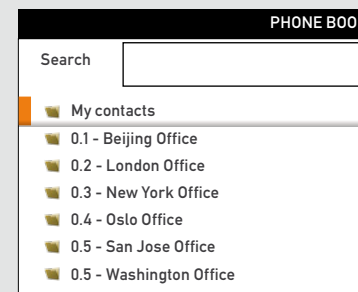
This is similar to entering a new contact manually (see right for details), but in this case the name and "number" of the copied contact has already been filled in for you by the system. If you want to edit the information entered, you may do so. Remember to save before leaving the menu.



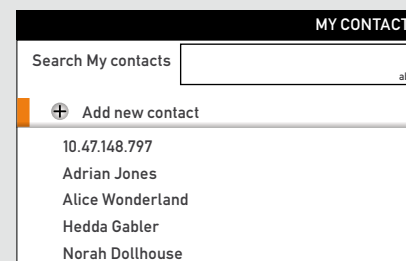
How to open the phone book is described in **▶** "Basic phone book features" on page 30.

Adding an entry manually to My contacts:

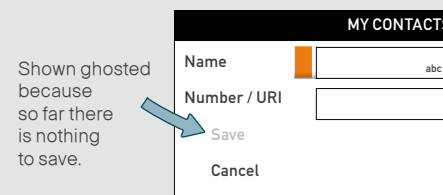
1. Open the phone book by pressing the **☰** key on the remote control and navigate to *My contacts*:



2. Press the **✓** key to show the contents of *My contacts*:



3. Navigate to Add new contact and press the **✓** key:



Enter name and "number" of the new contact. After you have entered this information, the *Save* field will no longer appear ghosted and you may navigate down to this field and press the **✓** key to save your new entry.

Alternatively, navigate down to *Cancel* and press the **✓** key to exit the dialog box without saving the new entry.

Editing existing entries in the phone book

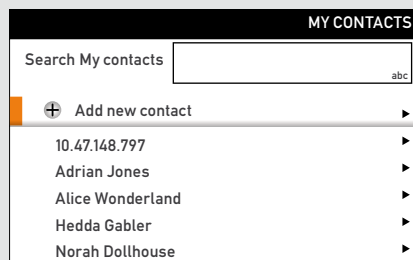
You may edit and delete entries in *My contacts* any time. Since updates in the corporate phone book(s) made by your system administrator will fail to affect *My contacts*, you may have to use this feature from time to time when corporate phone book changes are made.

Editing entries in the phone book

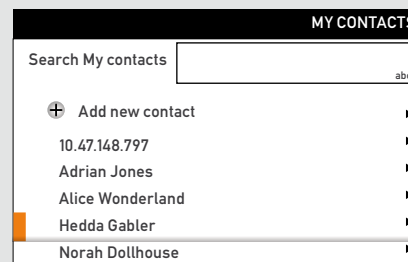
1. Open the phone book by pressing the key on the remote control and navigate to *My contacts*:



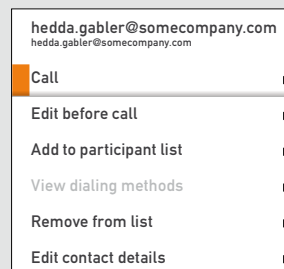
2. Press the key to show the contents of *My contacts*:



3. Navigate to the entry to edited and press the key:



4. Press the key again. You will now have the following options:



You may call the entry directly.

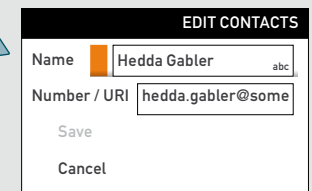
You may edit the "number" or URI.

You may add the entry to participants list when setting up a conference.

If the entry is listed with more dialing methods than the default, you may use this to, for example use H.323 instead default SIP (or the other way around).

You may remove the entry from the list.

You may edit contact details.





Chapter 4

In-call features

Sharing a PC presentation

General recommendations tips for making your video meeting room as good as possible are described in the Administrator guide for this product. The Administrator guide may be downloaded from www.tandberg.com or www.cisco.com/go/telepresence/docs.

Dual video stream

With dual video stream you can view two different live video streams simultaneously—the main video and one additional source. This could for example be both a PC presentation and the person who gives the presentation.

If one of the video systems does not support dual video stream, no second video stream will be established and the PC presentation will be shown as the main video.

