



RoomOS 11.1

Cisco Room Series User guide

Devices using Touch 10 or Room Navigator

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

Room Series:

- Room Bar
- Room Kit EQ
- 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

Note: Some of the features described in this user guide may be optional in certain markets and they may not apply to your device.



Introduction

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 2m (6.5') in front of the device, on a flat surface with at least 0.3m (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

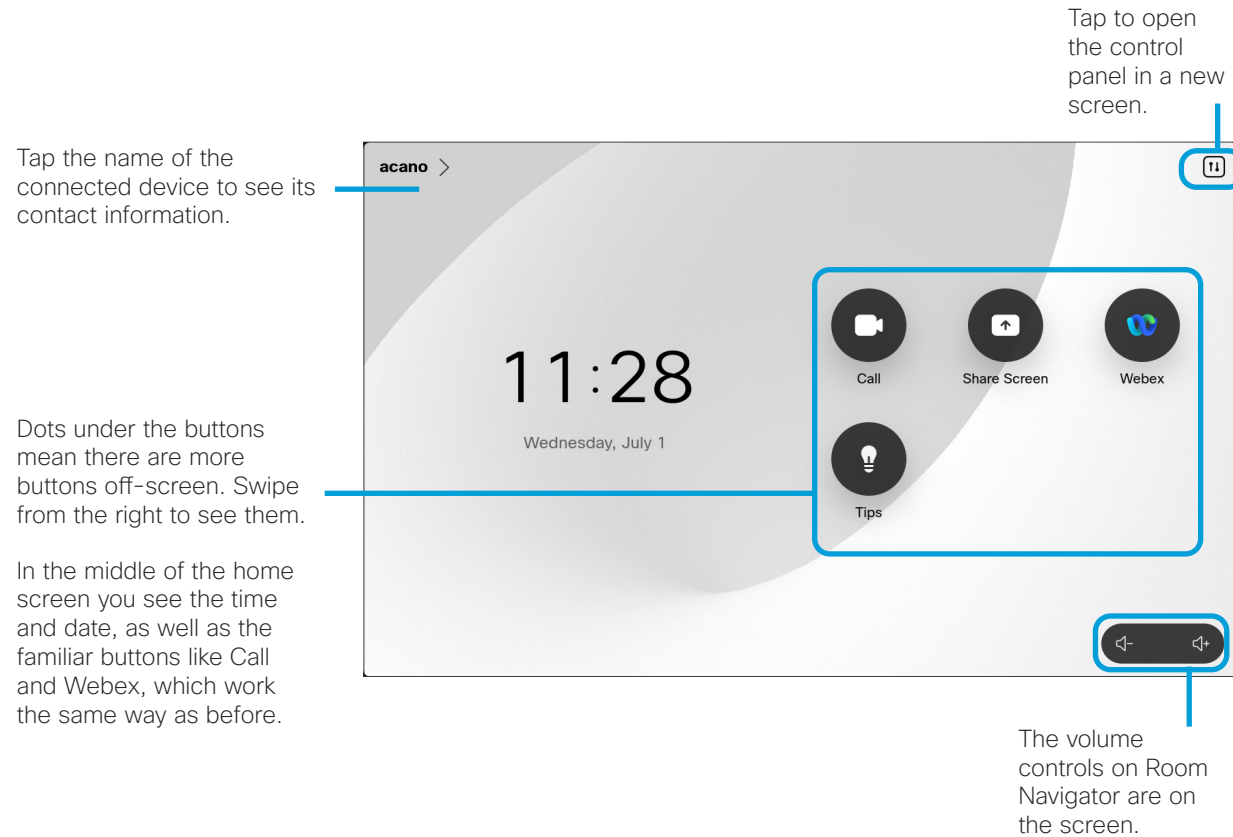
The audio system uses the loudspeakers built into the monitor or the cisco digital natural audio module.

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.

RoomOS 11: Basic navigation



Introducing RoomOS 11

Cisco Touch 10 and Room Navigator support the new RoomOS 11 operating system.

While most familiar features work in the same way as before, some have changed, or you access them in different places. There is also new functionality available.

This guide introduces some of the new features and changes to existing ones that you'll find on the RoomOS 11 user interface on Touch controllers connected to Board and Room Series devices.

Find out more the RoomOS 11 User Experience, at <https://help.webex.com/n01kjh1/>.

