



The next generation Cisco TelePresence System team collaboration solution. The Profile, the MX200, 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 touch screen interface. Easily share presentations and multimedia to spark ideas and generate better discussions.

**Cisco TelePresence Systems
Profile Series/Codec C Series/Quick Set C20/MX200**

**Use with
Cisco TelePresence Touch**

Poltrona Frau Group



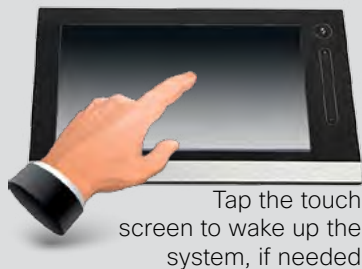
Chapter 1

Getting started

The basics of the Touch Controller



Basic operating principles



Selfview and camera control



You may want to check how you appear on the screen. To do this, tap **Selfview** ...



... then tap **More**.



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



Entering **Camera Control** will also cause the system to show selfview, so if you know that camera adjustments are needed, you do not have to activate selfview first.



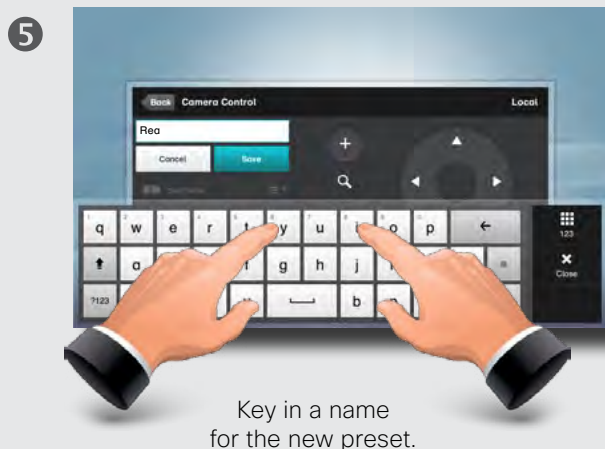
Use **+** and **-** to adjust the zoom and the arrow keys to adjust the camera's angle. You may also define or edit camera presets in this menu, see ► "Adding a near end camera preset" on page 6 for details.



Tap **Back** to go one level back, or tap anywhere outside to exit the menu.

Adding a near end camera preset

Use Camera presets to quickly change your camera's pan, tilt and zoom—for example to change between participants and whiteboard presentation.



Changing an existing near end camera preset



Tap **More ...**



... then tap **Camera Control**.



Adjust camera pan, tilt and zoom, as required.



Tap the field to the right of the preset to be changed.



Tap **Update to current position** to change the preset.



Tap **Back** to exit the menu.

Removing an existing near end camera preset



Sound matters

You may deactivate the microphone for privacy reasons, if needed (❶).

Tap as outlined (❷) to adjust the sound volume.



Ring tones and sounds

To set ringtones and sound, tap More (❶) followed by Settings (❷). Then tap **Ringtone & Sound Settings** (❸).

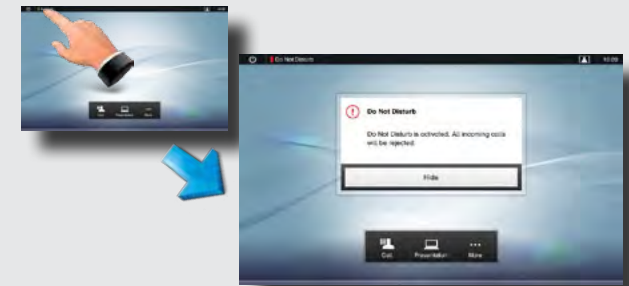


Set **Keytones** to **On** or **Off**, the **Ringtone volume** and select the ringtone of your choice. Tap **Exit** to go back.

Do not disturb

When set to **Do Not Disturb**, ringtones are muted and call attempts made by others to reach you will appear as missed calls.

You may, however, place calls as much as you like. To activate Do Not Disturb, press the **Available** icon as outlined. Press again to deactivate.



You may also hide the Do Not Disturb poster by tapping **Hide**. This will not deactivate the Do Not Disturb, as such.

Receiving calls

When someone calls you, the below display will appear. Tap **ACCEPT** to take the call or **DECLINE** to reject it.