Sharing a presentation

To share a presentation, do as follows:

1. Make sure the PC does not cover any of the microphones. This will reduce the audio quality at the far end.
2. Locate the DVI cable and connect the PC to the video system. Connect the audio mini-jack output from the PC, or any other source—including Ipad—to the mini-jack socket of the cable to get sound. Connect the RCA connectors to the corresponding sockets on the codec/endpoint.
3. When pressing the **Presentation** button on the remote control the default presentation source is activated.

The DVI/VGA input is compliant with VESA Extended Display Identification Data (EDID) and will be able to notify the PC of the supported output formats.

If the presentation fails to show

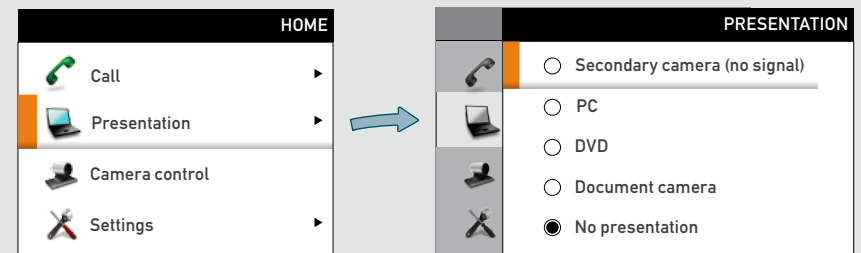
- Normally you must press a special key combination to switch the PC image from the PC screen to the video screen.
- Check that the presentation source is correctly defined. Access to this setting may be password protected by your system administrator. The procedure is described in the Administrator guide for this product.
- Make sure your PC is set to activate your VGA output.

Other presentation sources

You can also connect other presentation sources like:

- DVD
- Document camera

To specify which source to serve as presentation source select it as shown here. Note that the name of each source can be changed, consult your administrator for details on this.



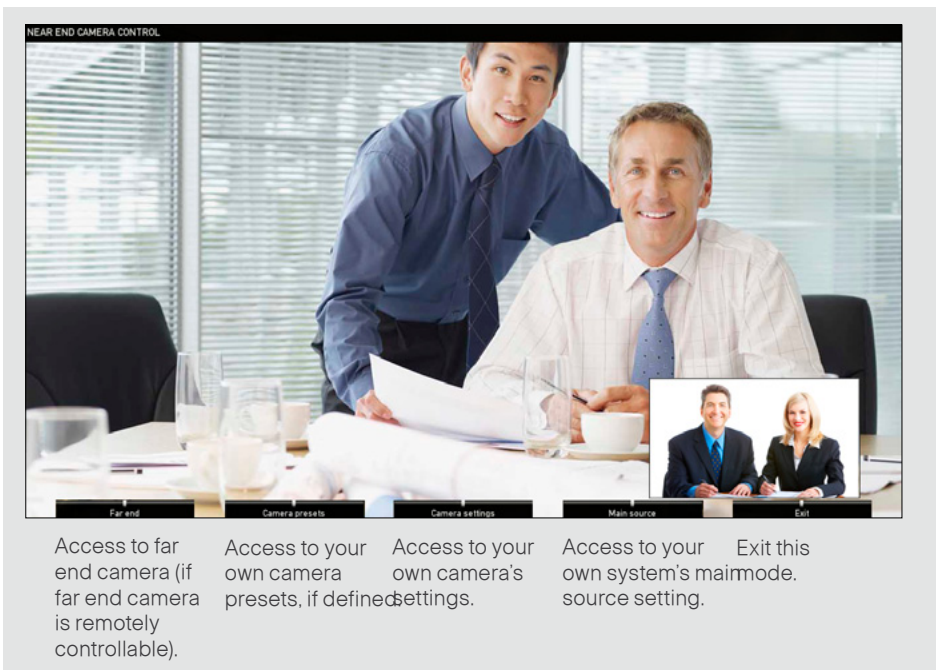
Controlling the cameras

During a call, you may control where your own camera is pointing and the zoom. However, far end systems with remotely controllable cameras may also permit you to control their camera's panning and zooming. This is called *Far end camera control*. For video conferences with more than two participants, *far end* is an ambiguous term. Consequently, far end camera control is not accessible unless you are in a point-to-point call.

