



CE9.15

Cisco Webex Rooms User Guide

# Devices Using Touch10 or Room Navigator

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

To go between chapters, you can click on the icons in the sidebar.

**Note:** Some of the features described in this user guide are optional and may not apply to your device.

This guide describes the use of the following products with a Touch 10 or Room Navigator when registered to an on-premises service::

MX Series:

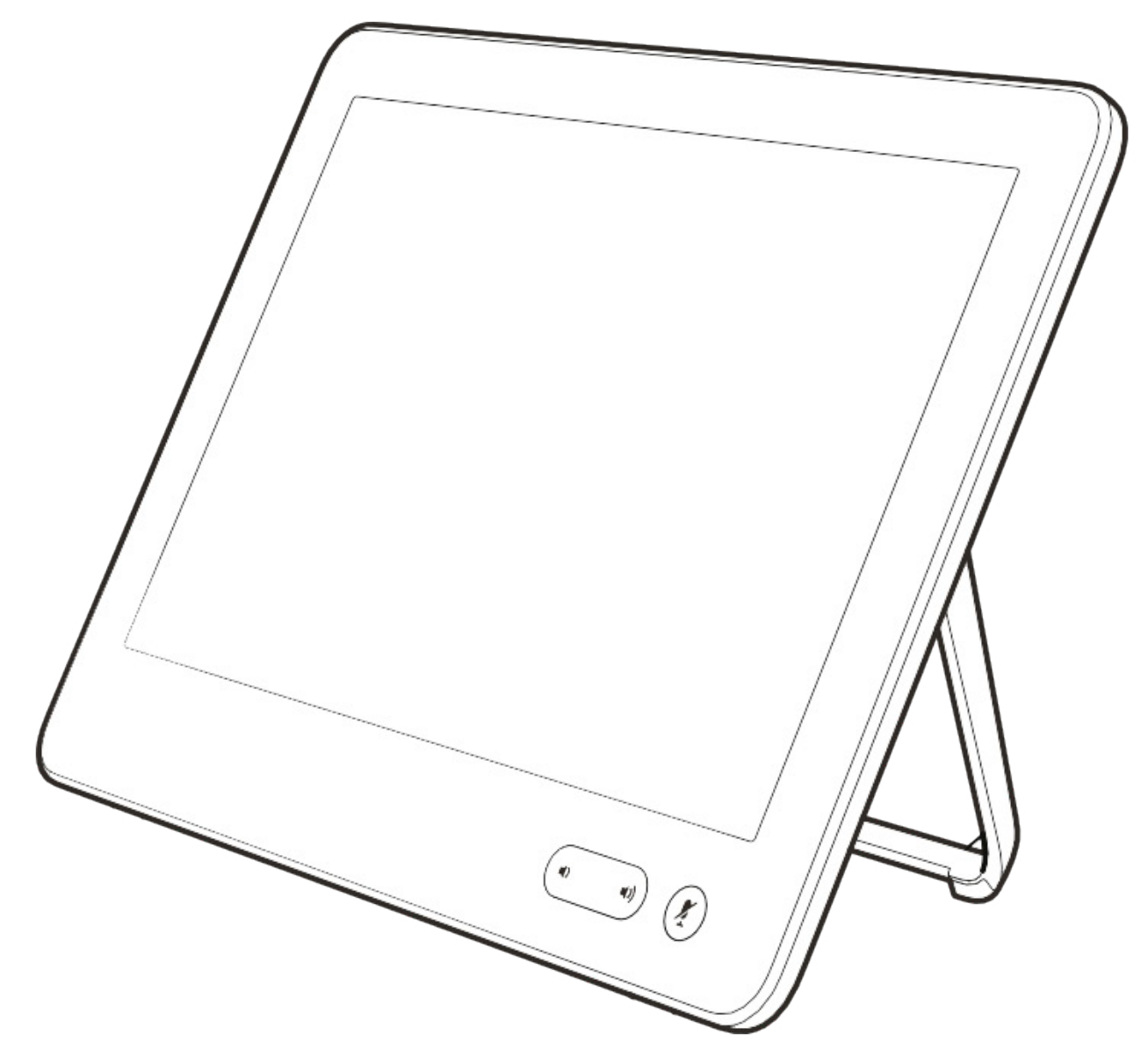
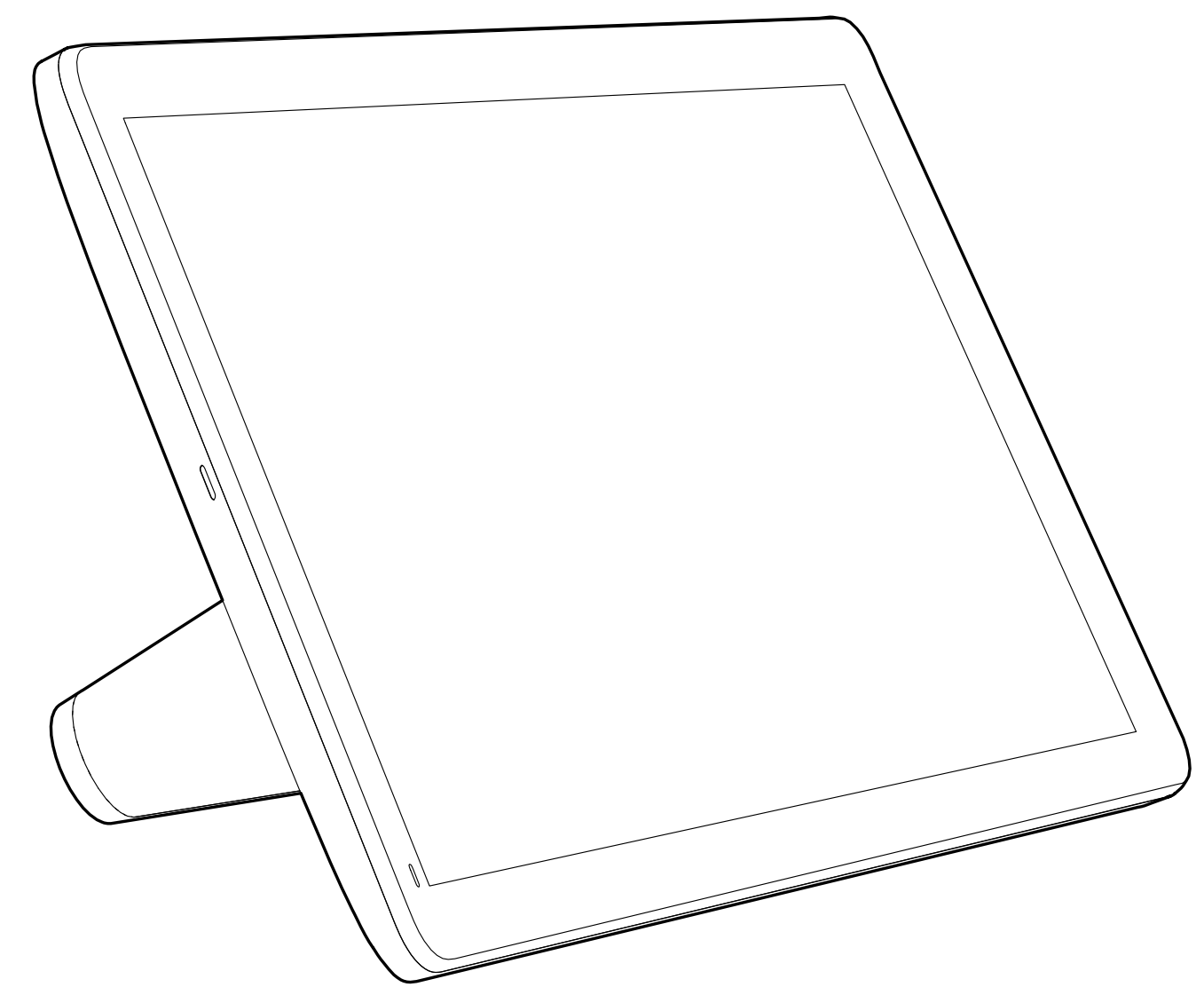
- MX200 G2
- MX300 G2
- MX700
- MX800

SX Series:

- SX10 Quick Set
- SX20 Quick Set
- SX80 Codec

Room Series:

- Room Kit
- Room Kit Mini
- Room Kit Plus with Codec Plus
- Room Kit Pro with Codec Pro
- Room 55 and 55 Dual
- Room 70 and 70 G2
- Room Panorama and Panorama 70



# Introduction to Video Conferencing

# Best Practices

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

## In the Meeting Room

- Make sure the microphone is placed at the front of the table to ensure that all speech is detected. The best position is at least 2 m (6.5') in front of the device, on a flat surface with at least 0.3 m (1') of table in front.
- Directive microphones should point away from the device.
- Make sure that no obstacles block the view to the microphone at all times.
- Microphones should always be placed away from noise sources like computer and projector fans placed on the table. The noise

from such sources is often perceived as surprisingly loud by the remote participants.

- If you use a document or whiteboard camera try to arrange the participants so that the camera is close to the leader of the meeting, or alternatively, close to a designated controller.
- When a whiteboard is used, the meeting is perceived as better to the remote participants if the whiteboard is visible through the main camera, as well as through a dedicated whiteboard camera. Broadcasting companies normally do this to let viewers see that the presenter actually is in the same room.
- Remember to arrange all the peripherals so that one participant can reach each of them to point, change the display, record or perform other functions during the conference.

- To help ensure the most natural meeting environment, position the camera on the top center of the receiving monitor, if possible. The camera should point directly at the meeting participants to guarantee eye contact with those at the far end. Check this out by means of the Selfview feature of your video device. The Selfview shows what the remote party can see from your device (the outgoing video).
- If you are going to share content you will normally make use of duo video. That implies the use of two video streams, one showing the presentation and the other showing the presenter—or the group of presenters. Smaller devices may force you to choose between watching the presentation or the presenter.

## Other Tips

### Use Camera Presets

Cisco Webex devices let you create predefined zoom and camera pointing directions (pan and tilt). Use these to zoom into the person speaking, if appropriate. Do not forget to zoom out again afterwards. For devices with camera tracking this will not be needed.

### Loudspeaker Volume

The audio system uses the loudspeakers built into the monitor or the Cisco Digital Natural Audio Module.

For some devices you can set the default volume level by adjusting the volume on the monitor with the monitor remote.

### Brightness Control

To adjust brightness, colors or other settings of the monitor, use the monitor's own remote control. Adjust the monitor to suit the conditions of the conference room. The monitors supplied by Cisco have on-screen menus that are very easy to use. For more information on configuring the monitor as such, see the corresponding user guides and administration manuals.

# Introduction to Video Conferencing

## Audio Settings

### Volume control

On a Touch 10, use the hard buttons to control the sound level. You can mute the microphone using the mute button.

On a Room Navigator, use the soft buttons to control the sound level.

### Noise Removal

You can use noise removal to filter out distracting noises from your environment in a call. Noise removal is specially useful in a shared spaces or a home office.

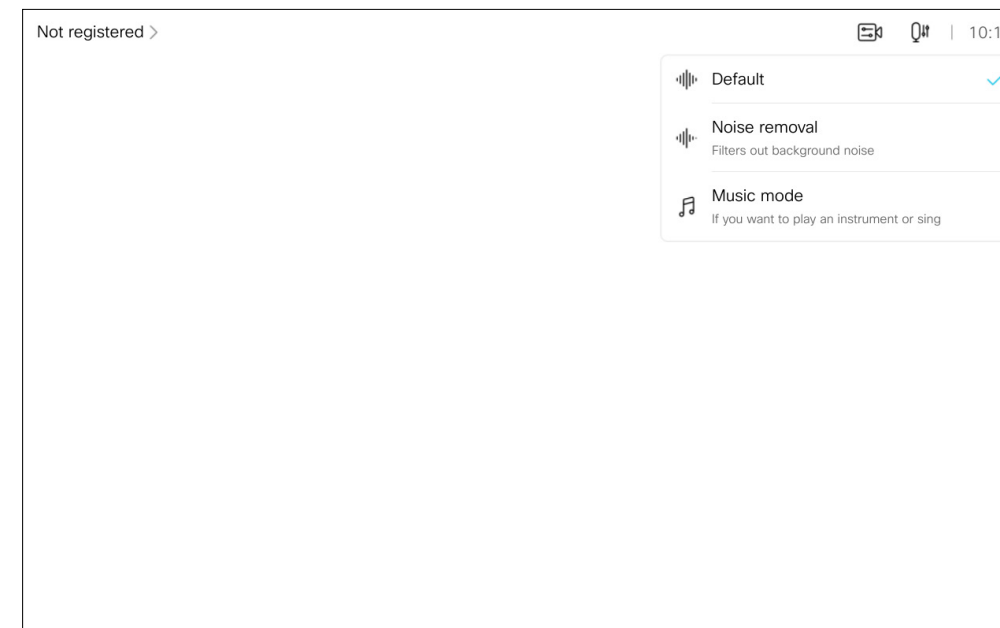
On your touch controller, tap the microphone icon on the top right of the home screen. Tap **Noise Removal** to turn it on.

To turn off, tap **Default**.

Noise removal is available on the Room Series.

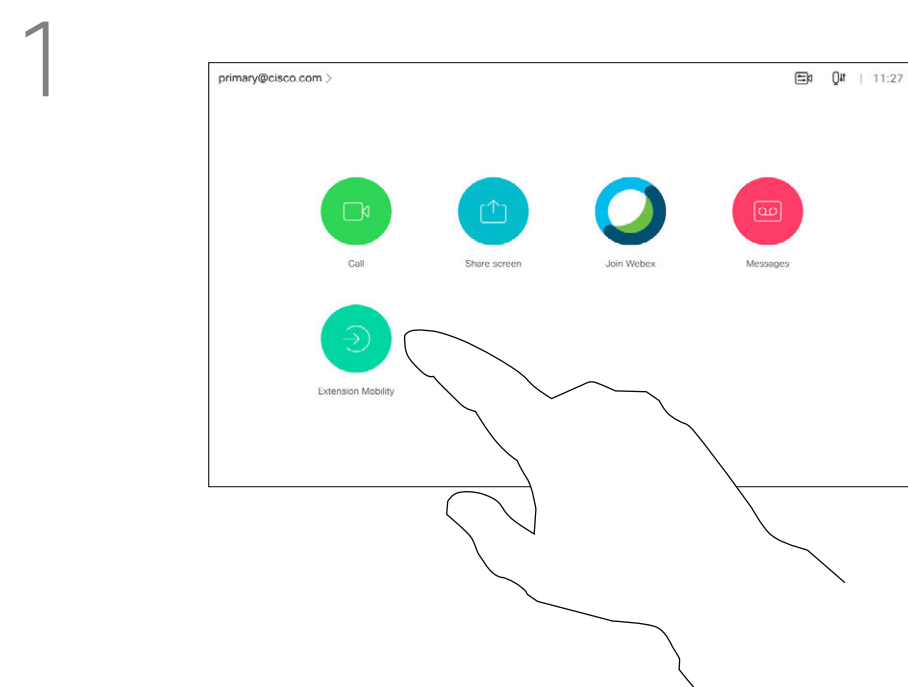
### Ringtone and Volume

To change the ringtone and to adjust the ringtone volume, tap the device name on the home screen and select **Settings**. Go to **Ringtone and volume**. Select a ringtone from the list and use the slider to set the sound level.



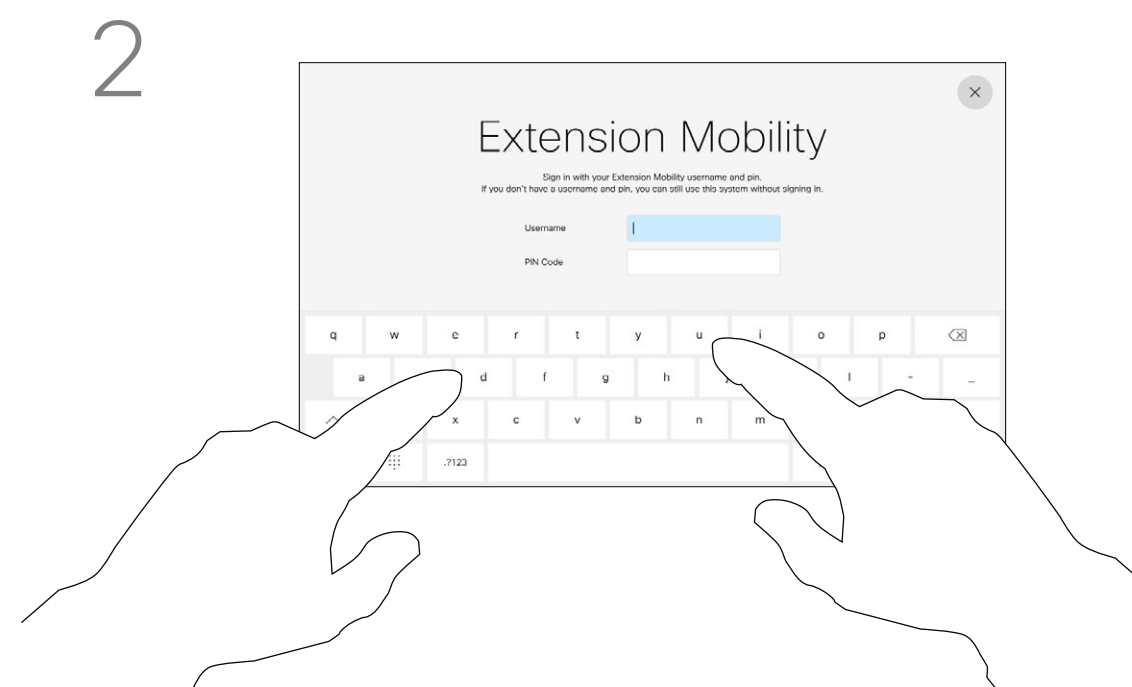
# Log On With Your Own Credentials

## About Extension Mobility

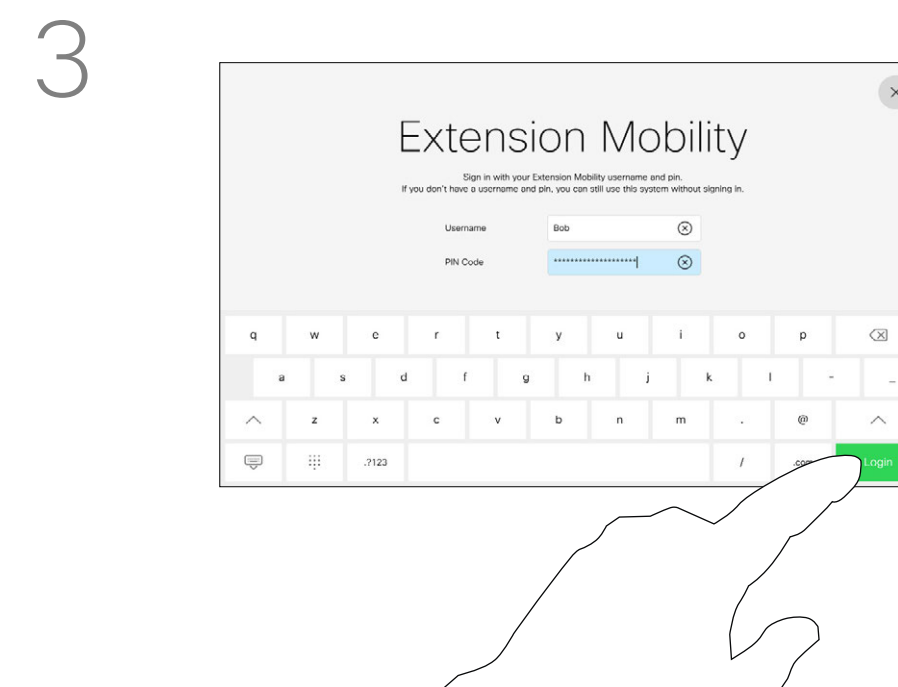


Extension Mobility enabled devices have an extra button to let you sign in to the device with your own credentials.

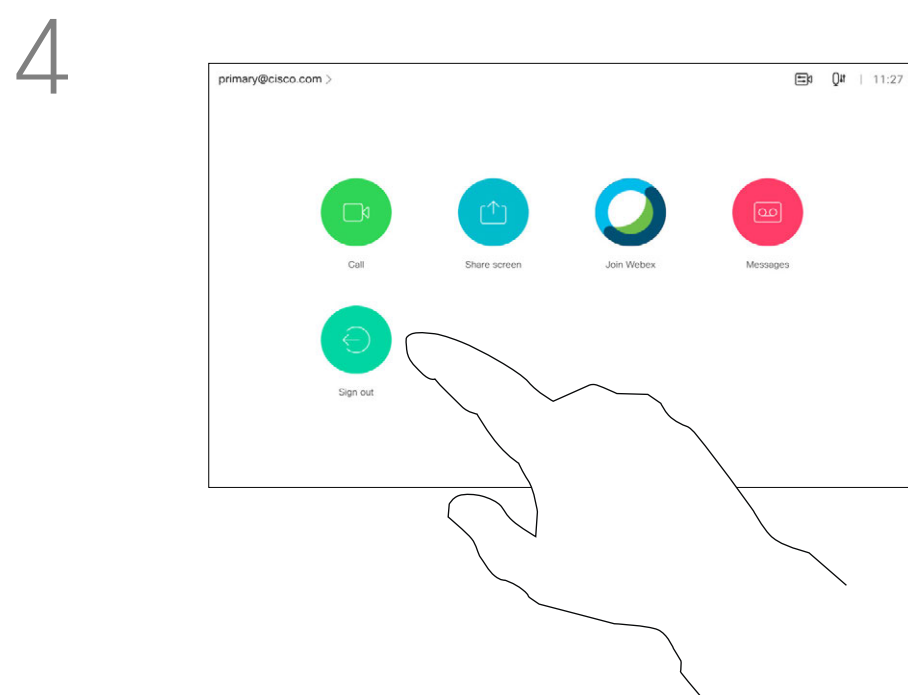
Tap the **Extension Mobility** button.



Key in Username and PIN code.



Tap **Login**, as shown



Tap **Sign out** when leaving.

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

CUCM then routes all incoming calls destined for you to that specific device.

Once you log out from Extension Mobility your list of Recents is cleared from the device.

Extension Mobility is also referred to as Hot-desking.

# Use Room Kit Mini as a USB Camera

The Cisco Webex Room Kit Mini may also be used as a USB camera.

If you did not register your Room Kit Mini with Cisco, you may use it as any other USB camera.

If you have registered the Room Kit Mini with Cisco, you can still use it as a USB camera, but kindly observe the following:

- The Room Kit Mini will enter do not disturb (DND) mode when the software client starts using the camera, and not when the cable is plugged.
- This will allow scenarios where a dedicated computer is connected to the Mini at all times, but the Room Kit Mini can be still be used for regular Cisco calls.

To use the Room Kit Mini as a USB camera, connect it via a USB cable between your computer and the USB-C socket on the Room Kit Mini.

This configuration will make use of the microphones and the loudspeakers of the Room Kit Mini, ensuring a great sound experience.

If you want to extend the configuration to include an external monitor with this setup, connect your computer to the monitor in your usual way.

Camera controls are fully accessible from the Touch 10 of the Room Kit Mini.

Other Device Settings are also fully accessible, with the exception of the Do Not Disturb, which cannot be disabled on a Cisco registered Room Kit Mini.

## Used as USB Camera When Already Registered

When placing calls using a third party client, the camera, microphone and loudspeakers are selected based on the OS/app. defaults. You may override these settings.

The camera is controlled from the Touch 10.

To maintain privacy, the camera light indicator will be illuminated whenever the camera is active.

All other functionality is controlled by the third party client.

## Used as USB Camera When Not Registered

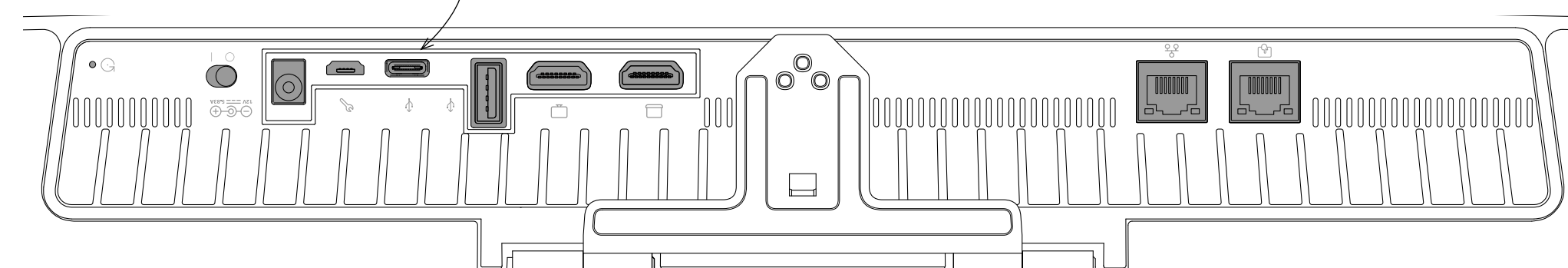
The first time you start up a Cisco video device, the Setup Wizard will appear.

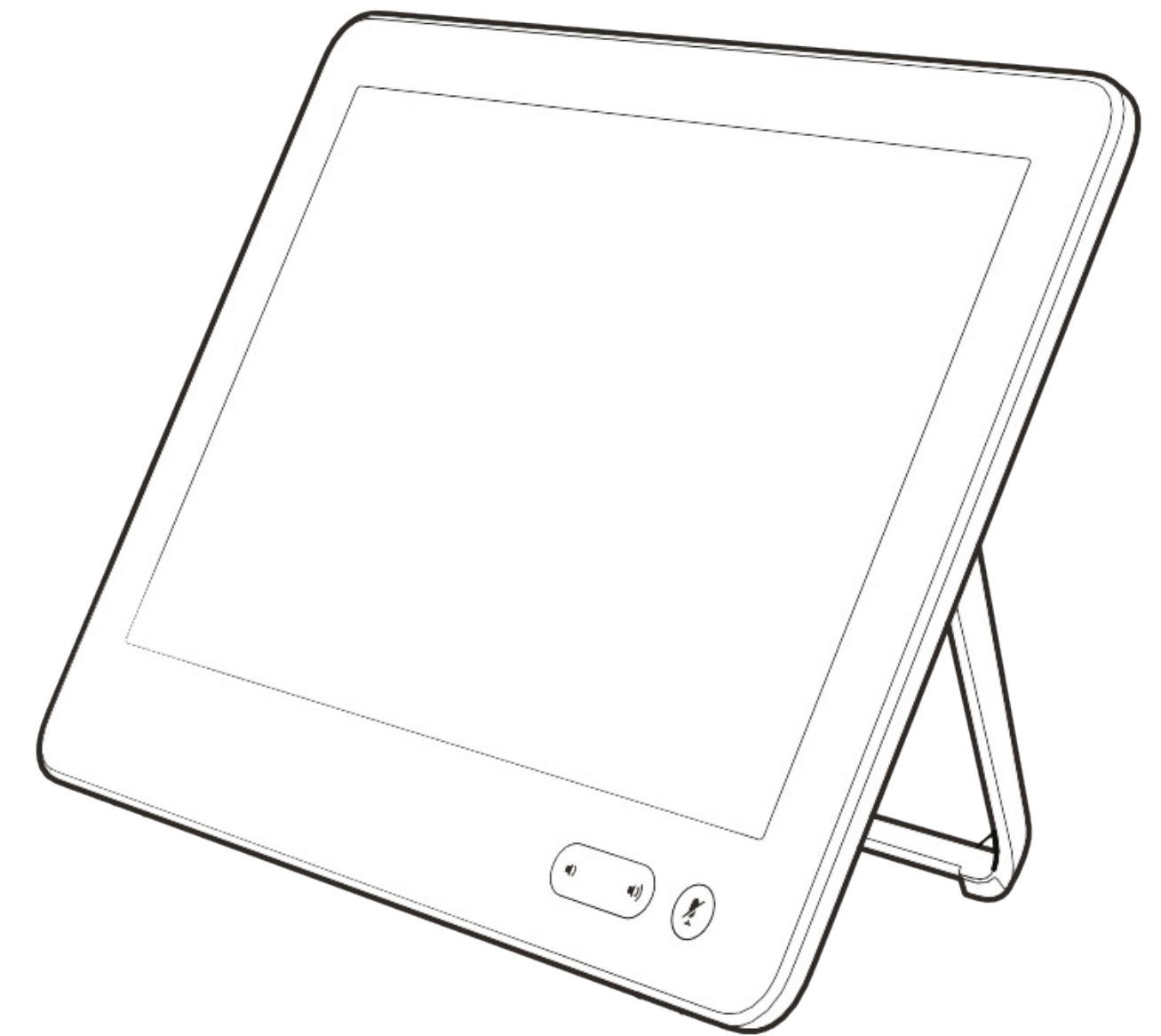
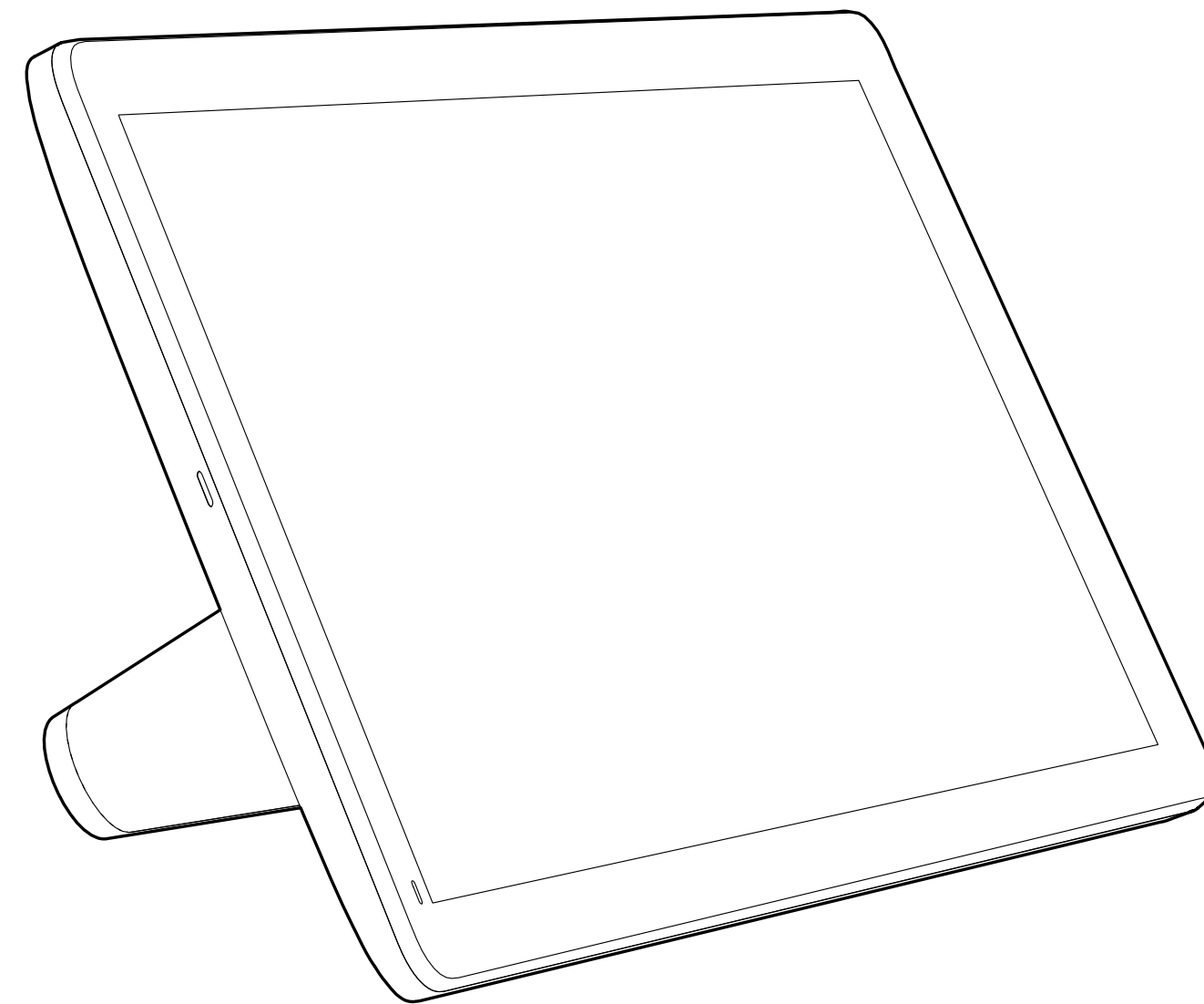
This wizard lets you specify how to register with Cisco Services (Cloud or on-premises). The Room Kit Mini provides the option of skipping the wizard if you are going to use it as a USB device only.

Detailed instructions are provided on-screen to show you how to do this.

If you later want to register the Room Kit Mini with Cisco, go to **Settings** and select **Device Activation**.

Connect your computer to the USB-C socket



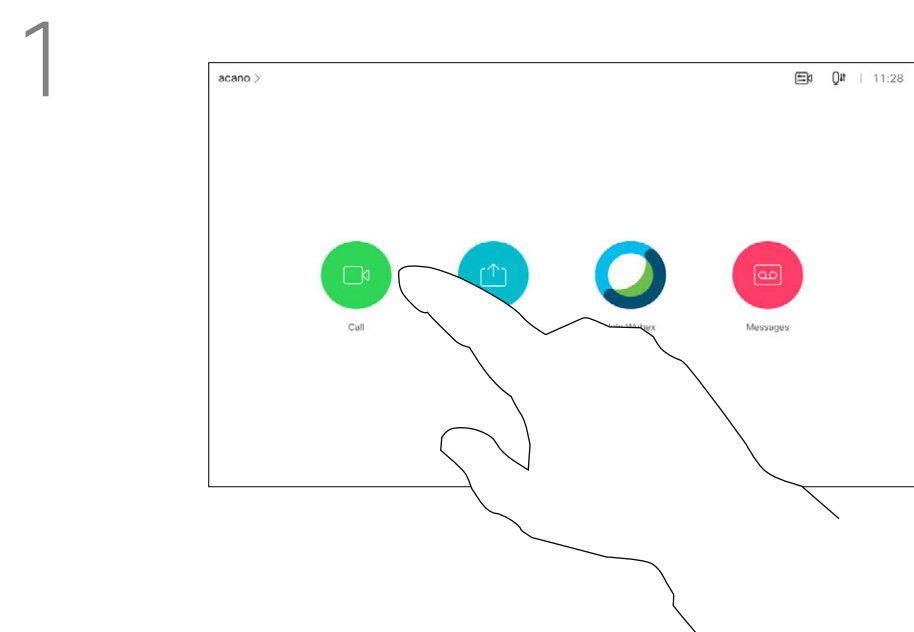


# Video Calls

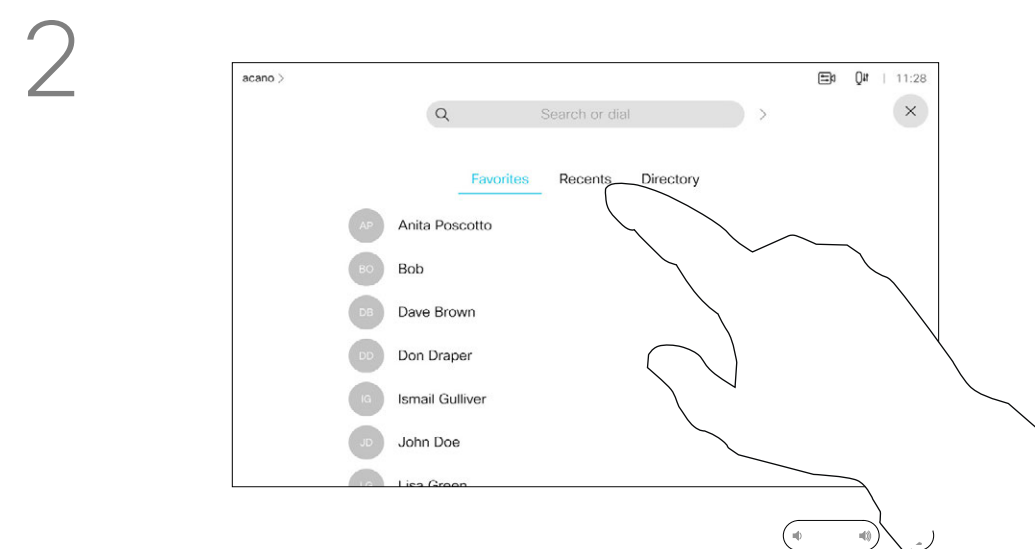


# Place a Call From Contact List

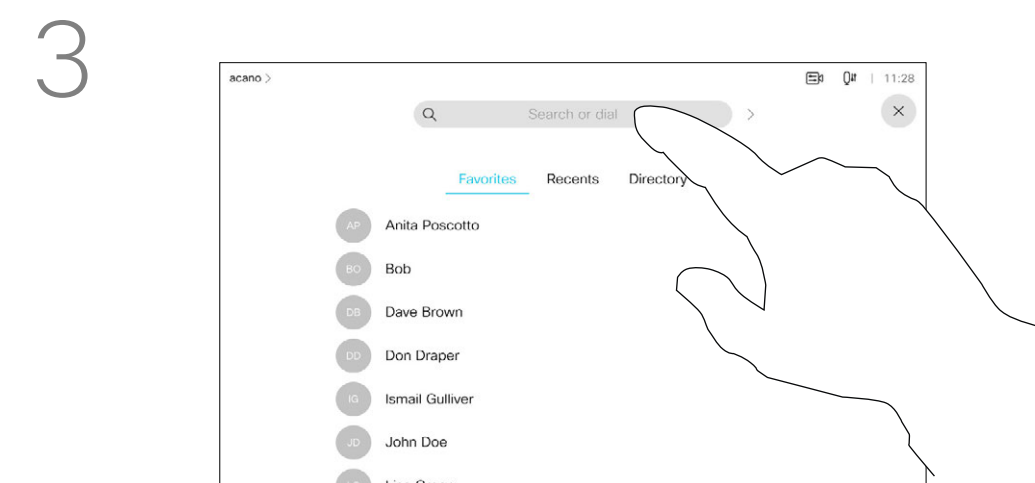
## About the Lists of Contacts



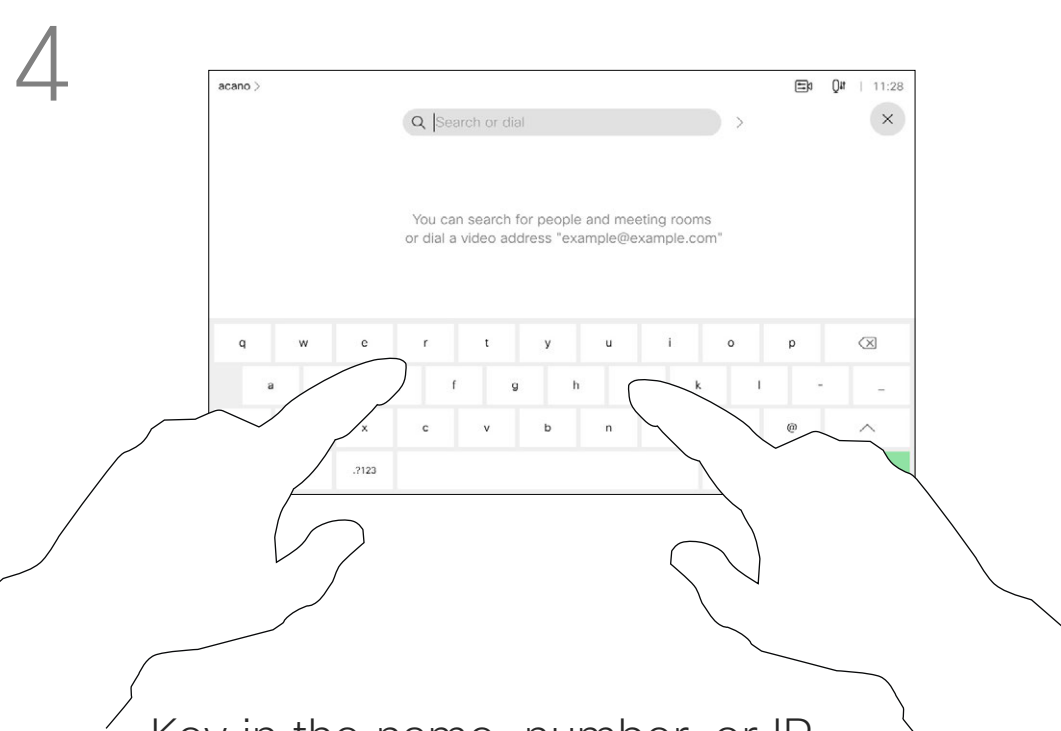
Tap the **Call** button.



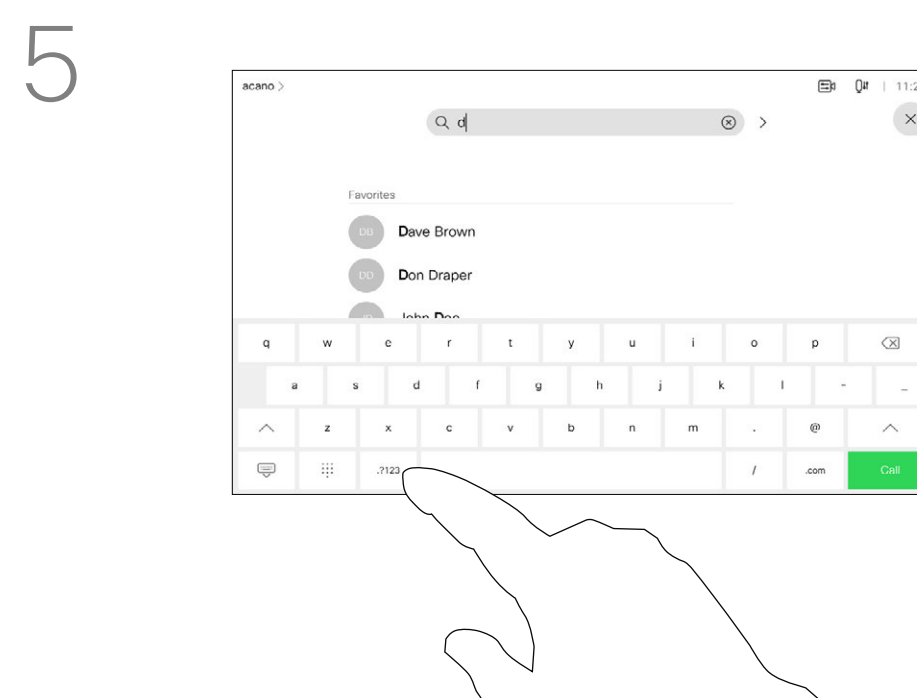
To find someone in a specific list (Favorites, Directory, or Recents), tap that list and then scroll down to locate the entry.



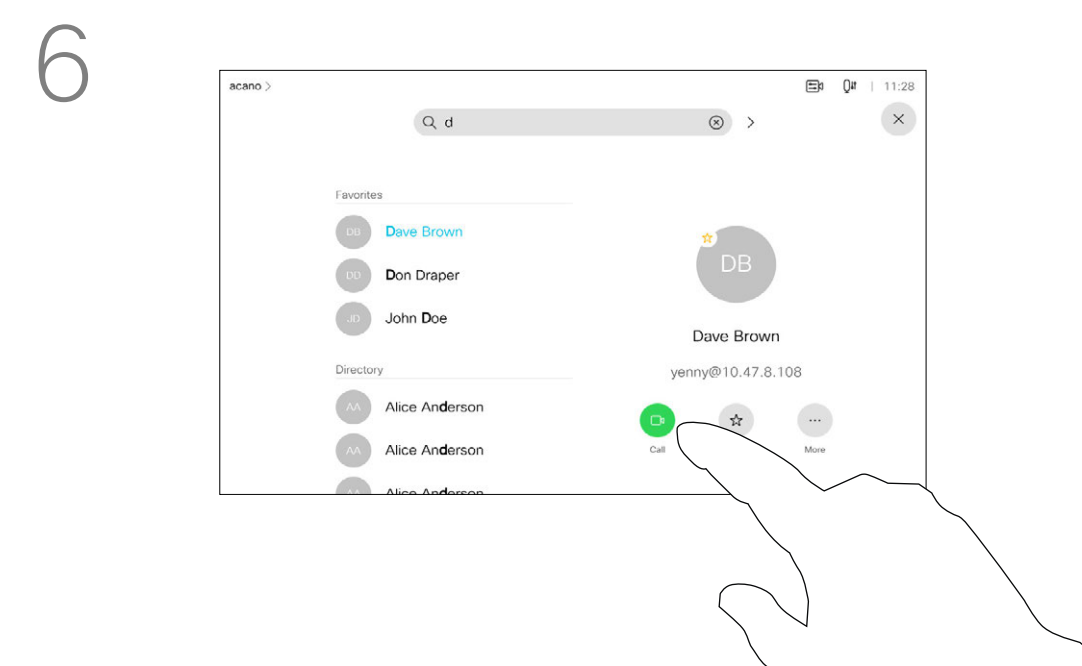
Alternatively, tap the Search or Dial field. A virtual keyboard appears and your entry is looked for in all lists.