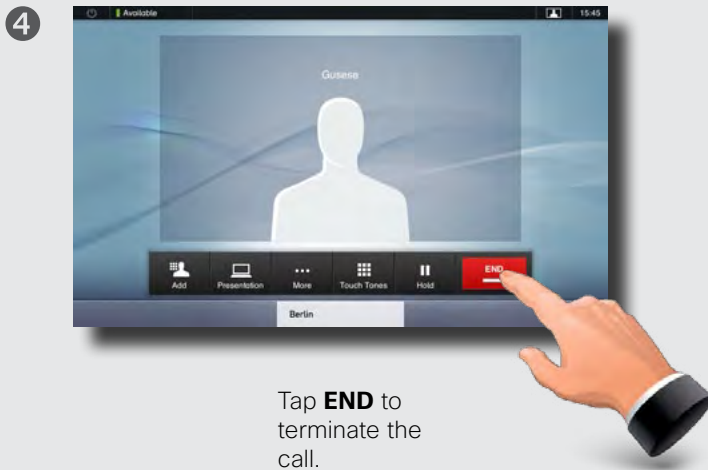




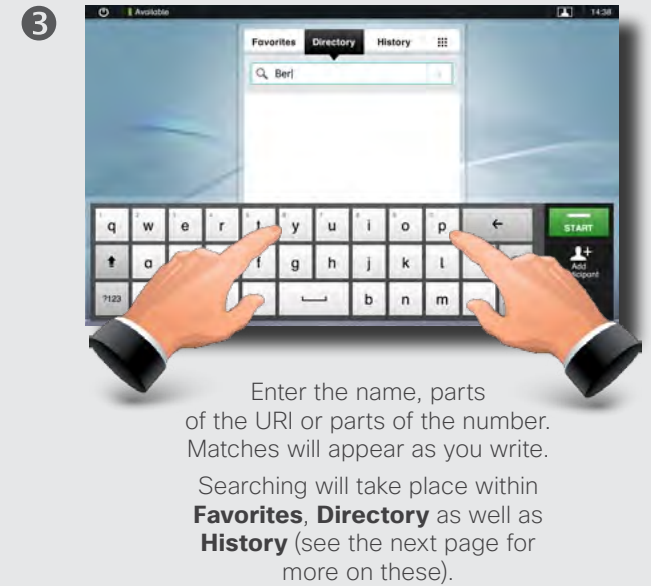
Chapter 2

Placing calls

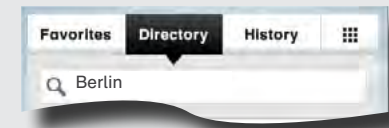
Calling someone by entering the URI



Searching and calling an entry in any of the lists



Calling an entry in one of the lists



Favorites. The list of favorites is your own shortlist of people and places you frequently call or otherwise want to have easy access to.

Directory. The directory serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

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

Keypad. Tap the keypad icon to produce the keypad to enter a number or URI.

Calling more than one

1



Calling several to initiate a video conference is an optional feature. If your system permits conferencing, you may set up a list of several participants and then call them all in one go. Ask your system administrator, if in doubt.

Enter a number or URI, or pick an entry from the **Directory**, the list of **Favorites**, or from the **History**.

2



Tap **ADD PARTICIPANT** as outlined to add the entry to the list of participants to be called.

3



Locate the next to be called.

4



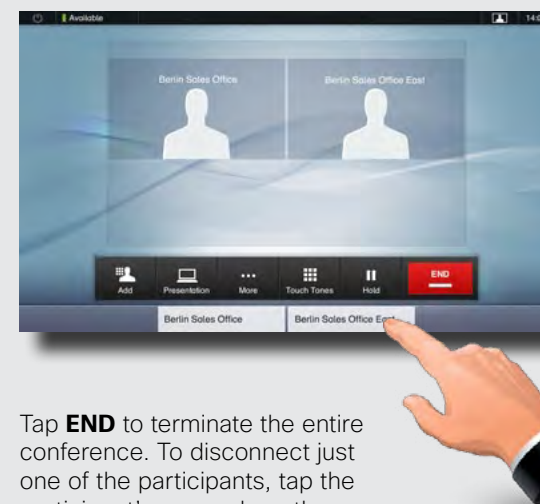
Tap **Add participant** again. The maximum number of participants permitted will depend on your system configuration. Ask your system administrator, if in doubt.

5



When all have been added (two in this example), tap **START** to call them all.

6



Tap **END** to terminate the entire conference. To disconnect just one of the participants, tap the participant's name along the bottom line and then tap **END**.



Chapter 3

Using Favorites, Directory and History

History

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

Tap **History** to produce the list ...



... then tap an entry.