Controlling your own camera (near side)

1. During a call, enter camera control mode by means of either of the ▲ and ▼ **Arrow** keys.

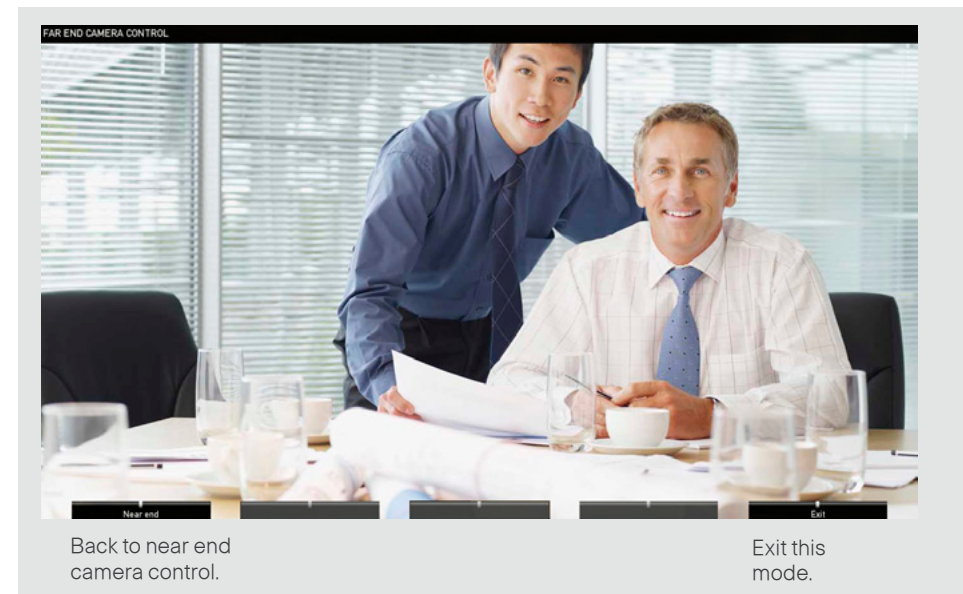
The display will now typically look like below, note that selfview has been activated by the system (even if it was not in advance).



- Use the **Arrow** keys to change where the camera points and use the **Zoom** keys to adjust the zoom.
Camera Presets, Camera settings and Main source are all explained in the section *Getting started*.

Controlling the far end camera

1. During a call, enter camera control mode by means of either of the ▲ and ▼ **Arrow** keys.
2. Press the leftmost **Function** key to access the far end camera.



3. Far end camera control is restricted to controlling where the camera points and to zooming. Nothing else. Use the arrow keys to change where the camera points and the zoom keys to set the far end camera zoom.



Chapter 5

Advanced settings

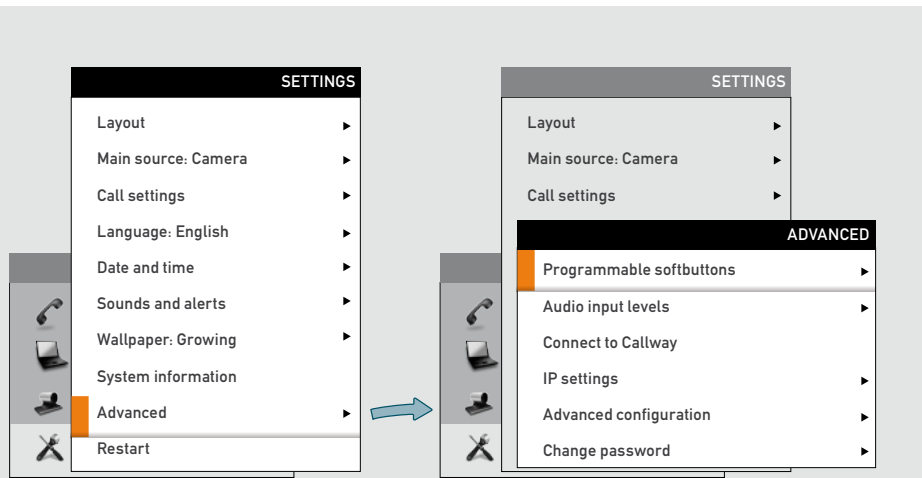
About the advanced settings

The *Advanced settings* lets you define extra softbutton functions; change the IP settings of the system; use the advanced configuration options and change the menu access password.

Your video system can be configured through its web interface, but it may also be configured through the *Advanced configuration*. This is all normally done by your system administrator, who may have password protected the access to the *Advanced configuration*.