Introduction

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

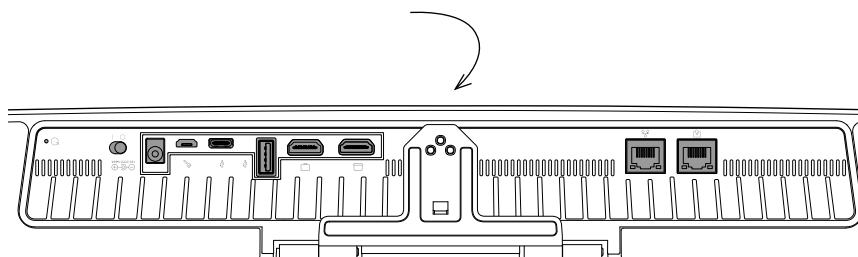
The first time you start up a Cisco video device, the Setup Wizard will appear.

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**.

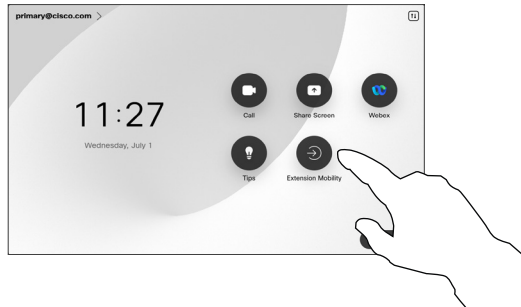
Connect your computer
to the USB-C socket



Introduction

Sign in with your own credentials

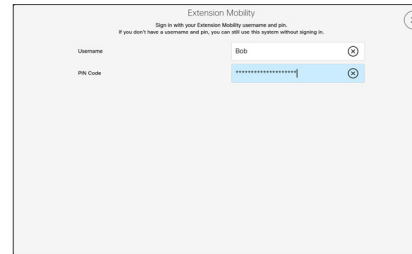
1



Tap the **Extension Mobility** button.

If you can't see the button, swipe the home screen buttons to left.

2



Type in your username and PIN code, and then tap **Login**. You'll see a confirmation that your sign in was successful.

3



To log out again, tap **Sign out**. If you can't see the button, swipe the home screen buttons to left.

About Extension Mobility

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

CUCM then routes all of your incoming calls to that specific device.

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



Video calls

Video calls

RoomOS 11: Call controls

To make a call, tap the Call button on the home screen. Enter a video address or search for someone in your Favorites, Recents, or Directory. As soon as your call connects, the Call controls appear on the Touch controller screen.

During a call you can tap the down arrow in the upper left corner to see the home screen. From there, you can access the Control panel and Device settings, without interrupting your call.

On the Call controls screen you'll see the familiar buttons for muting and unmuting yourself, starting and stopping your video, and leaving the meeting.

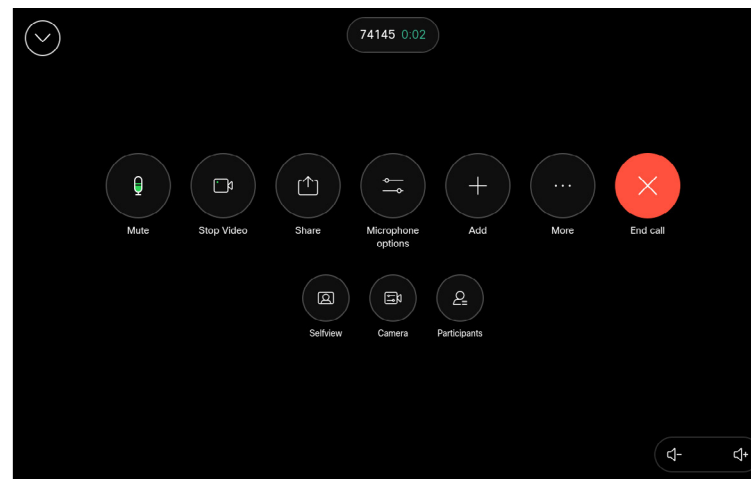
You also access the following here:

- **Share.** Opens the sharing options.
- **Microphone options.** Also available in the Control panel.
- **More.** Opens a list of in-call options.
- **Layout.** Opens the Layout menu where you can choose a layout that fits your meeting style.
- **Selfview.** Opens the camera controls with options to adjust and move your selfview.
- **Camera.** Choose a camera mode, including the option to adjust the camera manually and save views.
- **Participants.** Opens the list of people in the current call. Tapping a participant shows the options that are available to you – like mark as Favorite.