Key in the name, number, or IP address.  
Matches appear as you type.  
Tap and hold \* to type the point sign used in IP-addresses.



There is an extended numerical mode available, which also contains special characters.  
To toggle between the alphanumeric mode and the extended numerical mode, tap the key in the lower left corner of the keyboard.



When you have located whom to call, tap the name and then tap the green **Call** button.

Your list of Contacts consists of three parts:

**Favorites.** These contacts have been added by you. These entries are typically those you call frequently or otherwise need to access in a swift and convenient manner from time to time. A favorite is denoted by a golden asterisk

**Directory** is typically a corporate directory installed on your device by your video support team.

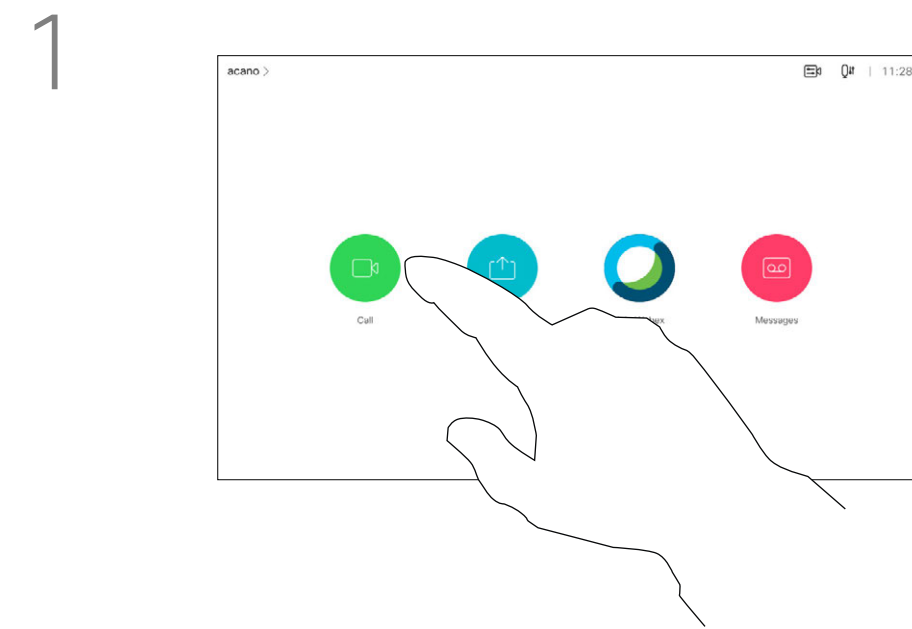
**Recents** is a list of calls you have placed, received, or missed earlier.

**The following options apply:**

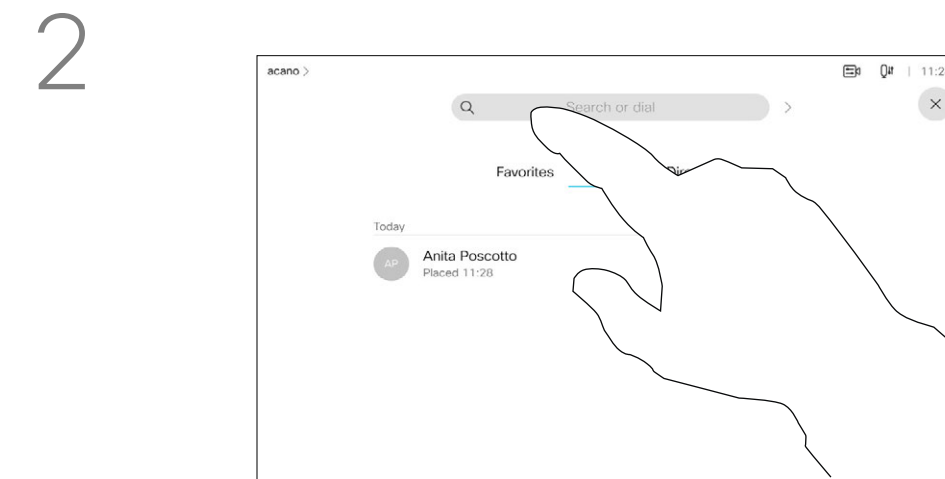
- You can key in a name, number or an IP address and the device looks in all lists for you.
- You can add the entry to the list of *Favorites*; edit aspects of the entry before calling; change the call rate and remove the entry from *Recents*.

# Edit a Contact Before Calling

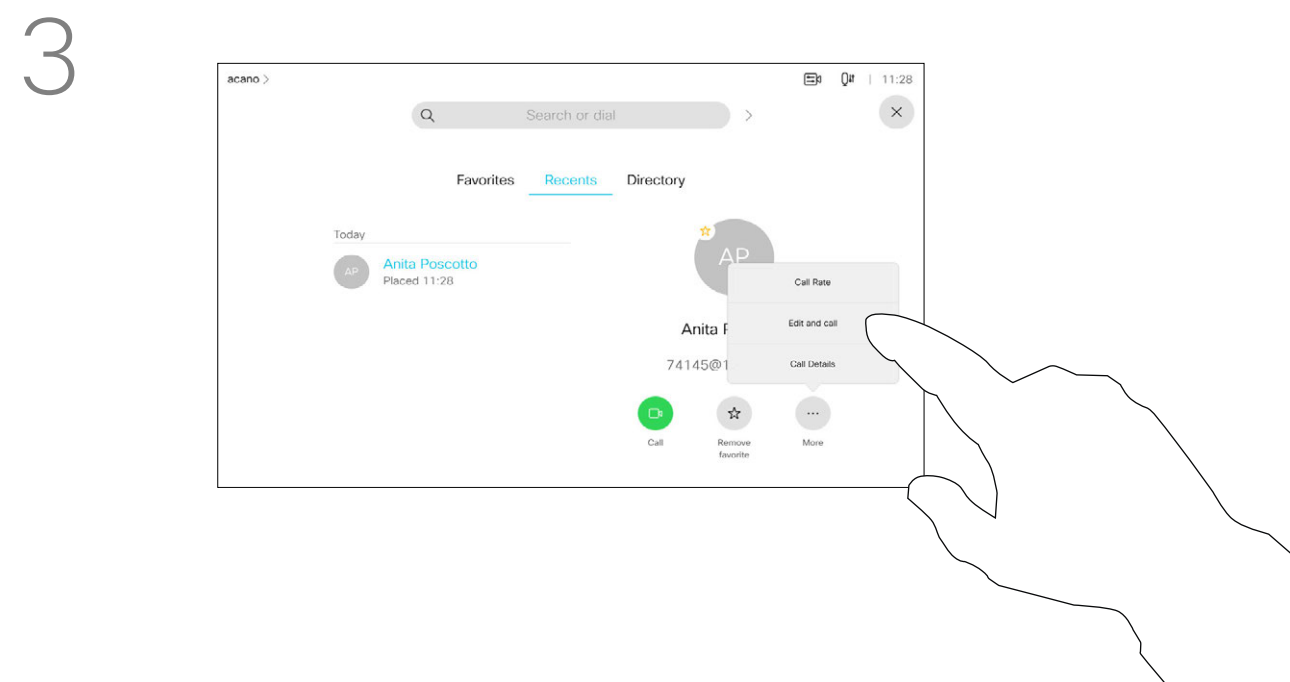
## About Entry Edits



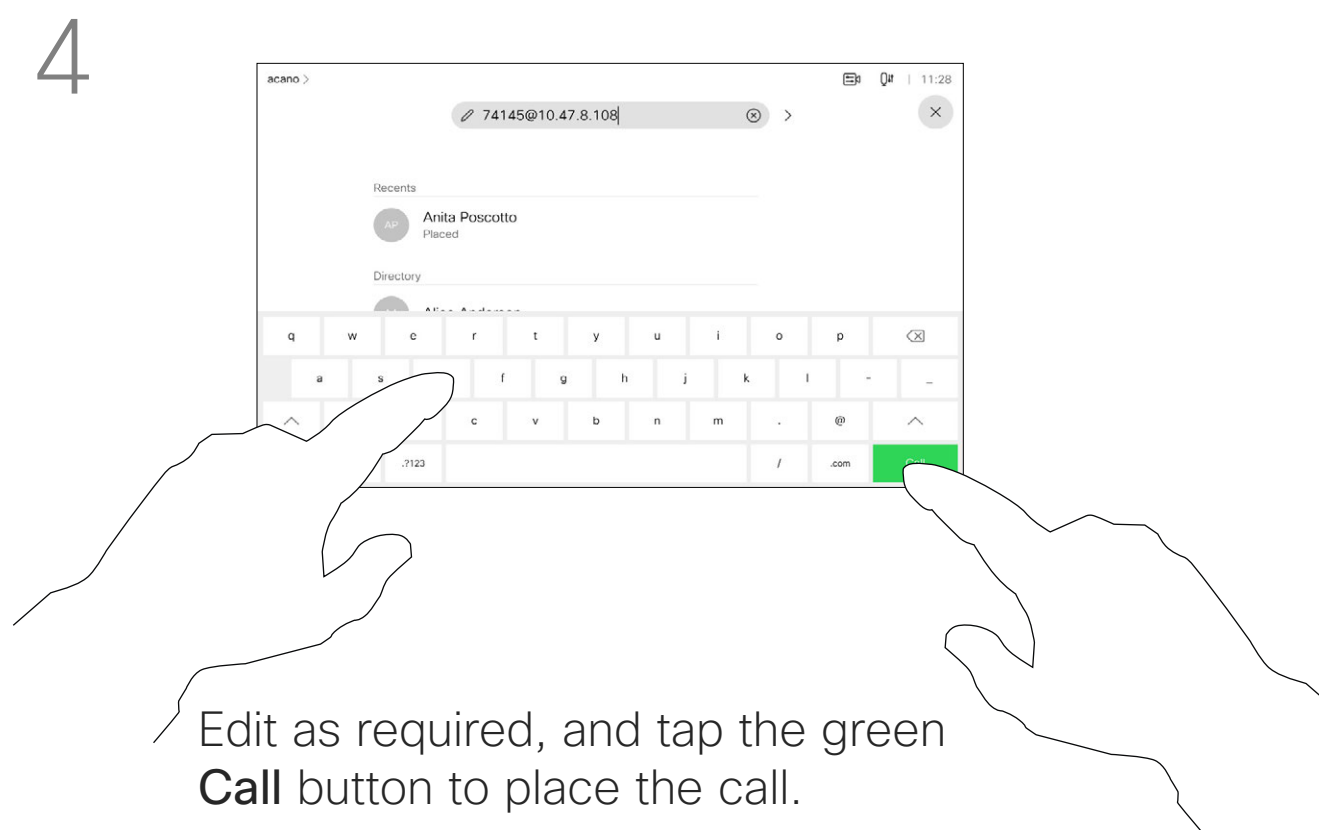
Tap the **Call** button.



Tap the **Search or Dial** field or scroll through any of the lists, as shown on the previous page.



Once you have located the entry, tap it to show the Call menu. In the Call menu, tap **More** and **Edit and call**, as shown.



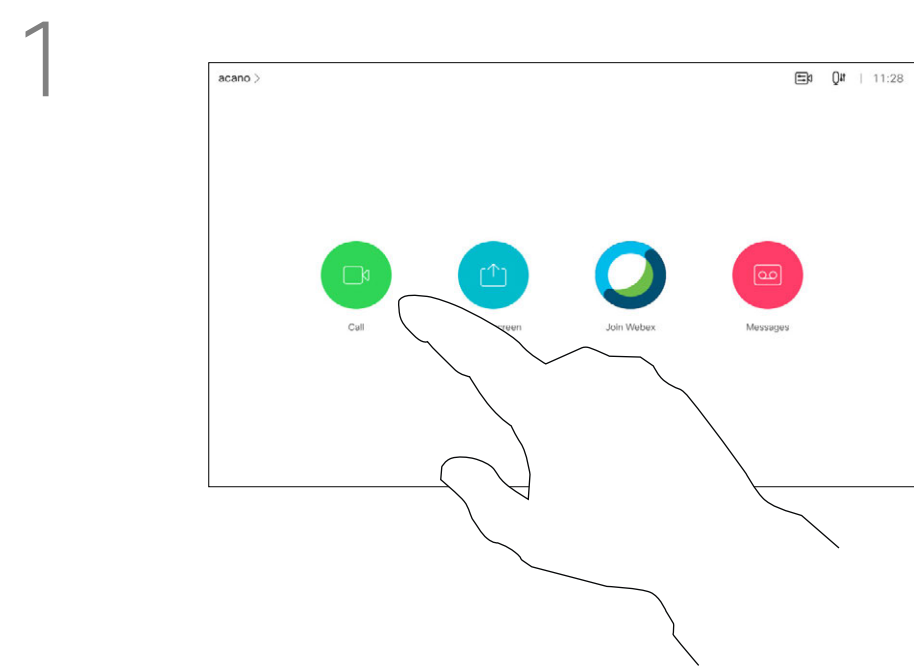
Edit as required, and tap the green **Call** button to place the call.

On how to enter the Contacts list, see the previous page.

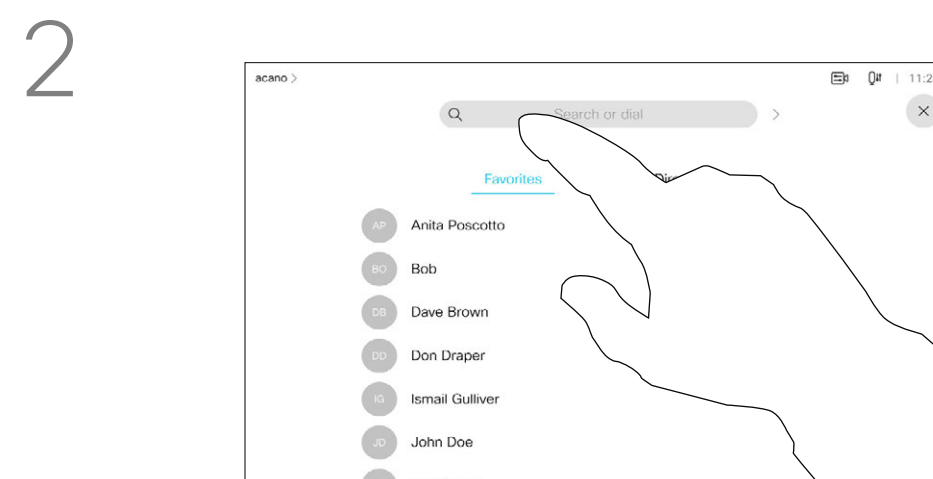
You may have to edit an entry in one of the Contact lists before you place the call. There may be a need to add a prefix, a suffix or otherwise alter the entry to ensure success.

# Place a Call Using Name, Number, or IP-Address

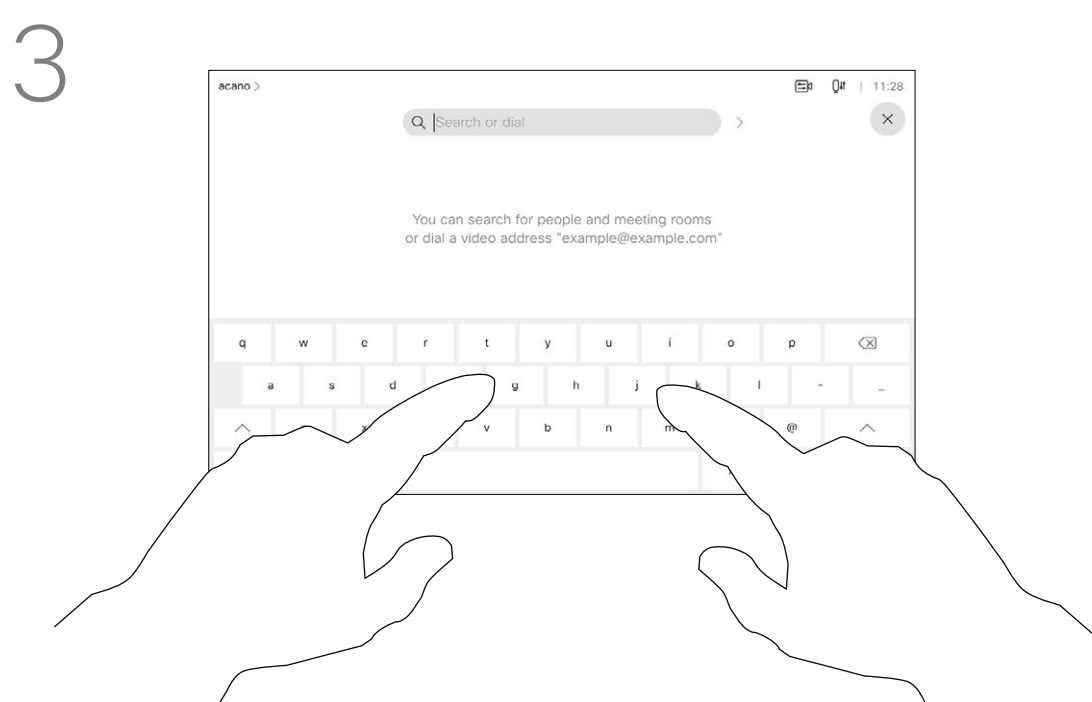
## About Placing Calls



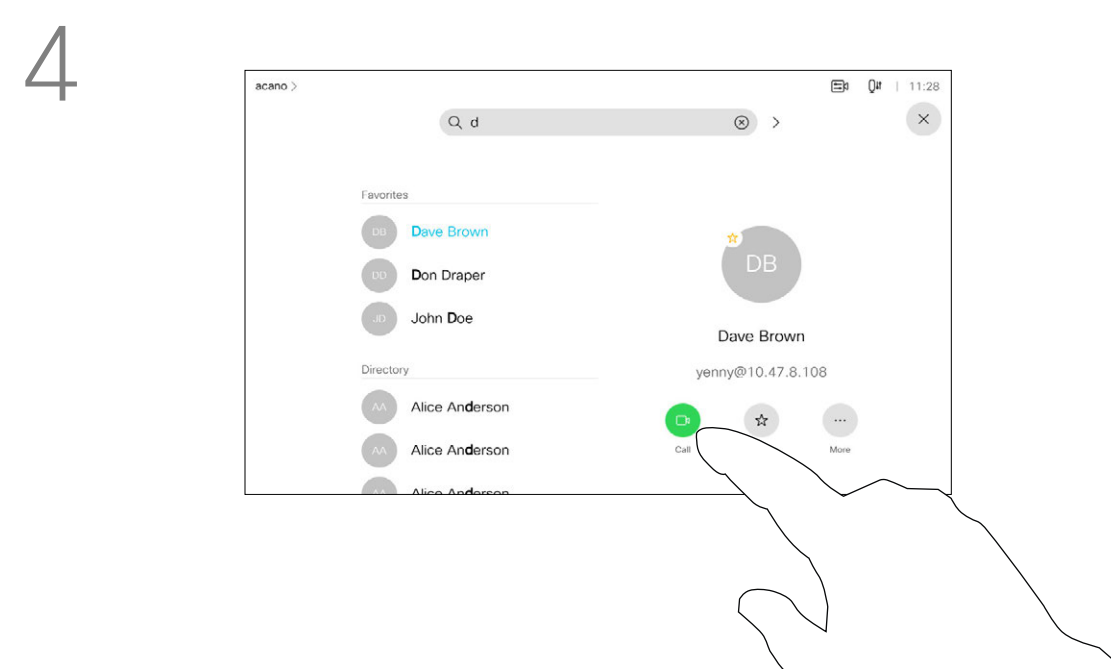
Tap the **Call** button.



Tap the **Search or Dial** field. This opens the keyboard



Key in a name, number or address. Possible matches and/or suggestions appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.



When you have typed or located whom to call, tap the name and then tap the green **Call** button to place the call.

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

Anyone you have previously called or who has called you, appears in the *Recents* list and you can transfer any of them to your list of *Favorites*. This is described in the section *Contacts*.

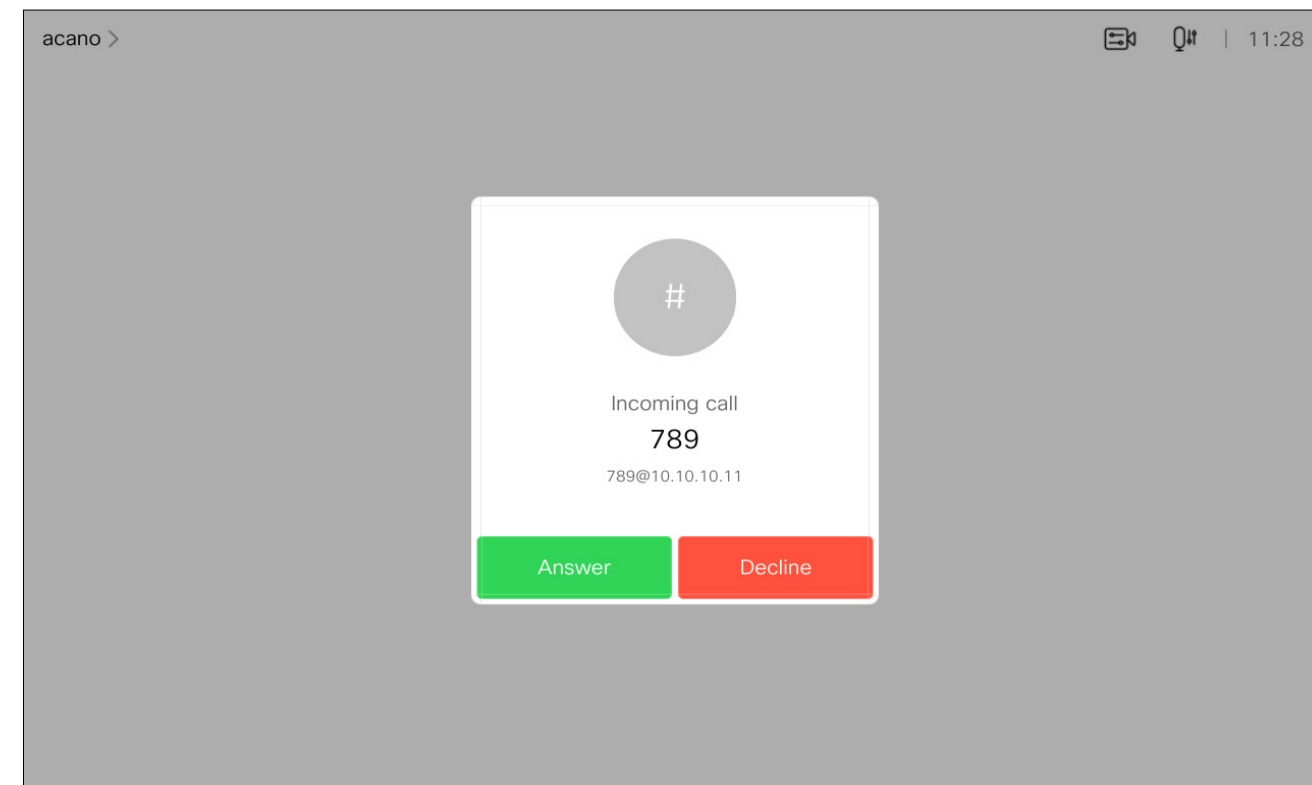
Sometimes you need to enter numbers during a call, typically to reach extensions or to provide a pin code.

Tap **Touch Tones** (this button appears as soon as the call has been placed) to invoke the keypad needed for this.

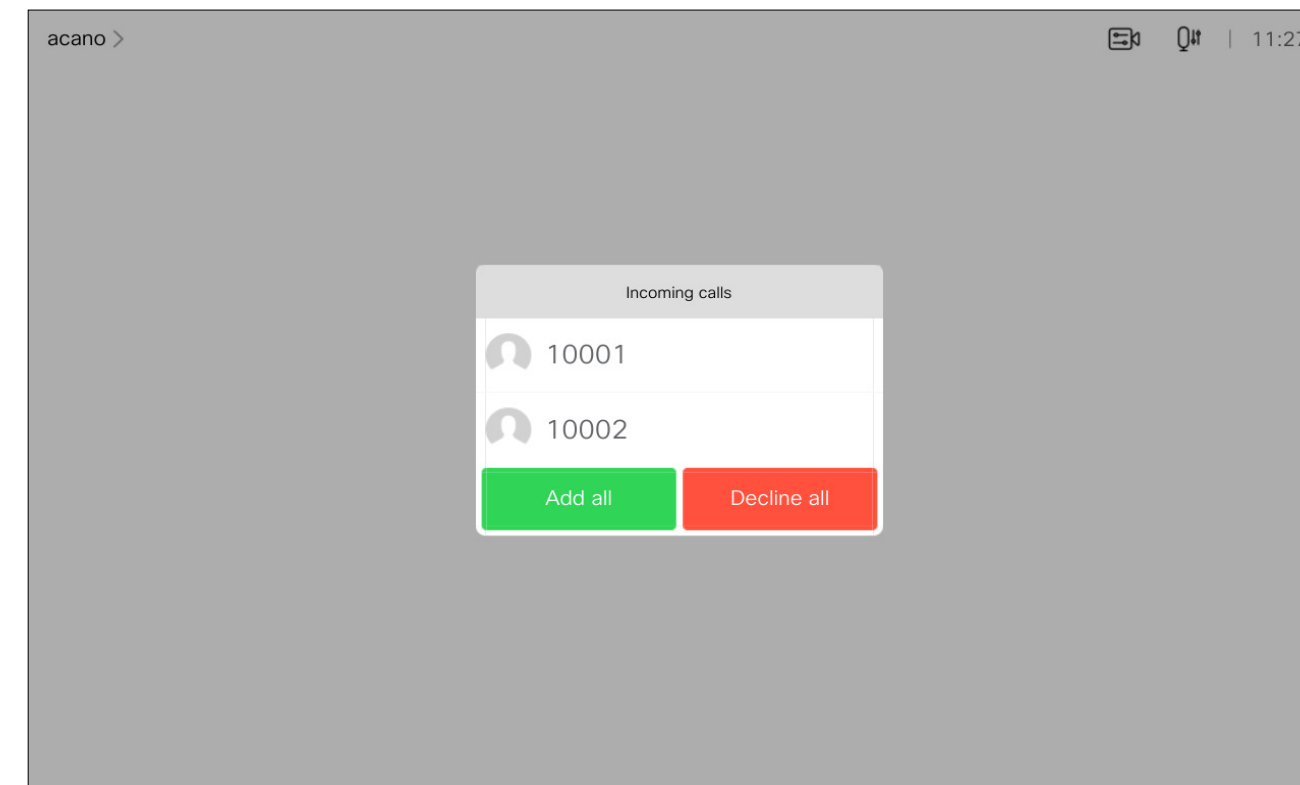
Note that Recents can be cleared from the web interface only.

# Receive Calls—When Not In a Call Already

## If Someone Calls You



An incoming call can be answered or declined.



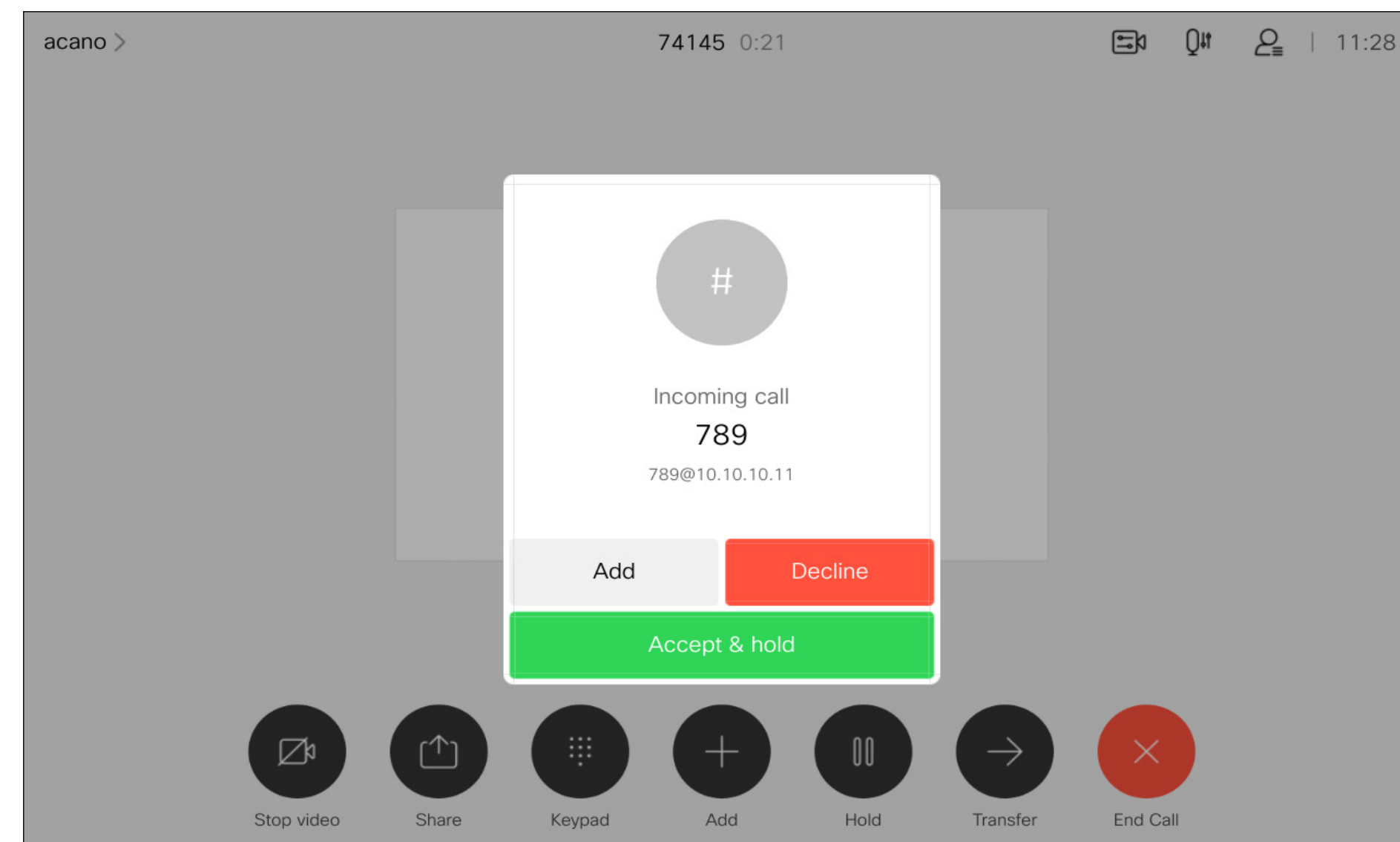
If your device allows you to receive multiple incoming calls, you can choose to add all or decline all.

- If someone calls you, you can accept, decline or ignore the call.
- If you decline the call, busy information is sent to the caller.
- If you ignore the call, the caller perceives this as if you were absent (you didn't pick up the call).
- Your video infrastructure may allow you to receive multiple incoming calls. Consult your video support team, if needed.

# Receive Calls While in Another Call

## If Someone Calls You

If you already are in a call, you can accept another incoming call when this has been enabled for the device.



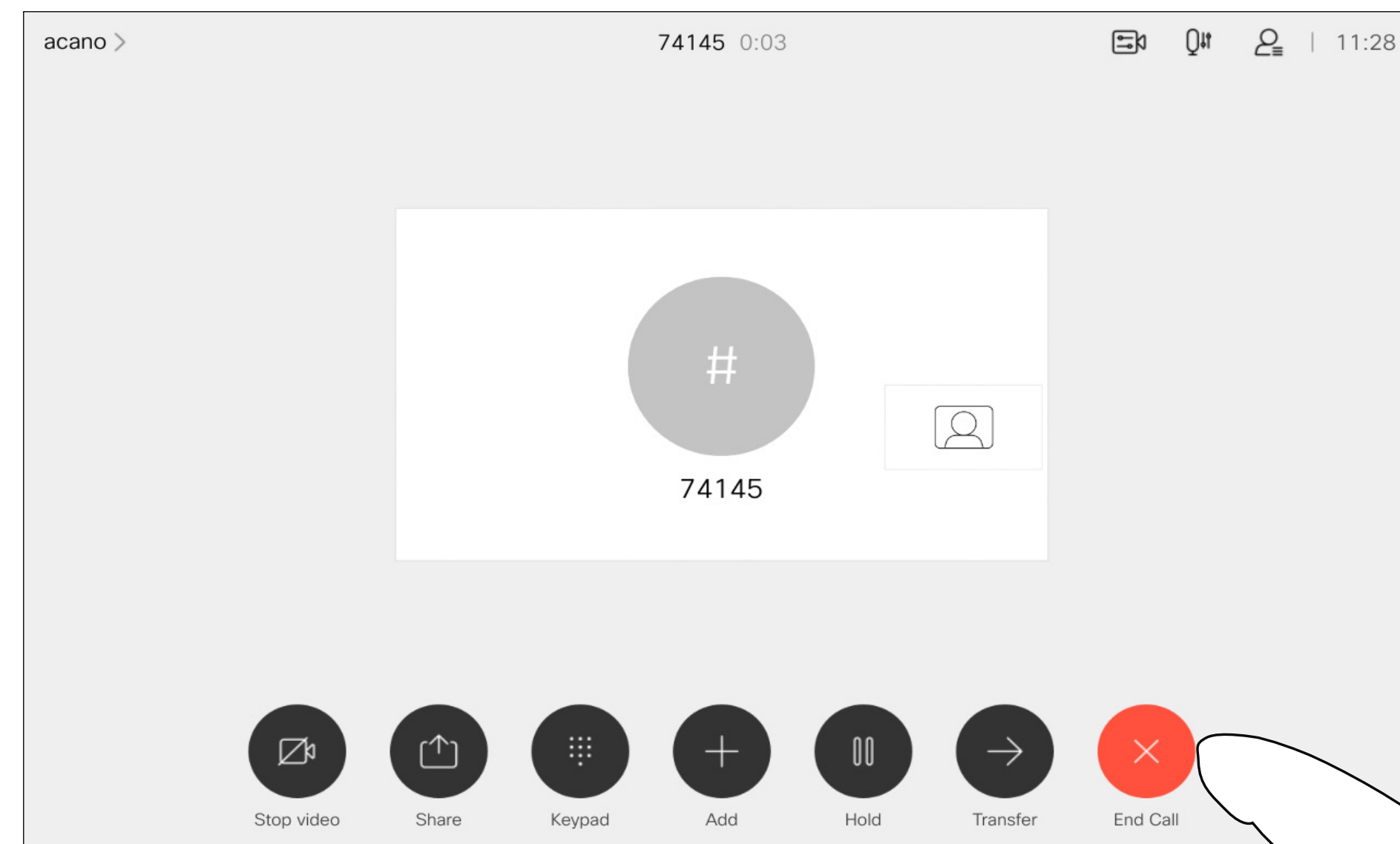
# Disconnect Yourself From a Call

## About Disconnecting Yourself

Tapping **End Call** in a call disconnects the call. In a call with two participants, this terminates the call.

In a conference call with multiple participants tapping **End Call** only terminates your participation if you are a regular participant.

However, if you are the host of such a conference, tapping **End Call**, for some types of conferences, ends the conference.

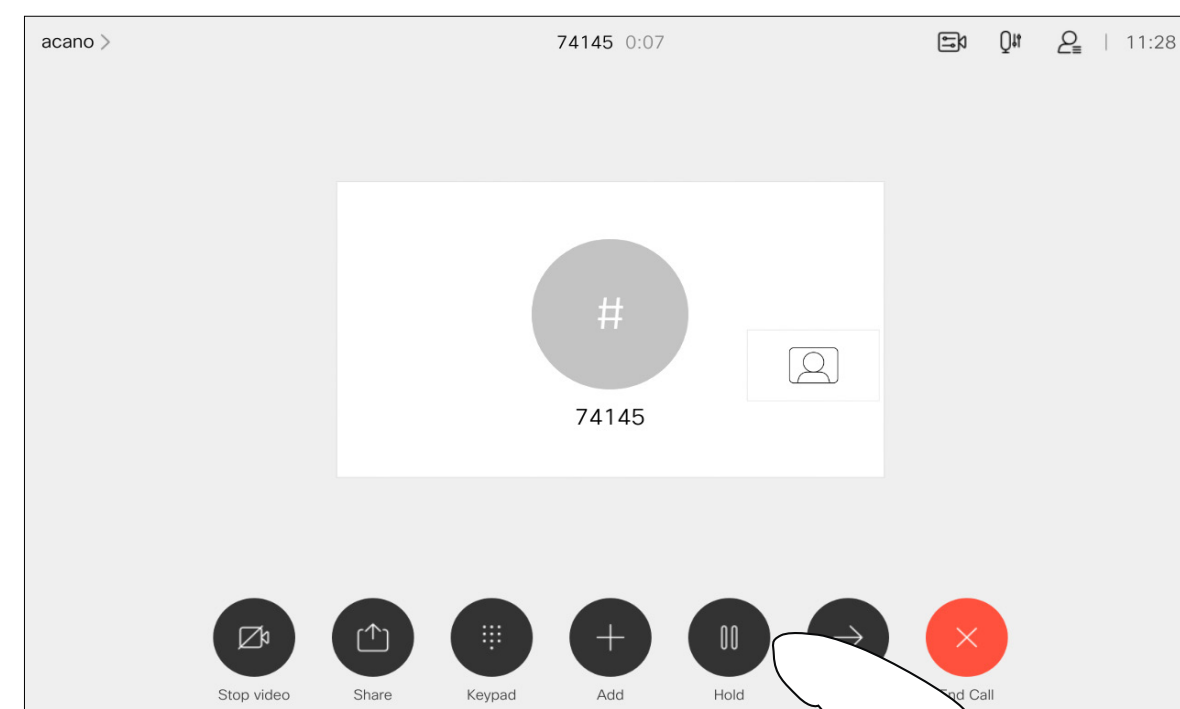


To disconnect yourself from a call, tap **End Call**.

# Put Call on Hold and Resume a Call on Hold

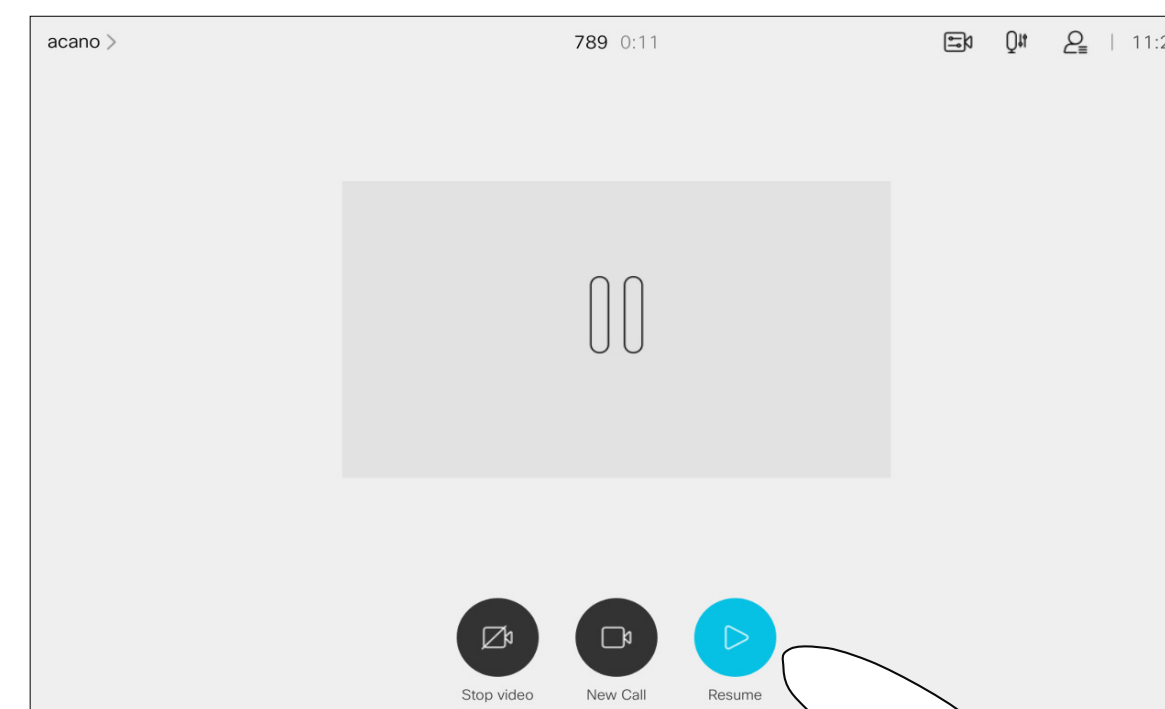
## About Putting on Hold

1



Assume that you are in a call. Tap **Hold**.

2



Tap **Resume** to go back to the one you were in call with (to undo your action).

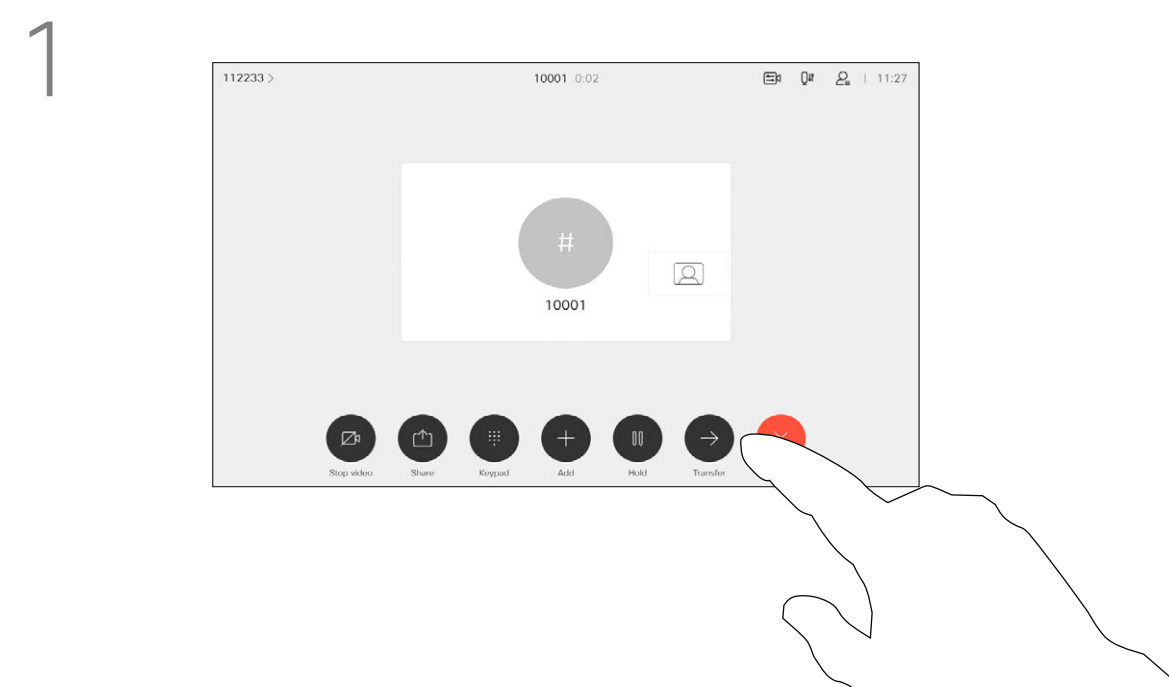
Putting someone on hold is typically something you do as an initial step when transferring someone to another person, but it may also be used when you need to consult a person, or as an alternative to muting where you also include stopping the video transmission.