Do as follows:

1. Starting from the *Home* menu, navigate down to *Settings* and press the ✓ key.
2. Then navigate to *Advanced* and press the ✓ key again to display the options available (shown below).



Observe the following:

- The *Audio input levels* menu is not available for systems equipped with Codec C20.
- *Connect to Callway* is a service offered by certain service providers only and may, or may not, be accessible from your video system. Contact your system administrator for details.

Advanced configuration & password

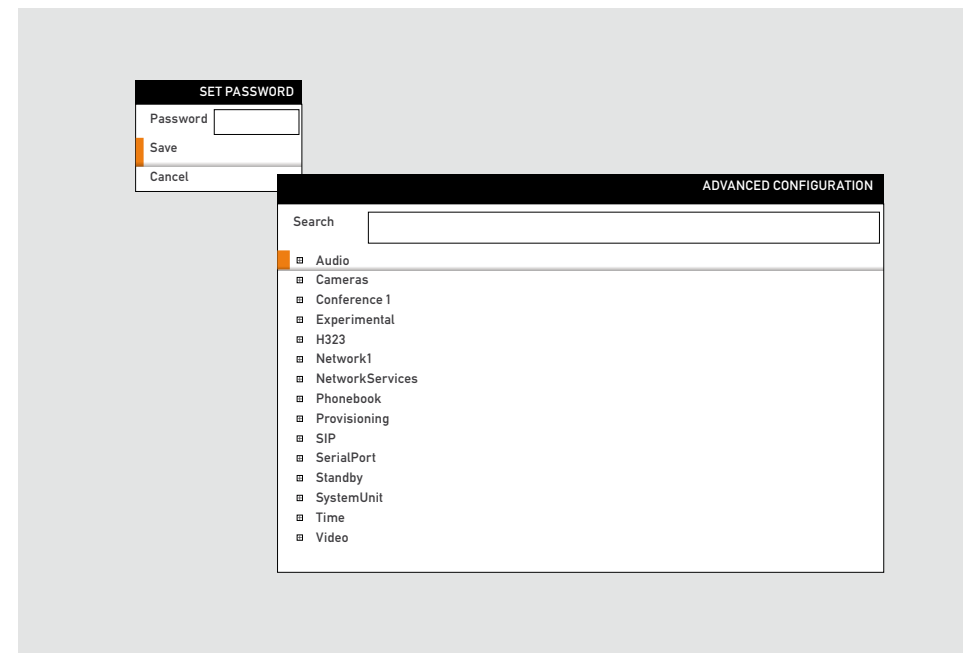
The Advanced configuration is aimed at system administrators only and may have been password protected by your system administrator. Unless you are the system administrator you should leave these settings as they are.

The IP settings (not shown) are also aimed at system administrators.

The Advanced configuration settings and the IP settings are described in the Administrator Guide for your video system. This guide can be downloaded from www.tandberg.com or www.cisco.com/go/telepresence/docs.



The password may not have been set. If you decide to give your system a password, take care. If you forget your password contact your Cisco representative for help.



Defining softbutton functions

The **Function** keys of the system's remote control are used to control the softbuttons along the lower end of the screen. These softbuttons are context sensitive. This means that they appear only when needed and not else—typically when you adjust settings via the menus.