Extend your screen

To use your Room Series device as an extension for your laptop screen, connect your laptop with the HDMI or USB-C cable. In a couple of seconds you'll see your laptop screen on the device's screen.

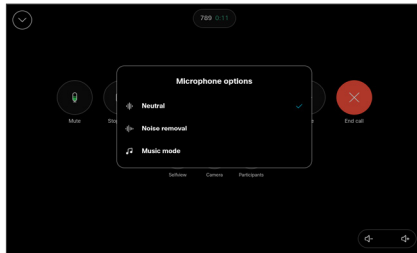
To preview your connected laptop screen during a call, tap Share. Select the source and tap View. You can see your laptop screen now, but other call participants can't. Tap Hide to close it again.



Video calls

Audio settings

The following audio settings are available to you in or out of call, from the microphone options. To turn one of these settings on, open the control panel your device and then tap **Microphone**. Tap the option you want on. Tap **Neutral** if you don't want any of them.



Noise Removal

You can use noise removal to filter out distracting noises from your environment in a call. Noise removal is especially useful in a shared spaces or a home office. Tap the microphone icon on the top right of the touch controller's home screen. Then tap **Noise Removal** to turn it on. To turn it off tap **Neutral**.

Optimize for my voice

Remove background noises during a call, only picking up your own voice and suppressing the voices of other people talking nearby.

Test microphone

Record and playback your voice to check that the device is picking it up properly, and test the effectiveness of the noise removal setting.

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, enable it on your device first: open the control panel and tap Device settings. Scroll to and select **Music mode**. Toggle it on or off.

NOTE: you can't use Music mode and Noise removal at the same time.

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.

To adjust volume on a Touch 10, use the hard buttons. You can mute the microphone with the mute button.

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

Video calls

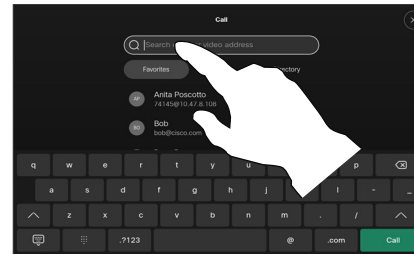
Place a call from your contact list

1



Tap the **Call** button.

2



Tap Recents, Favorites, or Contacts and then scroll to locate an entry. Or, tap the **Search** field to look in all the lists at once.

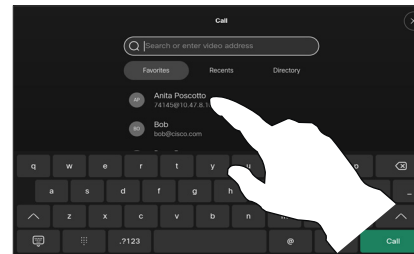
3



Start typing in the name, number, or URL.

Matches appear as you type.

4



Tap the person you want to call and then tap the green **Call** button.

About the Contact lists

Your contact list 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.

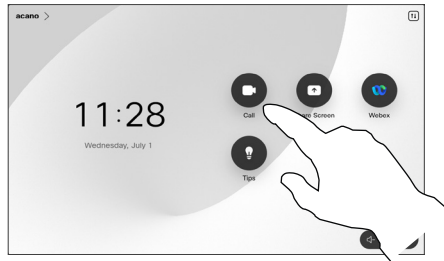
The following options apply:

- You can key in a name, number or a URL 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*.

Video calls

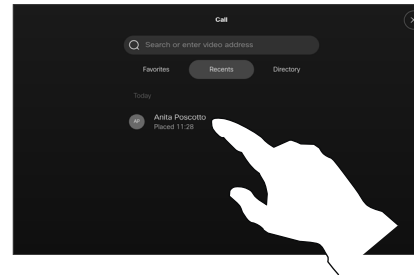
Edit a contact before calling

1



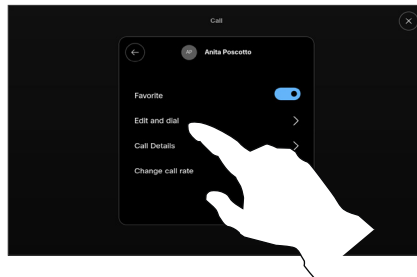
Tap the **Call** button.