# Video Calls

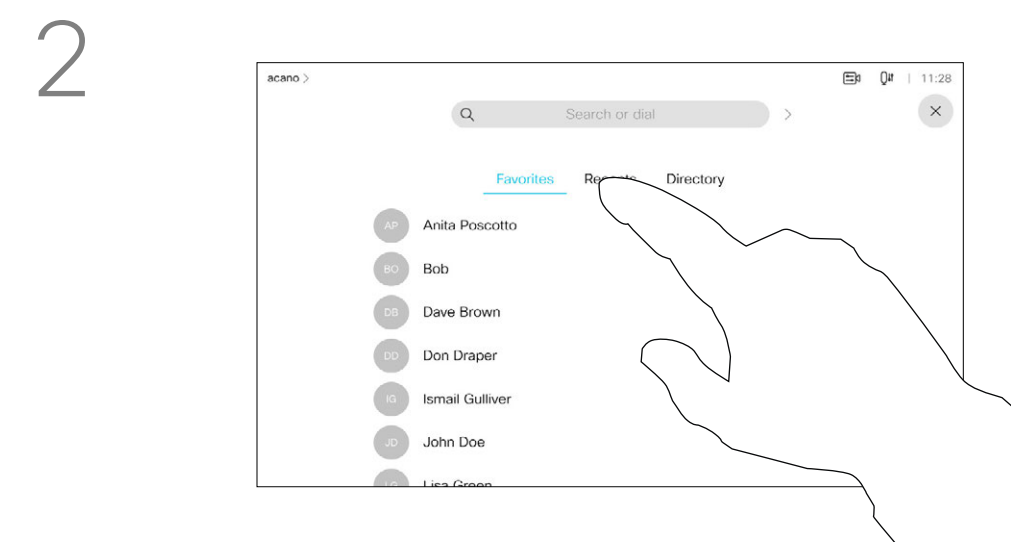
## Transfer an Ongoing Call

### About Transfer

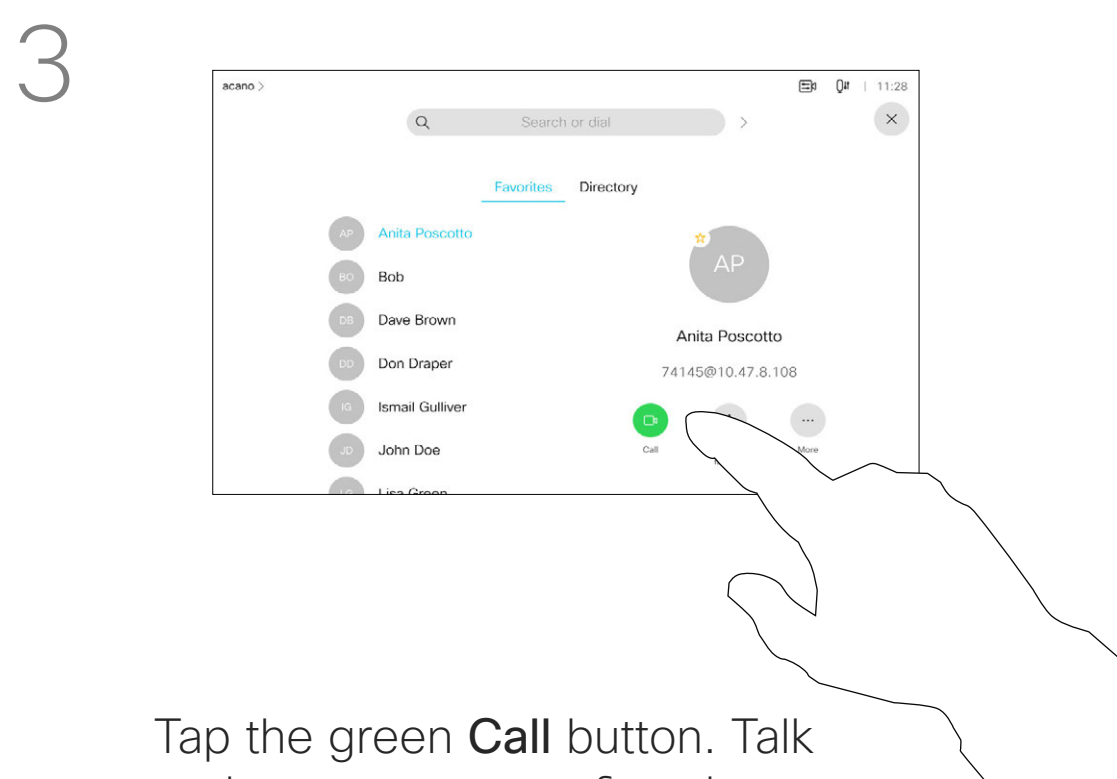
You may transfer an ongoing call to another person. Transfer is always consultative, that is you can talk to the person you are going to transfer a call to, before you actually transfer the call.



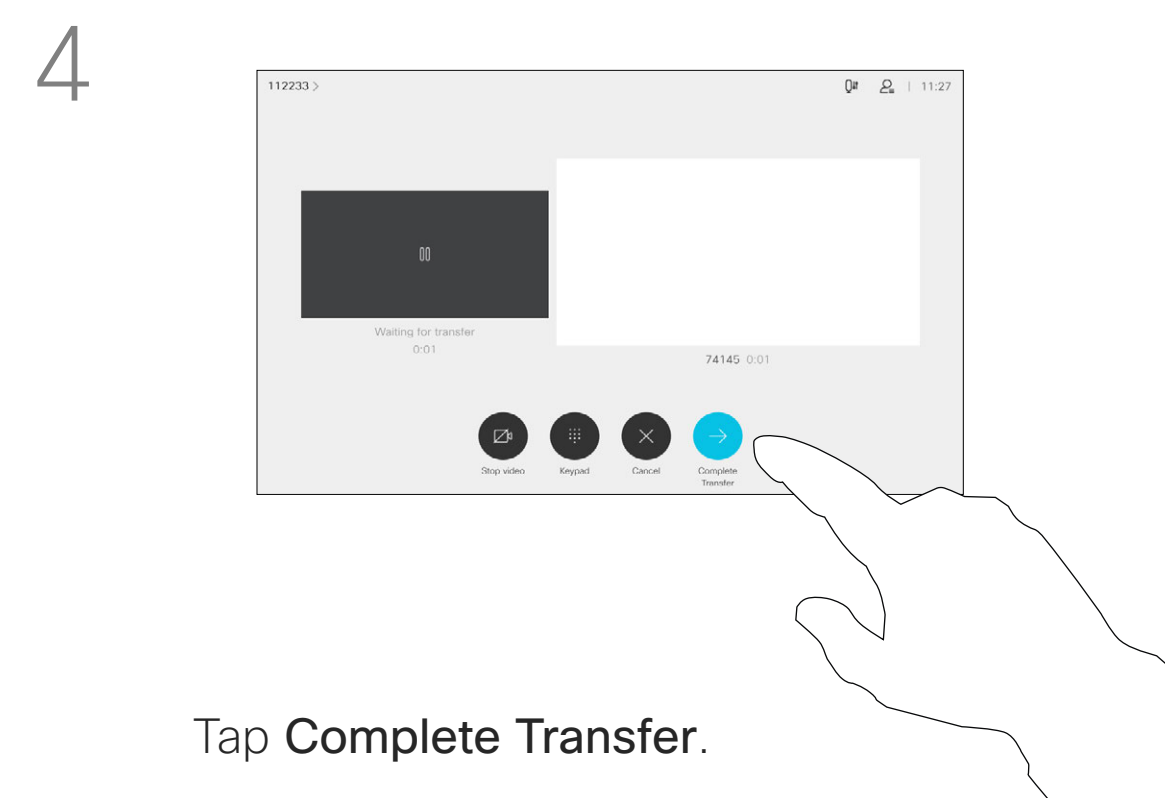
Tap the **Transfer** button. The current call is put on hold.



Search for whom to call in the usual way.



Tap the green **Call** button. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.



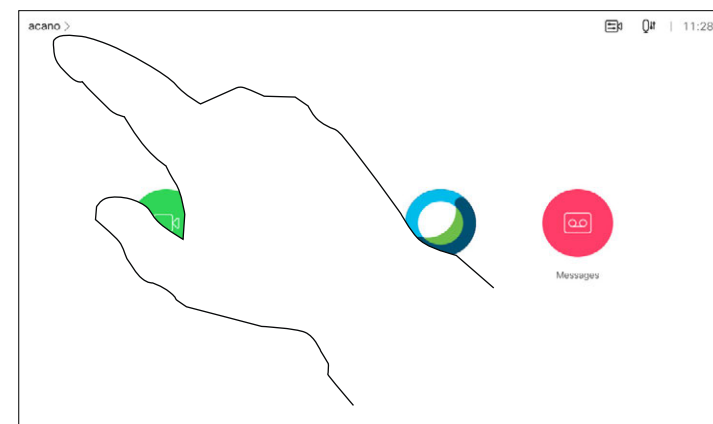
Tap **Complete Transfer**.



# Activate Do Not Disturb

## About Do Not Disturb

1



Tap in the upper left corner, as shown.

2



Tap Do not disturb, as indicated. To deactivate the feature, repeat the procedure.

Your device can be set to not responding to incoming calls. You may, however, use it to call others as much as you want.

Your video support team may have set a time-out on this feature, after which the device returns to responding to incoming calls as usual. Default time-out setting is 60 minutes.

Note that your video support team may have disabled access to the set of menus and options shown.

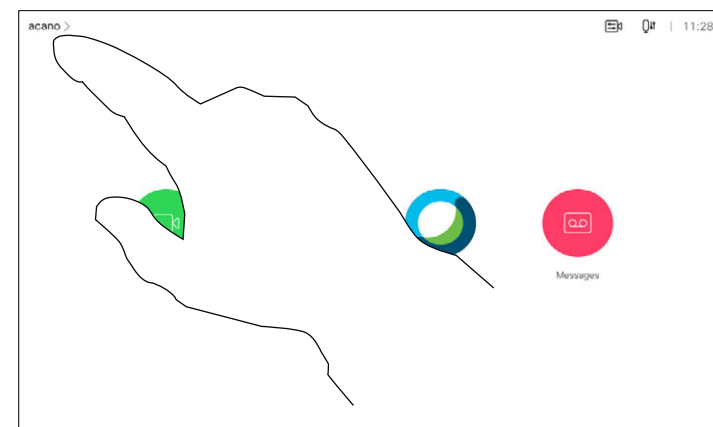
**Using Room Kit Mini as a USB camera.** If you have registered your Room Kit Mini, you can use it as a USB camera together with a PC and a third-party video client. To avoid conflicts due to overlapping calls, the device is automatically put in Do Not Disturb Mode. You can't turn of Do not disturb mode in this situation.

If you choose to use the Room Kit Mini as an unregistered device, the above doesn't apply, since no overlap of calls happens.

# Automated Forwarding of All Calls

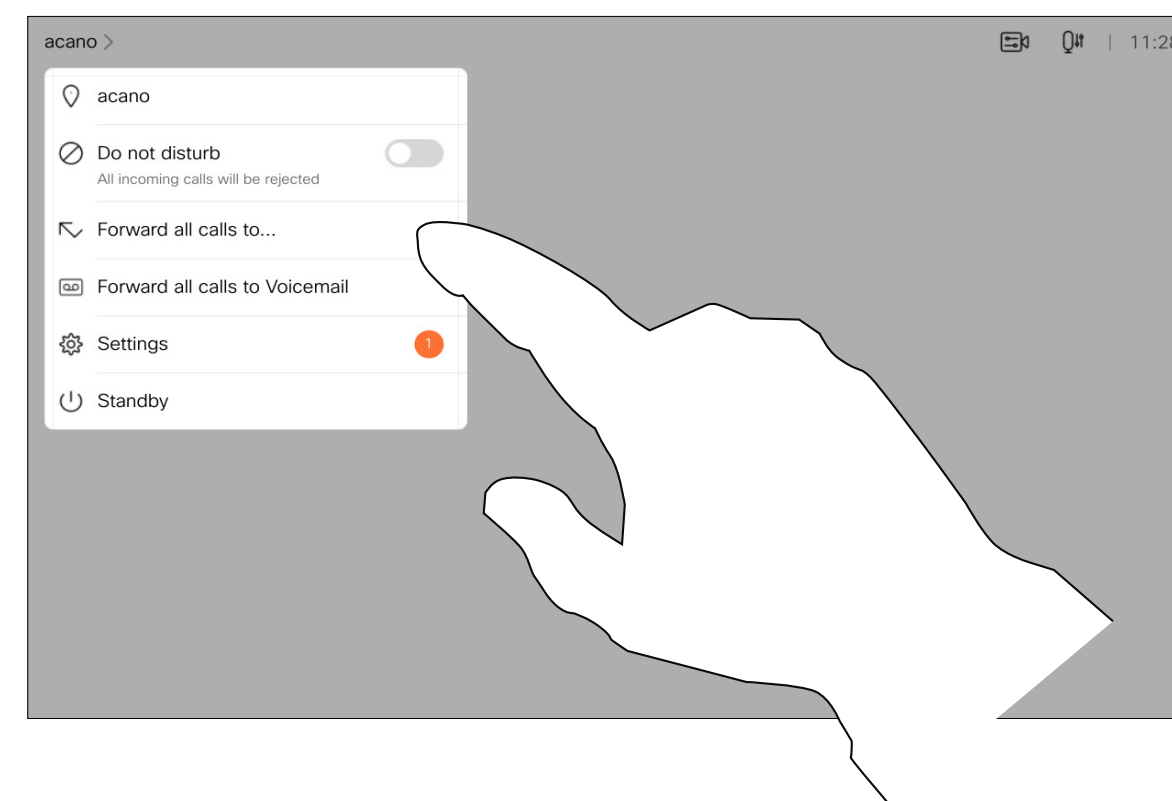
## About Forwarding Calls

1



Tap in the upper left corner, as shown.

2



You may now choose to forward all calls to either a receiver specified by you, or to your voicemail.

Your video support team may have activated the option to forward all received calls. You can choose between voicemail and a receiver appointed by you.

If you tap **Forward all calls**, the familiar **Call** menu appears letting you specify who should receive your calls.

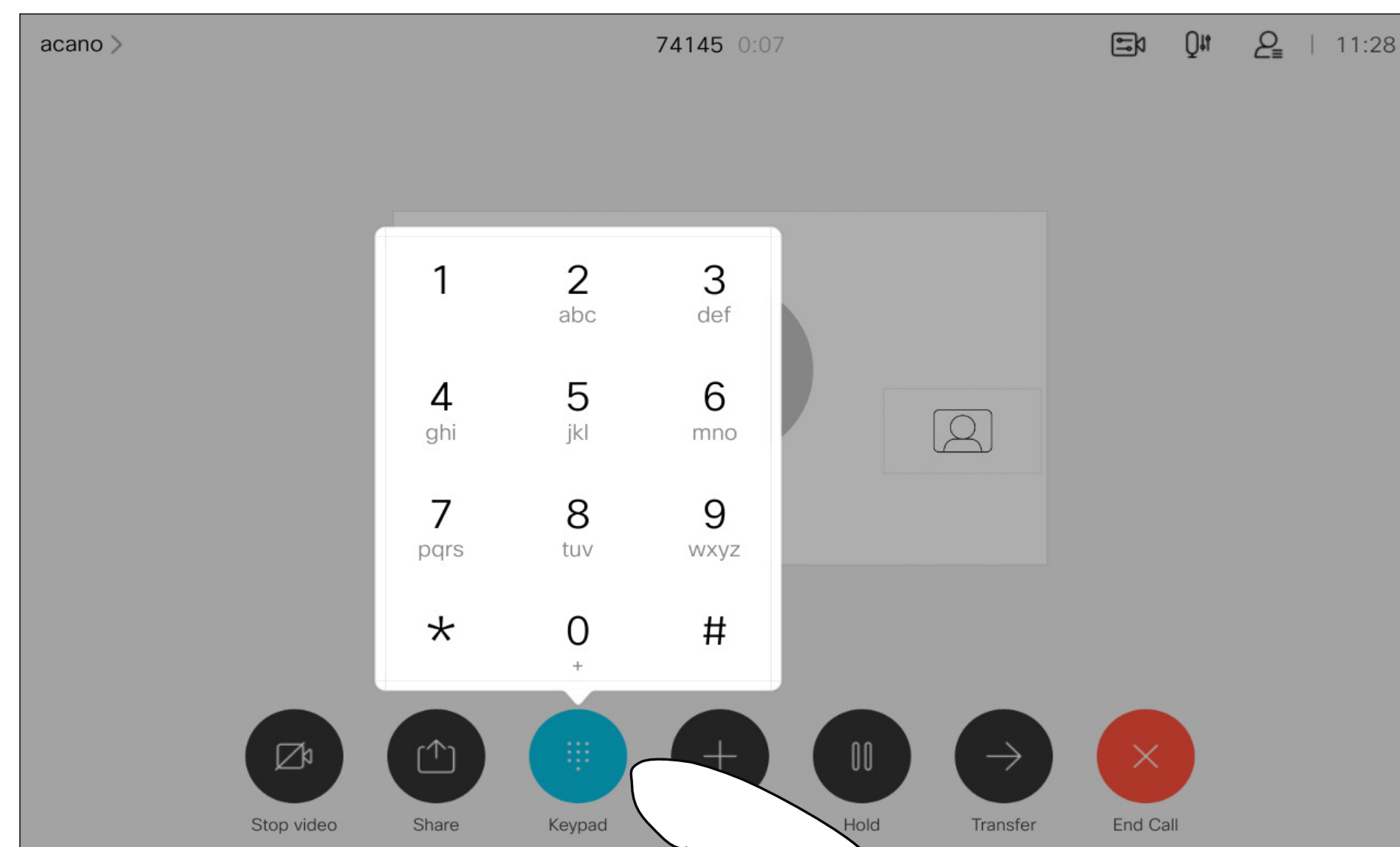
Note that your video support team may have disabled access to the set of menus and options shown.

# View Keypad While in a Call

## Using Keypad in a Call

In a call you may get prompted to submit numbers to be able to reach an extension or otherwise gain entrance to something (for example by means of a PIN-code).

To be able to submit this you need to invoke the keypad on the touch screen.

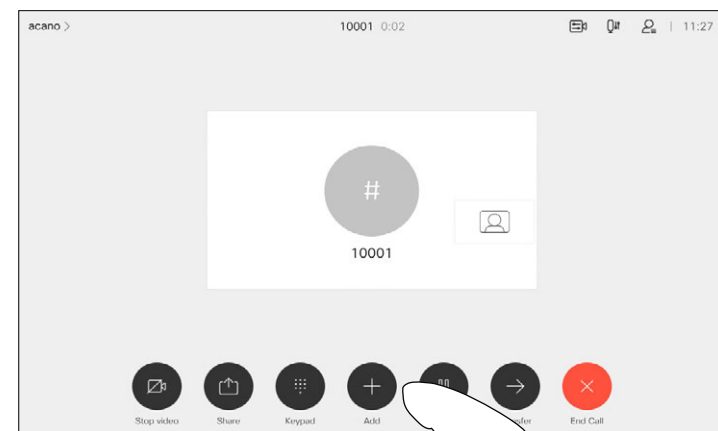


In a call, tap **Keypad** to invoke the dial pad.

# Add Additional Participants to an Existing Call

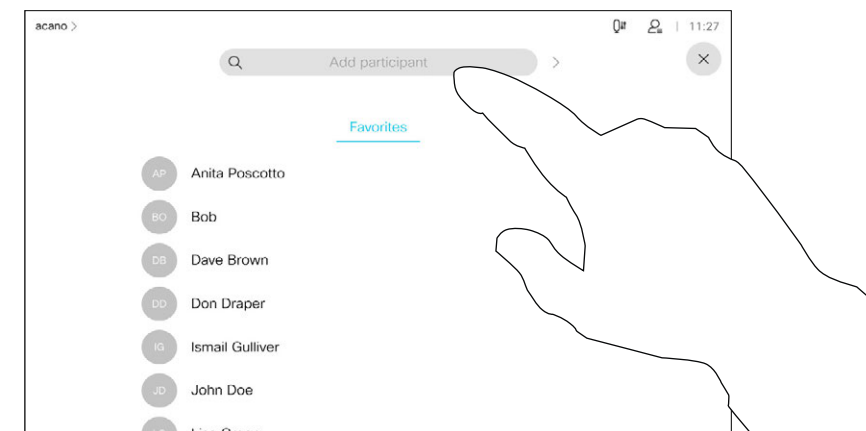
## About Video Conferences

1



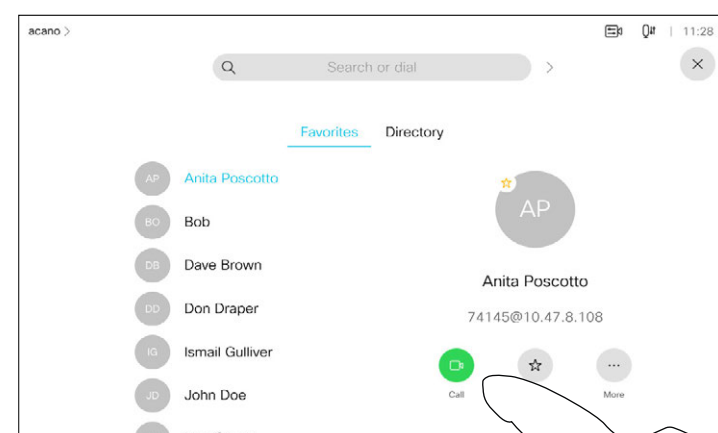
Assume that you already are in a call. This call may have been initiated by you or by someone else (someone called you). Tap **Add**.

2



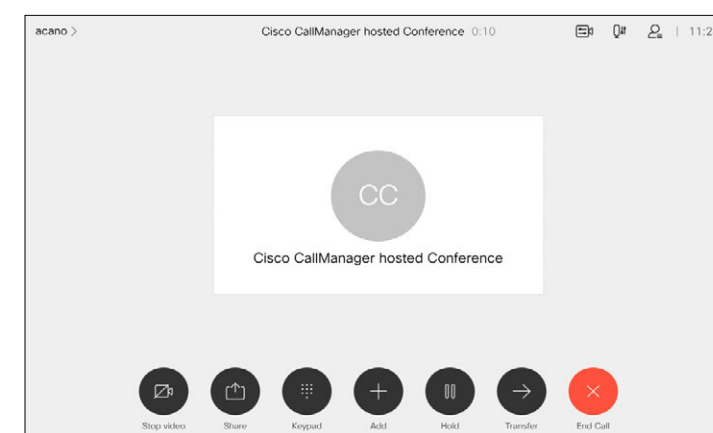
Locate whom to call, in the usual way.

3



Place the call, in the usual way.

4



This new call is added to the existing one and you have now established a conference.

You may repeat this procedure to the extent permitted by your video infrastructure to add more participants.

Your network may be equipped with the capability to initiate a video conference with several participants.

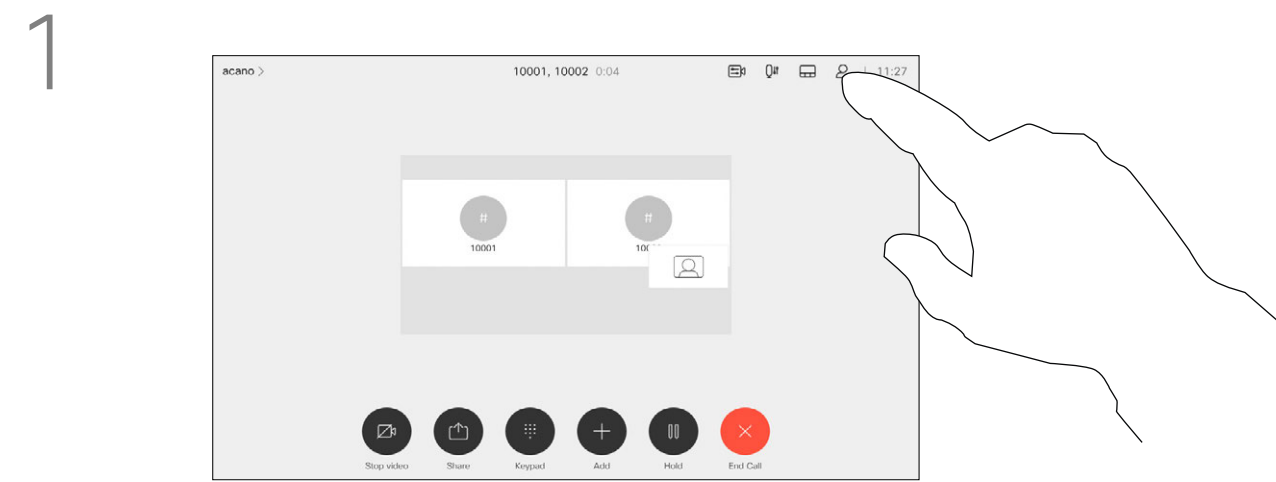
The maximum number of participants supported by your video device depends on device configuration and the video infrastructure. If in doubt, contact your video support team.

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

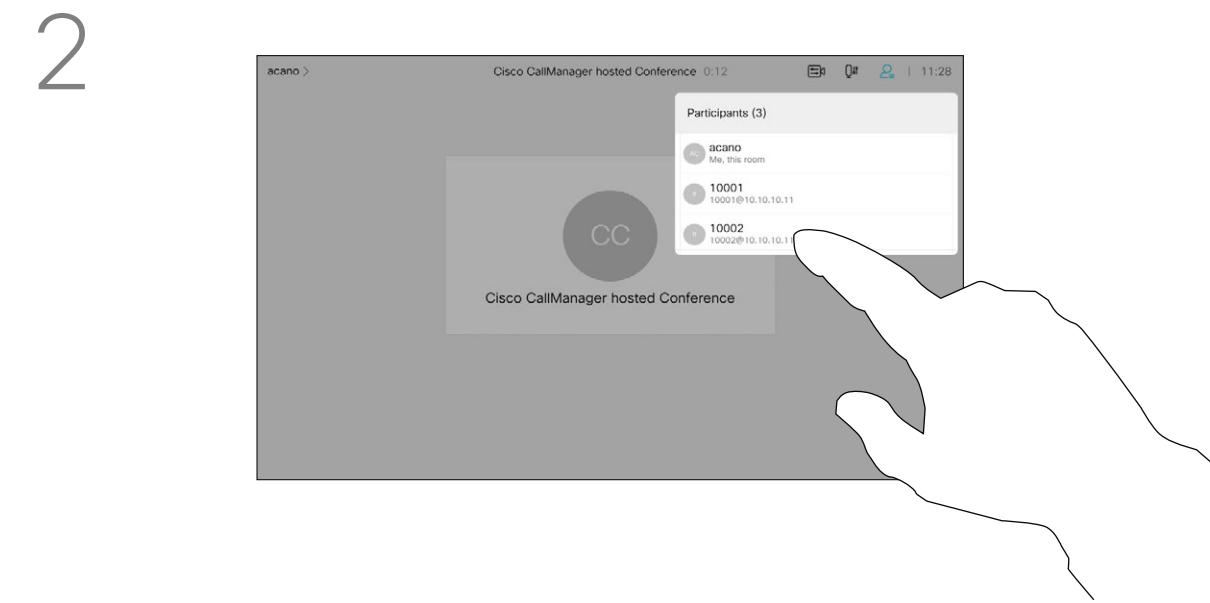
Video Calls

# Disconnect a Participant From a Conference

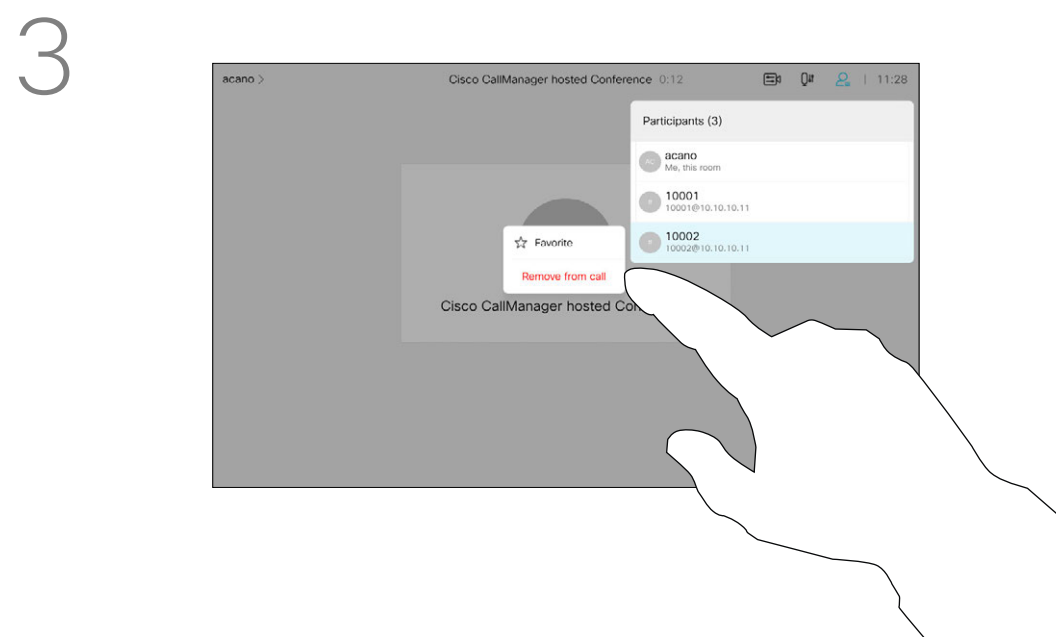
## About Video Conferences



In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



Tap the one you want to disconnect from the conference.



Tap **Remove from call**.

The ability to conduct a video conference from your device is an optional feature that may, or may not, be available for your device.

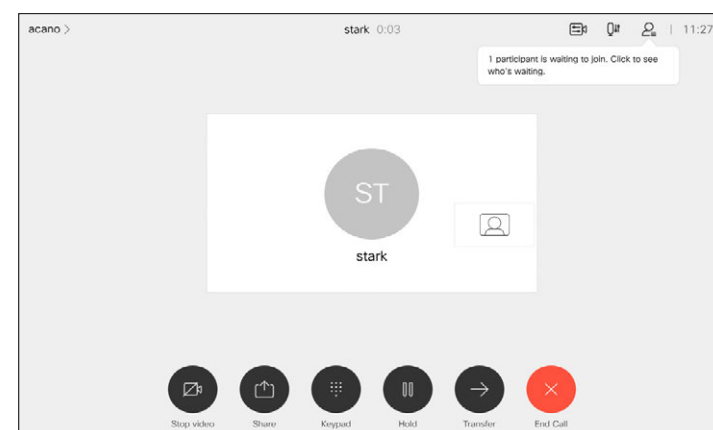
Note that you must be the host of the conference to be able to disconnect others from a conference.

# Admit a Participant to a Meeting

## About Admit Participant

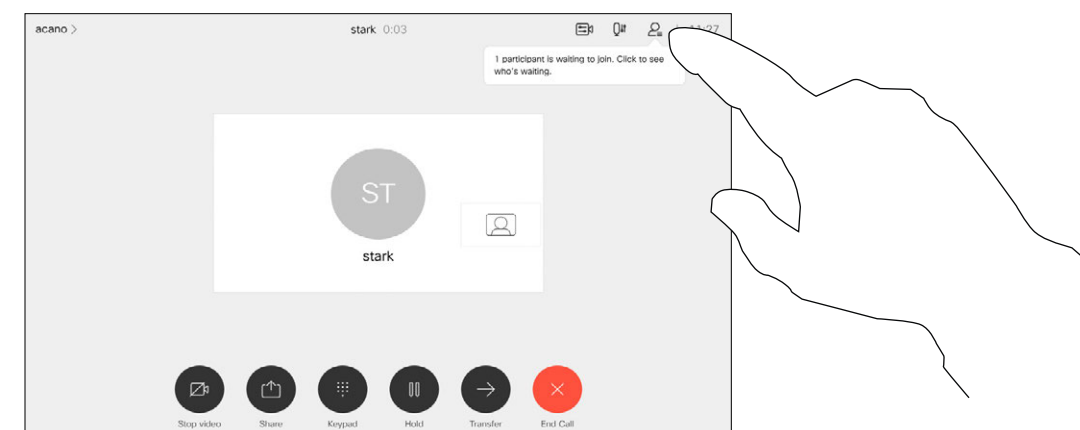
In a CMS meeting that is locked, you can let a participant join the meeting from the participant list.

1



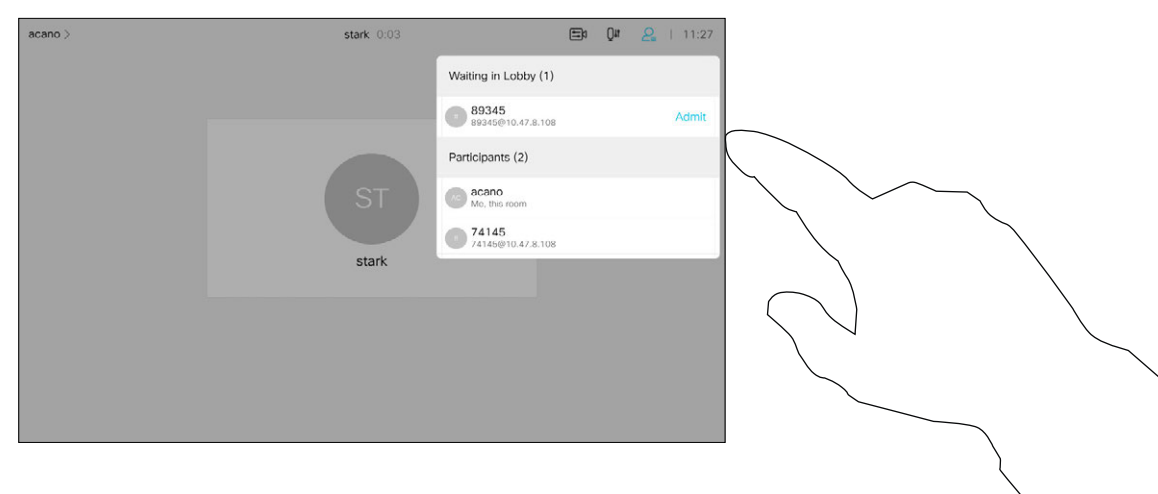
When someone is waiting in the lobby, you see an on-screen message.

2



Tap the **Participant list** icon to open it.

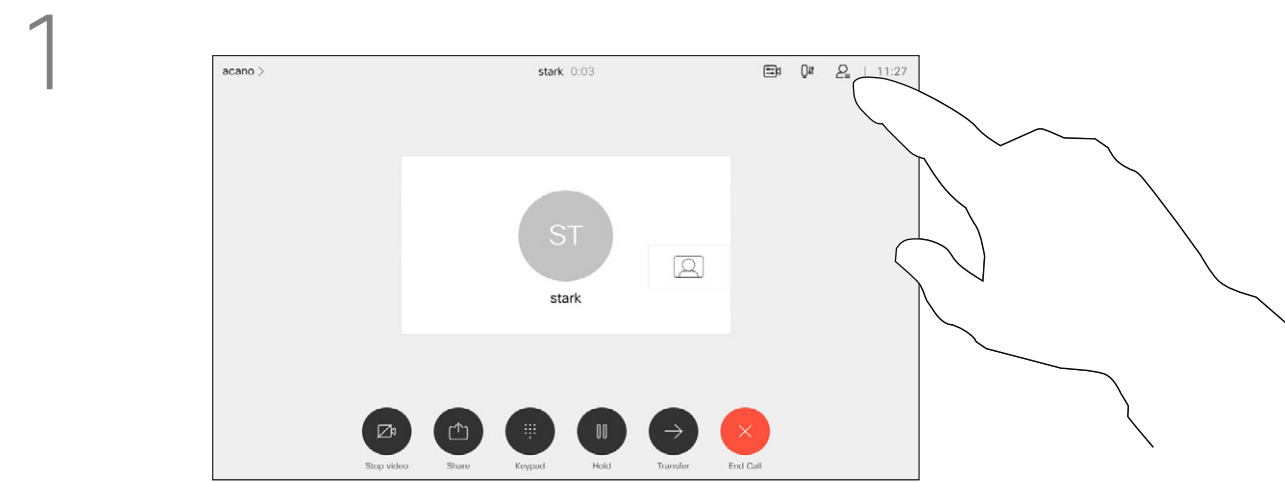
3



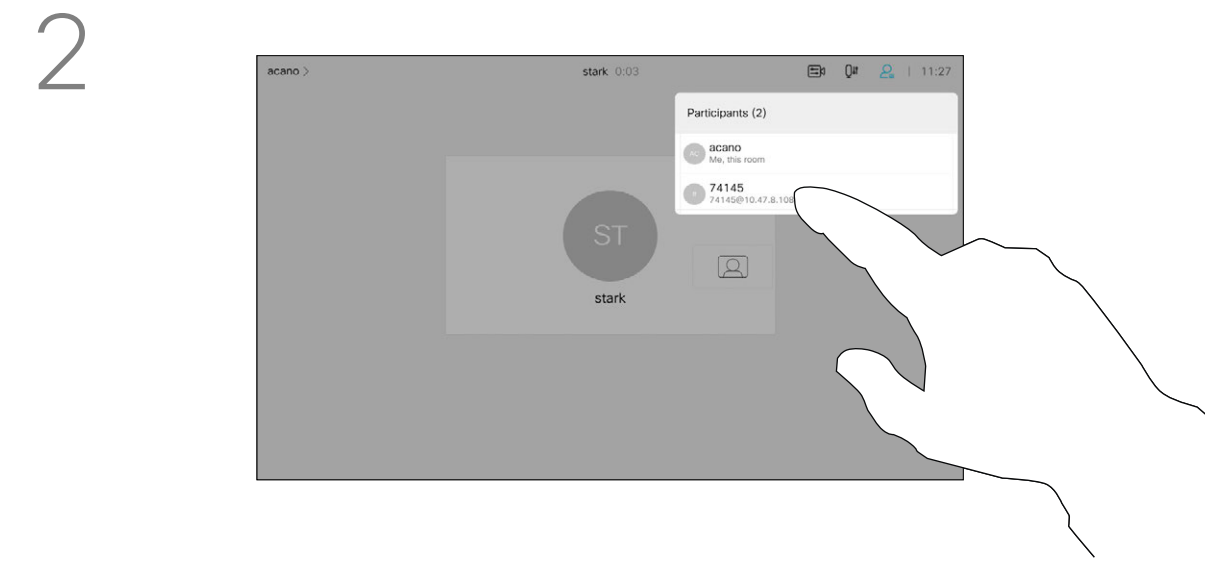
Tap **Admit** to let the participant in the meeting.

# Pin a Speaker in a Meeting

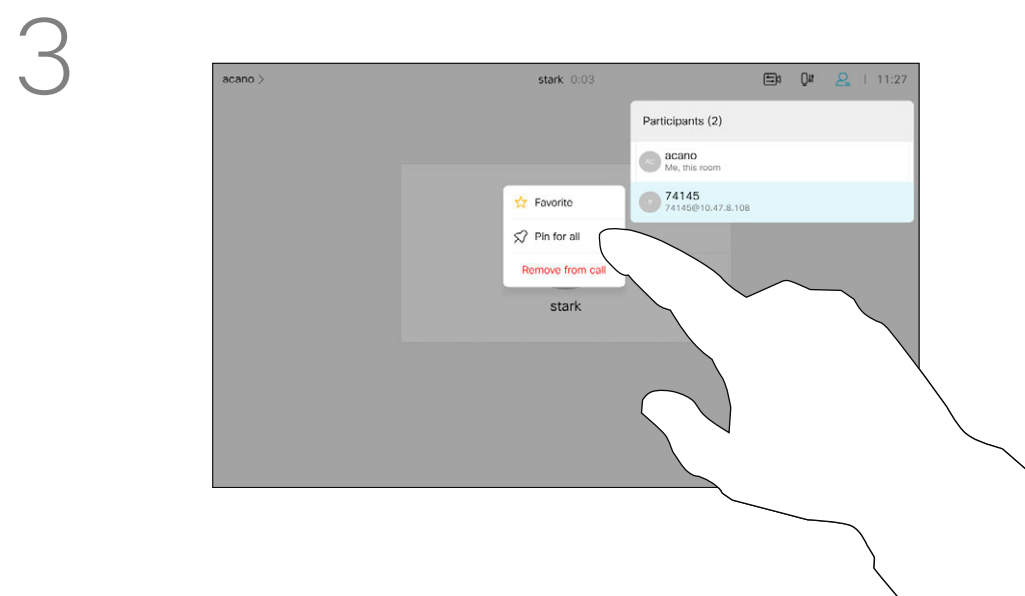
## About Pin a Speaker



In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



Tap the participant you want to pin.



Tap **Pin for all**.

In a CMS meeting you can pin a meeting participant to show up as important for all the meeting participants. This way that participant or meeting room shows up on everyone's screens even when they are not the active speaker.

When you pin a speaker, a notification that they have been pinned shows up on their screen. Similarly, when you unpin them, they see a notification that they have been unpinned.

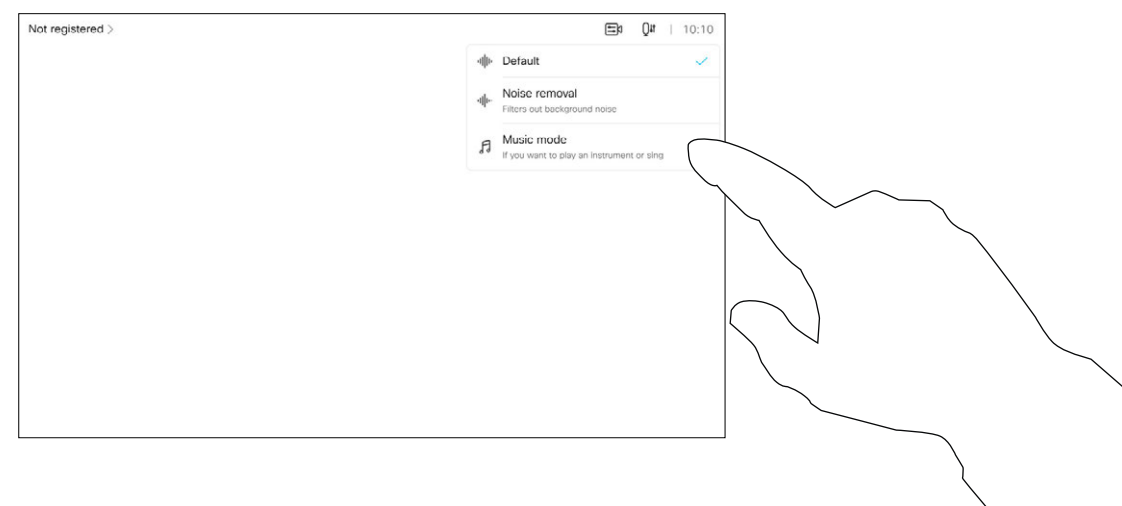
If you pin an audio-only participant, this will not affect the layout.

By default only the host can pin for all, but the meeting organizer can change this in the meeting settings.

You can pin a speaker for the whole meeting only in CMS meetings.

# Use Music Mode

1



Tap the microphone icon of the home screen and select **Music mode**.

To turn off Music mode, select **Default** button again.

## About Music Mode

Using Music mode allows the dynamic range of music go through in a call. This creates a better experience in settings where it's important to hear the nuances in music.

Music mode is useful for remote music lessons, testing musical instruments, and other situations where it's important to hear the full range of music. The device still uses its echo cancellation and environmental background noise reduction capabilities to avoid the need for external equipment, without detracting from the performance.

When Music mode isn't in use, the device filters out additional noises and reduces sound level variations. This caters for meeting settings and helps reduce distracting noise. The additional filtering also works well when you play recorded music through the device.