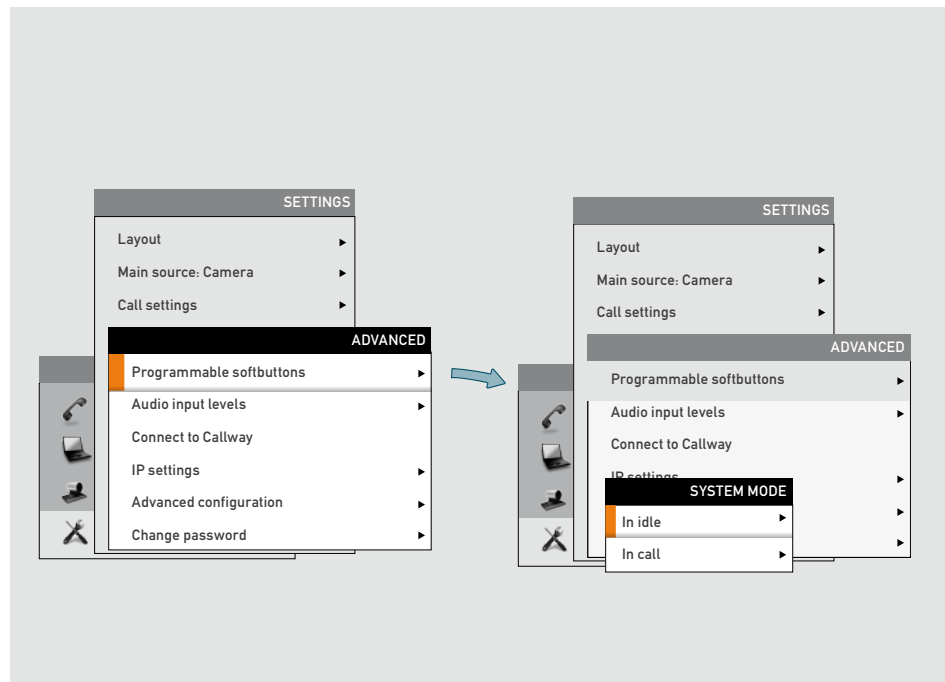
Note! The access to the settings described here, may have been password protected by your system administrator.

You may enhance your system's perceived performance by adding softbutton functionality to idle situations as well as to in-call situations.

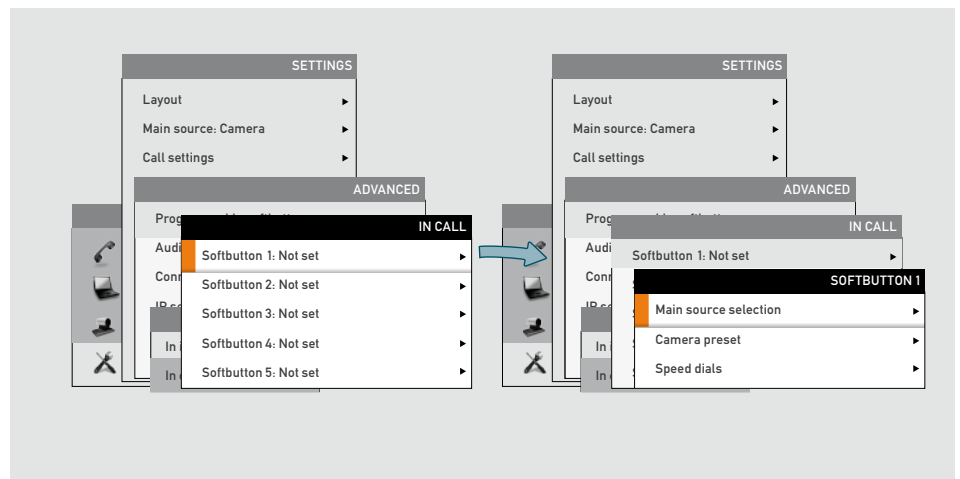
Do as follows:

1. Starting from the *Home* menu, navigate down to *Settings* and press the ✓ key.

2. Then navigate to *Advanced* and press the ✓ key to display the options available (shown below).
3. Expand the *Programmable softbuttons* and select whether the definitions shall apply when in idle or when in call. You may define one set for each situation, but only one at a time.
4. Expand your selection to display a list of all five softbuttons.
5. Navigate to the softbutton to be defined and expand this menu item.
6. You will now have three choices; *Main source selection*, *Camera preset* and *Speed dials*. These are all treated on the following pages.



If you want a softbutton assignment to apply to both idle and in-call situations you must assign a function twice—one setting for idle and one for in-call situations. Note that any softbutton can be assigned to any function. Setting one softbutton to a specific function for idle situations does not require that the same function must be assigned to the same softbutton for in-call situations (although doing so may appear more logical in many cases).



Softbutton—Main source selection

If you want direct access (via the softbuttons along the bottom line of the screen) to the source used, you should assign the function *Main source selection* to one of the softbuttons. In the following we will use **Softbutton 1** as an example, but the function may be assigned to any of the five softbuttons.