2



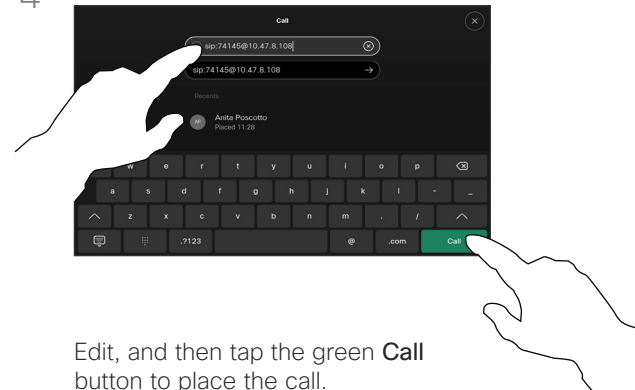
Tap the **Search** field or scroll through any of the lists. Tap a contact to open the contact card and tap **More (...)**.

3



Tap **Edit and dial**.

4



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

About entry edits

You might want to edit an entry in one of the Contact lists before placing a call. You may have to add a prefix, a suffix or otherwise alter the entry.

Video calls

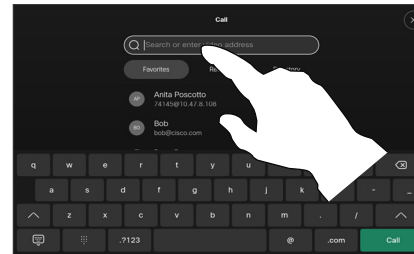
Place a call using name, number, or address

1



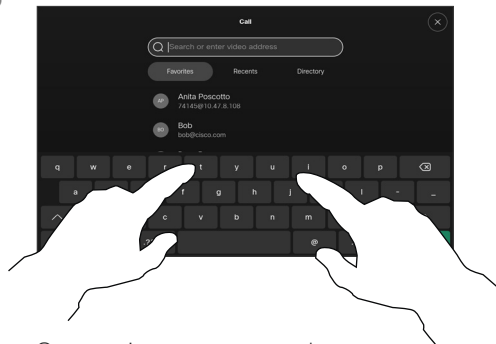
Tap the **Call** button.

2



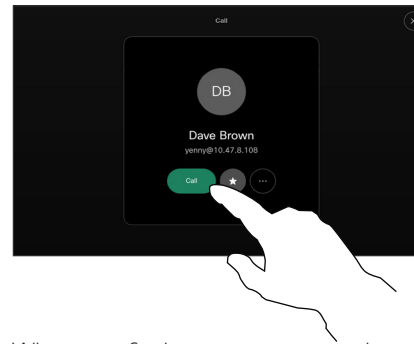
Tap the **Search** field.

3



Start typing a name, number or address. Possible matches appear as you type. If the correct entry appears in the list tap it, otherwise keep typing.

4



When you find your contact tap the name and then tap the green **Call** button.

About placing calls

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.

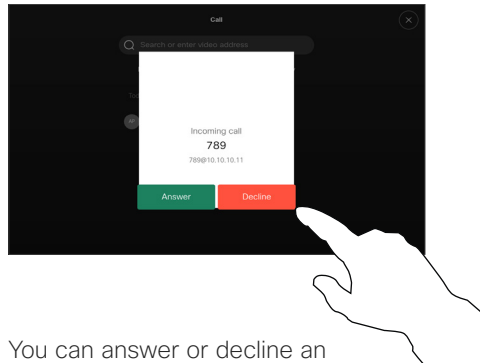
Tap **Touch Tones** (this button appears as soon as the call has been placed) to invoke the keypad needed for this.

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

Video calls

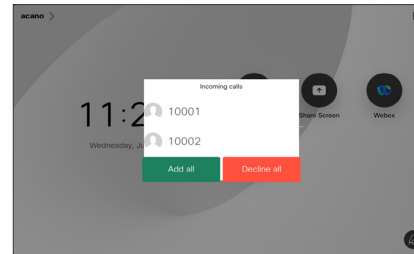
Incoming calls

1



You can answer or decline an incoming call.