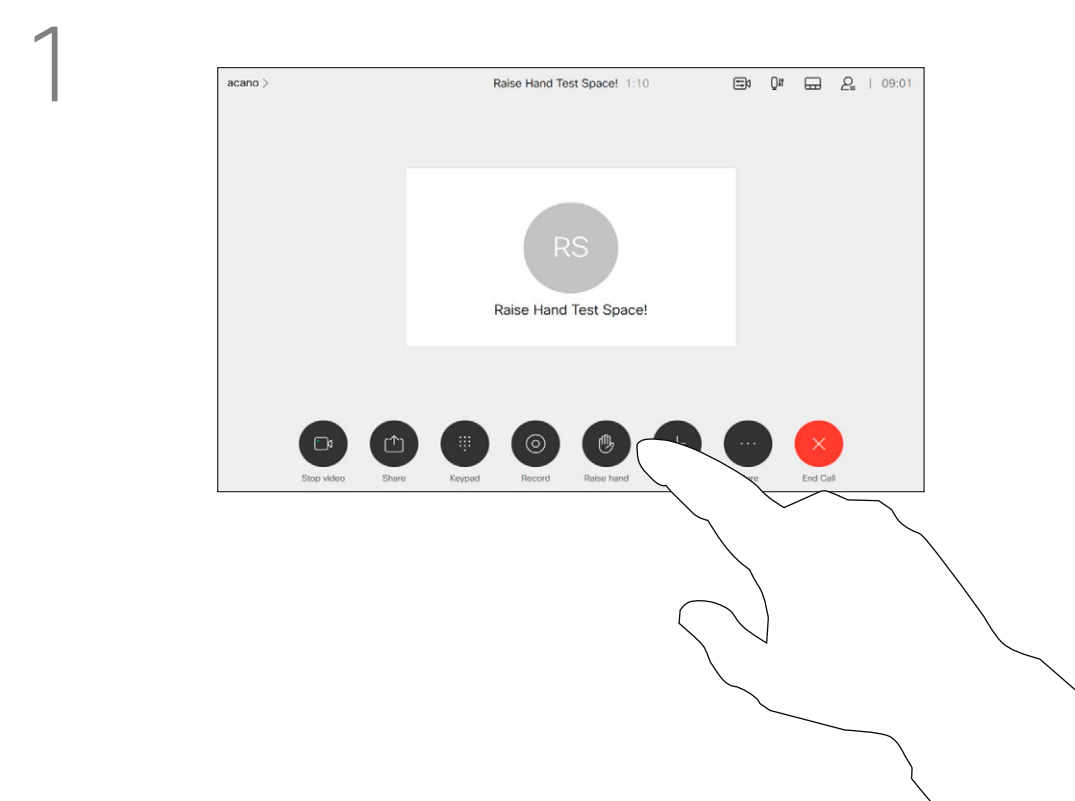
To use Music mode, you need to enable it on your device first. Select the device name in the upper left corner of the home screen and go to *Settings > Music mode* and toggle it on.

**NOTE:** Music mode and Noise removal can't be used at the same time.

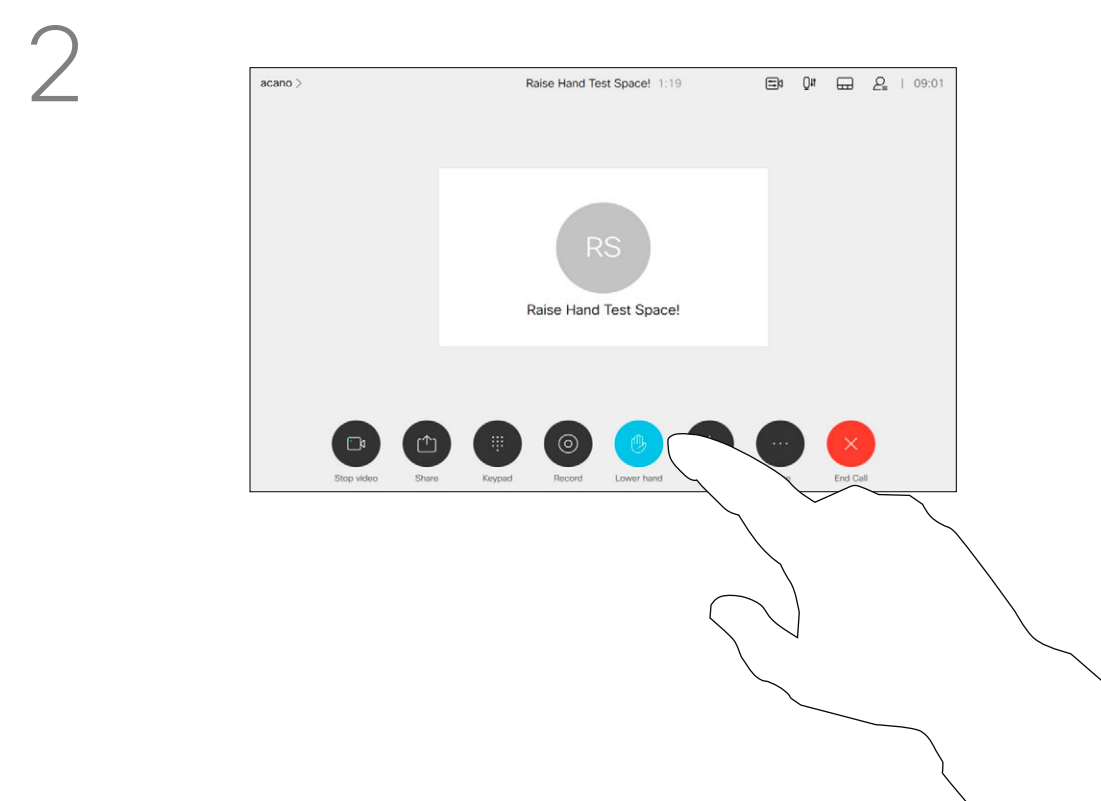


# Video Calls

## Raise Hand



In a meeting, tap the **Raise Hand** button.



Select the **Lower hand** button to lower your hand. This also removes the icon from the participant list next to your name.

### About Raise Hand

Use the Raise Hand button to let others know you have a question or a comment without interrupting the conversation.

Both the host and others in the meeting see an on-screen notification that someone has raised their hand. The notification with a full name shows up for the first raised hand.

After that, the Raise Hand icon shows how many have raised their hands.

Open the participant list to see which participants have raised their hand. They show up on at the top of the list in a chronological order, so that it's easy to see who raised their hand first.

Raise Hand is available in meetings with more than two participants.

Raise hand is available in CMS meetings.

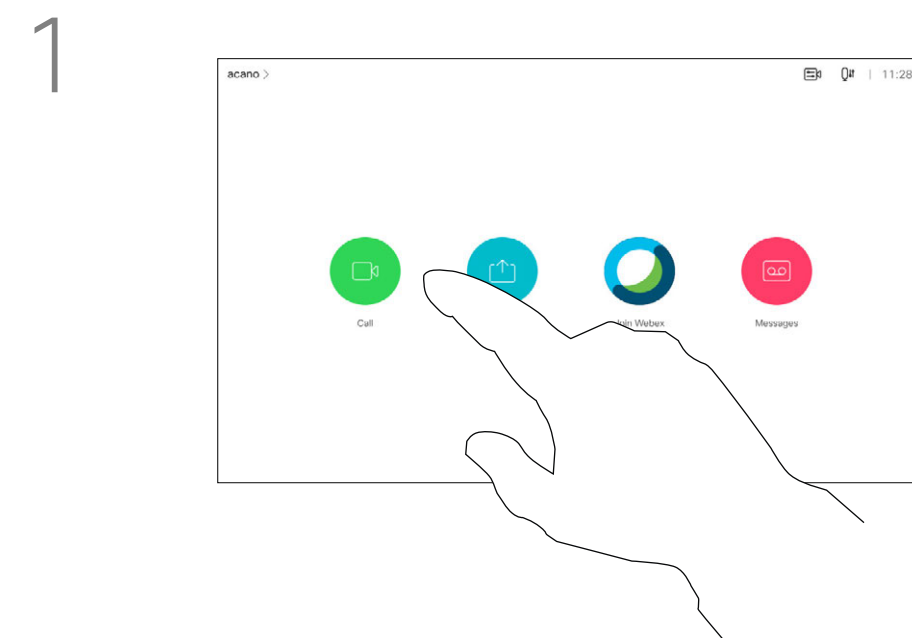
NOTE: Raise hand is available on CE9.15.3 and later.

# Video Calls

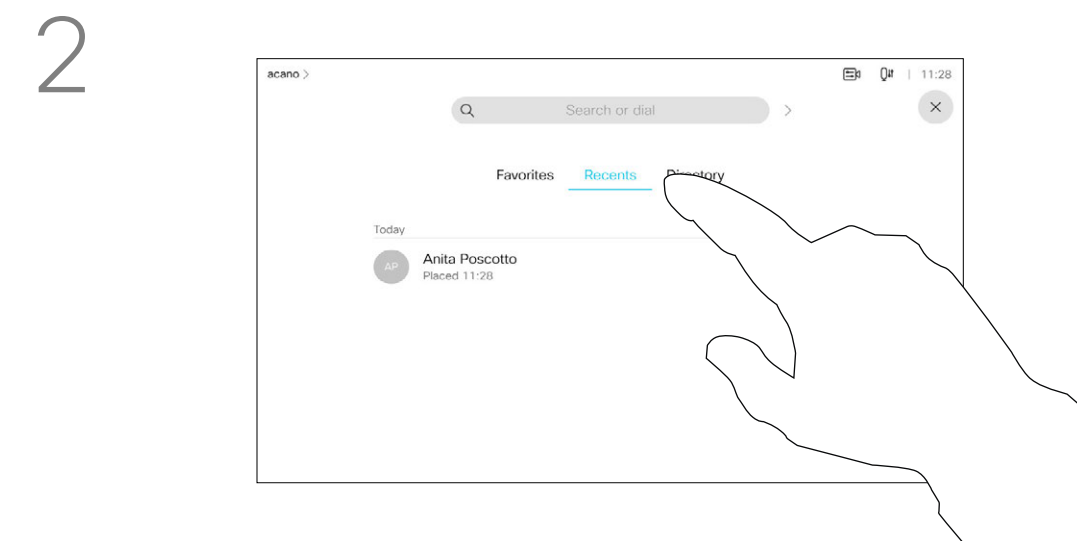
## Find Call Details for Recent Calls

### About Call Details

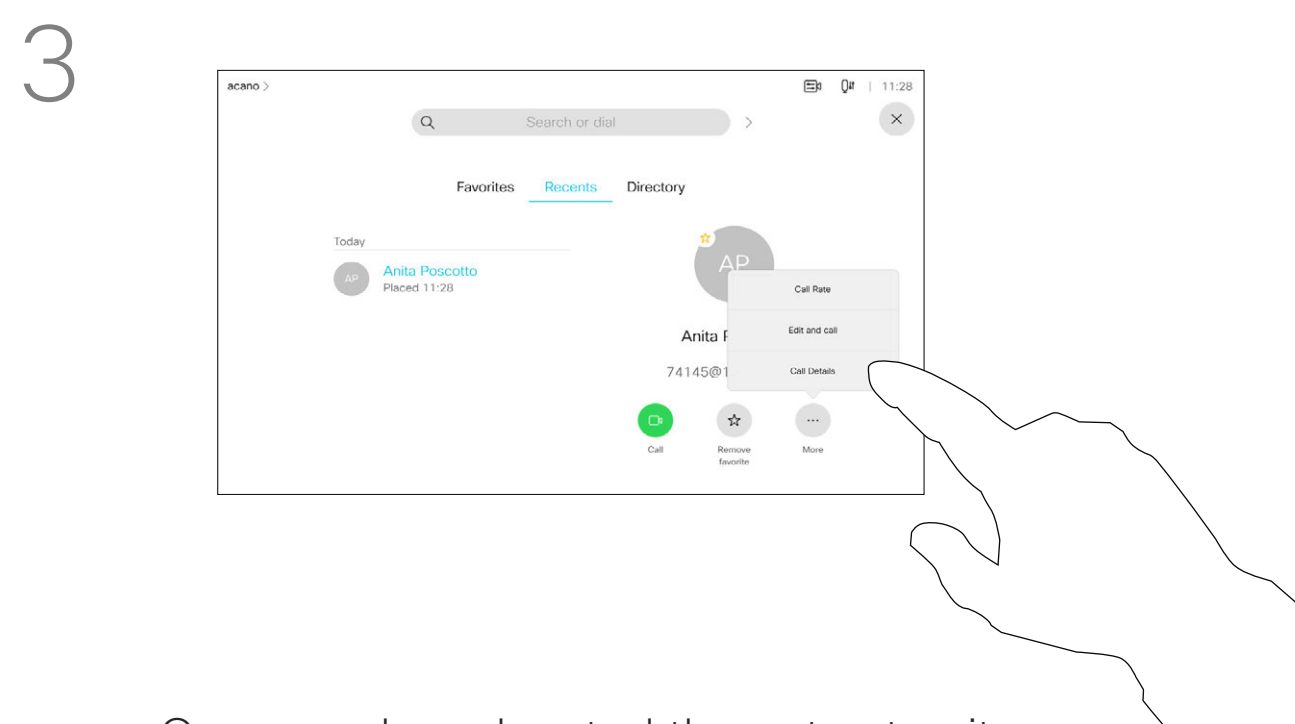
If you need to troubleshoot a recent call, you can find the call details from the recent calls list.



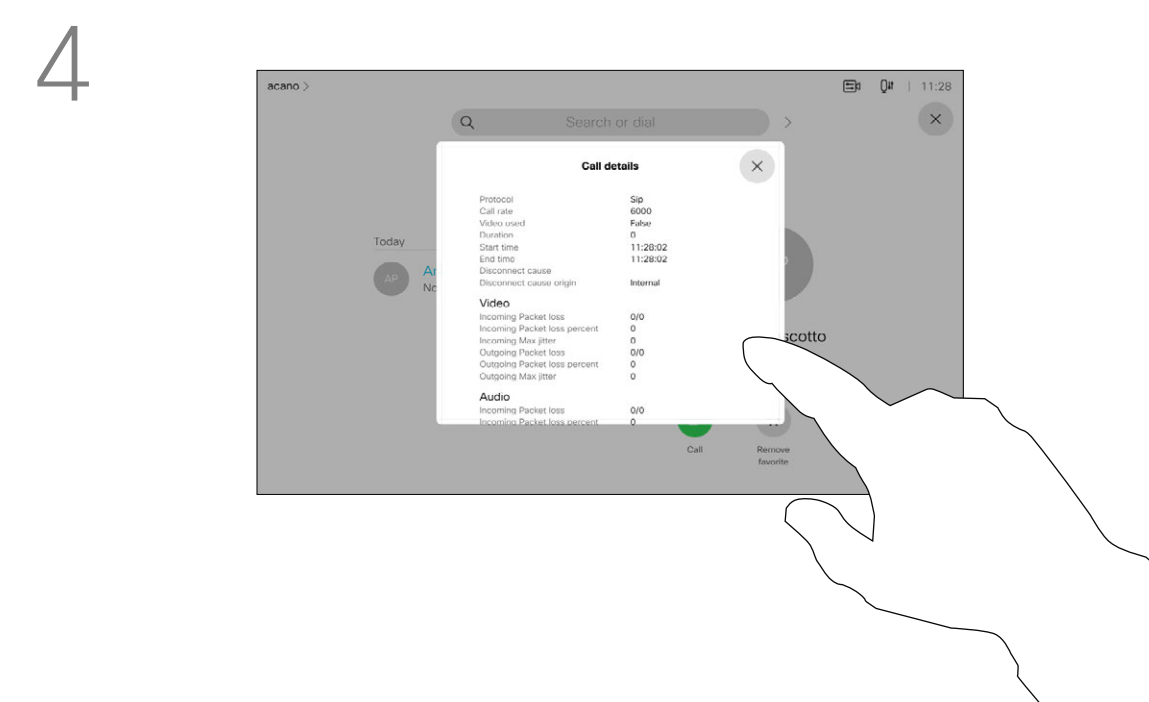
Tap the **Call** button.



Tap **Recents** and scroll through to find the call you want the information on.

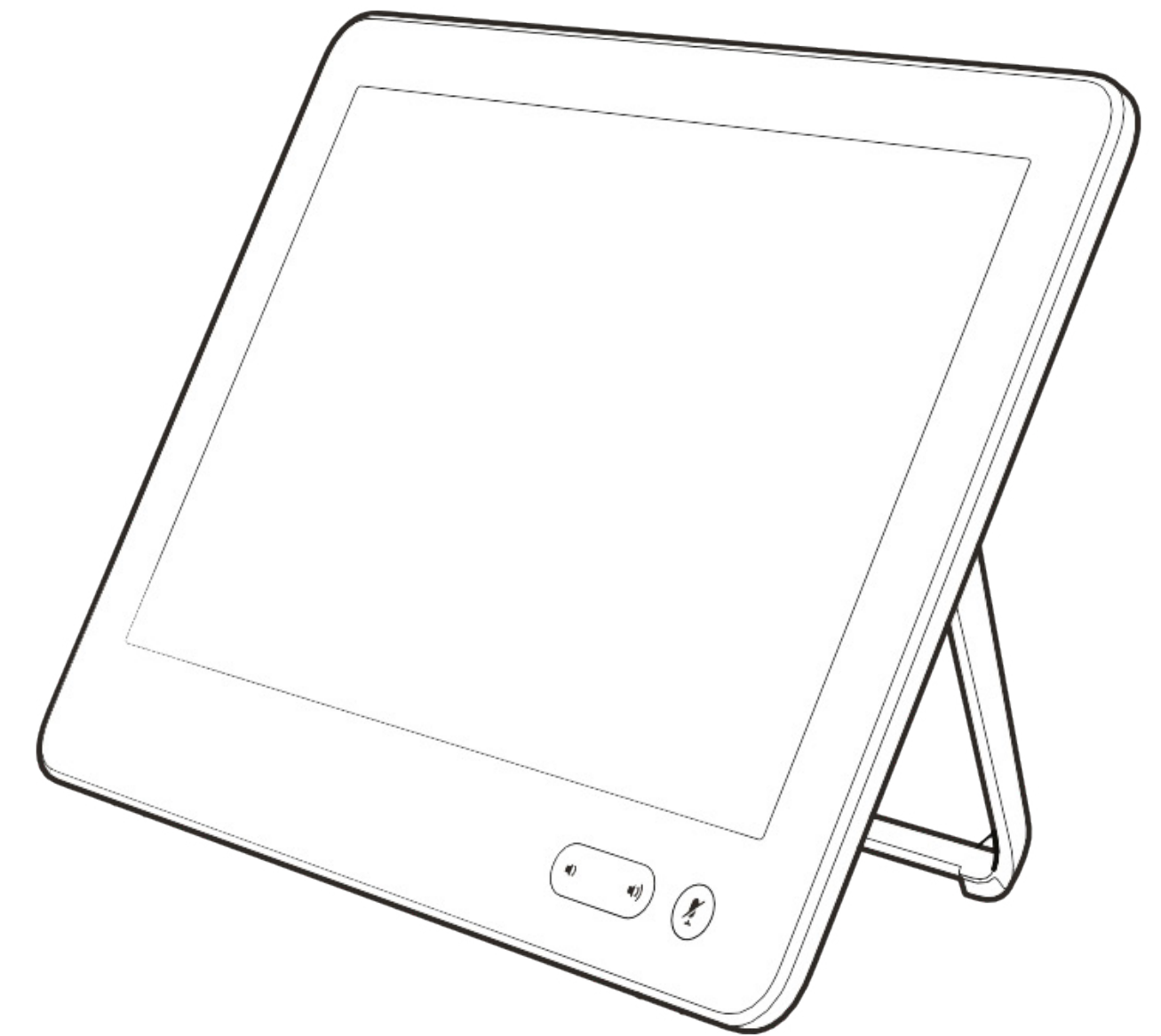
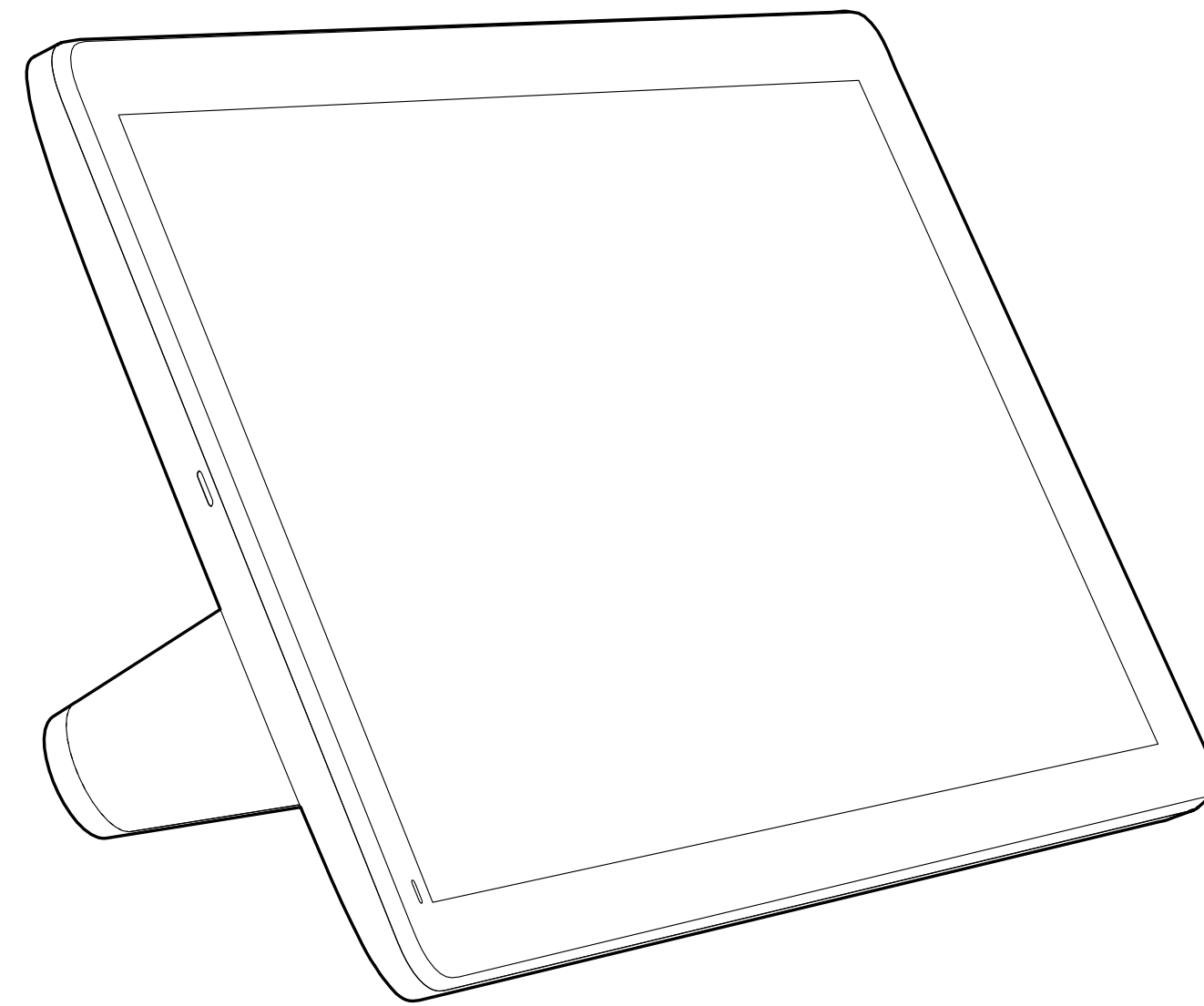


Once you have located the entry, tap it to show the Call menu. In the Call menu, tap **More** and **Call Details**, as shown.



Scroll through the call information pane to find the required information.

Tap **x** to close the pane.



# Intelligent Proximity

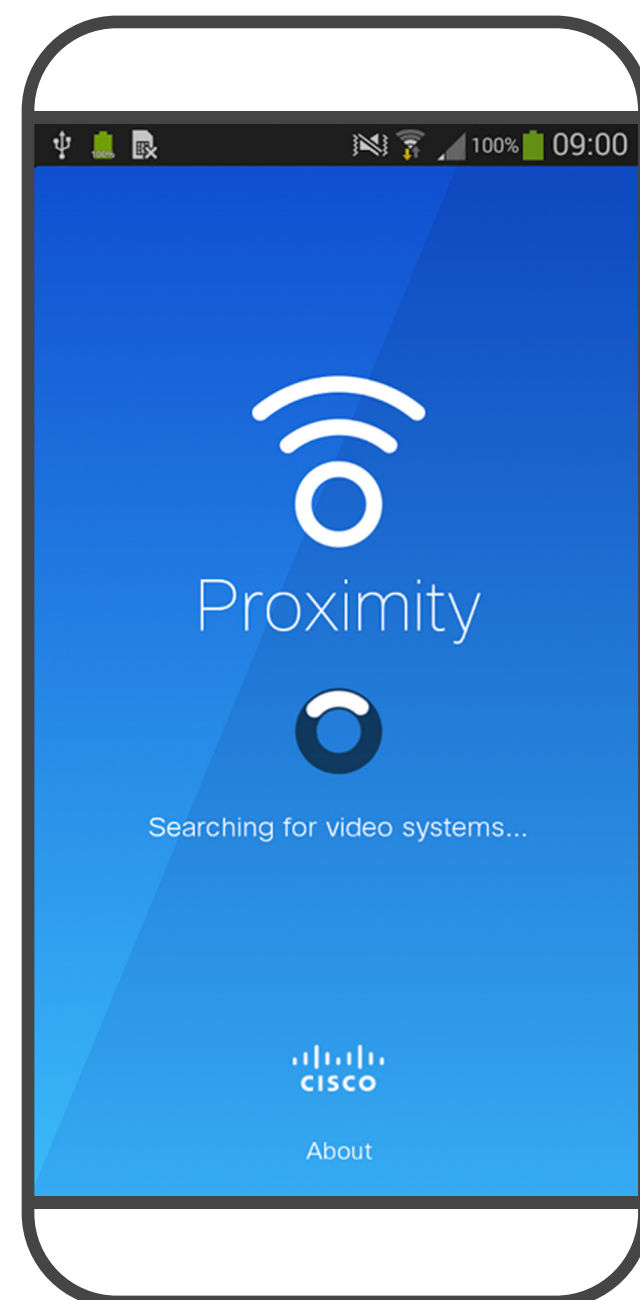
# Cisco Proximity Ultrasound Signal

## About Proximity

Cisco video devices emit ultrasound as part of the Proximity feature. Most people are exposed to ultrasound more or less daily in many environments, including industry, commercial applications and home appliances.

Even if airborne ultrasound may cause subjective effects for some individuals, it is very unlikely that any effects will occur for sound pressure levels below 75 dB. Guidelines for ultrasound exposure limits vary heavily between countries, but 75 dB is the lowest limit presently found for the frequency band around 20 kHz, which is where the Cisco proximity signal is emitted.

A good reference for this information is Health Canada's guidelines, [http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/safety-code\\_24-securite/index-eng.php#a2.2.2](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/safety-code_24-securite/index-eng.php#a2.2.2).



These guidelines state that sound pressure levels lower than 120 dB have not been demonstrated to cause hearing losses, neither permanently nor temporarily.

For Cisco video devices for group use with integrated loudspeakers the ultrasound sound pressure level is below 75 dB at a distance of 50 cm or more from the loudspeaker.

In most practical cases the level at the ear of the user will be much lower than these max levels, due to loudspeaker directivity, distance attenuation, and high degree of high frequency absorption in typical rooms. The levels will range from what for audible sound would be typical background / ambient noise levels in meeting spaces up to so-called conversational levels of normal speech.

It is therefore deemed safe for humans to be continuously subjected to the proximity signal. Most people will not be aware of the presence of the signal, and suffer no effects from it. A few individuals with especially acute high frequency hearing can, however, be able to hear it, this is most likely to happen directly in front of and close to the loudspeaker.

It is obvious that animals like dogs will hear the proximity signal, since their frequency range of hearing is so much wider.

However, the effect of sound is also level dependent, and the level range of a dog's hearing is not significantly different from that of a human. The hearing threshold of dogs at 20 kHz can be as low as 0-10 dB, similar to the threshold of a human ear in its most sensitive frequency range.

Cisco has not done testing or qualification of the possible effects the signal can have on dogs.

Due to the limited levels it is believed that while the signal is clearly audible it is not bothersome to dogs.

A dog in an office or meeting room will be subject to ultrasound at levels comparable to normal background noise, or at most conversational levels. There has been no reports of animals being bothered by the signals in the years we have had this feature in our products.

However, the question of ultrasound effect on dogs is fair, since dog repeller devices using ultrasound do exist. These devices typically claim to use discomfiting, but not harmful ultrasound. Cisco does not have insight into dog repeller design, but scanning the specifications of such devices typically reveals that the exposure levels typically are 100 dB and upwards.

For solutions using Cisco video codecs with 3rd party loudspeaker devices Cisco is not able to control the ultrasound sound pressure level. In most cases the necessary loudspeaker sensitivity and frequency response will result in levels below the 75 dB limit. However, if excessive external amplification is applied, or the loudspeaker system has an emphasized high-frequency response, levels in excess of the limit can be produced.

The Intelligent Proximity feature allows you to share content from a computer wirelessly on the video device. Smart phones and tablets are also able to view the shared content directly on their own screens.

You can even use your own smart phone, tablets, PC or MAC to control calls on the video device.

### Observe the following:

You will need to download (free of charge) the Cisco Intelligent Proximity app from App Store or Google Play.

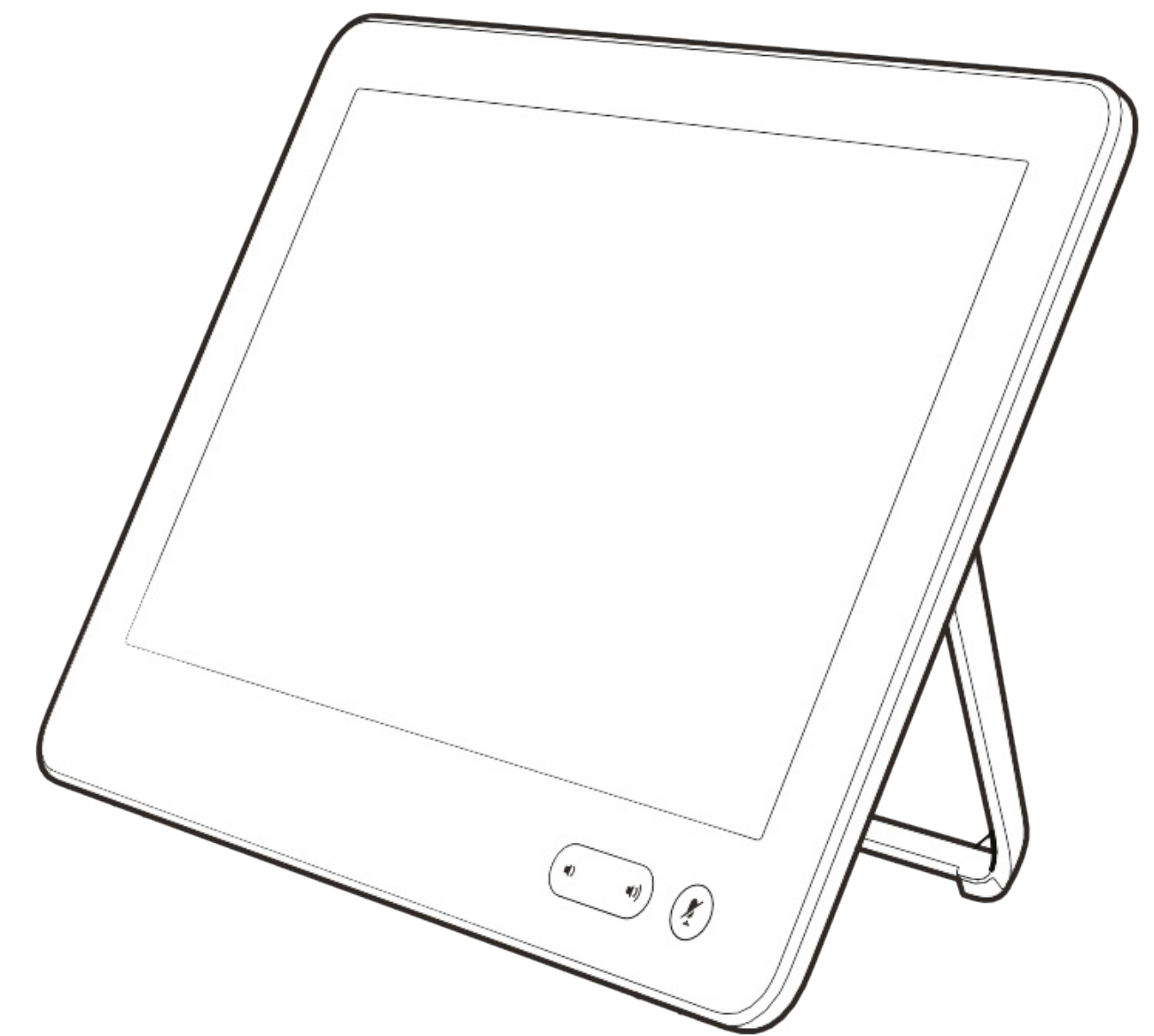
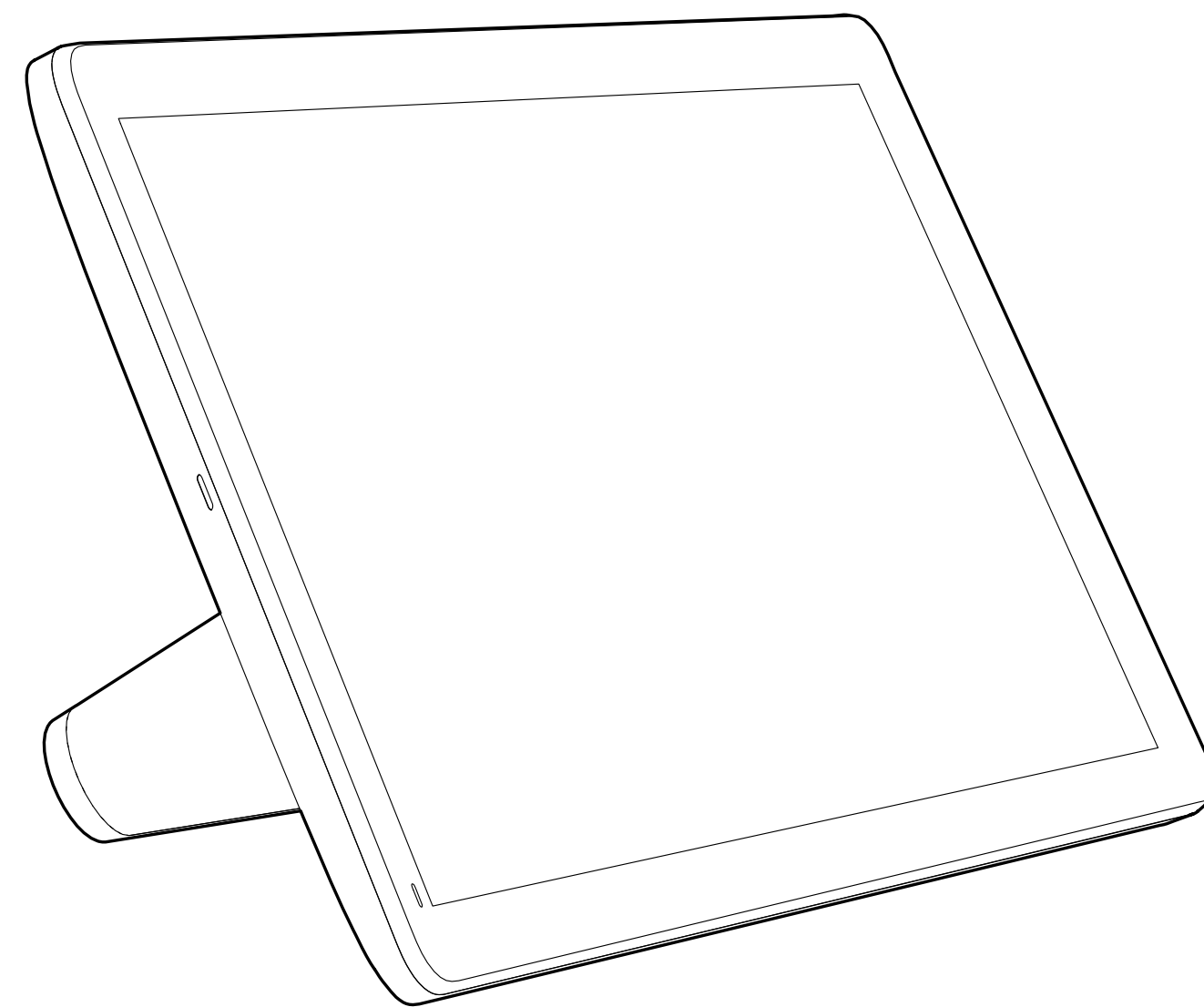
Windows or OS X users, go to <https://proximity.cisco.com/>.

Your video support team may have activated none of the features, all of them, or just a subset of them.

Intelligent Proximity makes use of ultrasound when connecting users (see more at left). Do not block the microphone of your computer, smart phone or tablet.

Intelligent Proximity has been designed not to work outside the meeting room when doors to the room are kept closed. You will need to be in close proximity of the video endpoint to use the feature.

When privacy dictates, always keep the meeting room entrance doors closed to avoid possible eavesdropping from adjacent rooms.

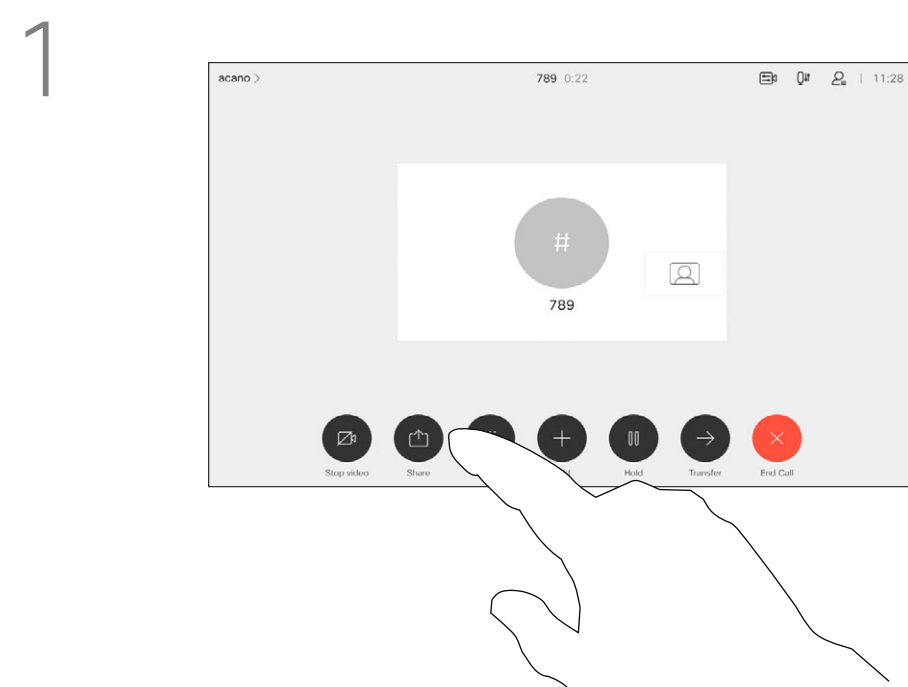


# Content Sharing

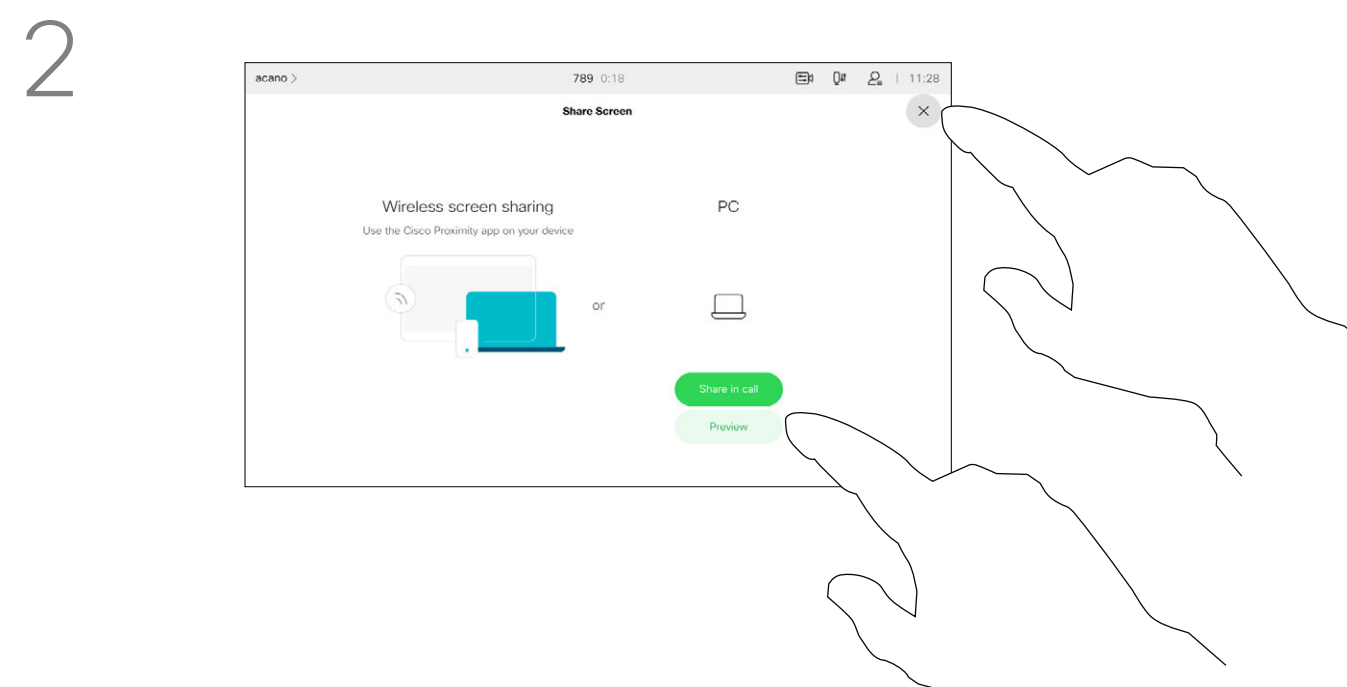
# Content Sharing

## Share Content In a Call

## About Content Sharing

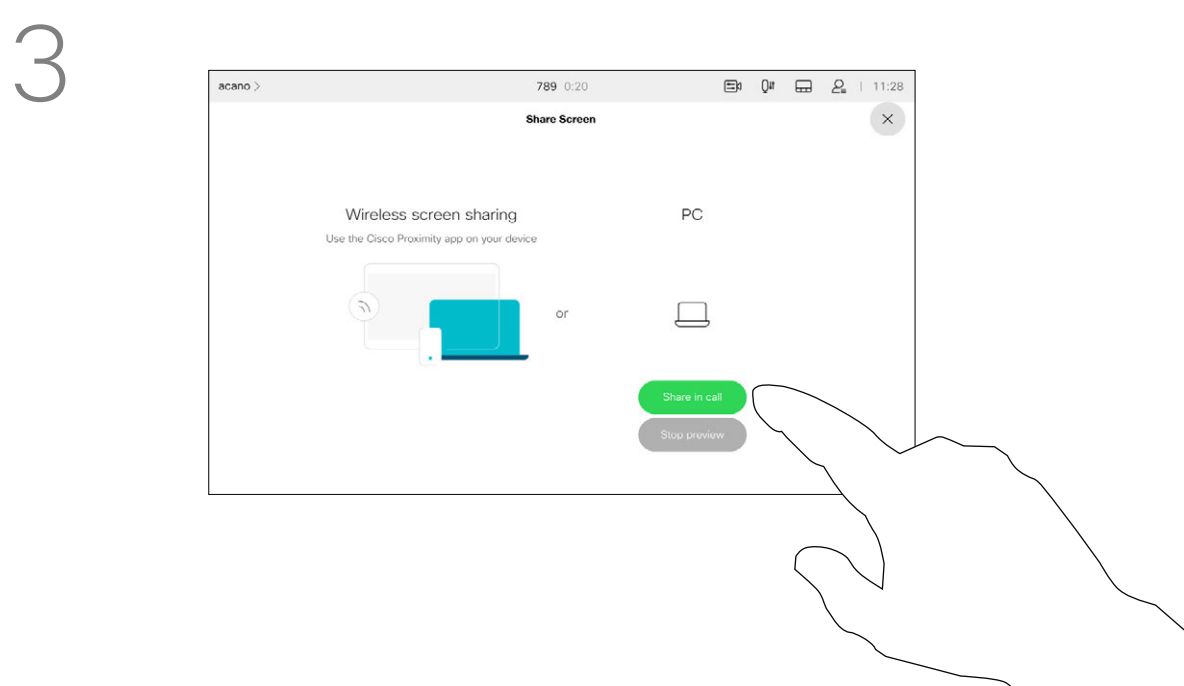


Connect the source to the device with a suitable cable, make sure it has been switched on and tap **Share**.