Do as follows:

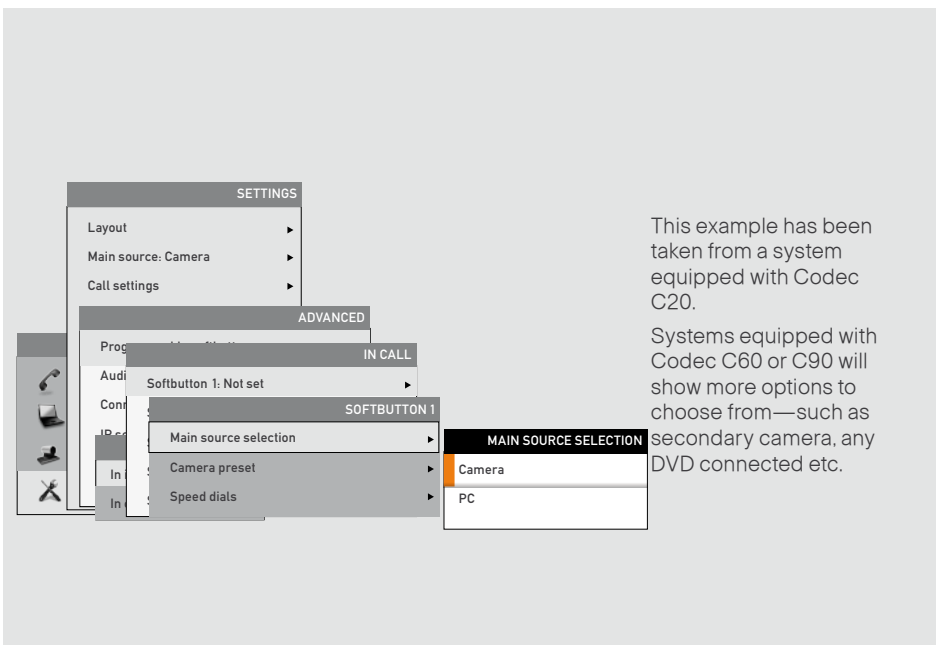
1. Navigate down to the softbuttons options as shown in ► “Defining softbutton functions” on page 39. Make sure you have decided whether your setting shall apply to idle or in call. If you want it to apply to both situations you must do this twice, one setting for each case—see sidebar on ► page 39 for more on this.

2. Expand the *Main source selection* menu.

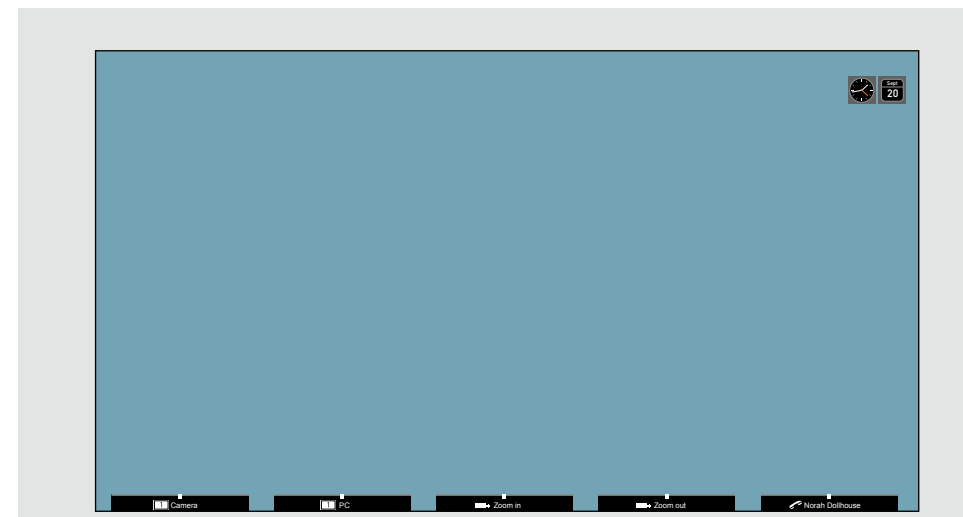
3. Use the ▲ and ▼ **Arrow** keys to go between the options as main source. The number of options available depends on the type of codec in your system.

4. Press the ✓ key to exit the menu putting changes into effect or the ◀ **Arrow** key to leave the menu going one step back.

Below right is a screenshot showing how the softbuttons appear when assignments have been made.



If you have set **Softbutton 1** to *PC* as main source, you may want to set **Softbutton 2** to *Camera* (or the other way around) in order to be able to conveniently switch between the two.



Softbutton—Camera Preset

If you want direct access (via the softbuttons along the bottom line of the screen) to predefined camera presets, you should assign the function *Camera preset* to one or more of the softbuttons.

Note that camera presets must have been defined before you start assigning presets to any of the softbuttons—see [page 11 for more on camera presets](#).