2



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

If someone calls you

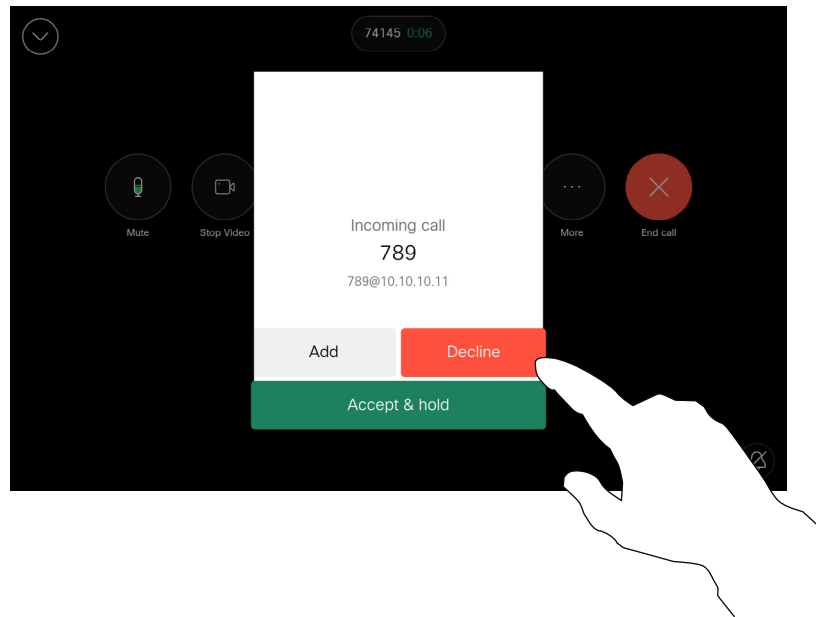
- If someone calls you, you can accept, decline or ignore the call.
- If you decline the call, busy information is sent to the caller.
- If you ignore the call, the caller perceives this as if you were absent (you didn't pick up the call).
- Your video infrastructure may allow you to receive multiple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

Video calls

Receive a call while in another call

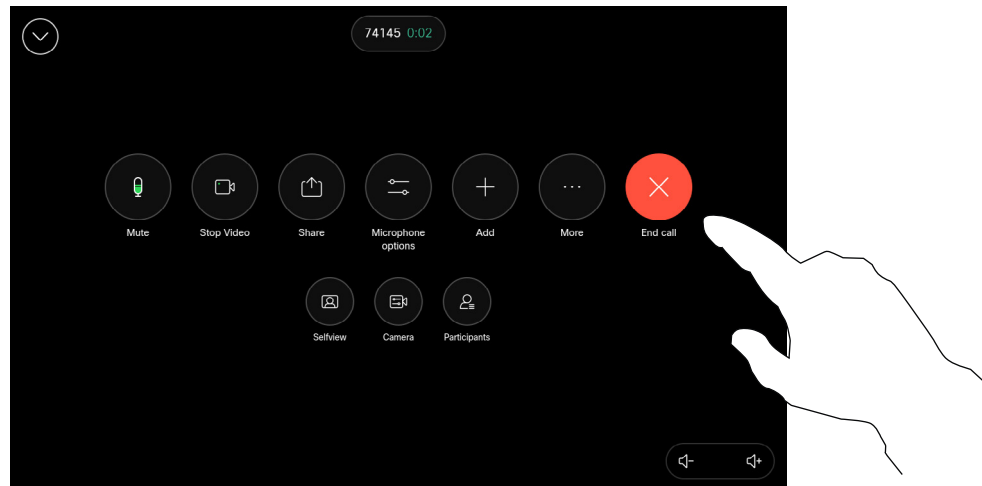
If someone calls you

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



Video calls

Disconnect yourself from a call



To disconnect yourself from a call, open the call controls and tap **End Call**.

About disconnecting yourself

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

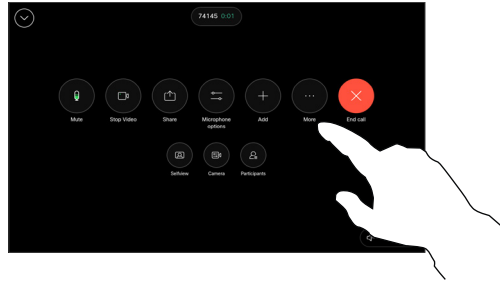
In a conference call with multiple participants tapping **End Call** only terminates your participation if you are a regular participant.

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

Video calls

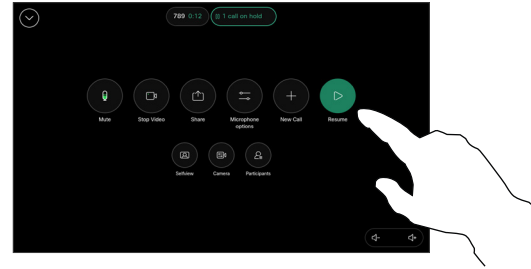
Put a call on hold and resume a call on hold

1



During a call, open the call controls and tap the **More** button. Then tap **Hold**.