You will now be able to:

- Call the entry by tapping **Start**.
- Add the entry to an ongoing call (optional feature).
- Add the entry to **Favorites**.
- Edit the entry information and then place the call.
- Change the call rate settings.
- Remove the entry from the list.
- Clear the entire list. To do this, scroll as outlined beyond what appears to be the top of the list. A **Clear List** button will then appear as outlined.



Directory

The **Directory** serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.



Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

Favorites

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

Adding to Favorites. To add someone to the list of favorites, locate the entry in **Directory** or **History** (as outlined) and tap it (1). This will produce a dialog box which allows you to tap **Add to Favorites** (2).



You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect..



Favorites should be considered as an editable directory and is used in the same way as **History**.

Searching

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to **Favorites**.



When searching within the corporate **Directory**, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.



Chapter 4

In-call features

Features in a call—an overview



Do not disturb
on or off

Selfview
on or off

Camera control lets you pan and zoom your own camera as well as define and use camera presets

Layout lets you change the layout of images on the display (MultiSite only)

Gain access to **Settings**

Use **Touch Tones** (DTMF) e.g. for extensions and pin codes to conferences

Add participants to create a conference (optional feature)

End the ongoing call

Tap here in the white field to control the far end camera of this participant and to exclude this participant from the call

Share contents (PC, video, doc. camera etc)

Tap here to display upper row of options

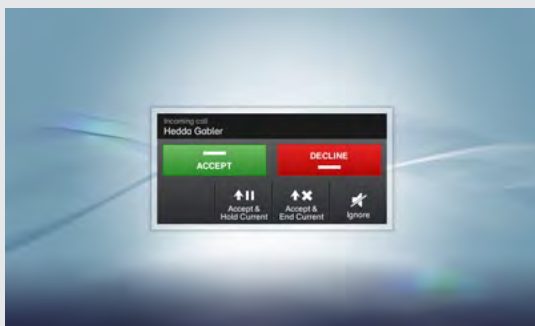
Put any of the participants on hold

Tap here in the white field to control the far end camera of this participant and to exclude this participant from the call

Receiving another incoming call

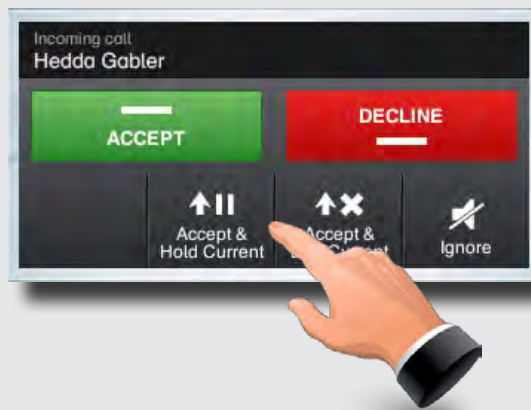
This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1



Assume that you are in a call. This call can be a point-to-point call or a multisite call. Furthermore assume that another person calls you.

2



You may now:

- Tap **Accept** to include the incoming call in the conference.
- Tap **Decline** to carry on as you did.
- Tap **Accept & Hold Current** to accept the call, while at the same time put the current call on hold.
- Tap **Accept & End Current** to accept the call, while at the same time end the current call.
- Tap **Ignore** to carry on as you did, without sending decline signal to the other end.

Even an entire group can be put on hold, so the above options apply equally well to point-to-point calls as to multisite calls.

Features when putting someone on hold

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1



If you have put one on hold, tap that one to resume.

2



You may now:

- Tap **Swap** to put the other on hold instead.
- Tap **Join** to include the one on hold in the current call.
- Tap **Transfer** to connect the one on hold to somebody else.

If you are in a point-to-point call only, you may still put the other party on hold and transfer the other party to someone else.

See ► “Transferring an ongoing call” on page 23 for more.

Transferring an ongoing call

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.



1

If applicable, tap the participant to be put on hold (1).

If you are in a call with just one, that is not needed.

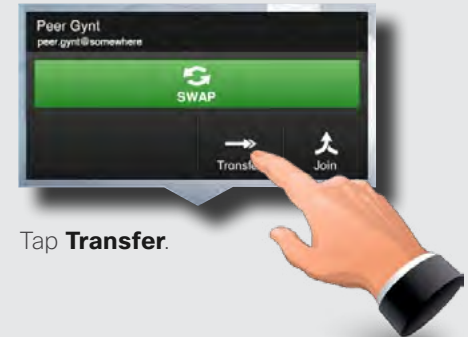
Then tap **Hold** (2)



2

Tap the participant's name again.

3



Tap **Transfer**.