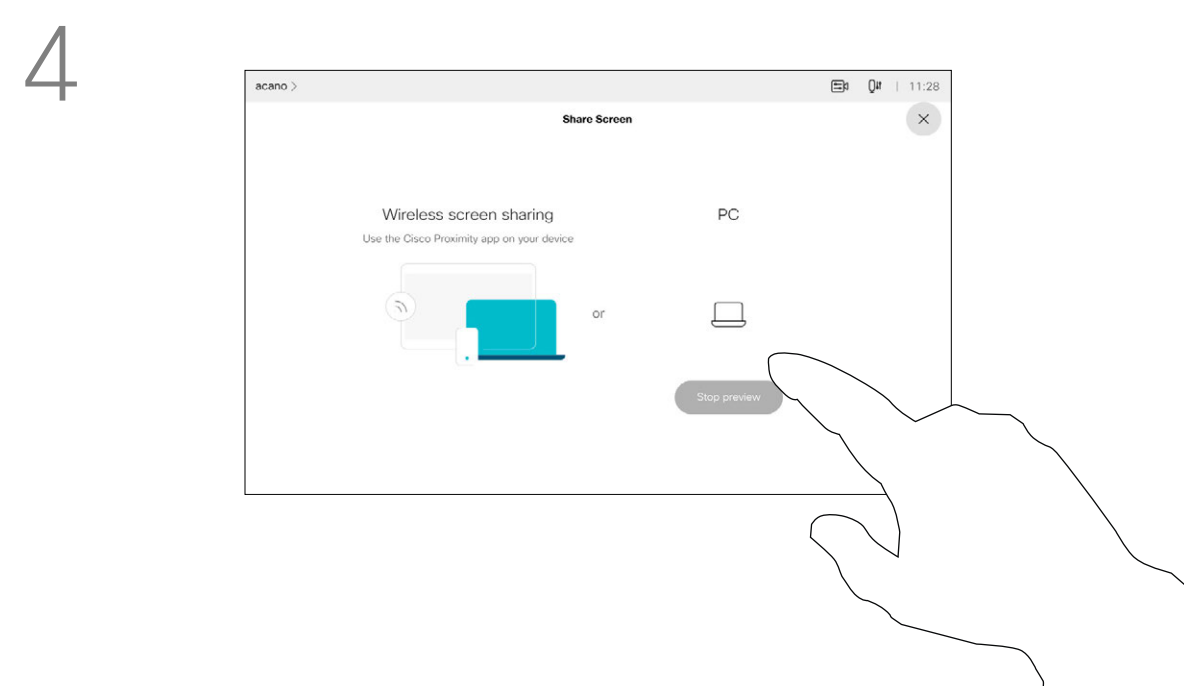


Tap **Preview** to view the content to be shared on your own device only. This will not be shared with the remote participants.

Tap the X in the upper right corner, as shown, to return to the previous display.



To discontinue the preview, tap **Stop preview**.  
To share content with the remote participants, tap **Share in call**.



To discontinue sharing content with the remote participants, tap **Stop sharing**.

Your video device supports the ability to show presentations in a video call.

If your source device has been Intelligent Proximity enabled, let your device pair with the video device and you can share content wirelessly.

You can change the layout of the screen during presentations, see the following pages for more on this.

**Note:** Your device may have been configured to let one of the video input connectors of your video device share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc.

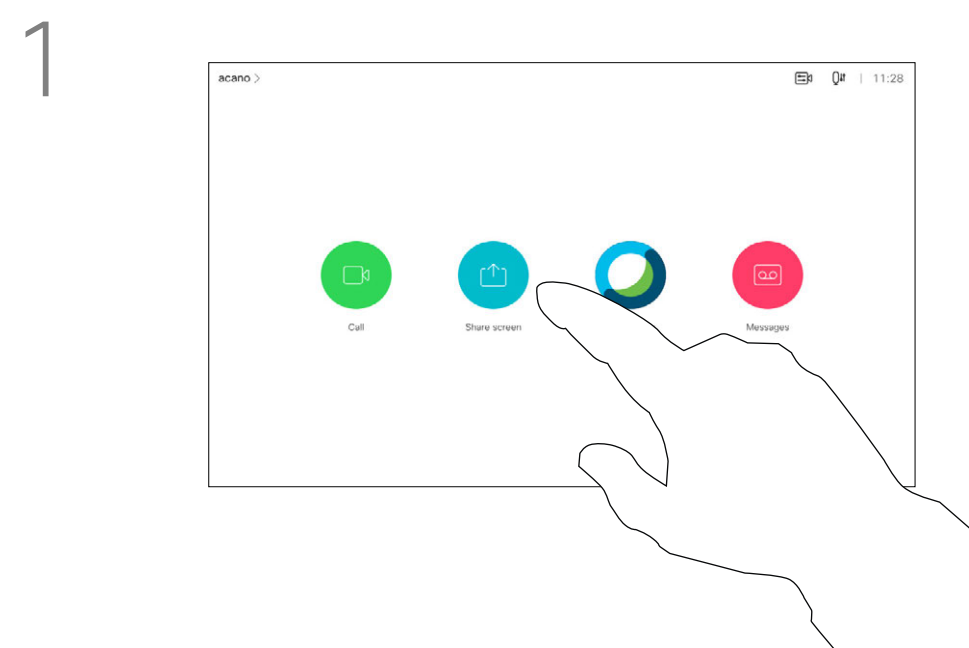
This feature is available outside calls only.

If you attempt to share content through this specific video connector while in a call, no content sharing takes place. Instead, the part of the screen normally allocated to content sharing turns black in order to maintain the HDCP regime.

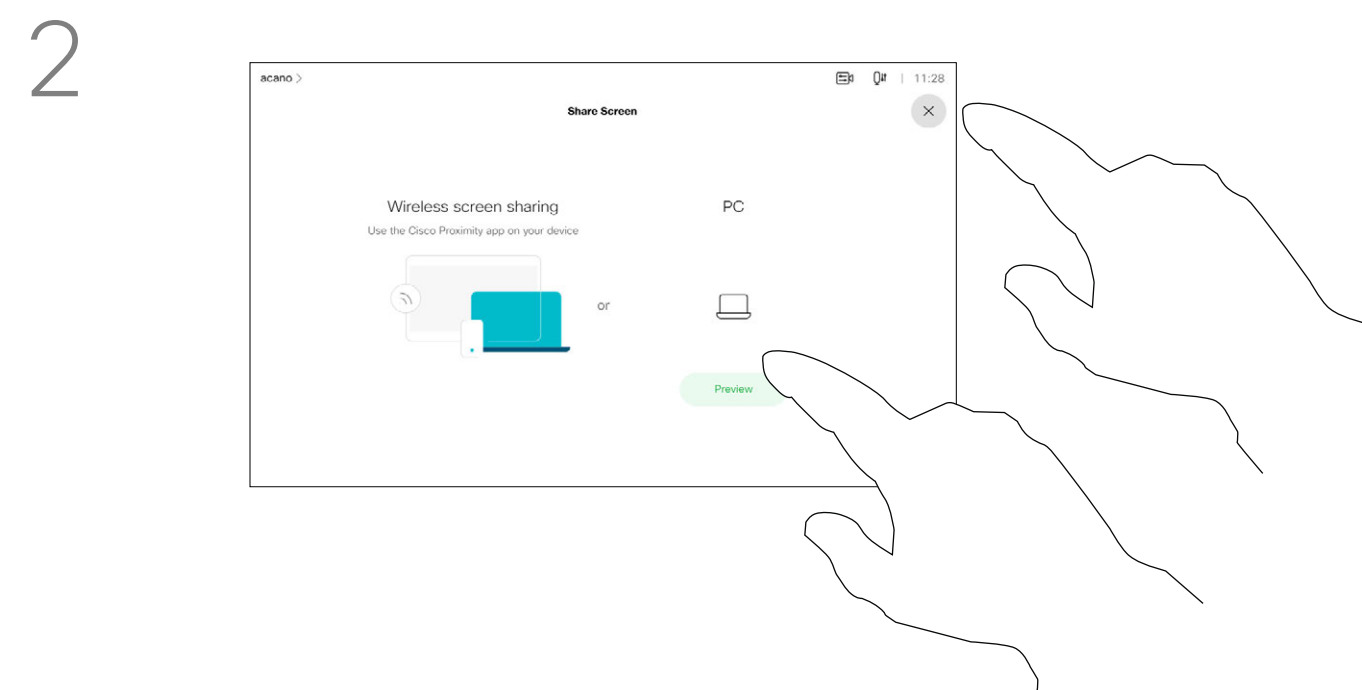
This applies to any content you attempt to share in a call from this input connector—be it HDCP protected or not.

# Share Content Outside a Call

## Local Content Sharing

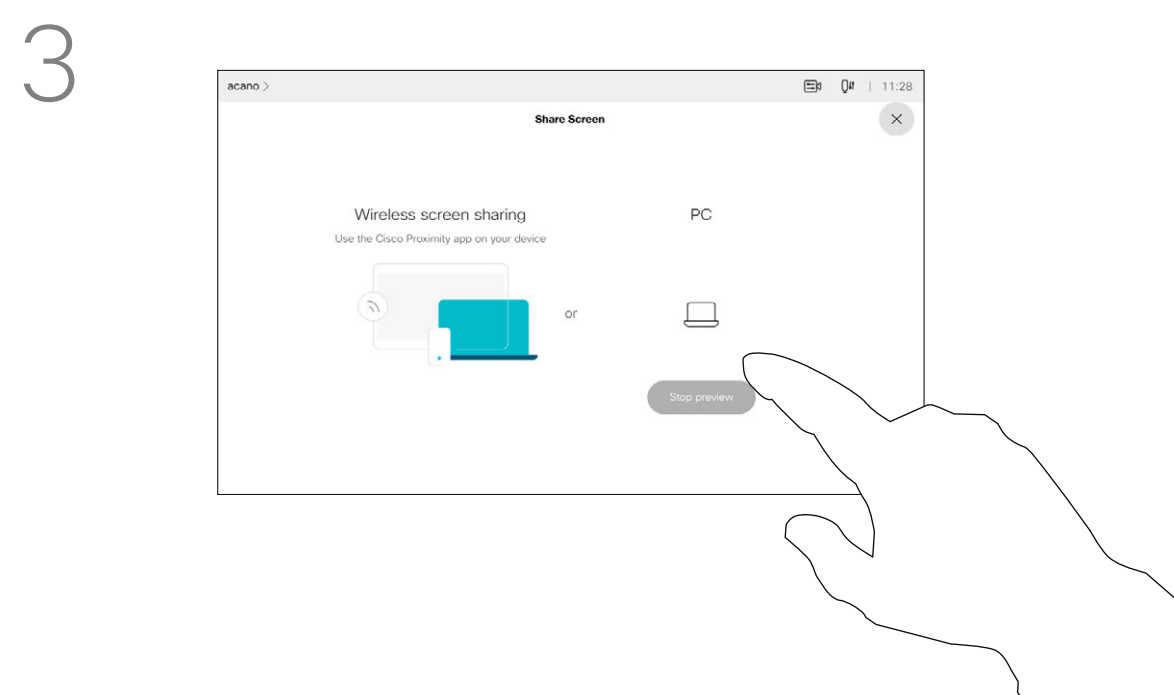


Connect the source device to the video device with a suitable cable, make sure it has been switched on and tap **Share**.



Tap **Share** to show the content on your device's screen(s).

Tap the X in the upper right corner, as shown, to return to the previous display.



Tap **Stop sharing** to end the session.

You may also use your device in local meetings to present and share content outside calls.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on it. Pair the source device with the video device and you can share content right away.

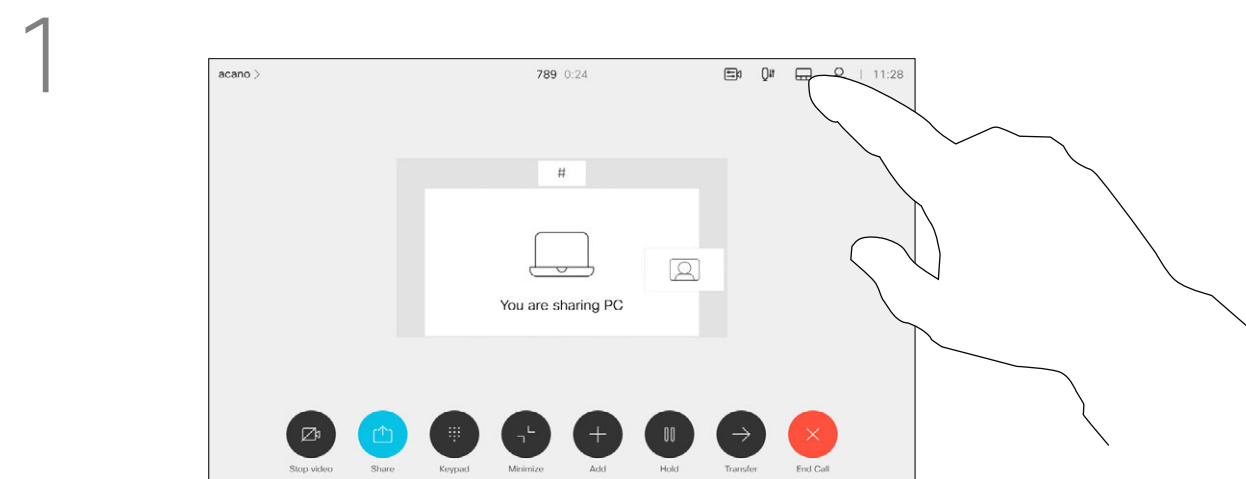
**Tip!** Multi-screen devices may show as many independent presentations as there are screens. This is possible outside calls only.

**Note:** We recommend that the first presentation to be connected is wirelessly connected, then the cabled one. If you do it the other way around, the initial connection may get disconnected.

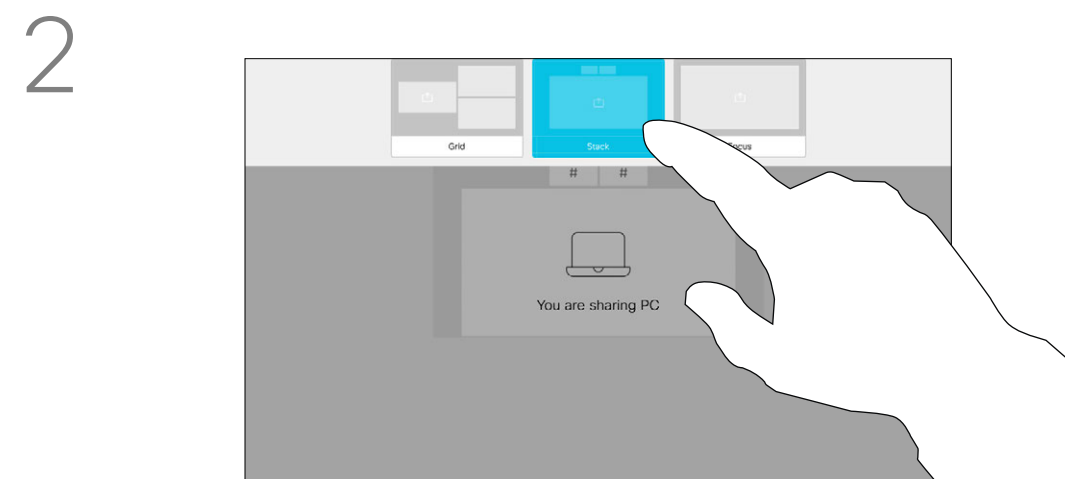
**HDCP:** Your device may have been configured to let one of the video input connectors of your device share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV, or a HD TV decoder. See the previous page for more on this.

# Change Presentation Layout In a Call

## About Presentation Layout



Tap the **Layout** icon, as shown.

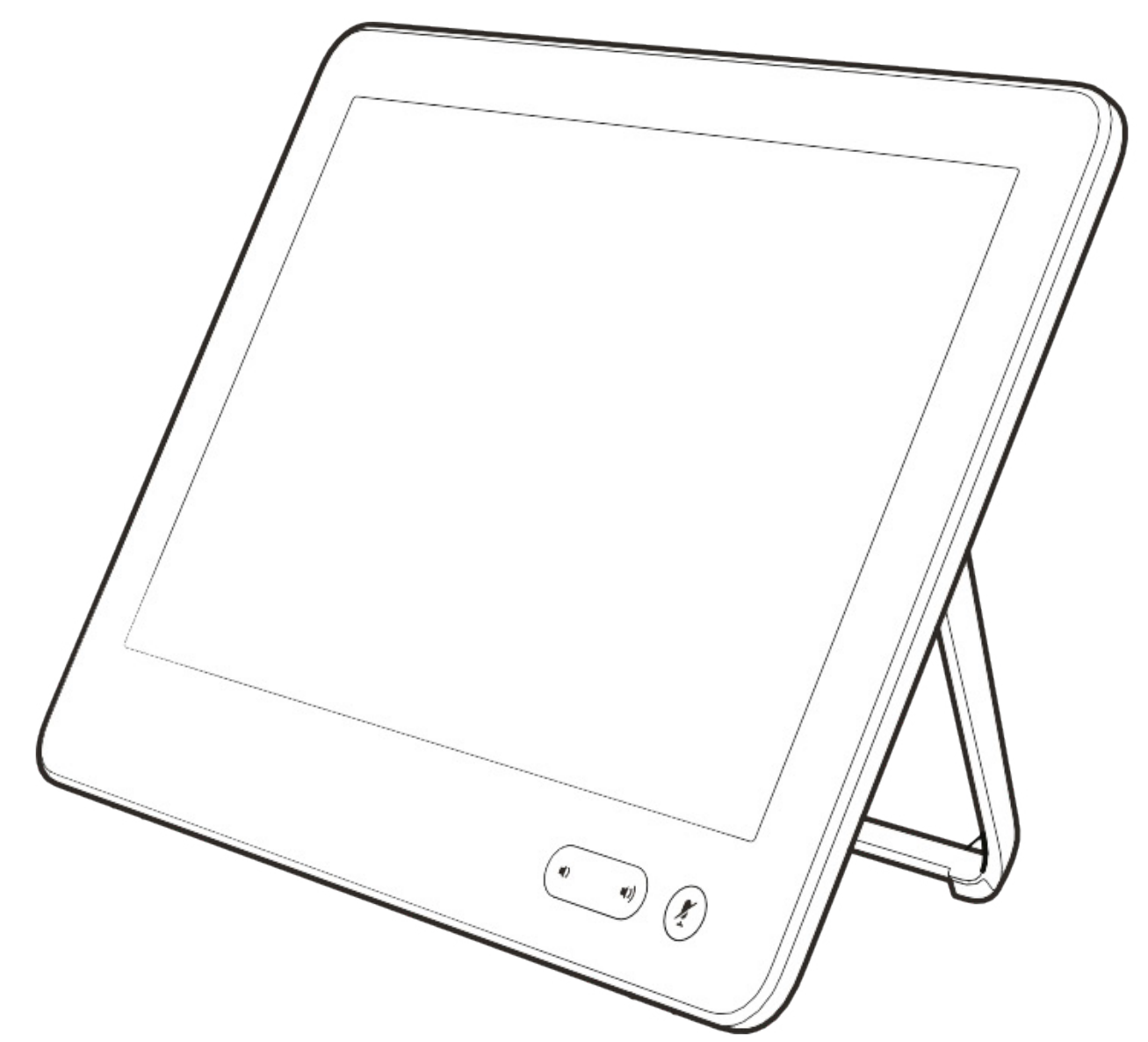
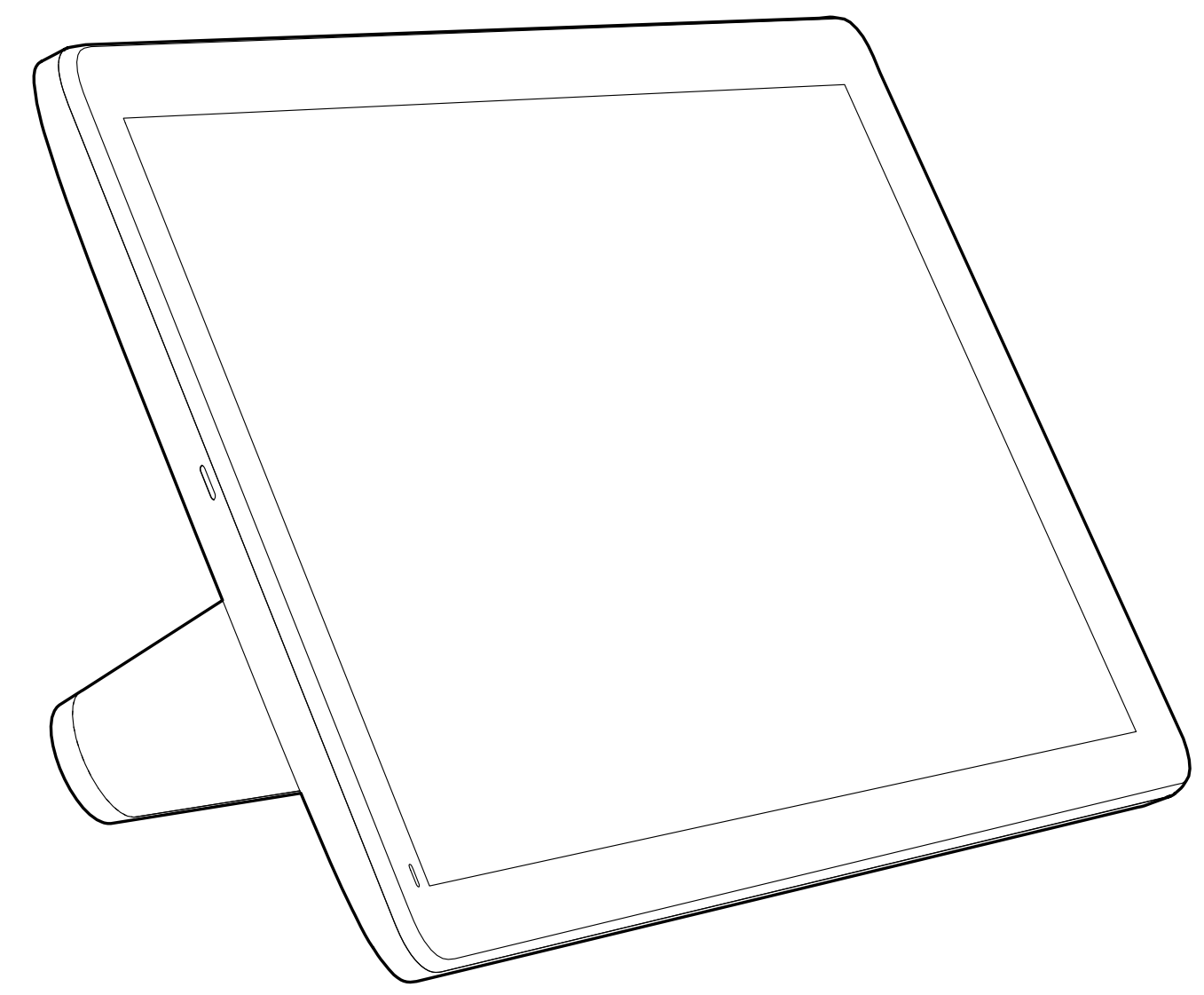


Tap the layout you want to use. Tap anywhere outside the filmstrip when you're done.

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

The layout options available on your device may differ from those shown here, but the layouts shown are always those you may choose between.





# Scheduled Meetings

# Join a Scheduled Meeting

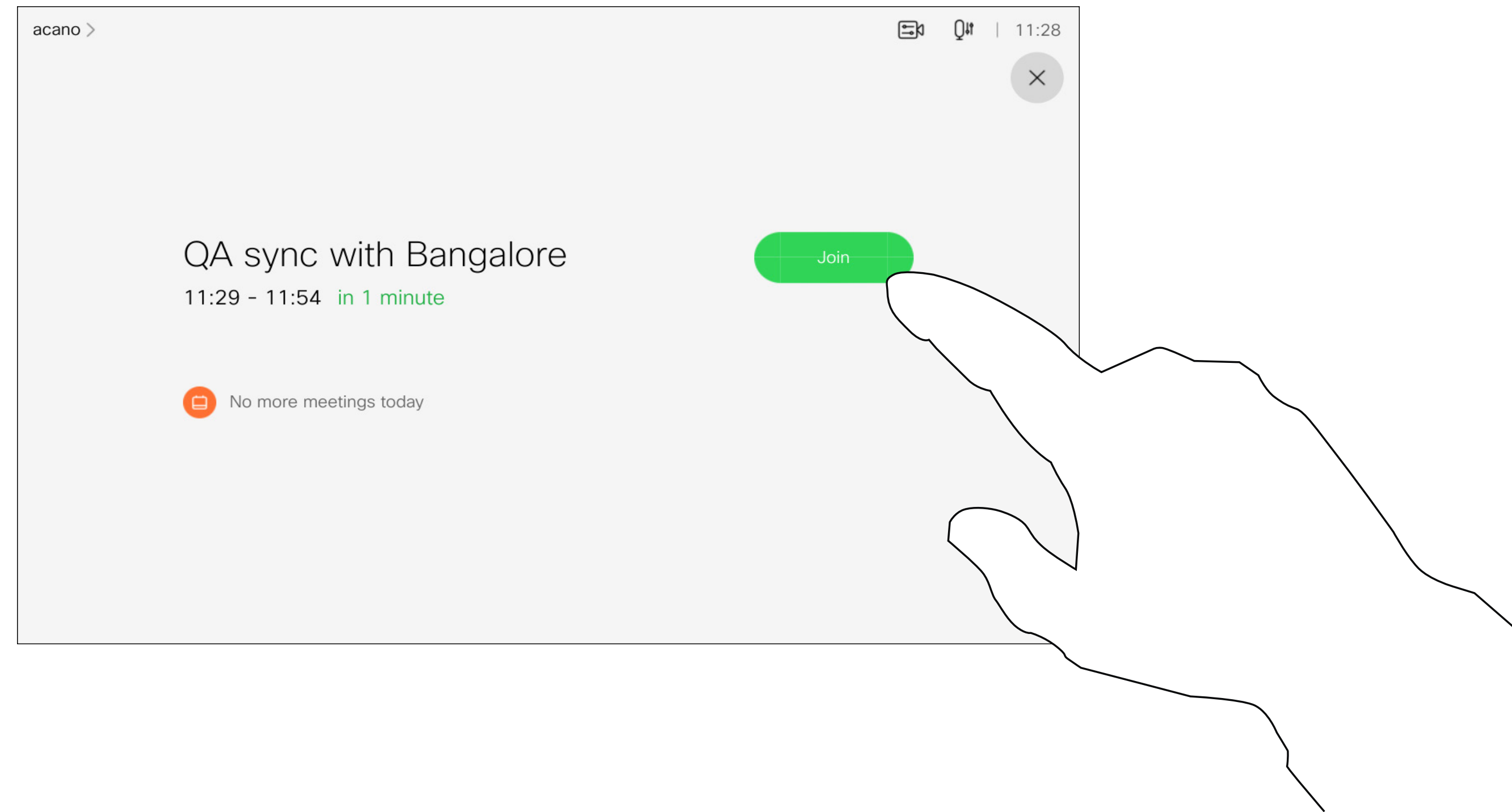
## Joining a Meeting

Your video device may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear as shown at left.

Tap **Join** to participate in the meeting.

Should the meeting have started already, you may still join.

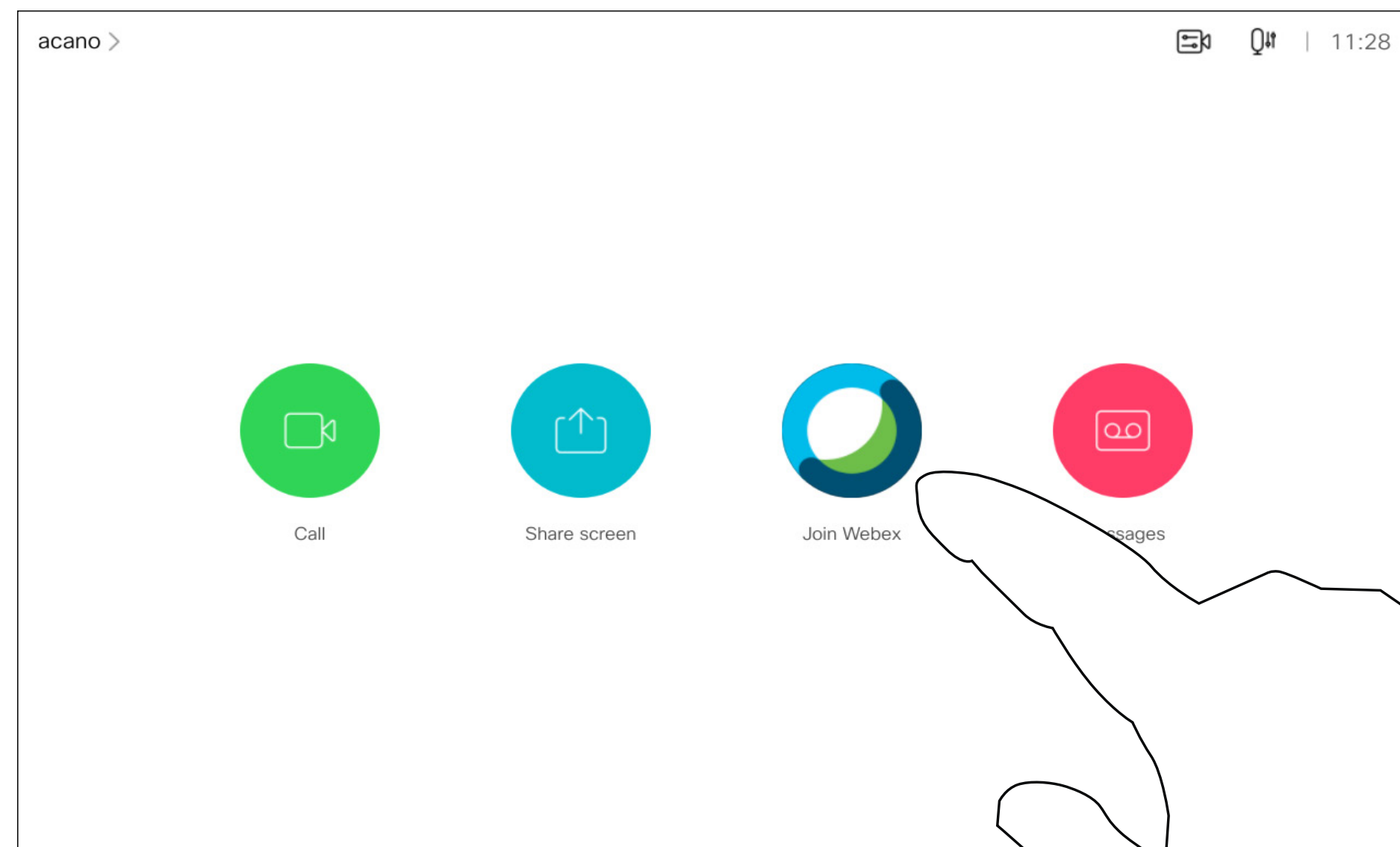
When a scheduled meeting appears on the device screen, the device wakes up from stand-by.



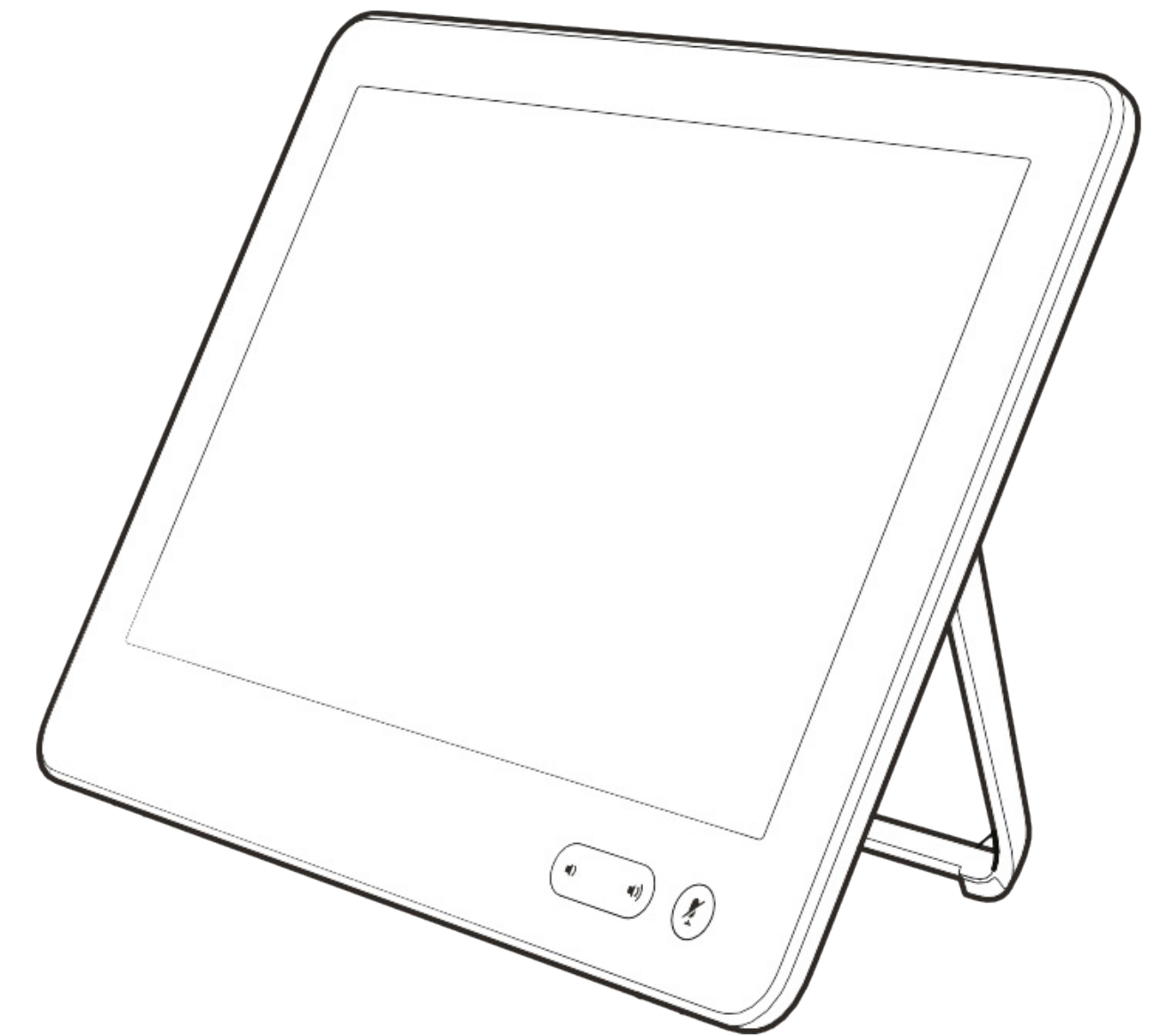
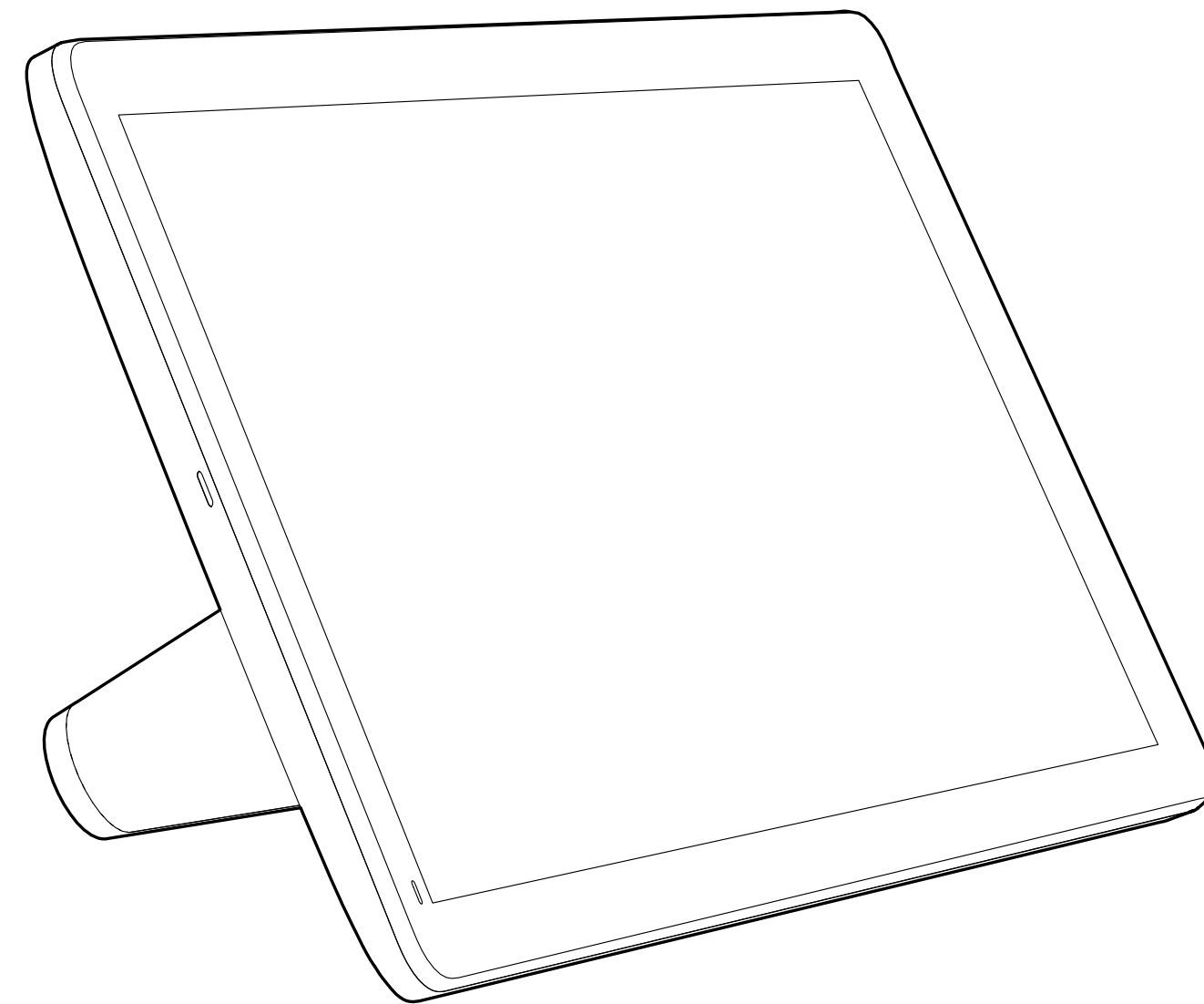
When the meeting is about to start, you are prompted to join the meeting. Tap **Join**.

Scheduled Meetings

# Join a Webex Meeting



Tap **Join Webex**. Then key in the meeting number you received in your invite and tap **Join**.



# Contacts

# Favorites, Recents, and Directory

## About the Contacts Lists

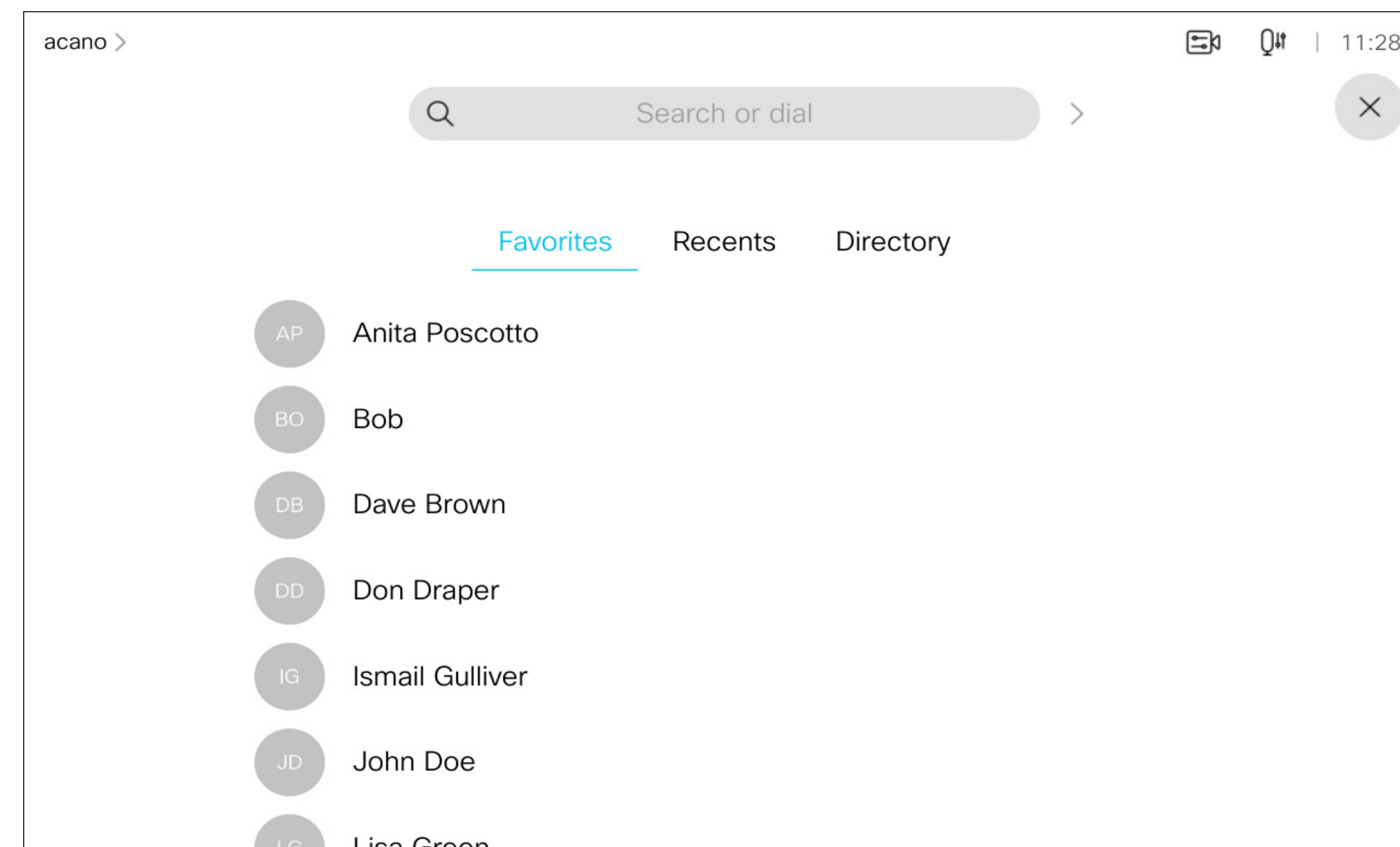
Your lists of Contacts consist of three parts:

**Favorites.** These contacts have been added by you. These entries are typically those you call frequently or otherwise need to access in a swift and convenient manner from time to time.

**Directory** is typically a corporate directory installed on your device by your video support team.

**Recents** is a list of calls you have placed, received, or missed earlier.

Note that removing entries from *Recents* can only be done from the web interface.