2



Tap **Resume** to go back to your call.

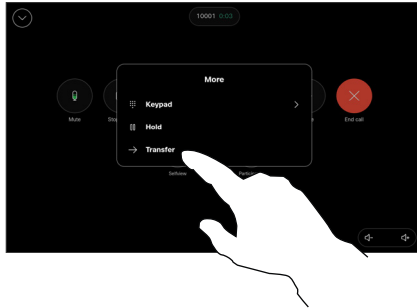
About putting on hold

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

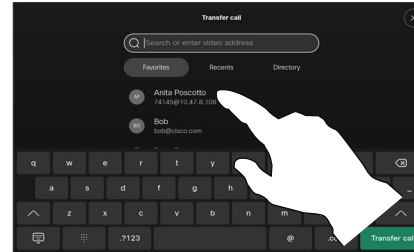
Transfer an ongoing call

1



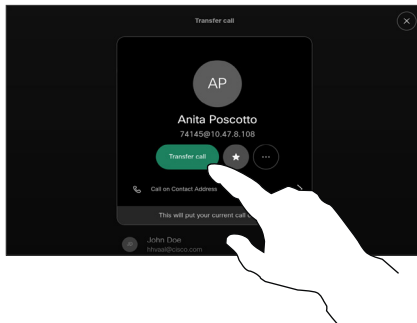
During a call, open the call controls and tap the **More** button. Tap **Transfer**. The current call is put on hold.

2



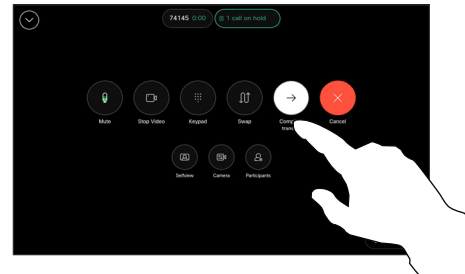
Search for and select a contact.

3



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

4



Tap **Complete transfer**.

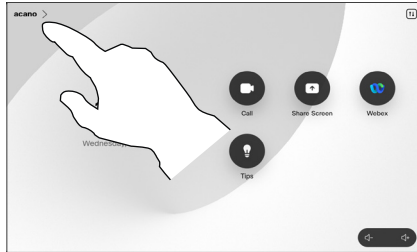
About transfer

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.

Video calls

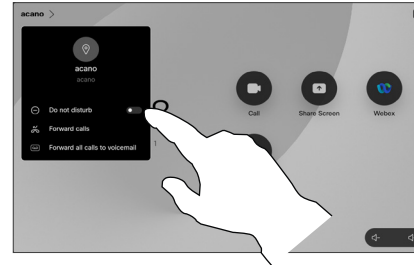
Activate Do not disturb

1



Tap the device name in the upper left corner of the touch controller's homescreen.

2



Toggle on **Do not disturb**. To deactivate it, toggle it off.

About Do not disturb

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.

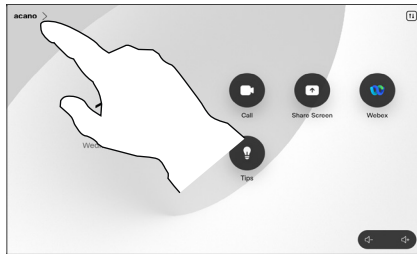
Using Room Kit Mini as a USB camera. If you have registered your Room Kit Mini, you can use it as a USB camera together with a PC and a third-party video client. To avoid conflicts due to overlapping calls, the device is automatically put in Do Not Disturb Mode. You can't turn off Do not disturb mode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

Video calls

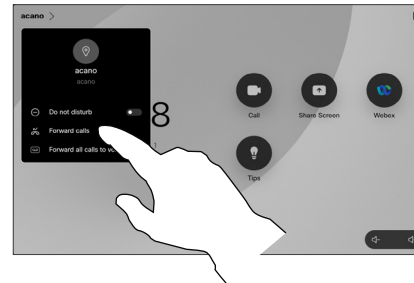
Automated forwarding of all calls

1



Tap the device name in the upper left corner of the touch controller's homescreen.

2



Tap **Forward calls...** Select a contact and tap **Forward**. To stop forwarding calls open the same menu and select **Stop forwarding**.