In the following we will use **Softbutton 1** as an example, but the function may be assigned to any of the five softbuttons.

Do as follows:

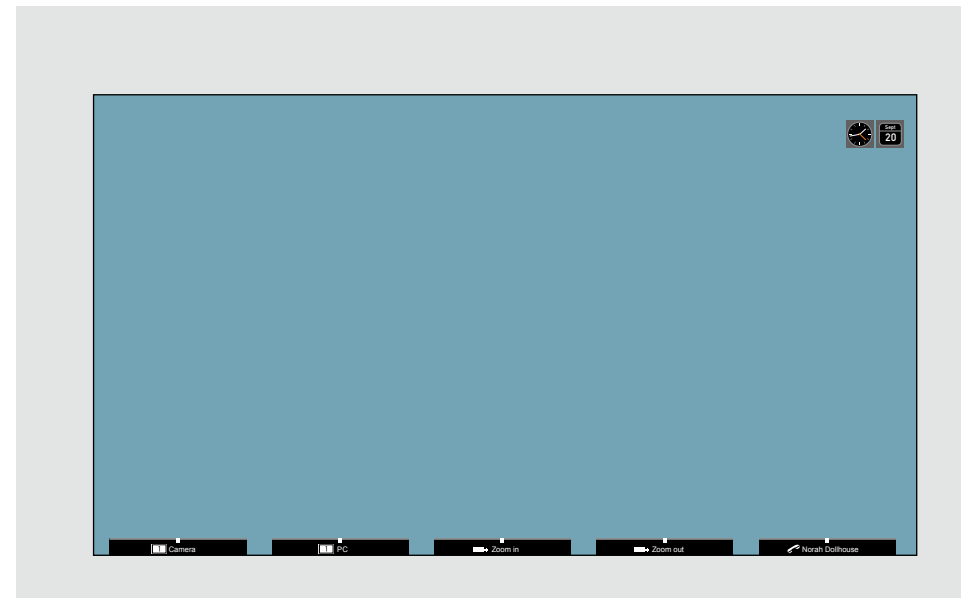
1. Navigate down to the softbuttons options as shown on page 39. Make sure you have decided whether your setting shall apply to idle or in call. If you want it to apply to both situations you must do this twice, one setting for each case—see the tip on [page 39 for more on this](#).

2. Expand the *Camera preset* menu.

3. Use the **▲** and **▼ Arrow** keys to go between the presets existing.

4. Press the **✓** key to exit the menu putting changes into effect or the **◀ Arrow** key to leave the menu going one step back.

Below is an example showing how the softbuttons appear when assignments have been made.



Softbutton—Speed dials

If you want direct access (via the softbuttons along the bottom line of the screen) to contacts in the phone book, you should assign the function *Speed dials* to one or more of the softbuttons.

Note that assignments can be made to existing contacts only. To add a contact to your phone book, see [page 32](#).

In the following we will use **Softbutton 1** as an example, but the function may be assigned to any of the five softbuttons.