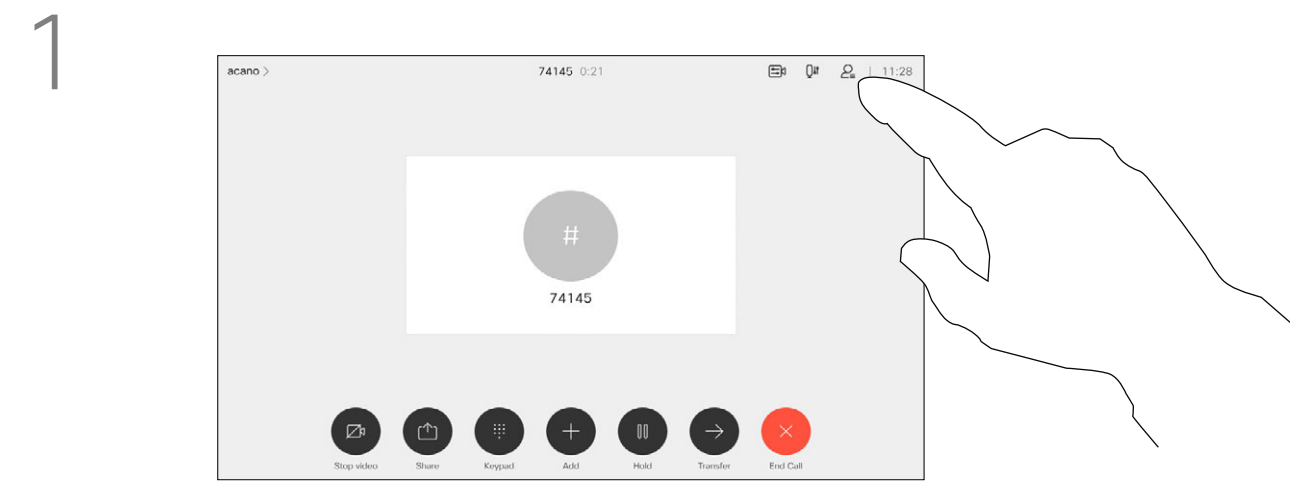
# Contacts

## Add Someone to Favorites, While in a Call

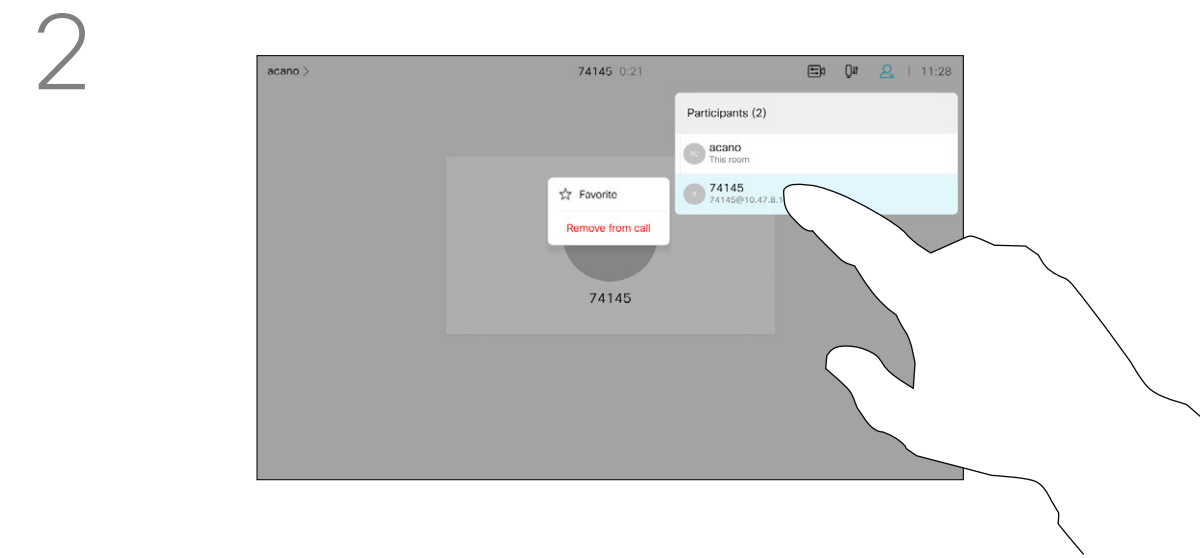
### About Favorites

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

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



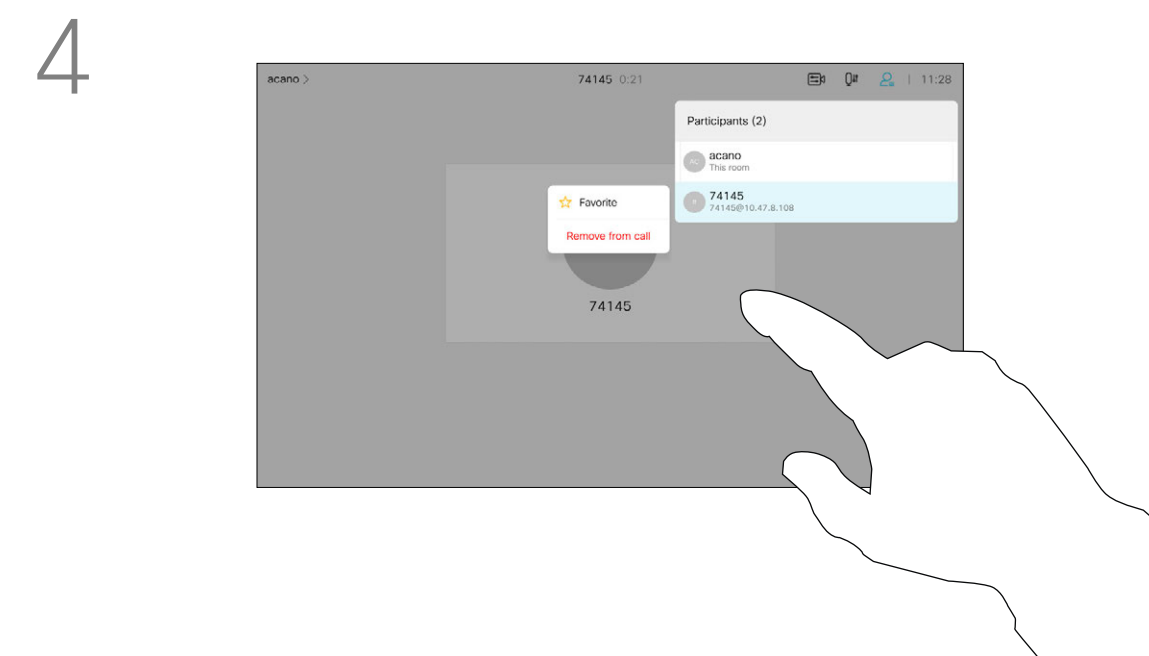
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



In the list of participants tap the one to become a Favorite.



Tap **Favorite**.



The participant is now a member of the list of Favorites (the star has turned golden).

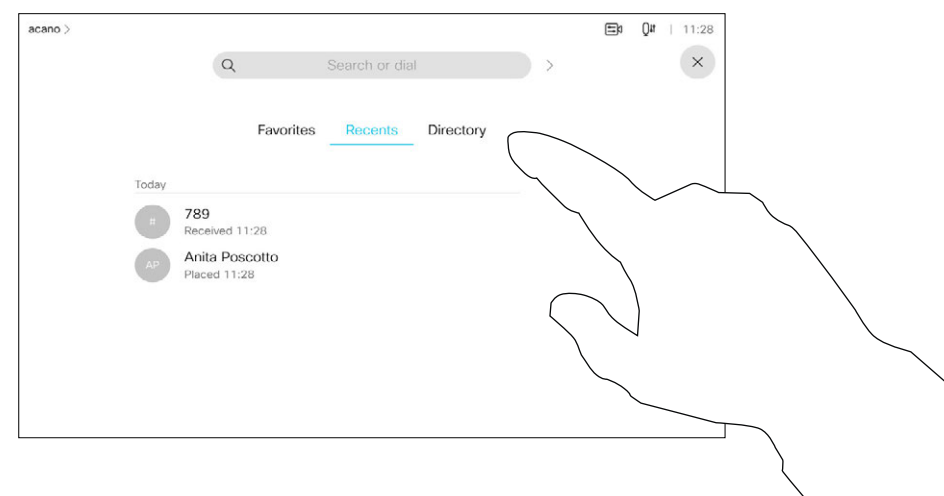
To remove an entry from the list of Favorites, go to **Favorites** in the Contact lists and repeat the procedure.

Tap anywhere outside the menu when you're done.

# Add Someone to Favorites, Outside a Call

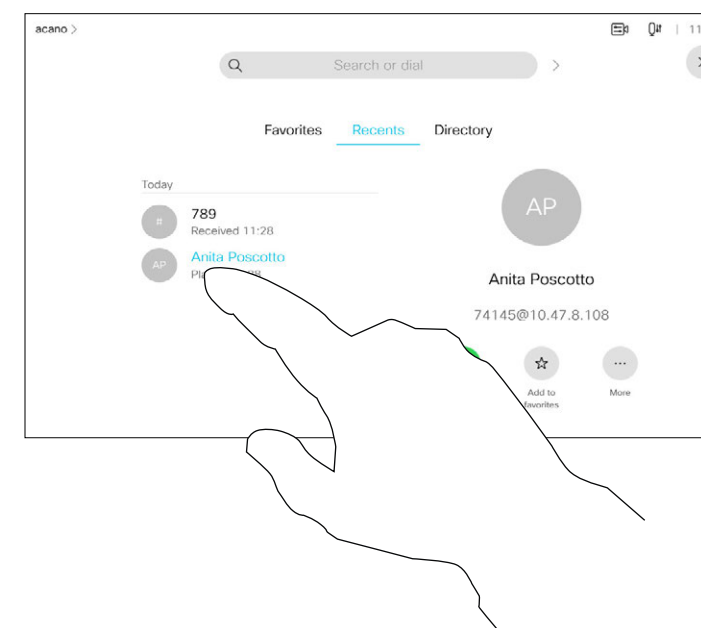
## About this feature

1



Tap **Call** (not shown) to invoke the Contacts list, as shown. Tap **Recents** or **Directory** and search for the entry to become a Favorite.

2

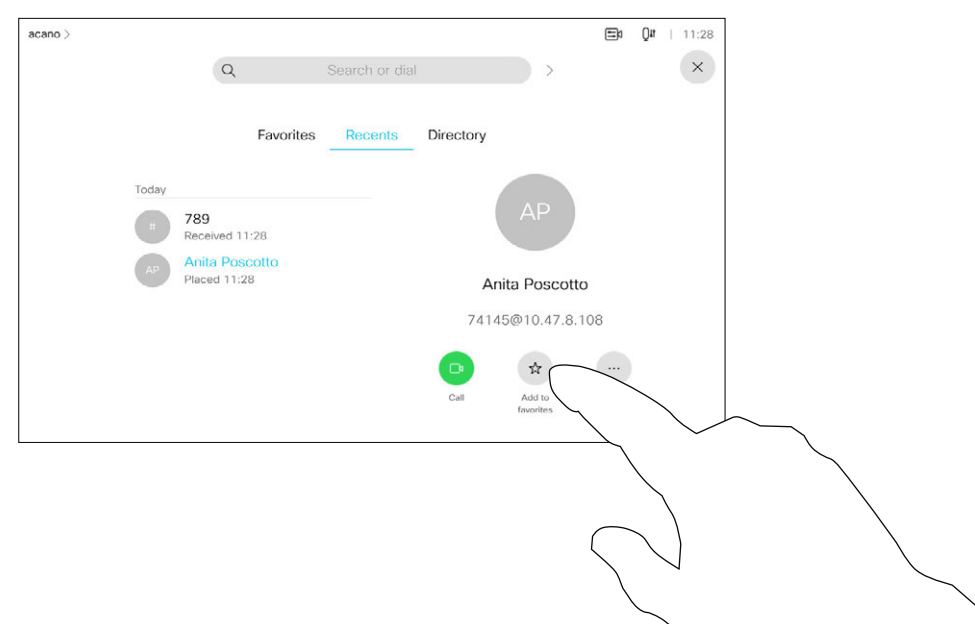


Tap the entry to be turned into a Favorite. This will cause the above screen to be shown.

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

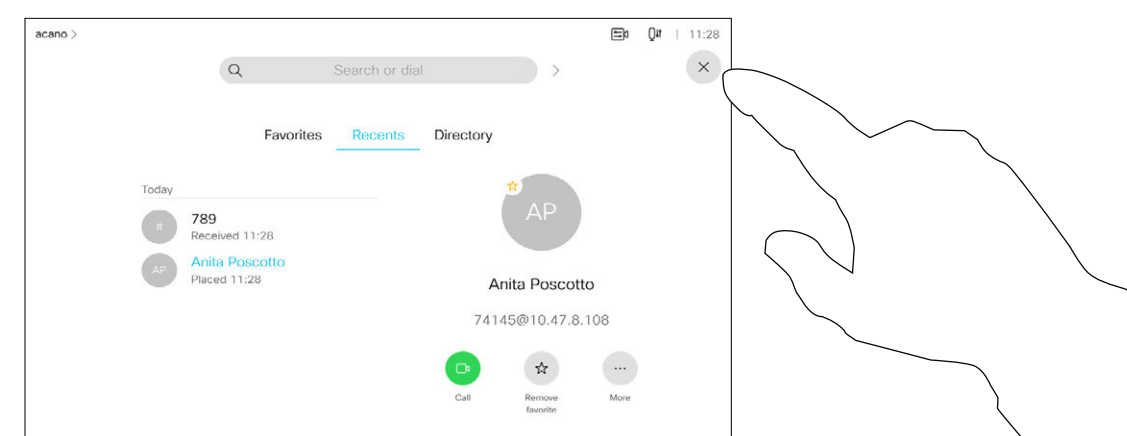
You can add Favorites from the Recents or Directory lists as well as from manual entries.

3



Tap **Add to Favorites**. The entry has now become a Favorite.

4



A Favorite is denoted by a golden star, as indicated.

To remove an entry from the list of Favorites, repeat the procedure.

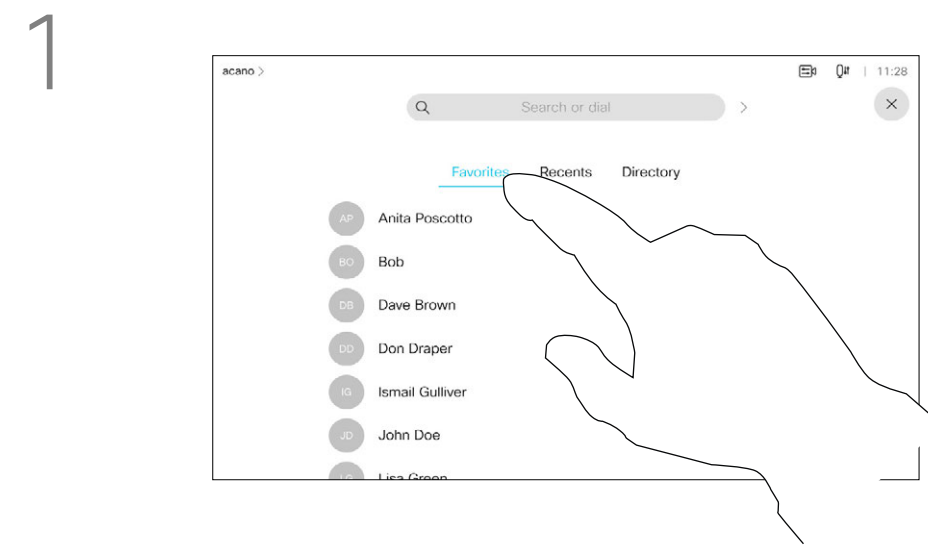
To exit this menu, tap the X, as shown.

# Contacts

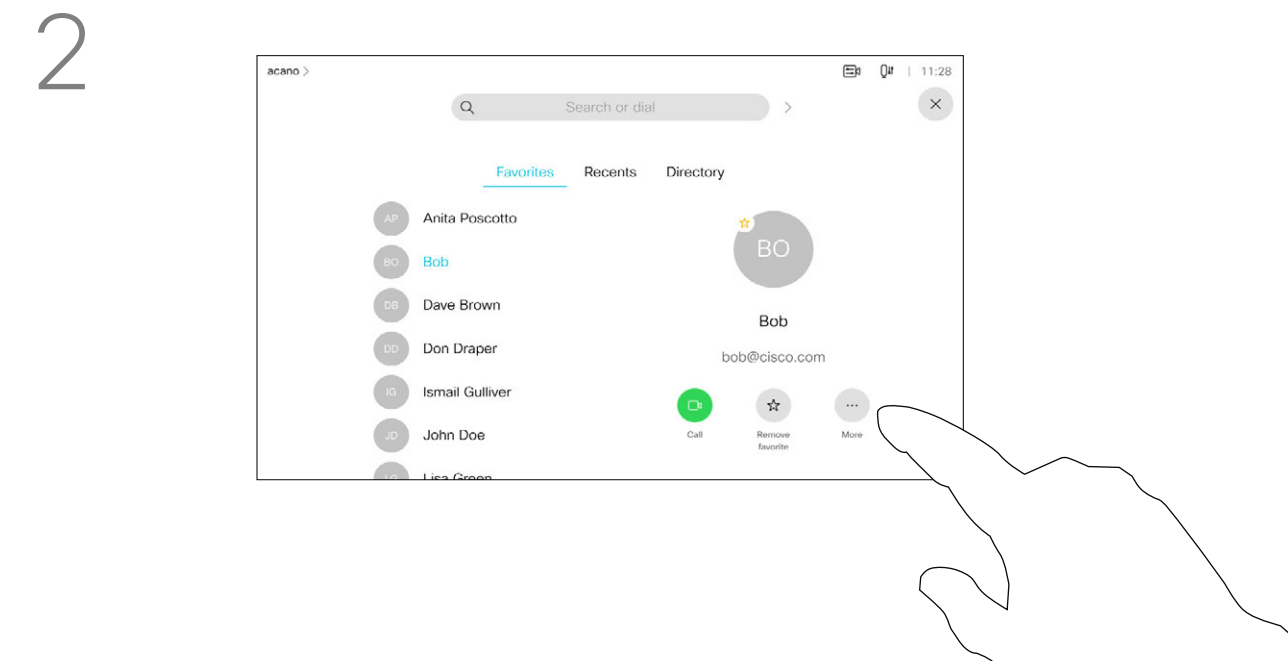
## Edit an Existing Favorite

About this feature

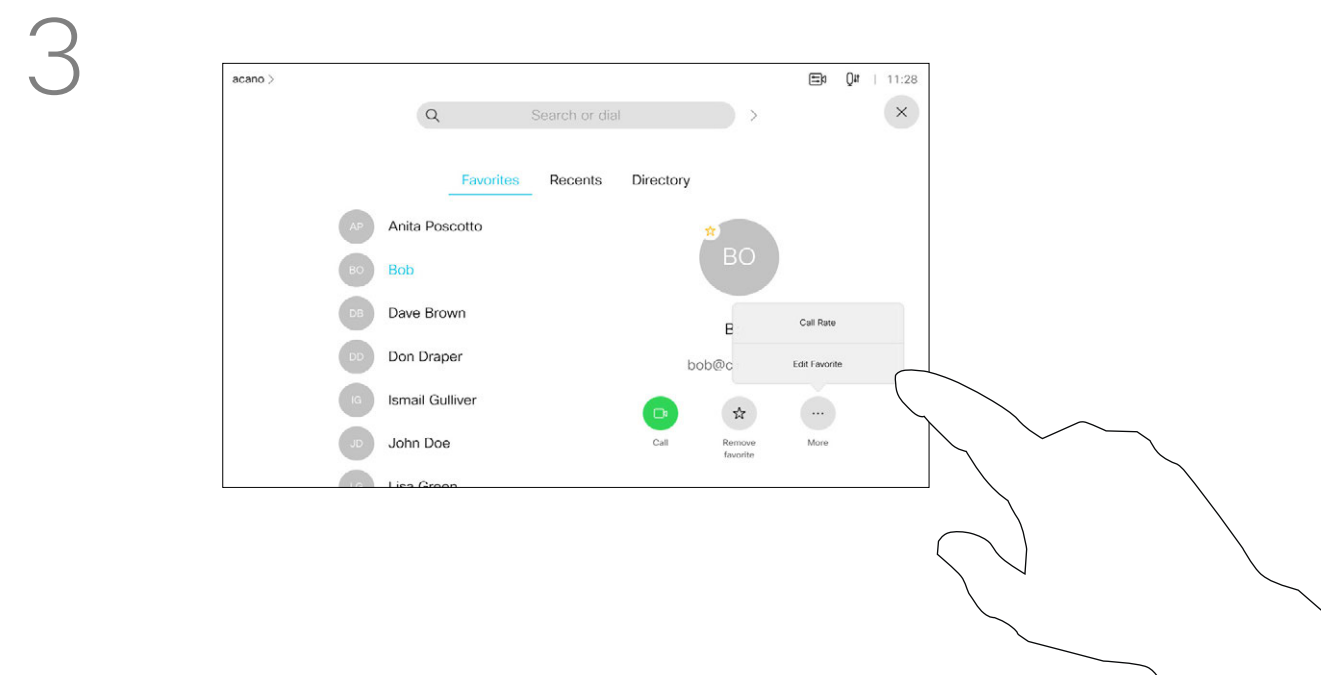
This feature allows you to update a Favorite at all times.



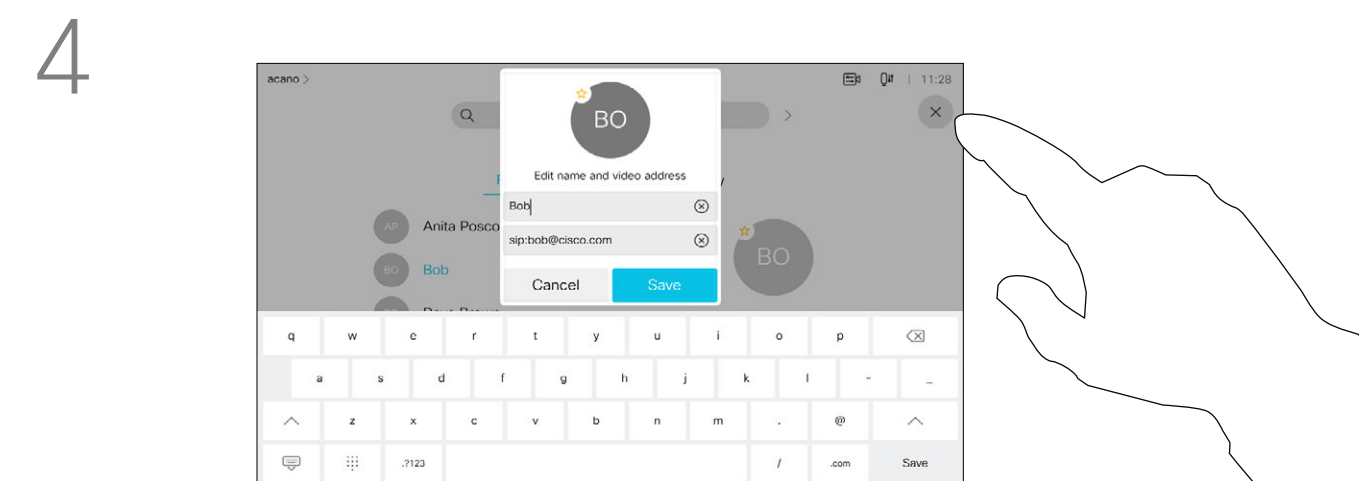
Tap **Call** (not shown) to invoke the Contacts list, as shown. Then tap **Favorites** to gain access to the list of Favorites.



Tap the Favorite to be edited. Then tap **More**.

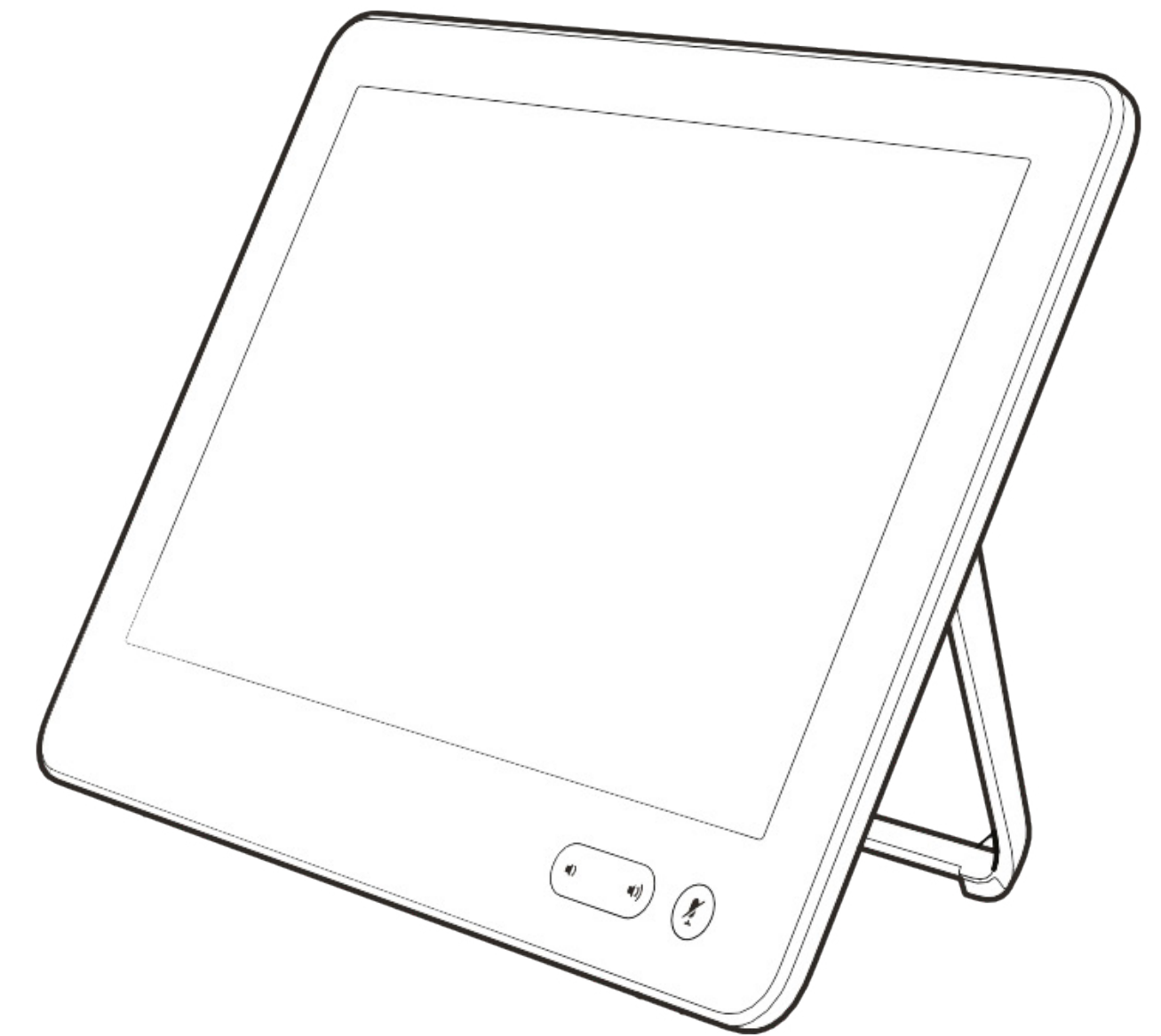


Tap **Edit Favorite**.



Edit the Favorite entry and tap **Save** to exit putting changes into effect. Otherwise tap **Cancel**.

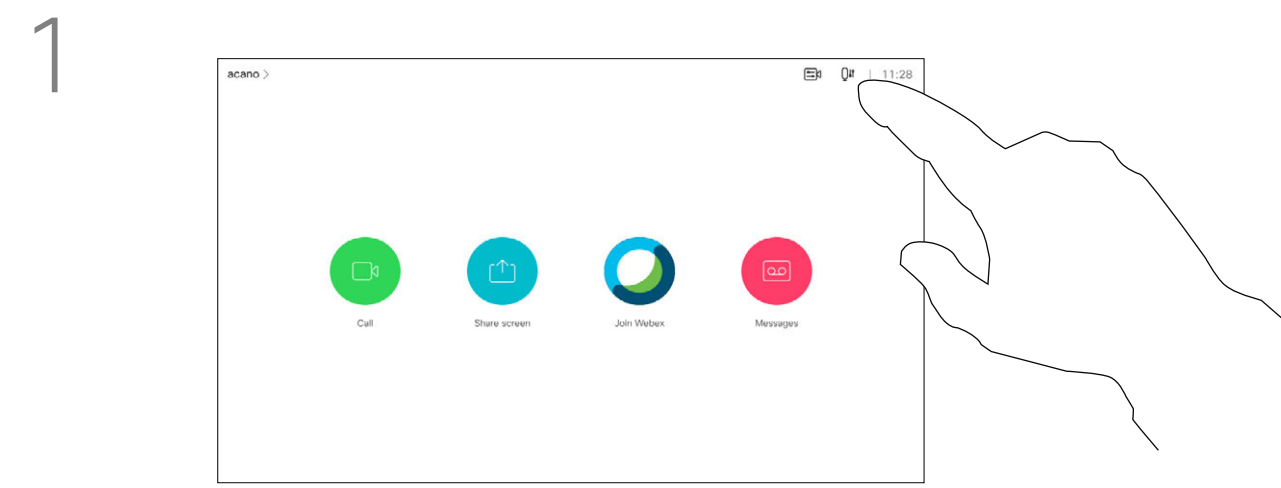




# Camera

# Camera View Camera Settings

## About Camera Control



Tap **Camera** to invoke the camera adjustment menu.

2

Any camera presets defined are listed here.

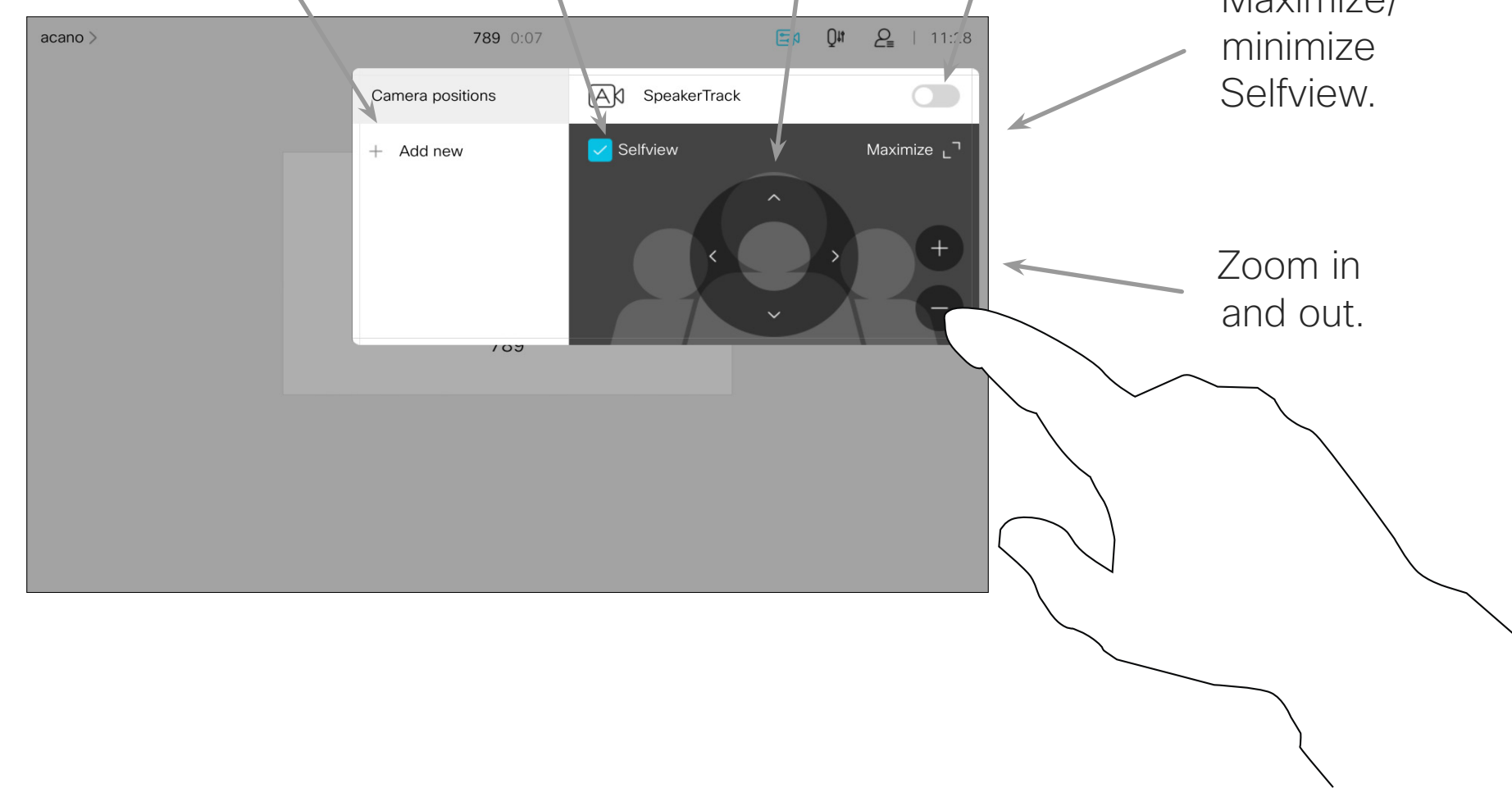
Turn Selfview On and Off

Pan and tilt controls.

Turn Speaker Tracking On and Off.

Maximize/minimize Selfview.

Zoom in and out.



The camera settings let you control the zoom, pan, and tilt of the camera as well as define and edit camera position presets.

In addition selfview (the image that the others see from your device) can be turned on and off as well as be shown minimized or maximized.

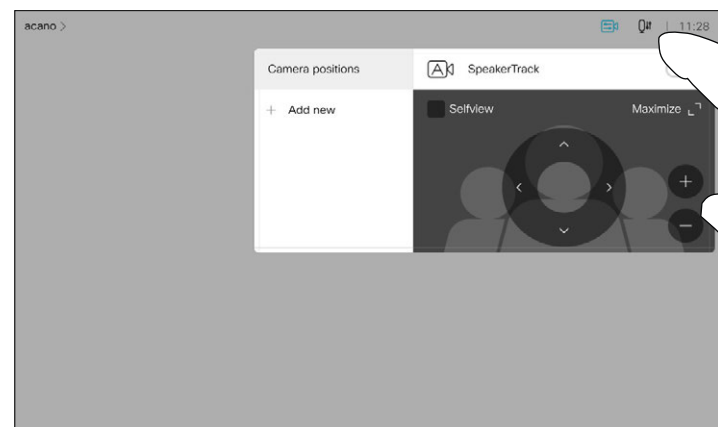
If the position of the selfview blocks important parts of the image on your screen, it can be moved.

For devices equipped with Speaker Tracking, turning this on will cause the camera to zoom in on the person currently speaking.

# Add a Camera Position Preset

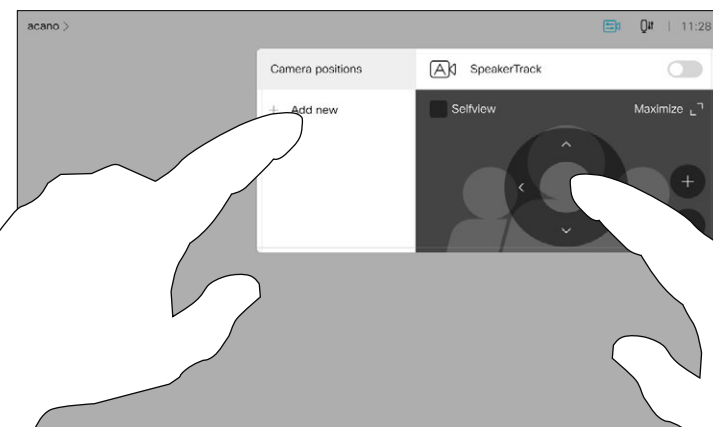
## About Camera Presets

1



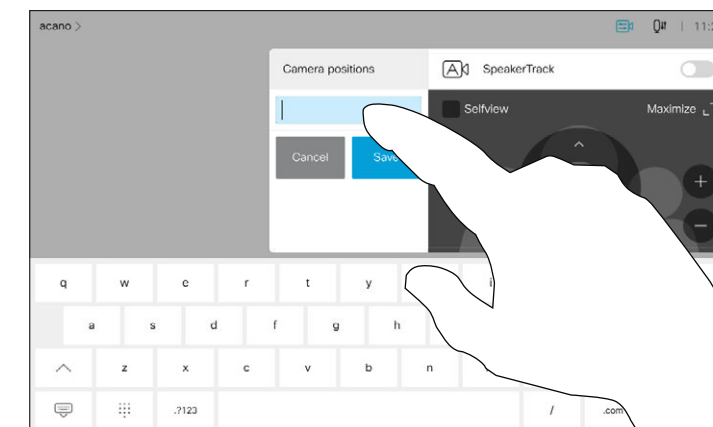
Tap **Camera** to invoke the camera adjustment menu.

2



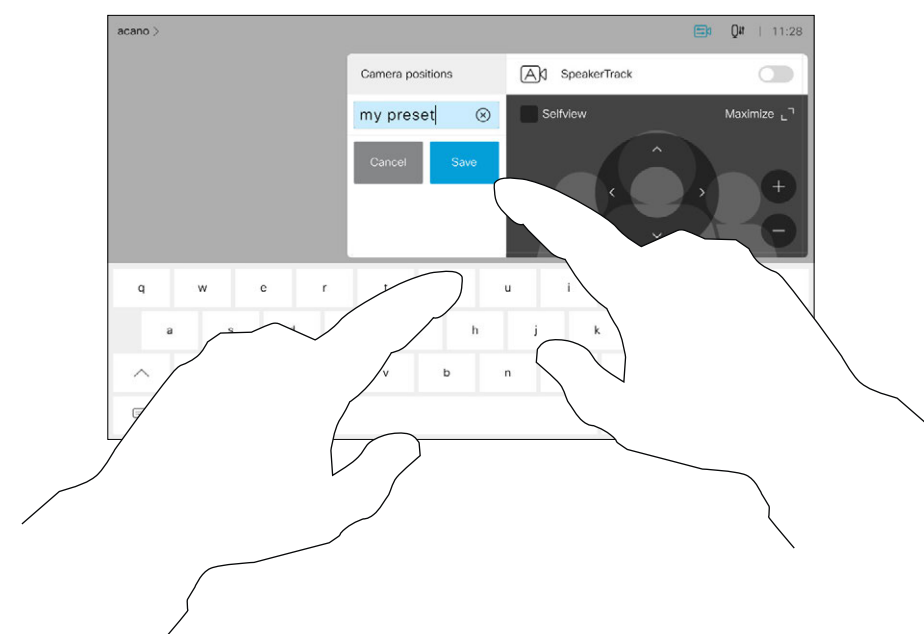
Selfview will be activated automatically. Adjust **Tilt**, **Pan** and **Zoom**, as required. Then tap **+ Add new**.

3



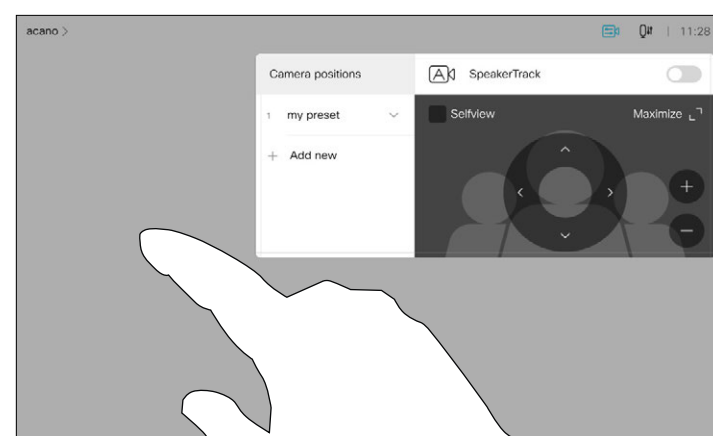
Tap in the text field.

4



Key in a descriptive name and tap **Save** to put changes into effect.

5



Tap anywhere outside the menu when you're done.

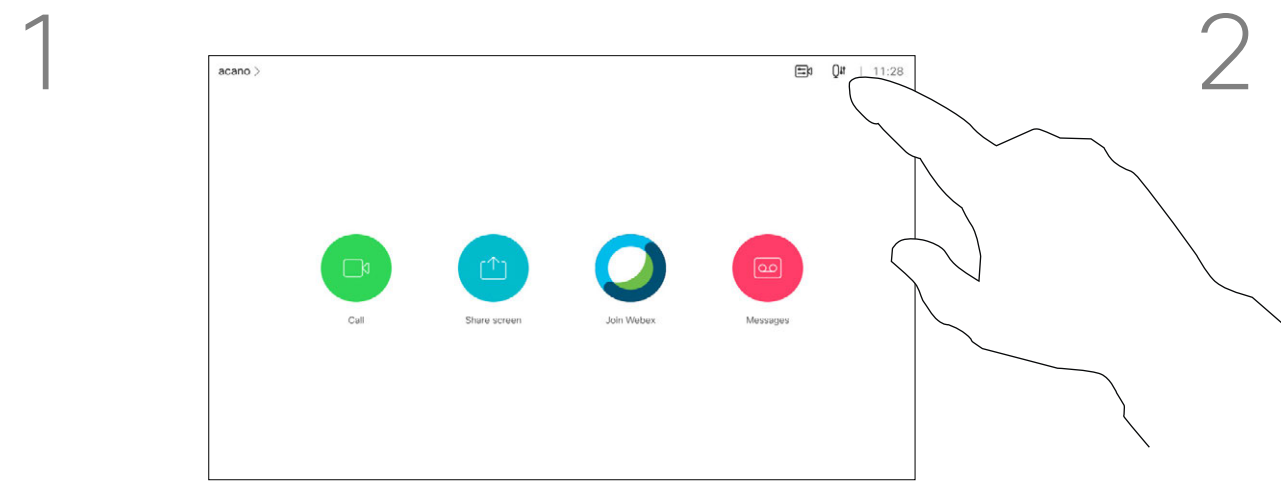
Your device lets you create predefined zoom and camera pointing directions (also known as pan and tilt). Use these to zoom into the person speaking, if appropriate. Do not forget to zoom out again afterwards.

This means that if you want to create one or more zoom-in presets you should also create a zoom-out (overview) preset to conveniently switch back to overview mode.

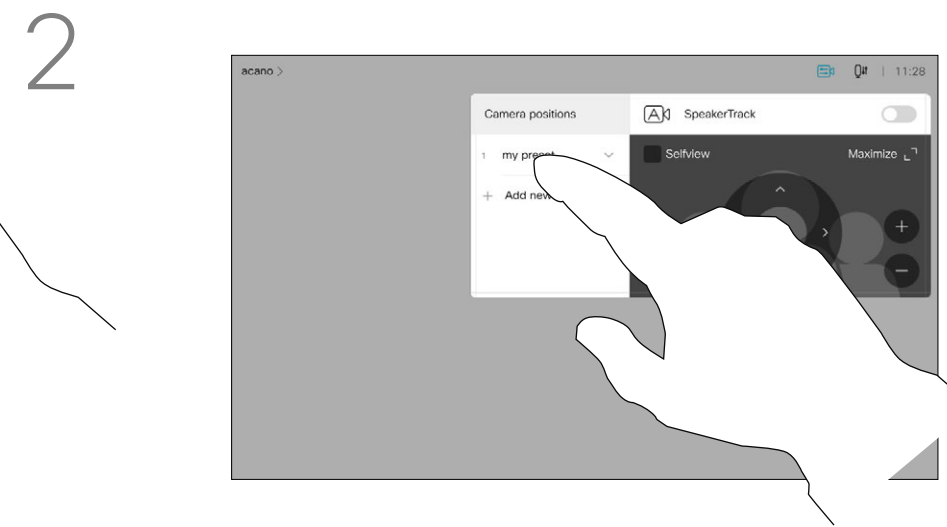
Although you may control the far-end camera, the camera of any of the other participants (given that those cameras are remotely controllable), you can't define nor make use of their presets.