About forwarding calls

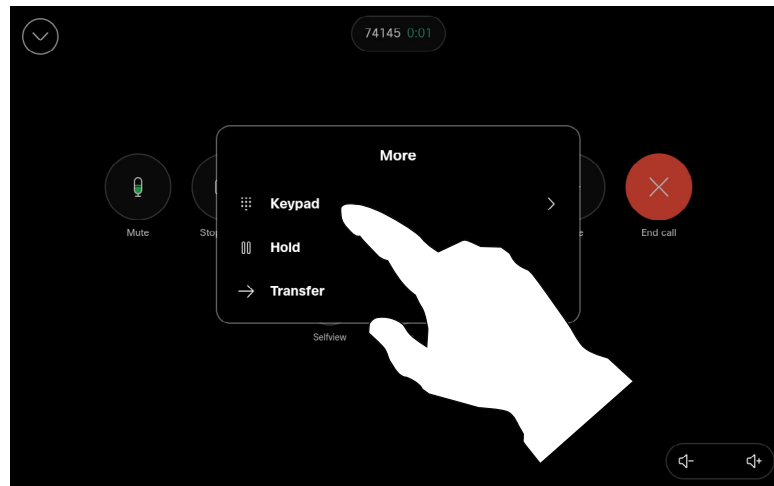
Your video support team may have activated the option to forward all received calls. You can choose between voicemail and a receiver appointed by you.

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.

Video calls

Open the keypad in a call



In a call, open the call controls and tap the **More** button. Then tap **Keypad**.

Using the keypad in a call

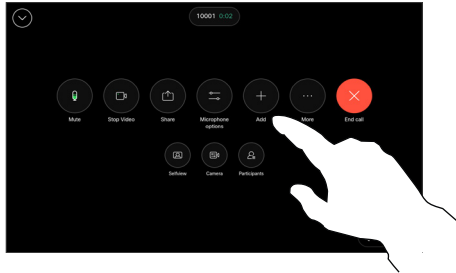
In a call you might get prompted to submit numbers to be able to reach an extension or otherwise gain entrance to something (for example by means of a PIN-code).

To enter numbers, open the keypad on the touch controller.

Video calls

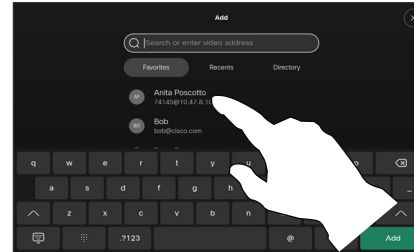
Add participants to an ongoing call

1



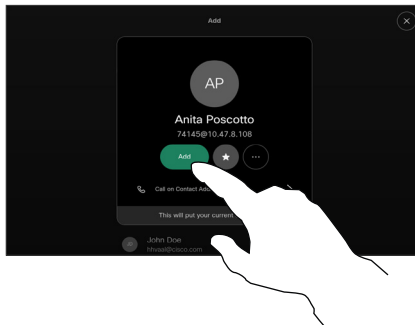
Open the call controls during a call, and tap **Add**.

2



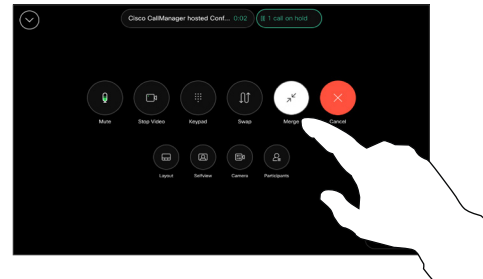
Locate the next person you want to call.

3



Tap **Add** on the contact card.

4



Tap **Merge** in the call controls to add the new call to the existing one. You have now established a conference.

You can repeat this procedure to the extent permitted by your video infrastructure.

About video conferences

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

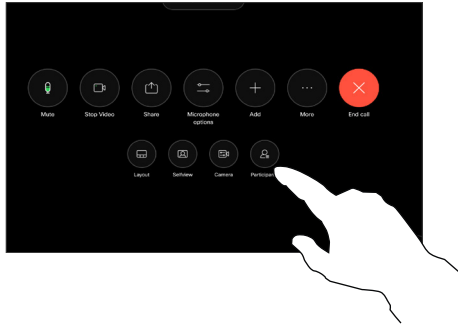
The maximum number of participants supported by your video device depends on device configuration and the video infrastructure. If in doubt, contact your video support team.