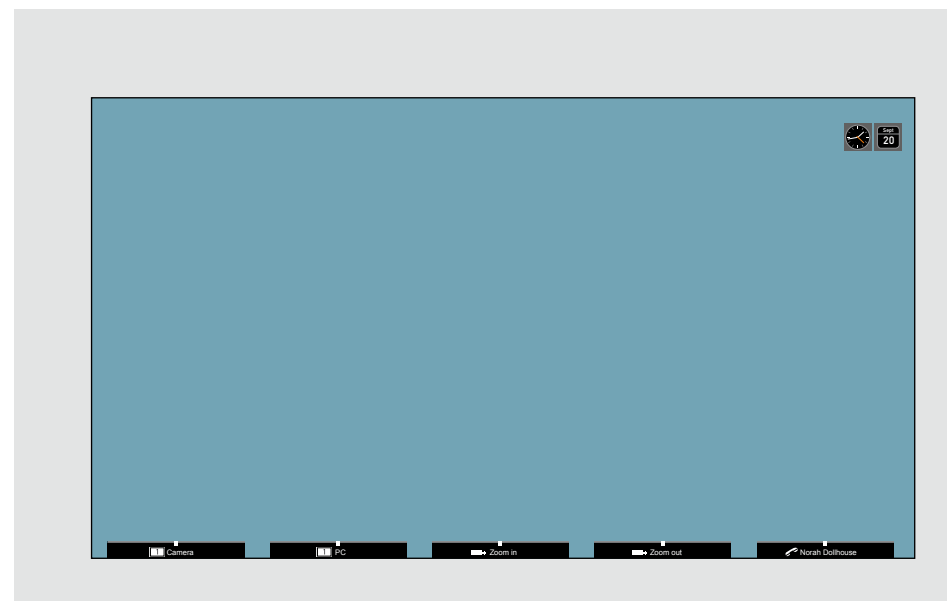
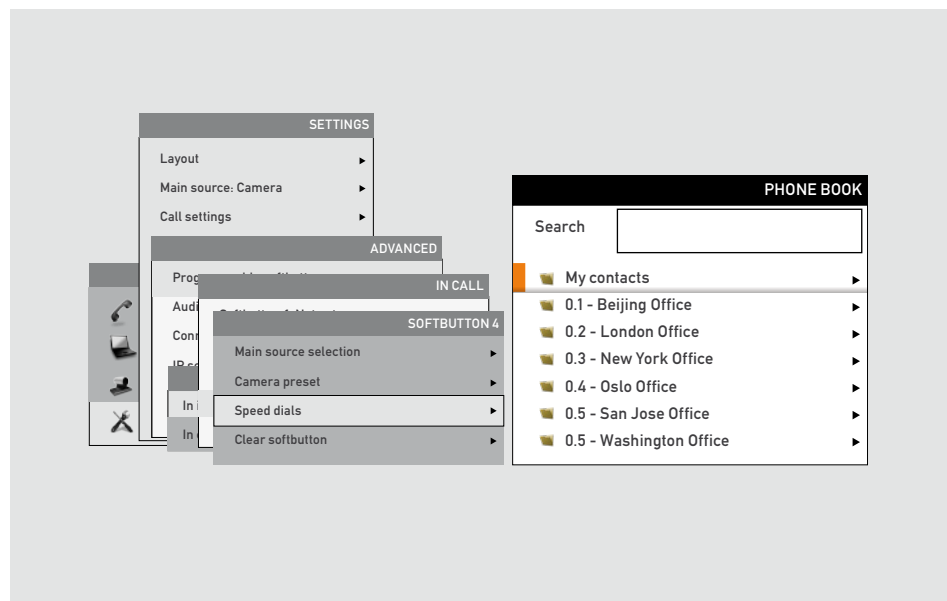
Do as follows:

1. Navigate down to the softbuttons options as shown on [page 39](#). Make sure you have decided whether your setting shall apply to idle or in call. If you want it to apply

to both situations you must do this twice, one setting for each case—see the tip on [page 39](#) for more on this.

2. Expand the *Speed dials* menu.
3. Use the **▲** and **▼ Arrow** keys to navigate in the phone book. For more on phone book usage, see [page 30](#).
4. Press the **✓** key to exit the menu putting changes into effect or the **◀ Arrow** key to leave the menu going one step back.

Below is an example showing how the softbuttons appear when assignments have been made.

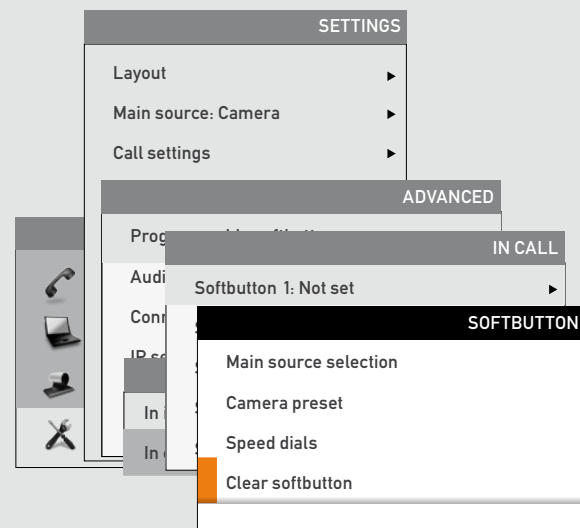


Softbutton—Clear softbuttons

You may clear softbuttons that you no longer want to appear. This is done via the *Clear softbutton* at the bottom of the menu. You do not have to clear a softbutton function before assign the same softbutton to another function. That may be done right away. For more on how to get to the below menu—see [page 39](#) for details.



Make sure you select the right softbutton (idle mode or in-call mode).



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