4

Tap **Contacts**

and select whom to transfer to in the usual way.

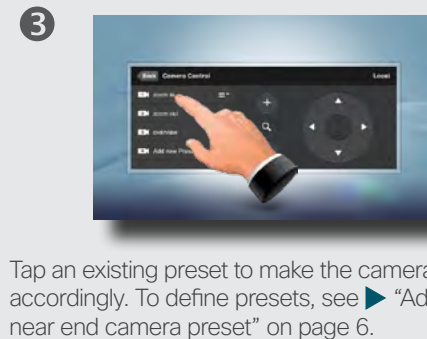
5

If you are in a call with more than one, you may also transfer the one on hold to the other participant of the current call. If you do so, you will be disconnected from the call, but the others will stay connected.

Near end camera control

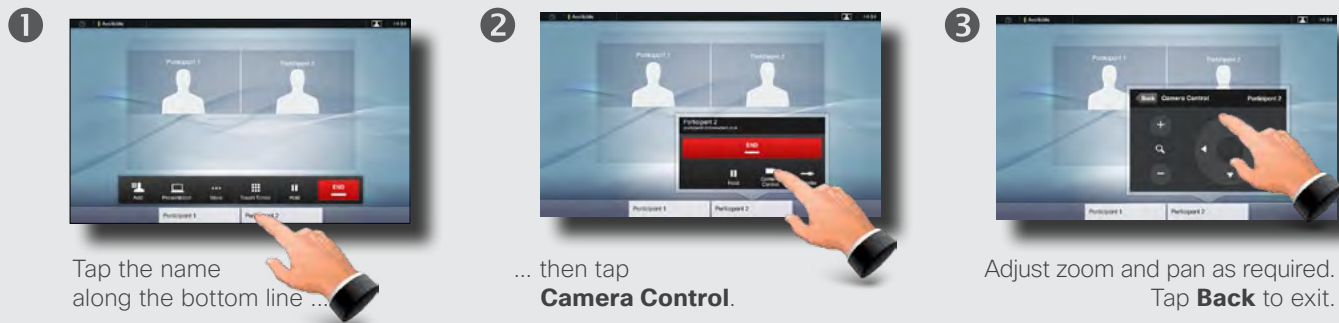


Near end camera presets



Far end camera control (in a call only)

This works in point-to-point as well as in multisite calls, but only on systems with remotely controllable cameras.



Using Touch Tones (DTMF) in a call

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.



Sharing contents—conducting presentations

You may alter the screen layout when sharing contents—see the next page for more. You must be in a call to be allowed to do layout changes.

1



Contents can be shared in a call—or outside a call. In the latter case you will be using your video system to share contents in your local meeting room.

Make sure your presentation source is connected to the video system before you start.

2



In a call, or outside a call, tap **Presentation** ...

3



... then select source by scrolling horizontally, if needed ...

4



Tap **PRESENT** to start sharing contents.

5



Tap again to gain access to the stop sharing contents menu ...

6



... then tap **Stop Presenting** to actually stop sharing contents.

Layout control

This applies to multisite calls and to point-to-point calls with a presentation running.



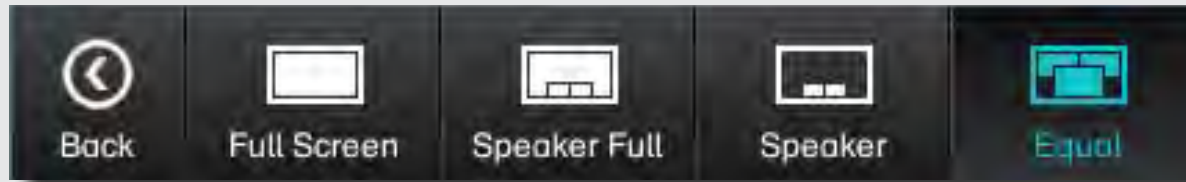
You may alter the screen layout when you are in a call. To do this start by tapping **More** ...



... then tap **Layout** ...



... and finally select your preferred layout.



↑
Takes you one menu level back

↑
The one who speaks get the full screen. Nothing else is shown.

↑
The one who speaks gets the main frame. The others are shown as PiP (Picture in Picture).

↑
The one who speaks gets the main frame. The others are shown as images below the main frame.

↑
All participants are shown in frames of identical sizes.

When a presentation is included in a call, all participants will be shown **above** the presentation, instead of below. This will provide a better feeling of eye contact.

Full screen will show the presentation only.

Observe that changes to this set of layouts made by the TC-console utility are not supported and will be ignored.

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