# Edit a Camera Position Preset

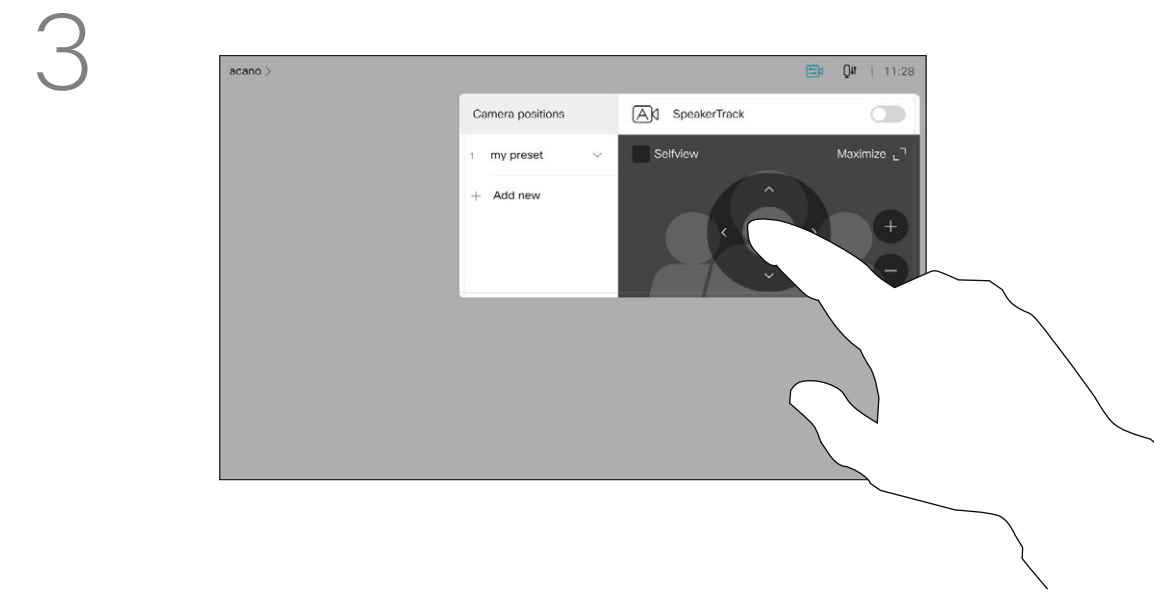
## About Editing Presets



Tap **Camera** to access the Camera menu.



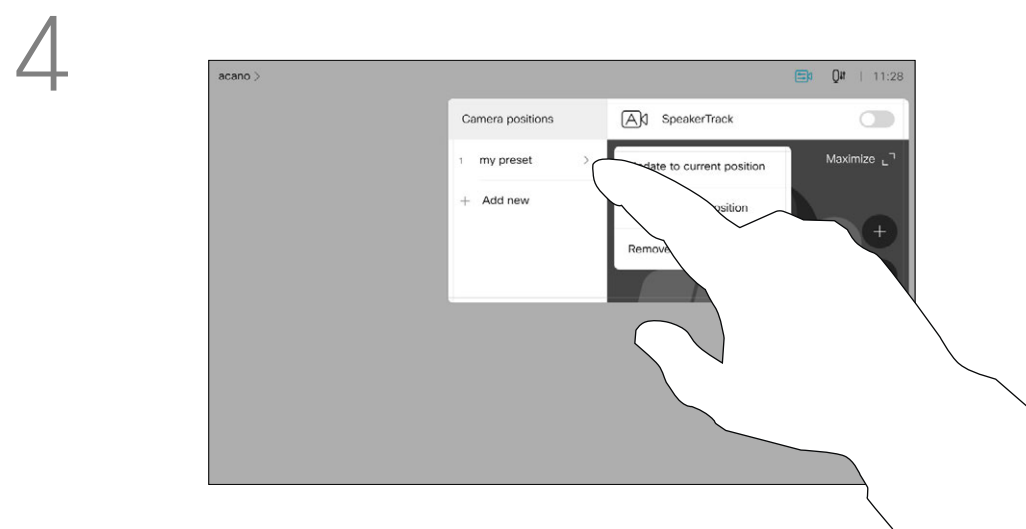
Tap the preset to be edited. Selfview will be activated automatically.



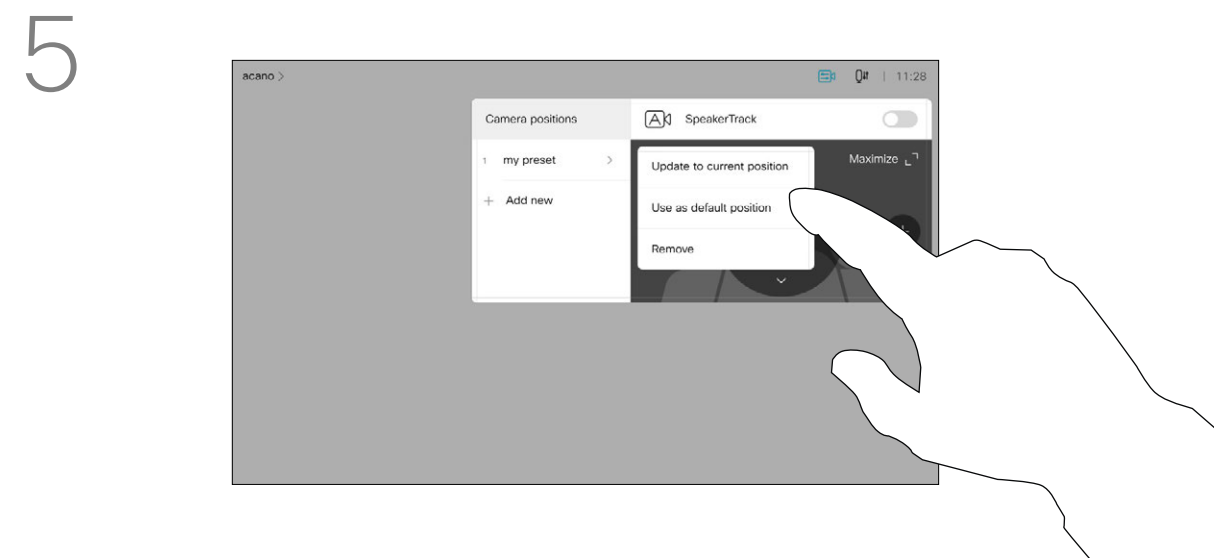
Adjust **Pan, Tilt, and Zoom**, as required.

Preset editing is all about taking an existing preset, altering it and then saving it under the same name.

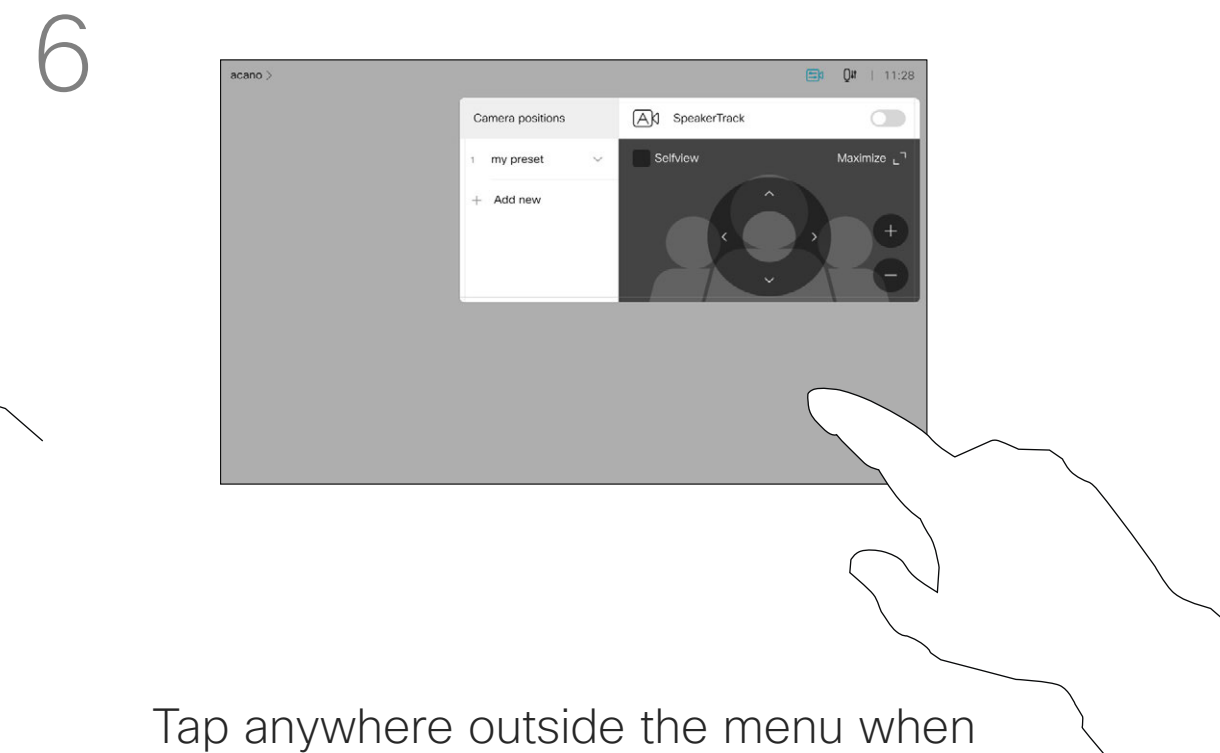
If you want to change the name, we recommend that you delete the preset and create a new one with the preferred name.



Tap the little arrowhead of the preset to be edited.



Tap **Update to current position** to put your changes into effect.  
To delete an existing preset tap **Remove**.

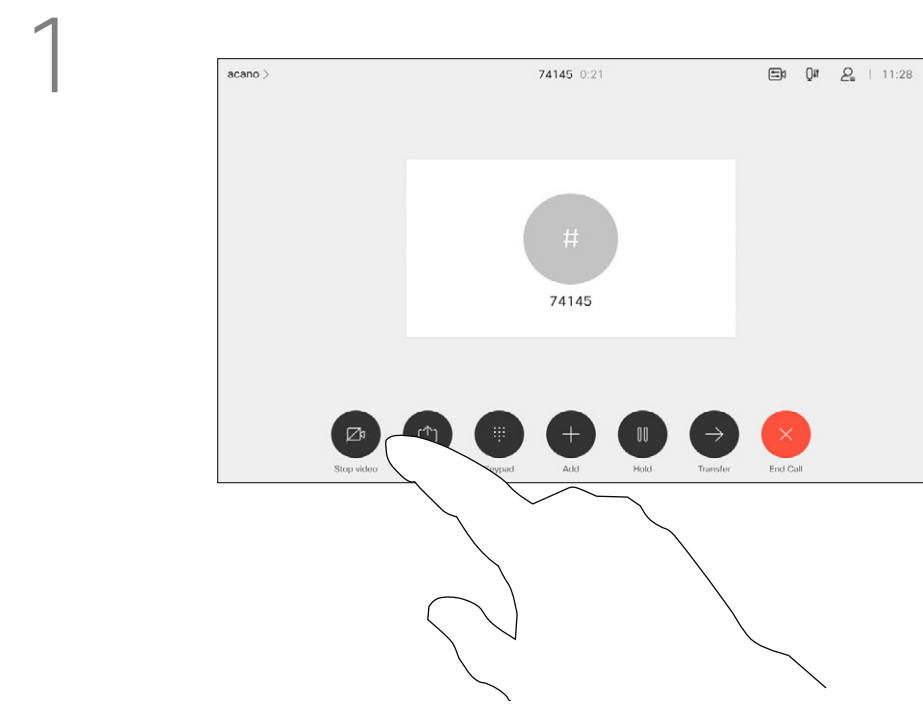


Tap anywhere outside the menu when you're done.

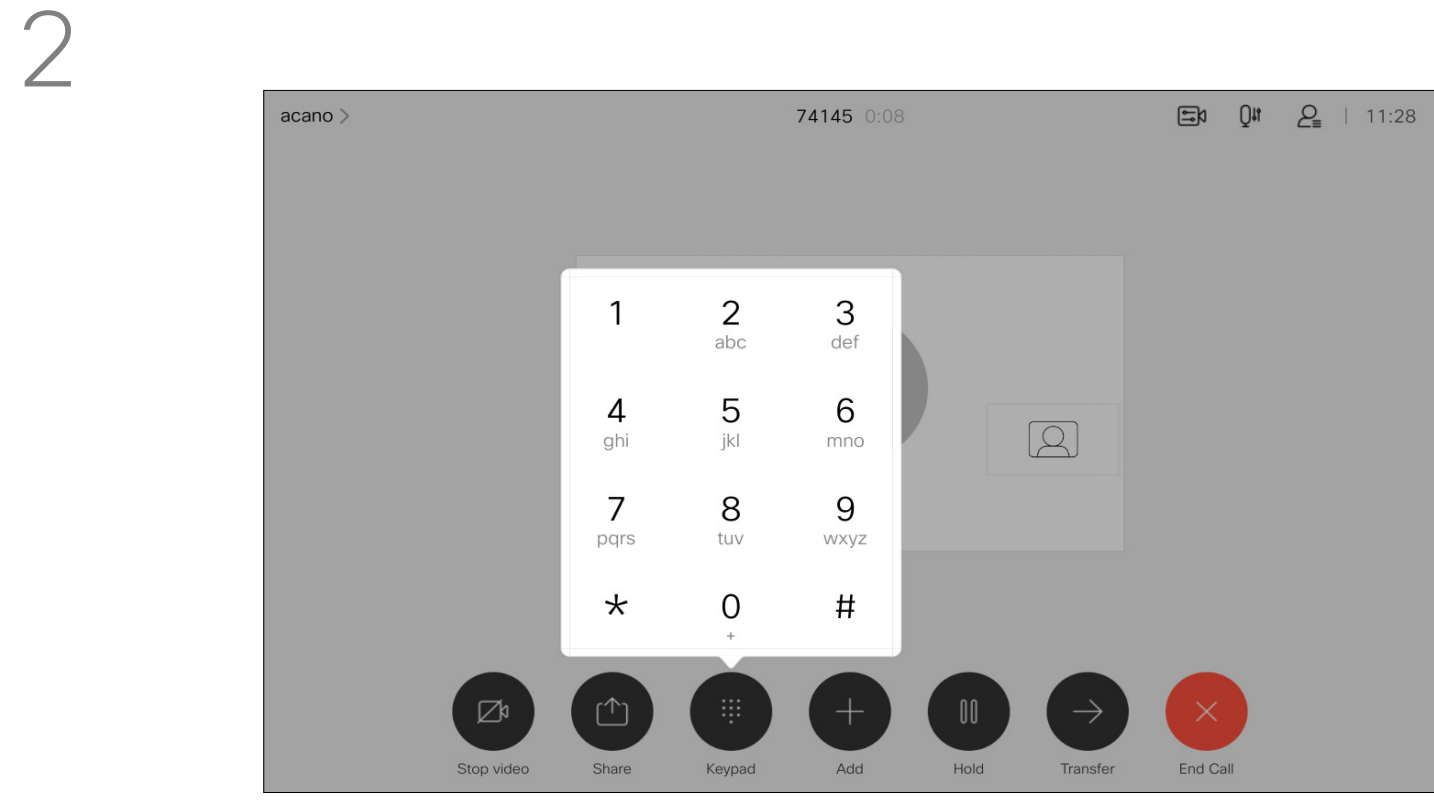
# Camera Turn the Camera On or Off

## About Video Off

The video turn off feature has been designed to let you control the video transmission from your camera on devices that do not have the option of mechanically blocking the camera.



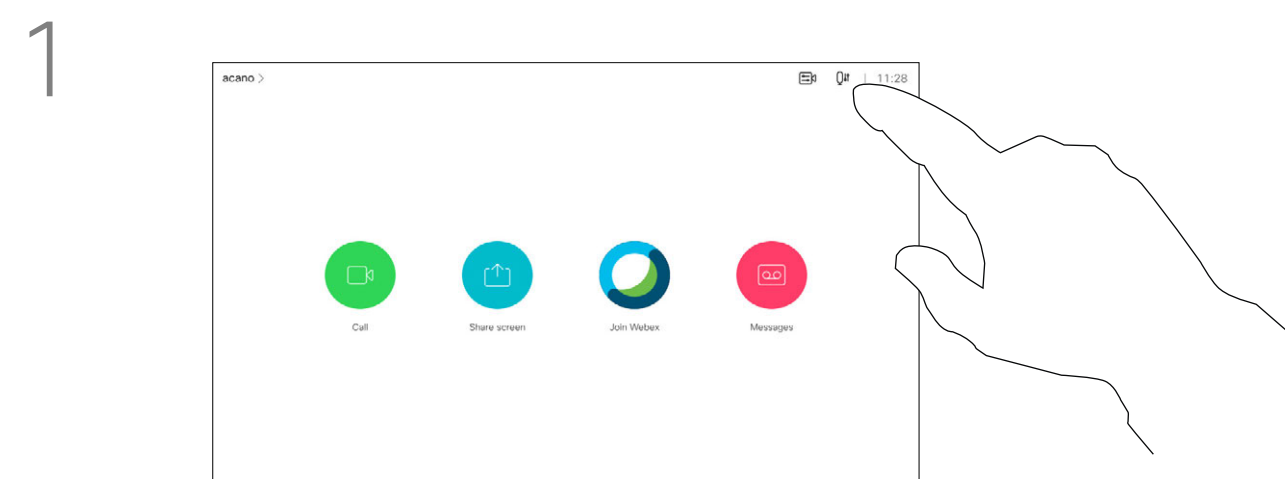
Tap **Turn video off**, as shown.



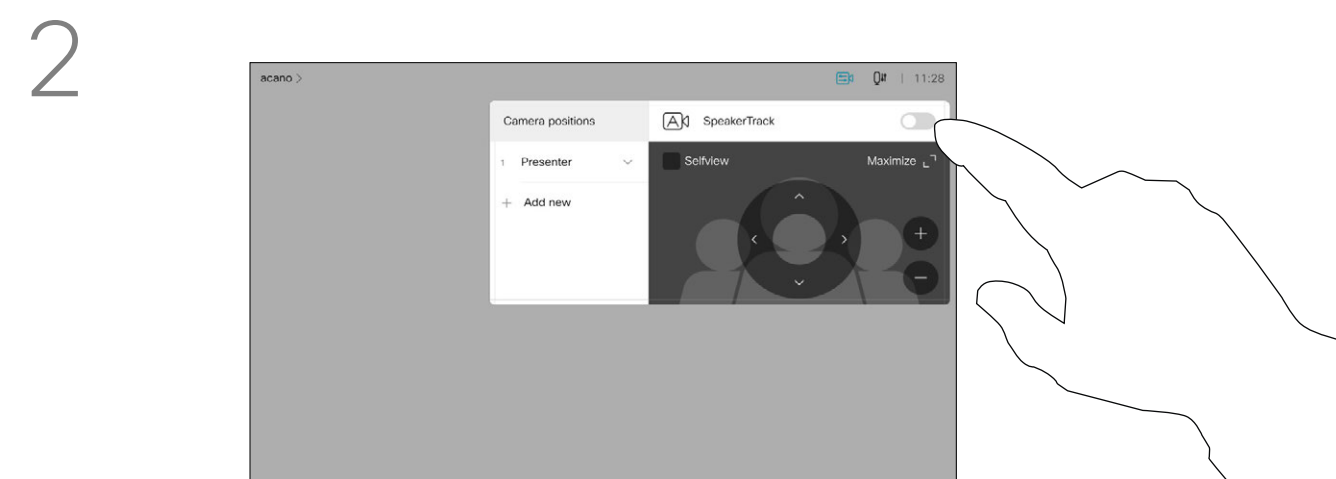
The icon turns red to indicate that no video is sent from the device. Tap again to deactivate the feature.

# Camera Speaker Tracking

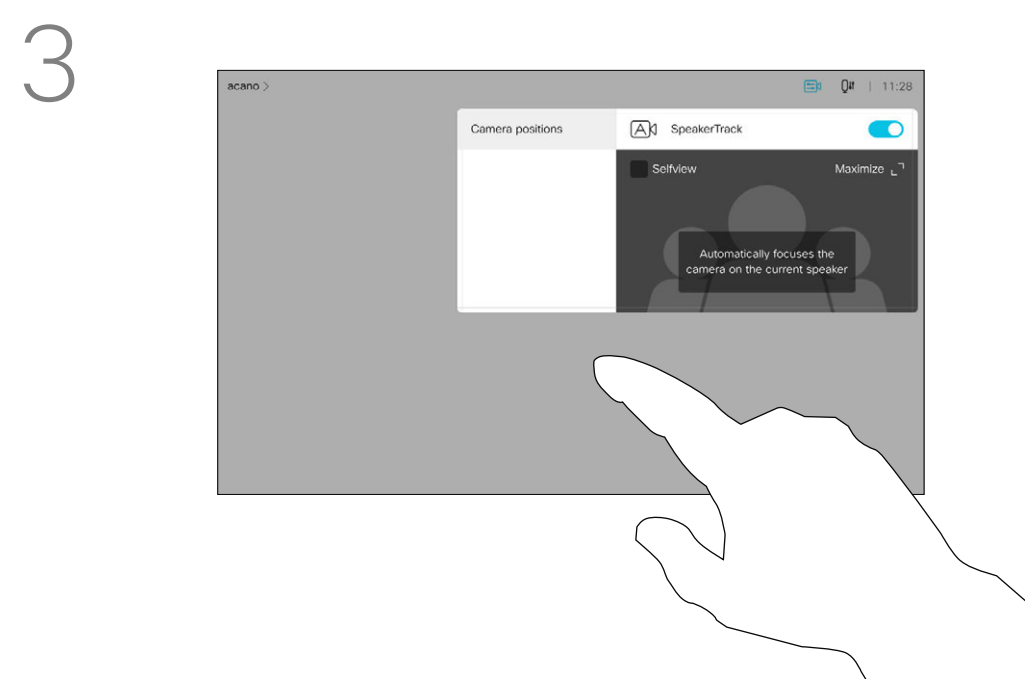
## About Speaker Tracking



To enable Speaker Tracking, tap **Camera**, in the upper right corner.



Activate the Speaker Tracking feature by tapping the button in the upper right corner.



Tap anywhere outside the menu to exit.  
To deactivate Speaker Tracking, repeat the procedure.

Devices equipped with a speaker tracking camera use camera working together with a built-in microphone array. The camera tracks and shows the person speaking so that you don't have to use the Camera Control menu or Camera Presets to zoom in and out.

When speaker tracking has been activated, the camera position presets are not available. You must turn off speaker tracking to get access to the presets.

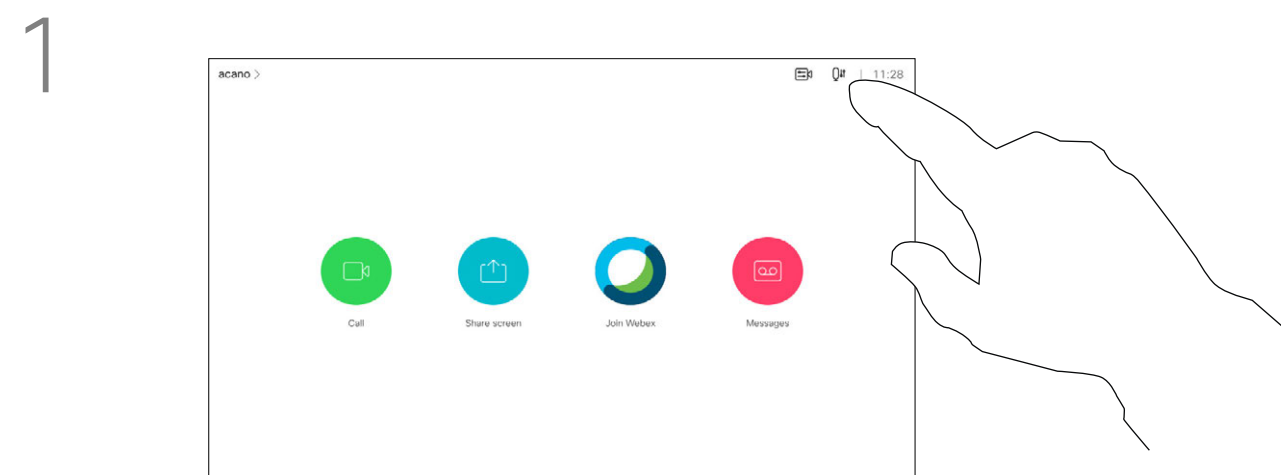
Activate speaker tracking as shown on this page again, if needed.

**Note:** Speaker tracking doesn't work if the microphones are muted.

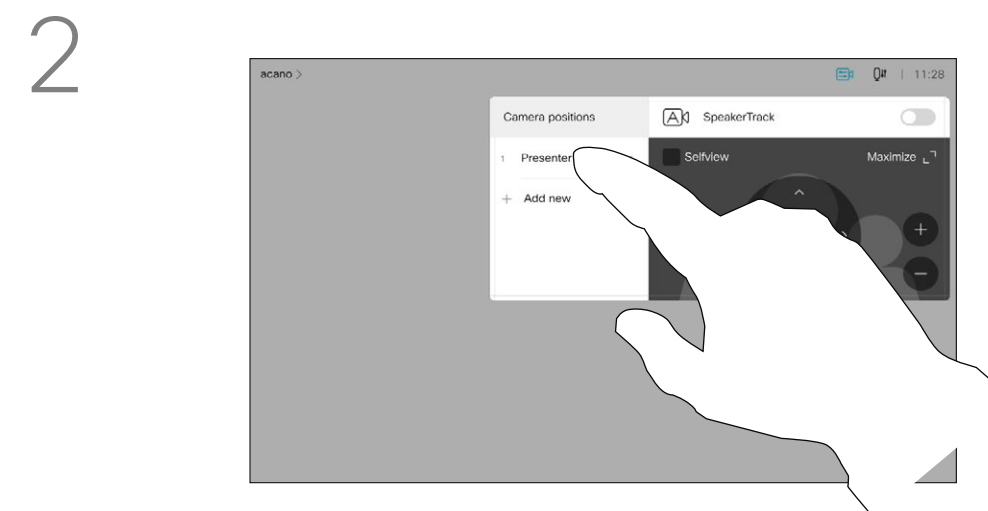
Speaker tracking may be expanded to include the Snap to Whiteboard and Presenter Tracking features, as outlined on the following page.

# Camera Presenter Track

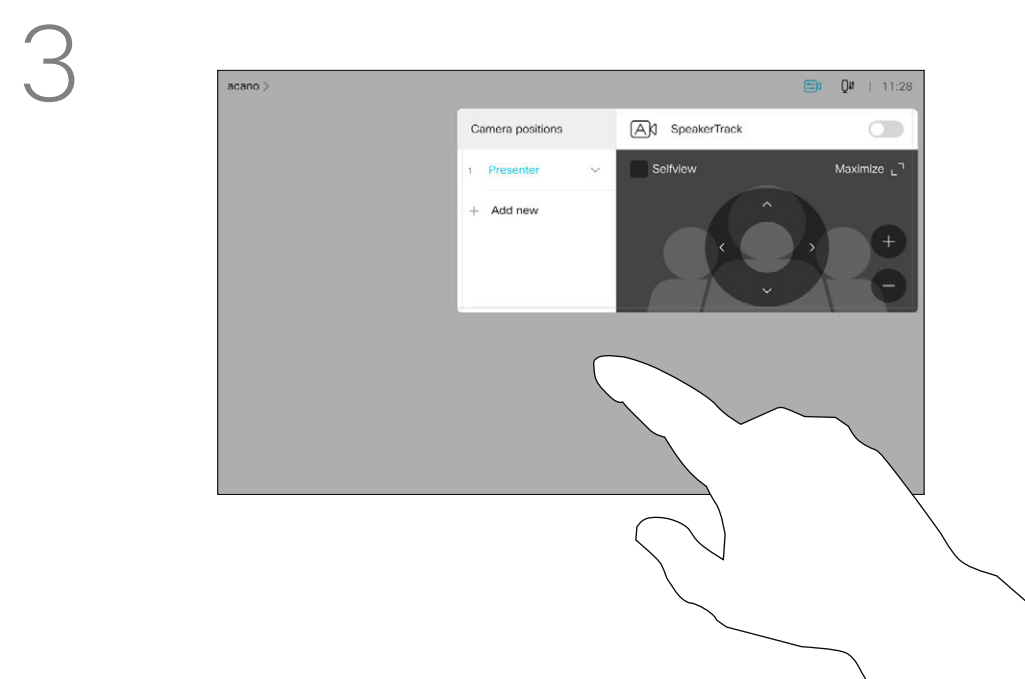
## About Presenter Tracking



To enable Presenter Tracking, tap **Camera**, in the upper right corner.



Devices with PresenterTrack enabled have this as a camera preset, as shown. The camera presets are not accessible if Speaker Tracking has been activated (see the previous page for more on this).



Tap anywhere outside the menu to exit.  
To deactivate Presenter Track, press the preset again.

Devices with SpeakerTrack may include the *Presenter* preset. This preset must have been implemented by your video support team to work.

PresenterTrack enables the camera to zoom in and track a presenter who is moving on the stage presenting. The stage zone is defined by your video support team.

Once the presenter leaves the stage, the tracking is brought to a halt.

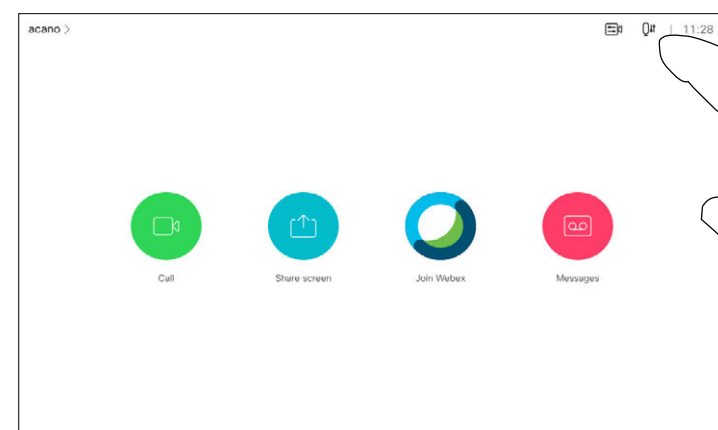
The procedure for setting this up and the products supporting this feature can be found in the CE9.2 Administrator Guide for our room devices and codecs.

# Control Your Own Camera

## About Editing Presets

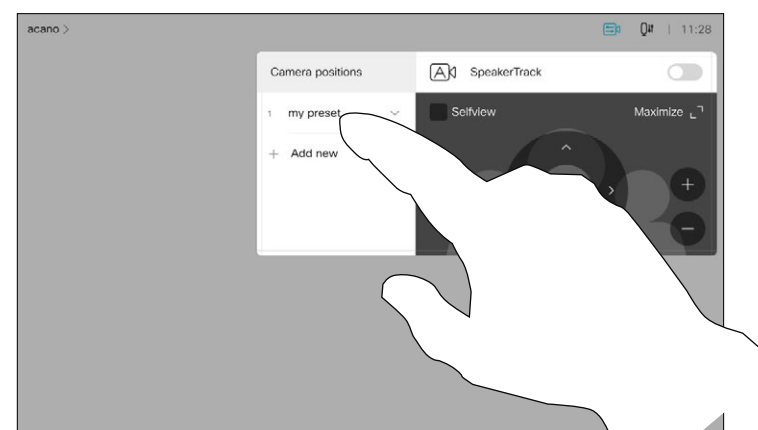
### Using your camera presets

1



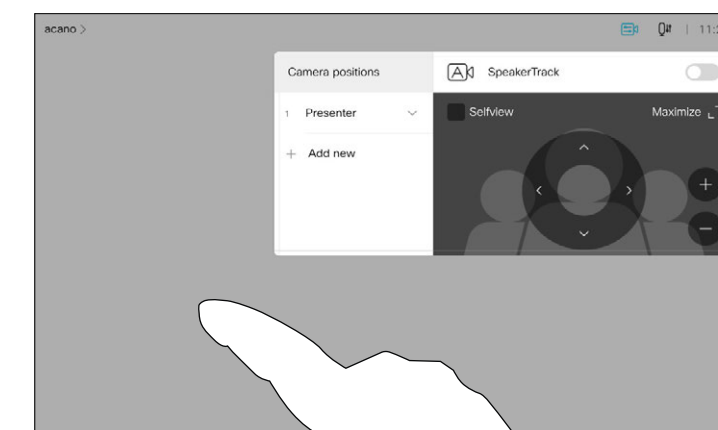
In a call or outside a call (shown here), tap the **Camera icon**.

2



Select the preset to use.

3



Tap anywhere outside the menu when you're done.

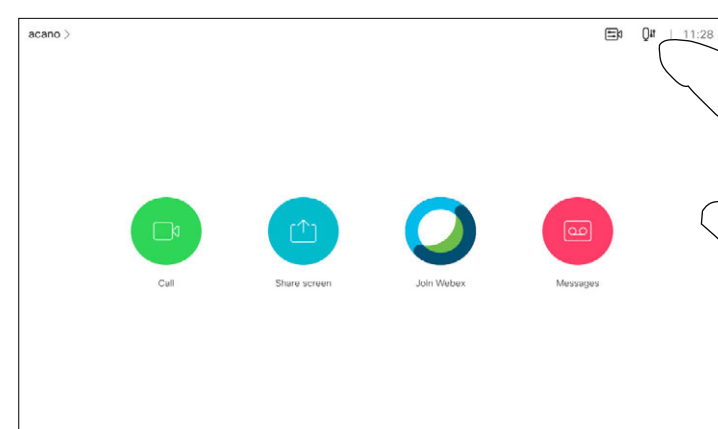
Existing camera presets can be used right away during a call.

Your device may have more than one camera, for example one camera showing the participants, while another shows the whiteboard.

If you need to add new or modify existing camera presets, this is done in the same way as you do outside a call. As an alternative to adding or editing presets, a simple adjustment of your camera's pan tilt and zoom should also be considered.

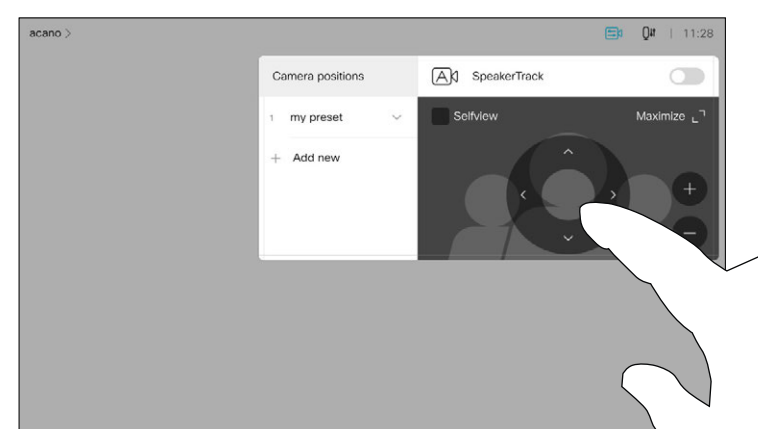
### Adjusting your camera's pan, tilt and zoom

4



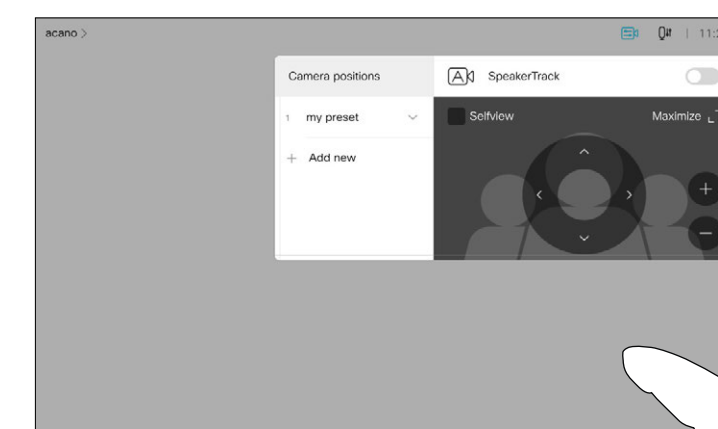
In a call or outside a call (shown here), tap the **Camera icon**.

5



Adjust Pan, Tilt and Zoom. The selfview is temporarily turned on to assist you.

6

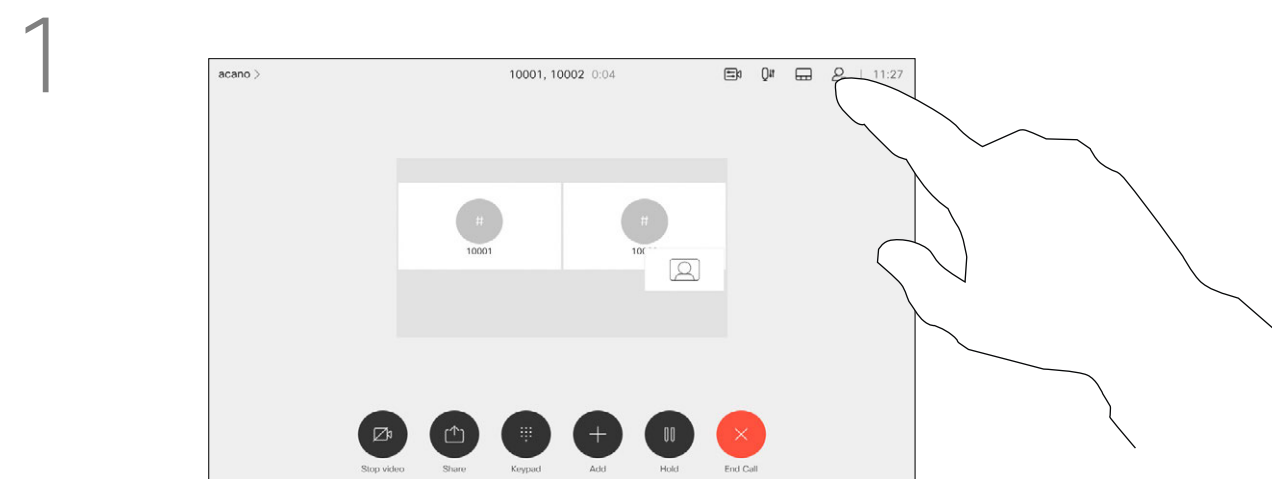


Tap anywhere outside the menu when you're done.

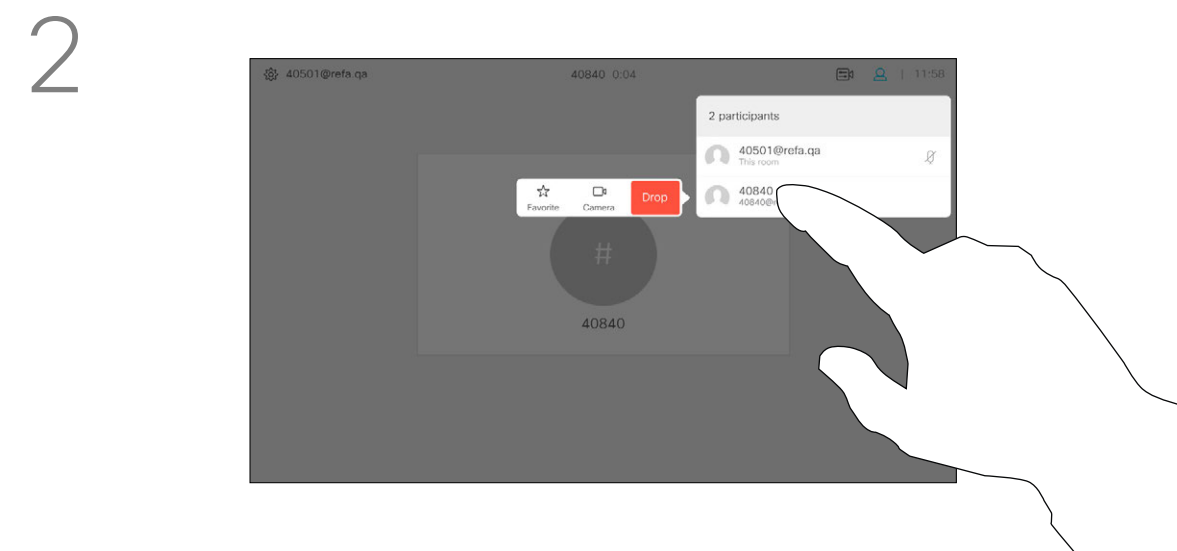


# Camera Far End Camera Control

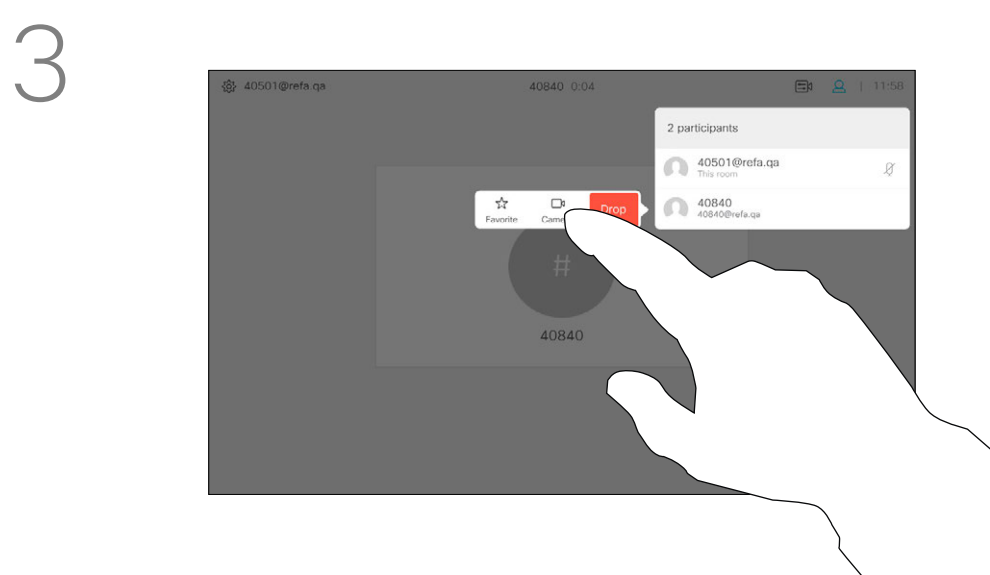
## About Camera Control



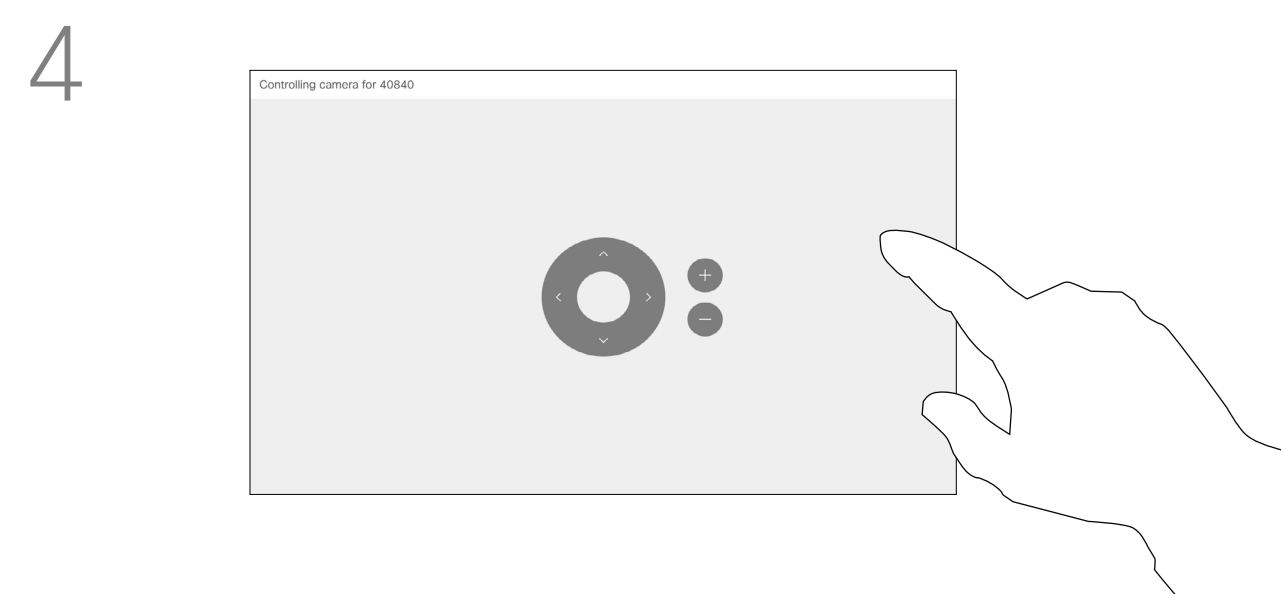
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



Tap the one whose camera you want to control.



Tap **Control view**.



Adjust the remote camera. Tap anywhere outside the camera control buttons when you're done.

You may be in a video call in which one or more of the other devices have a remotely controllable camera.

You are then able to control those cameras from your own touch controller. This is referred to as Far End Camera Control (FECC).

If the far-end device has activated camera tracking (which takes place when the camera tracks and shows who is speaking) you will not be offered the option of FECC.

You don't have access to any remote camera presets.

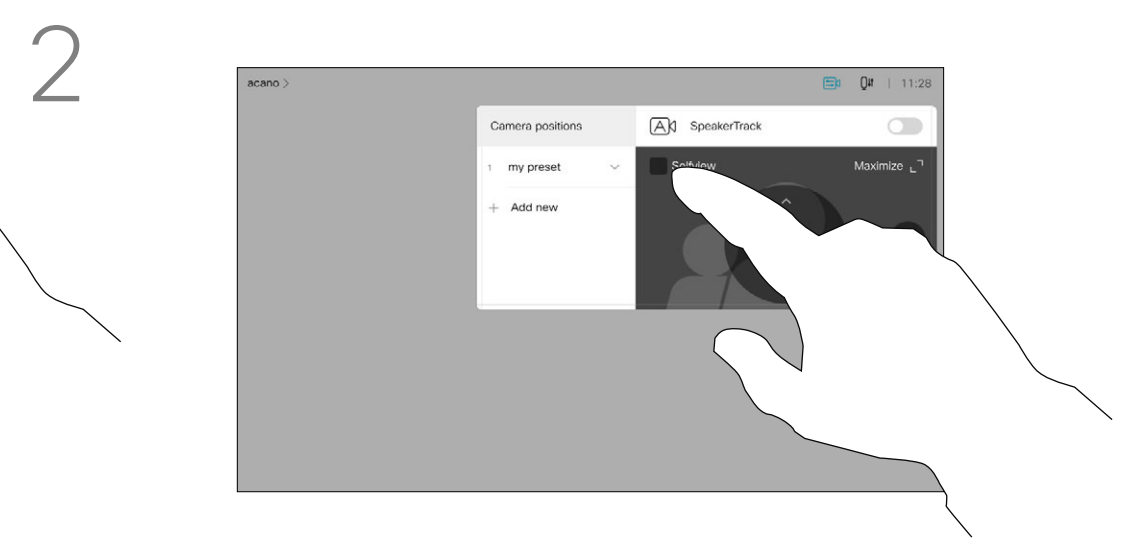
# Camera Manage Selfview

## About Editing Presets

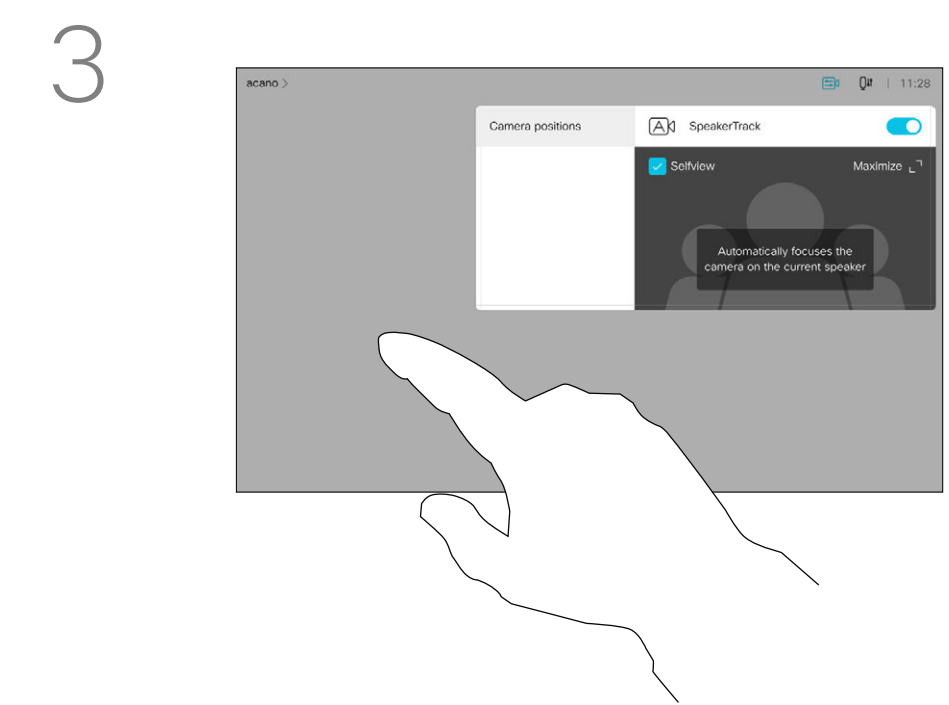
### Outside a call



In a call or outside a call (shown here), tap the **Camera icon**.



Tap **Selfview** to turn it on.  
You can resize the selfview image (see the following page for more), or control the camera's pan, tilt and zoom (see the previous page for more).



Tap anywhere outside the menu when you're done.

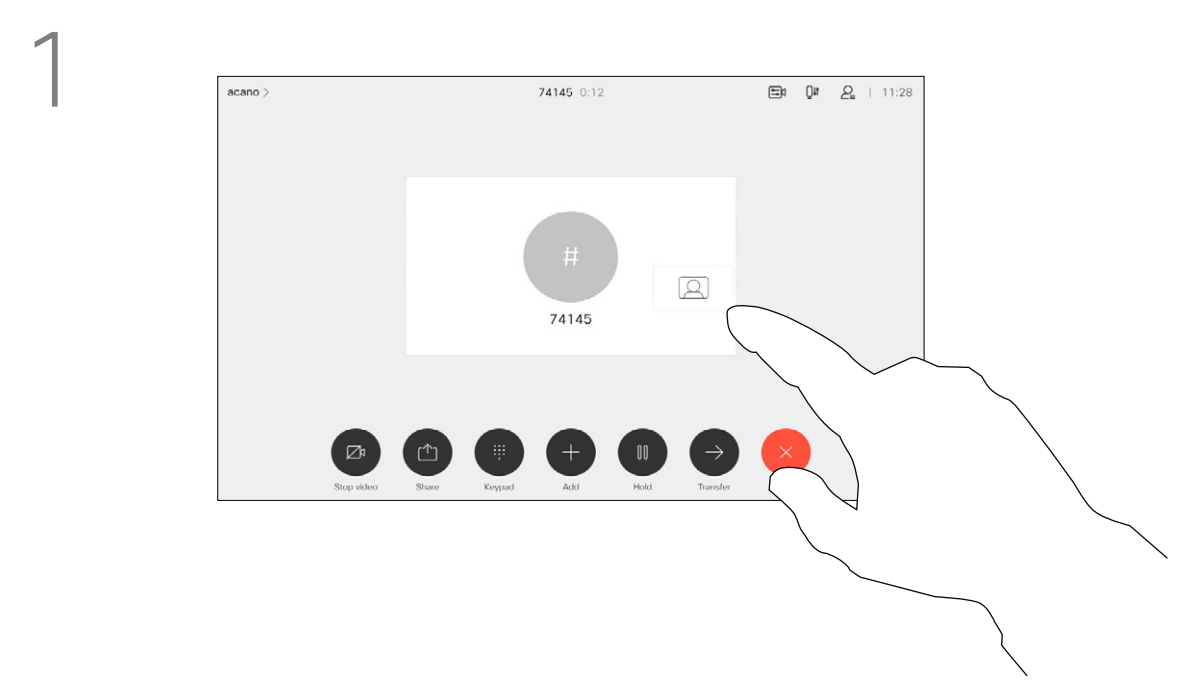
Tap **Selfview** again to turn it off.

The Selfview shows what others see from your device. You can use it to confirm that they see what you want them to see.

The Selfview appears as a PiP (Picture-in-Picture), but you can maximize it to full screen (see the next page).

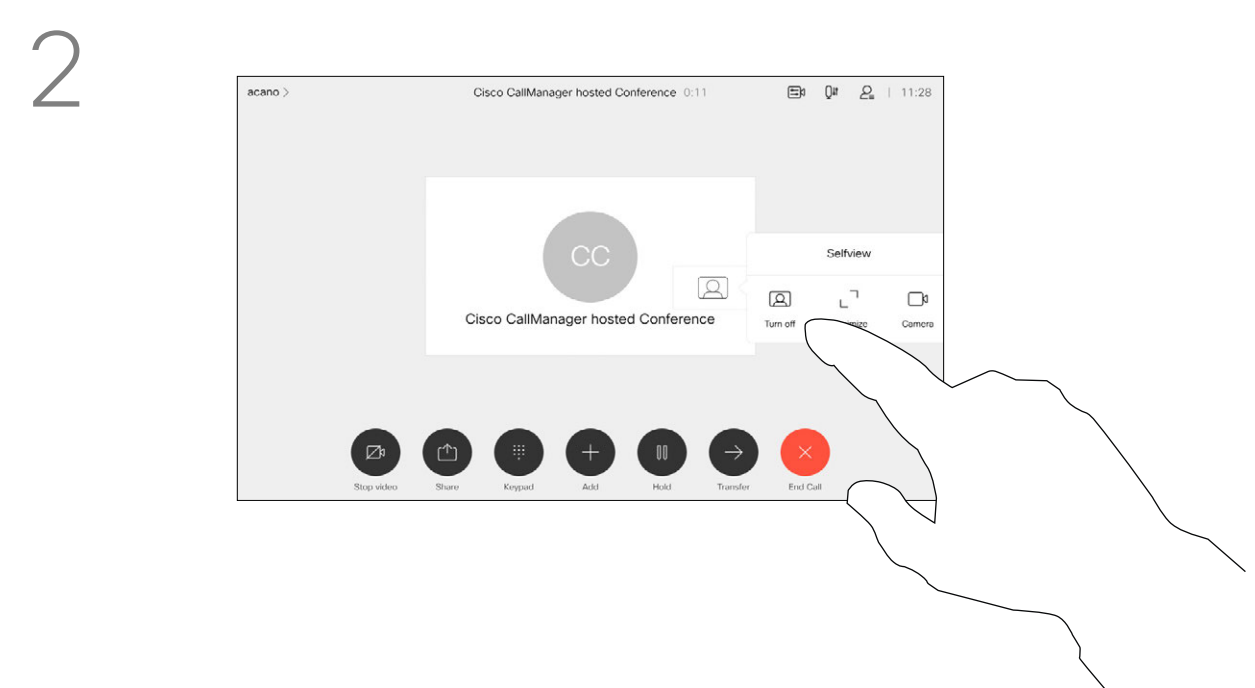
The position of Selfview PiP can be changed anytime, be it in a call or outside a call. For details on this see two pages ahead.

### In a call



If you want to turn the selfview off, while in a call, tap the Selfview avatar, as shown.

To turn the selfview on, in a call, do as explained above (Outside a call).

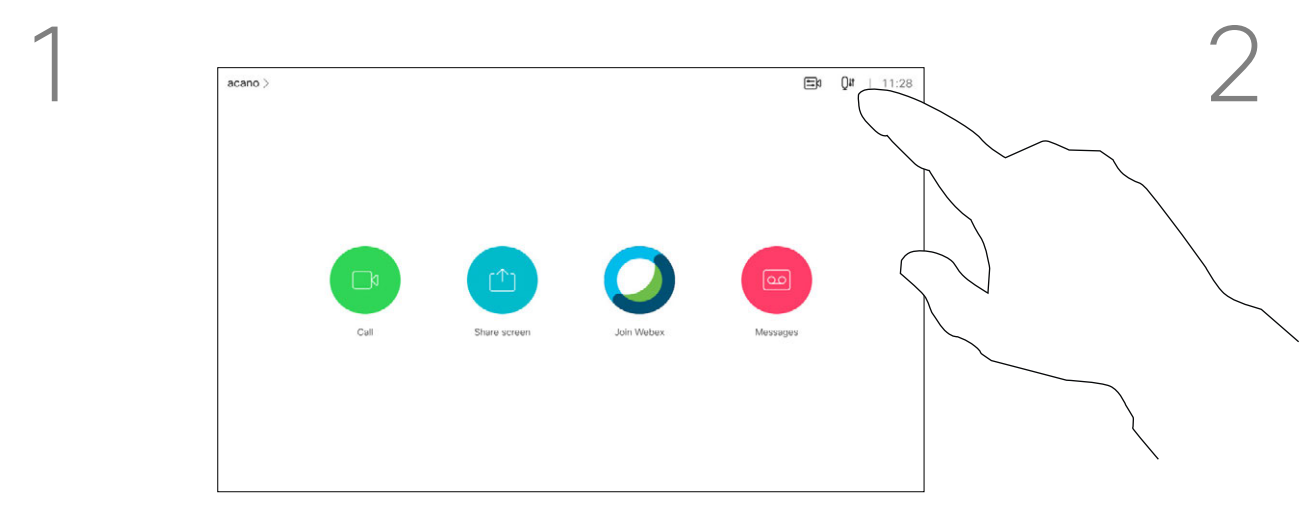


Tap **Turn off**, as shown.

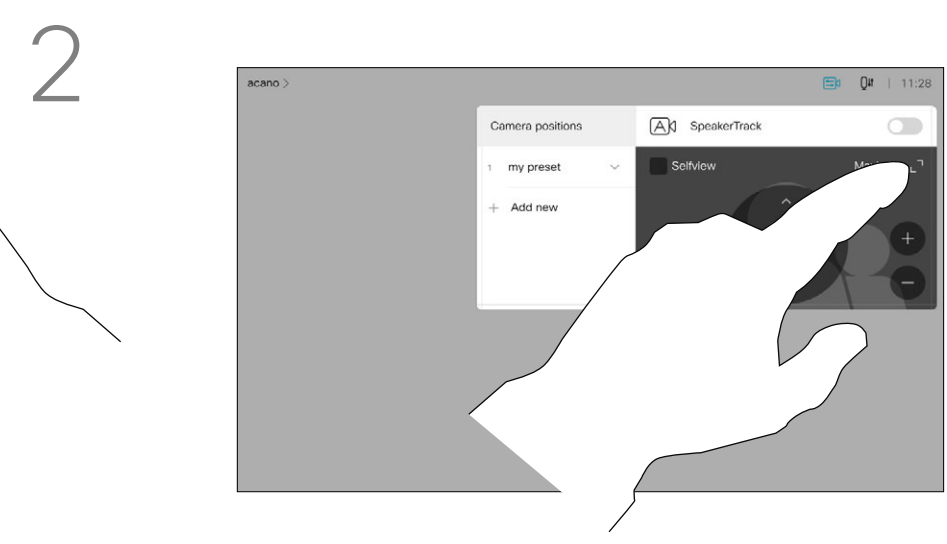
# Camera Resize the Selfview PiP

## Why Resize Selfview?

### Outside a call

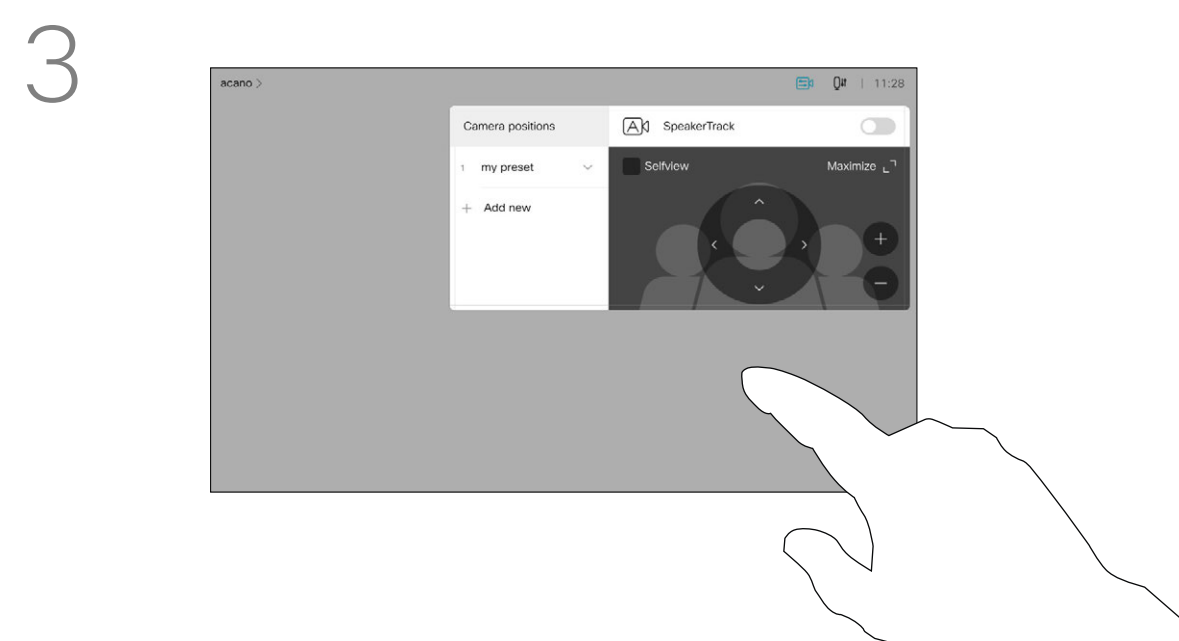


In a call or outside a call (shown here), tap **Camera**.



Tap **Maximize** to resize the selfview image.

Repeat procedure to minimize it.



Tap anywhere outside the menu, when you're done.

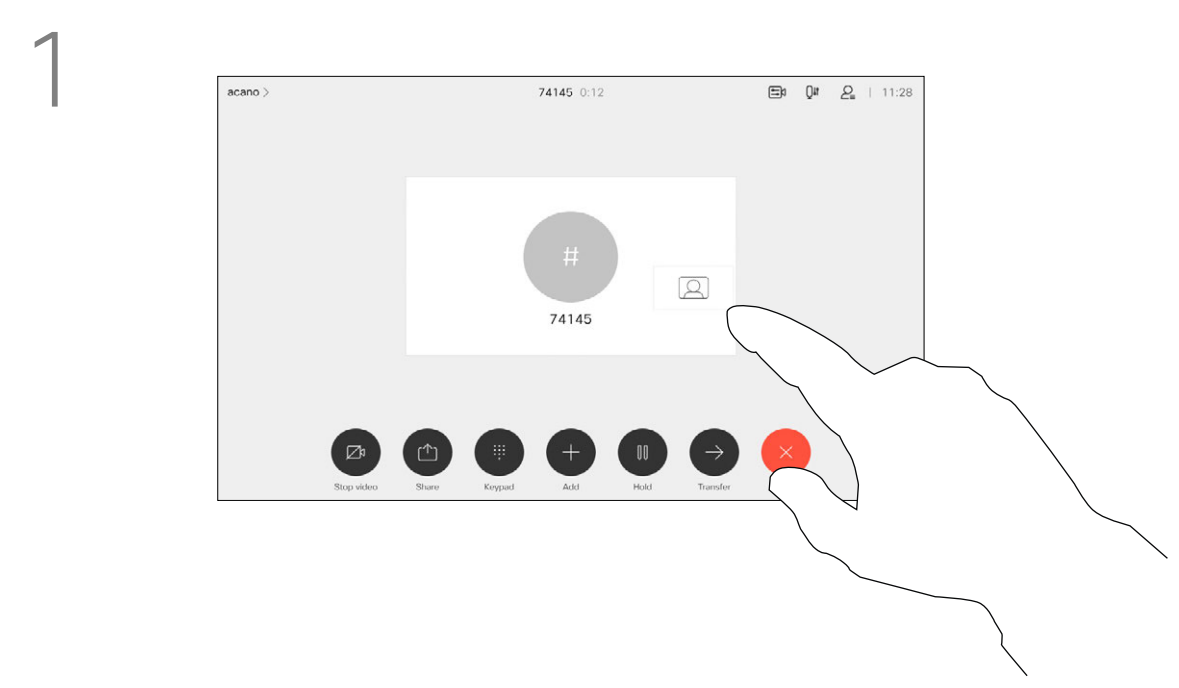
The selfview shows what others see from your device. You can use it to confirm that they see what you want them to see.

The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting.

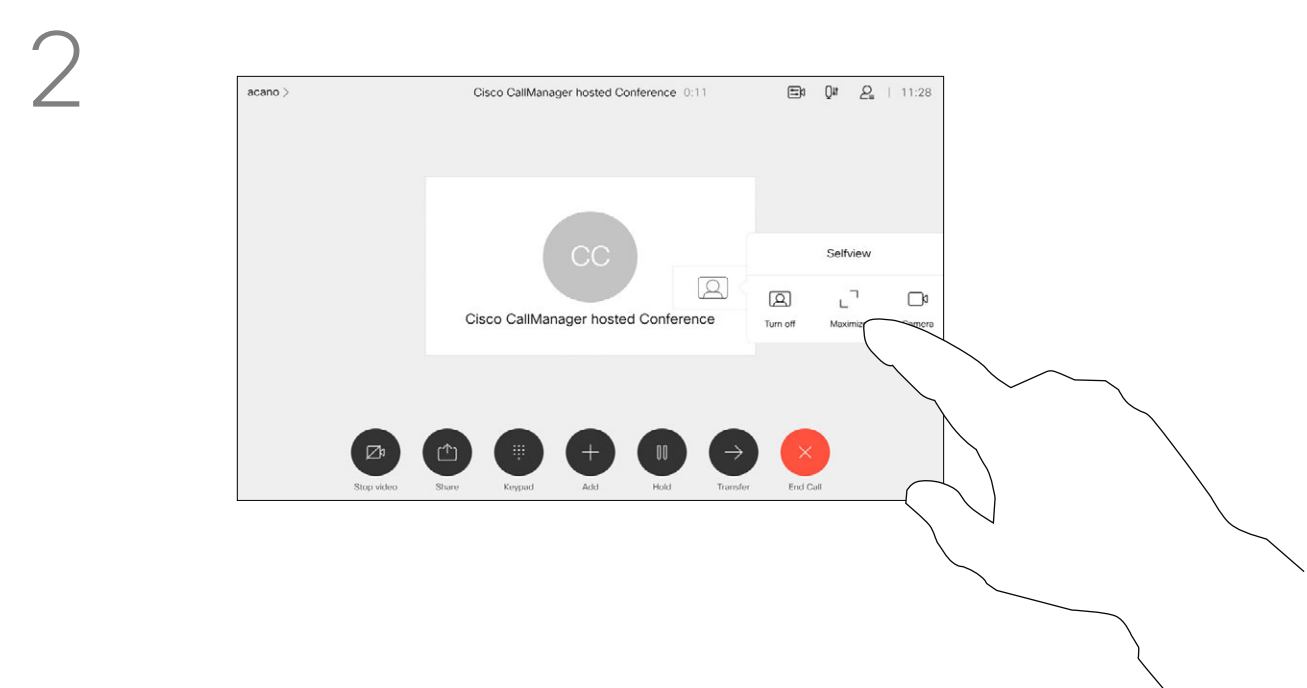
You may want to zoom, pan, or tilt your camera to provide a better view for the other participant(s). To get a better view yourself, you may want to maximize the selfview.

### In a call



If you want to turn the selfview off, while in a call, tap the Selfview avatar, as shown.

To turn the selfview on, in a call, do as explained above (Outside a call).

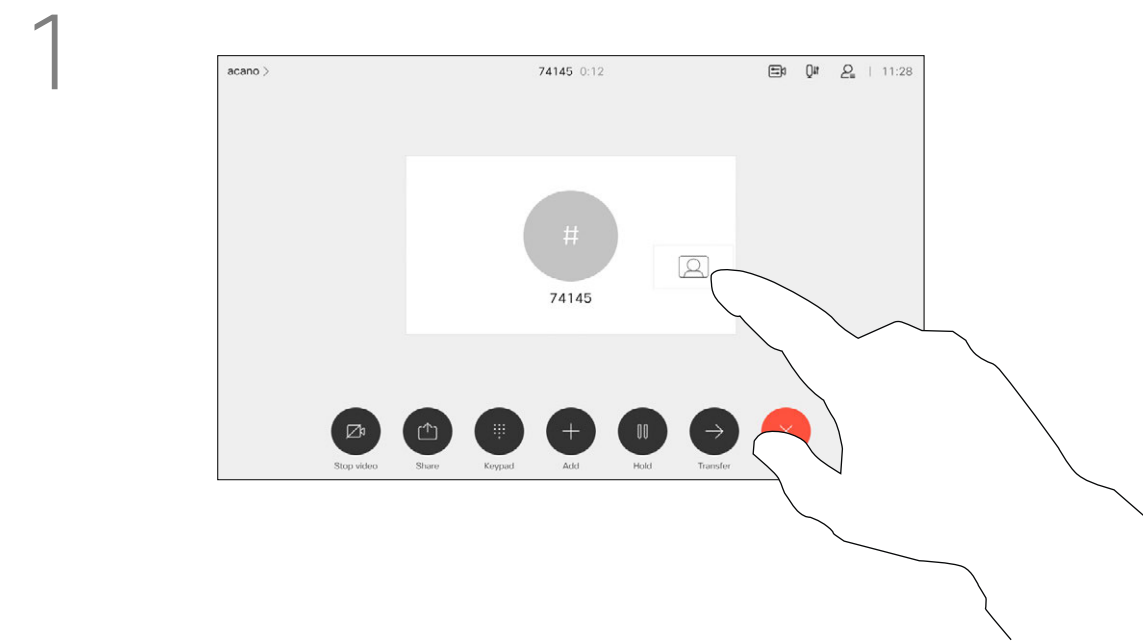


Tap **Maximize**, to resize the selfview image, as shown.

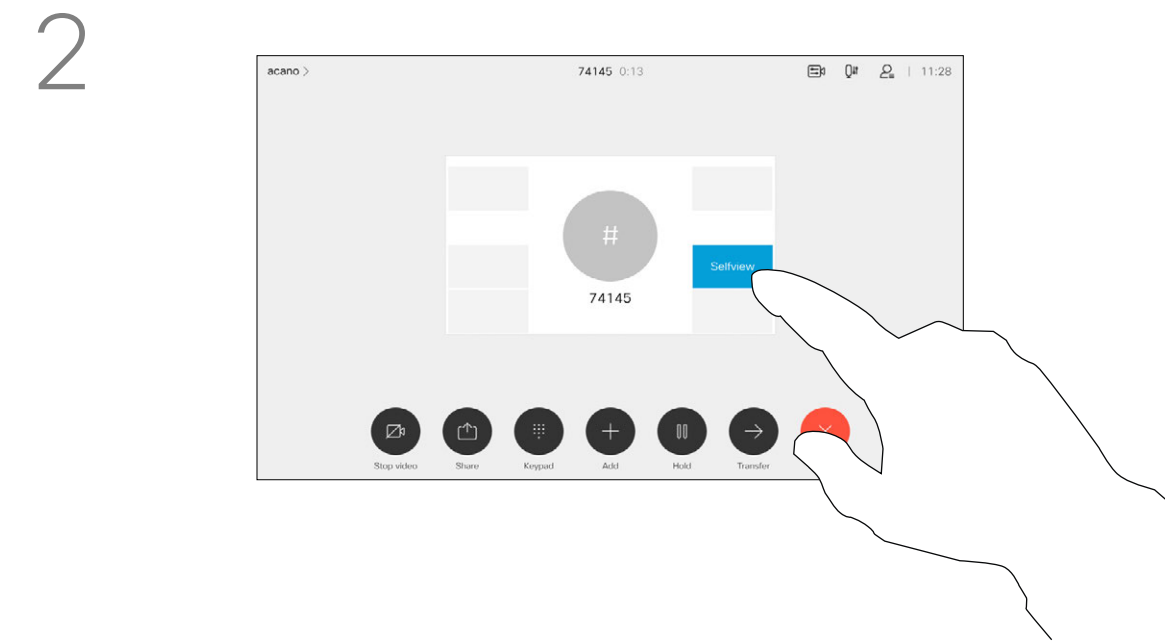
Repeat to minimize.

# Camera Move the Selfview PiP

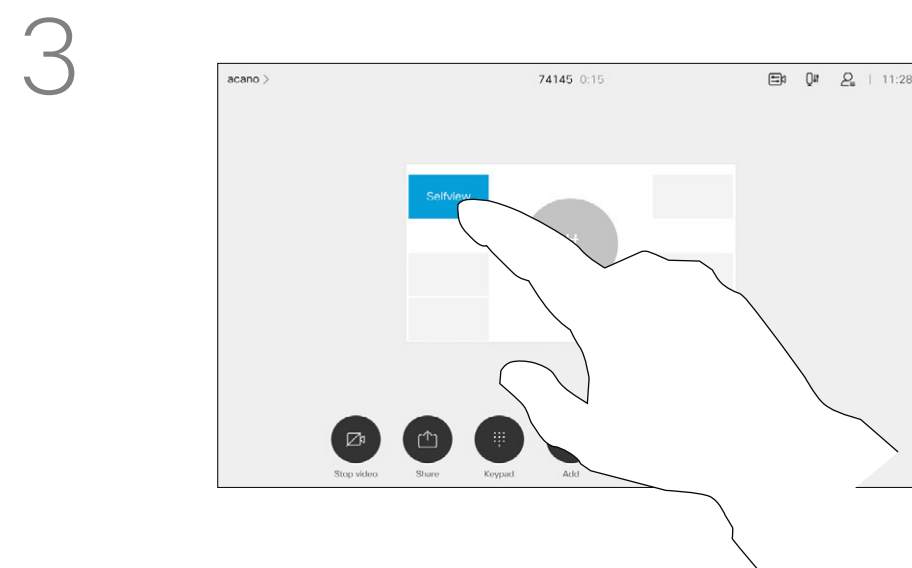
## Why Move the Selfview?



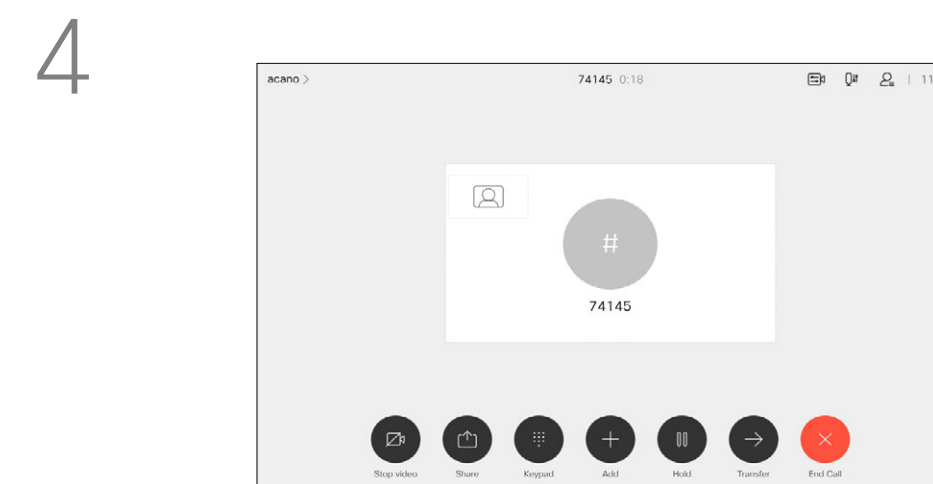
Tap and hold the selfview image.



The selfview image turns blue. You can see the alternate positions available for the selfview image. Keep holding the image.



Drag the image to a new position, shown here is the upper left corner.



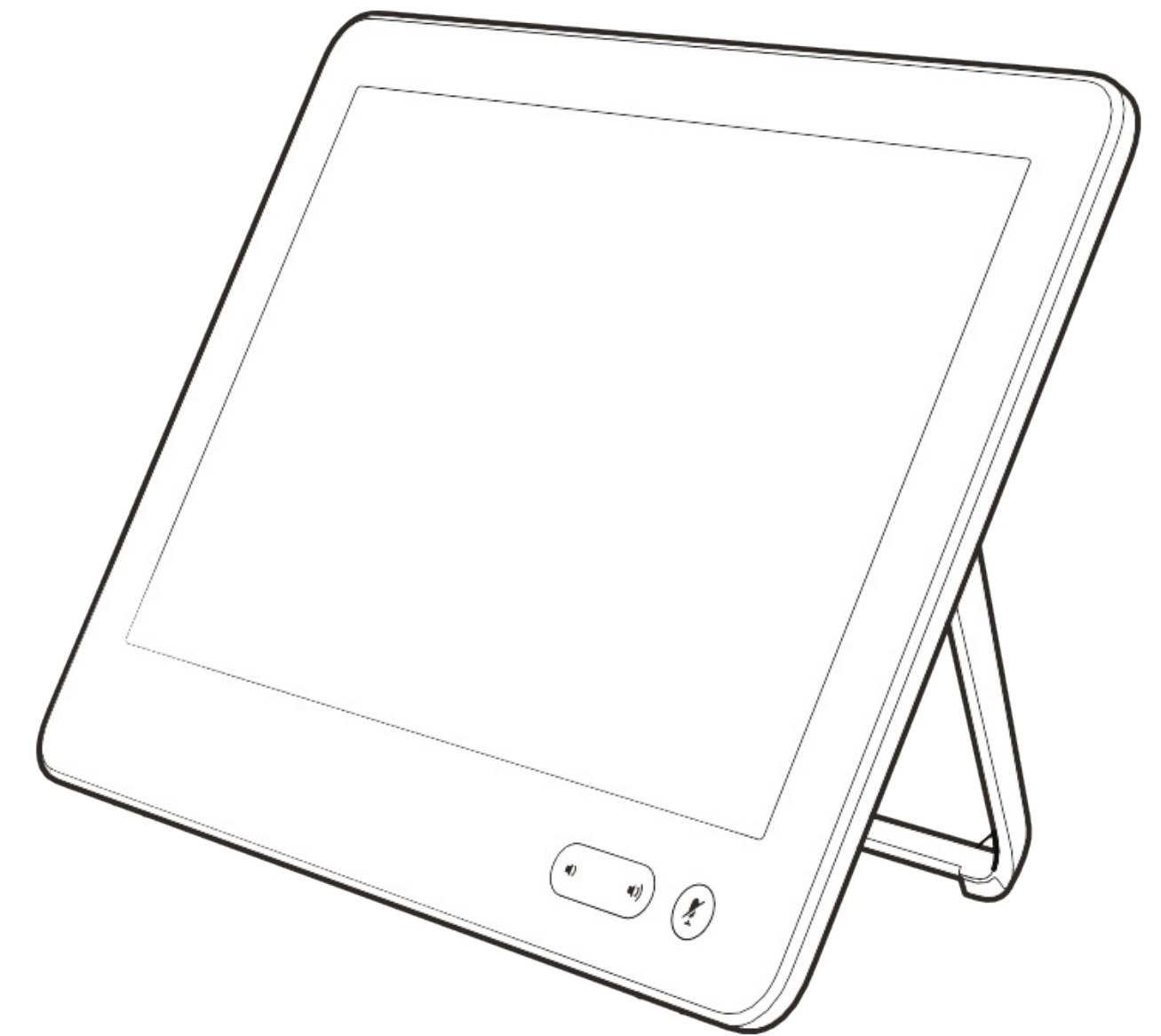
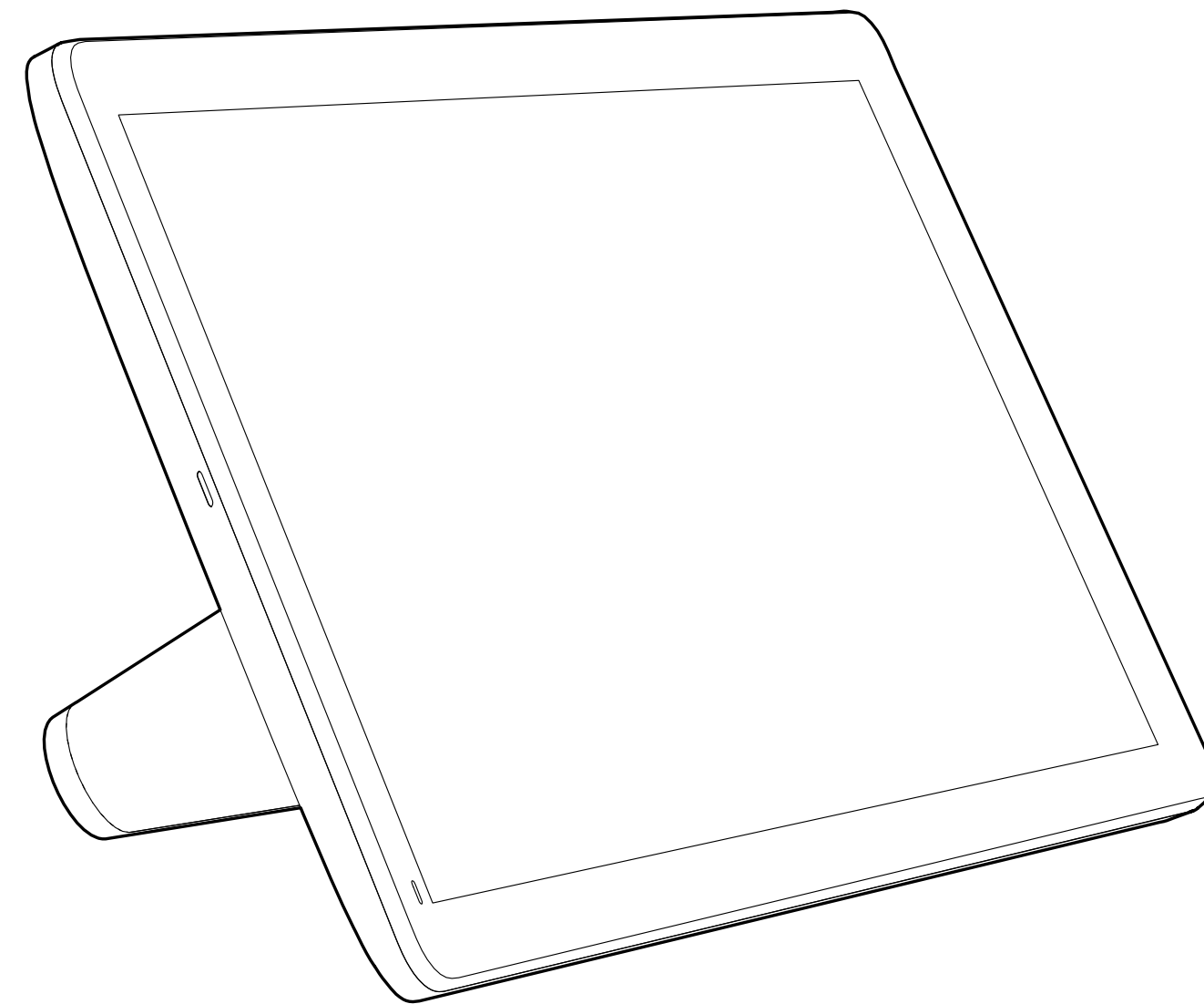
Release the image by lifting your finger from the screen. The selfview image has now assumed its new position.

Selfview shows what others see from your device. You can use it to confirm that they see what you want them to see.

The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting. This could, for example, be to ensure that you remain seen on the screen.

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



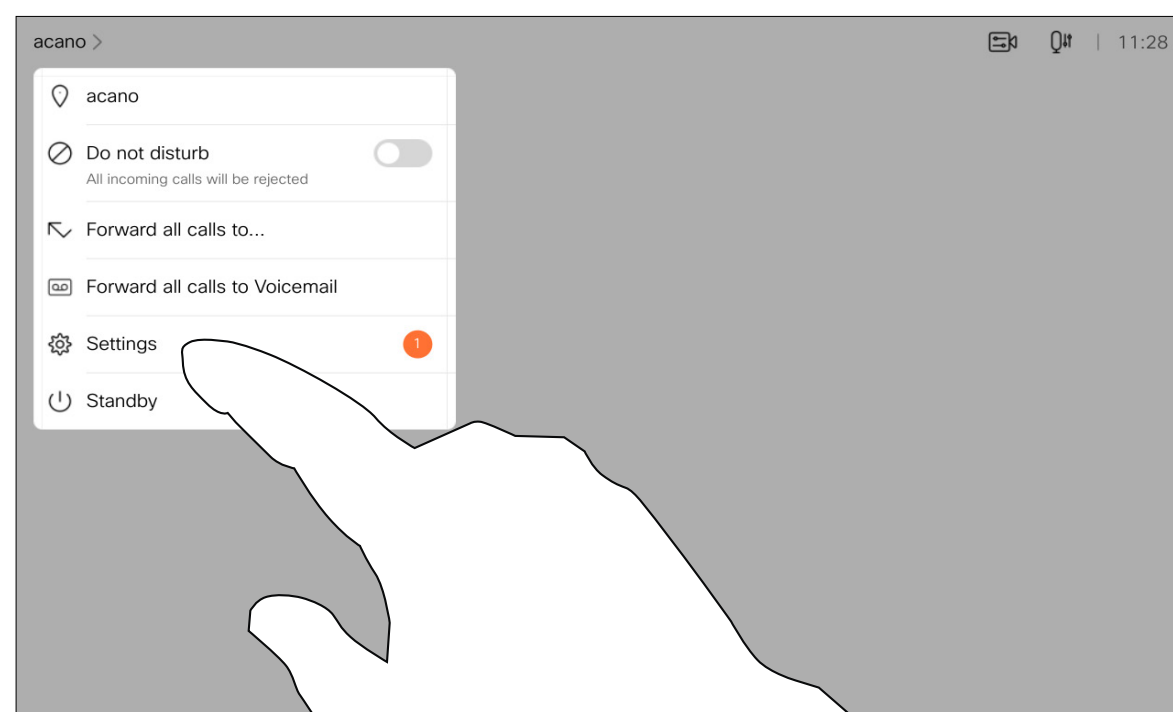
# Settings

# Settings

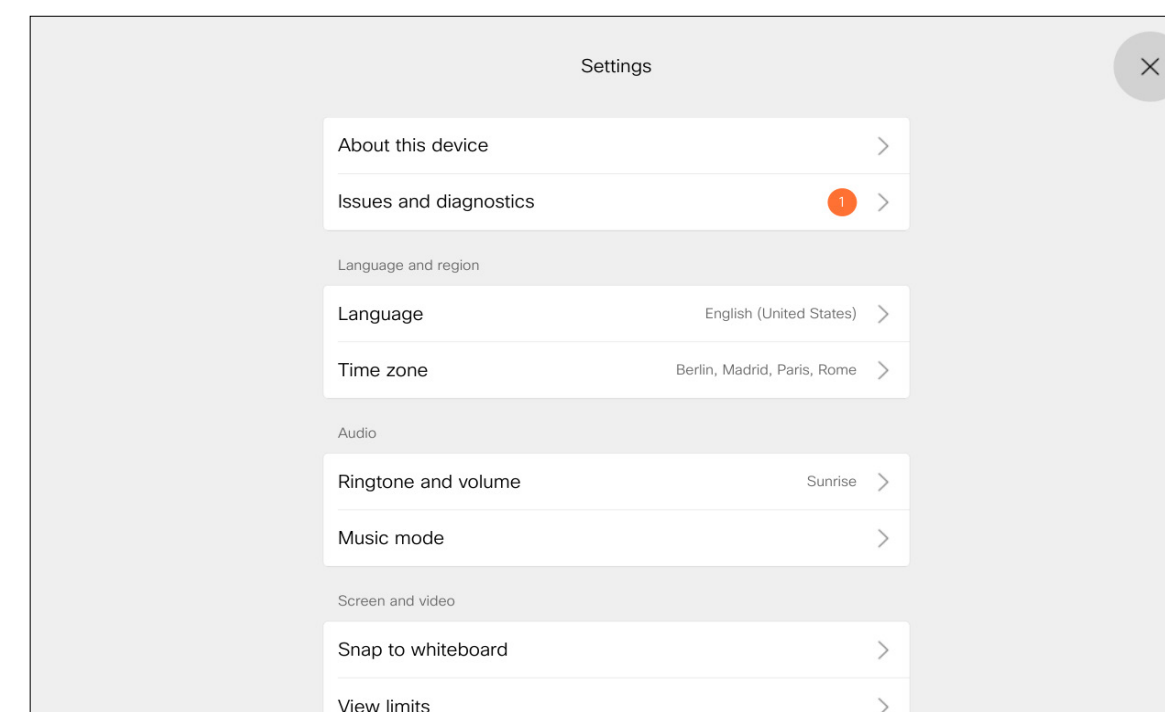
## Access Settings and Regulatory Information

### About Settings

1



2



From the **Settings** menu you can check device information and change several settings. Which settings are available may have been restricted by your administrator.

You can change the language, ringtone and volume and find device information among other things.

The available settings depend on which you product you have and what has been enabled by your administrator.

Room Navigator rating label information can be found in the **Settings** menu. To review these, go to **Settings > About the touch panel > Regulatory**.



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