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

Video calls

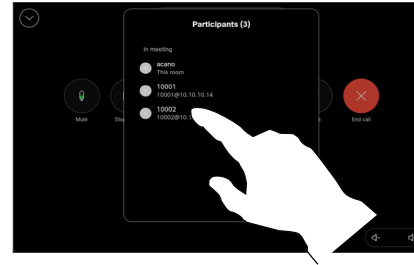
Disconnect a participant from a conference

1



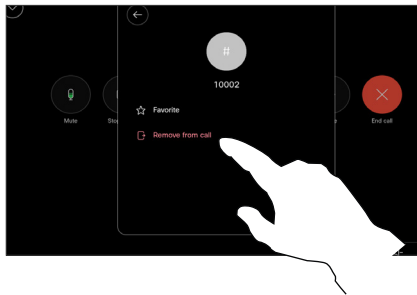
In a call, open the call controls and tap the **Participants** button.

2



Tap the participant to be dropped from the conference

3



Tap **Remove from call**.

About video conferences

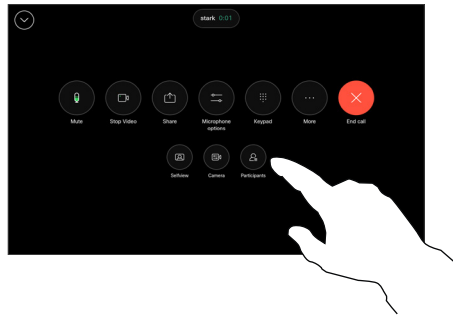
The ability to conduct a video conference from your device is an optional feature that may, or may not, be available for your device.

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

Video calls

Add a participant to a meeting

1



You'll be notified during a call if someone is waiting in the lobby. Open the call controls and tap the **Participants** button.

2



Tap **Admit** to let the waiting participant into the meeting.

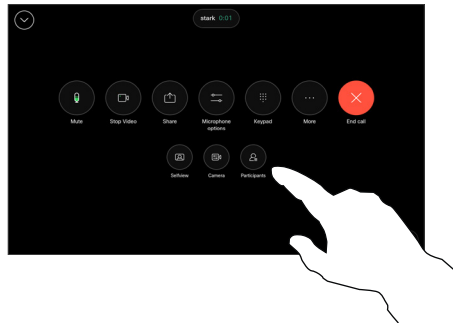
About admit participant

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

Video calls

Pin a speaker in a meeting

1



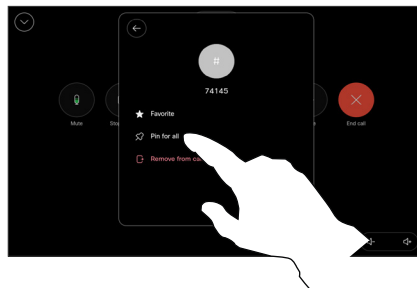
In a call, open the call controls and tap the **Participants** button.

2



Tap the participant you want to pin.

3



Tap **Pin for all**.

About pin a speaker

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.

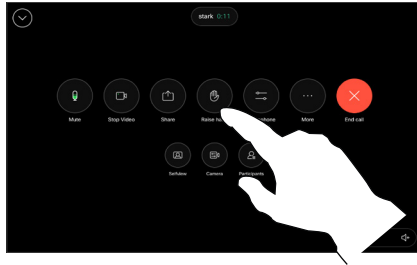
By default only the host can pin for all, but the meeting organizer can change this in the meeting settings.

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

Video calls

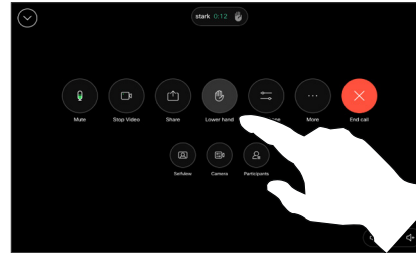
Raise hand in a meeting

1



In a meeting, open the call controls and tap the **Raise hand** button.

2



Tap 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.

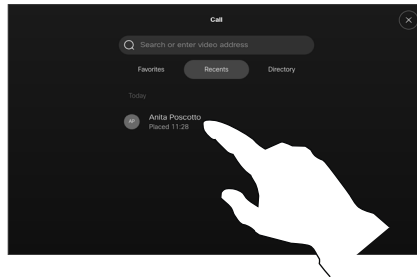
Open the participant list to see which participants have raised their hand. They show up on at the top of the list in a chronological order, so that it's easy to see who raised their hand first.

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

Video calls

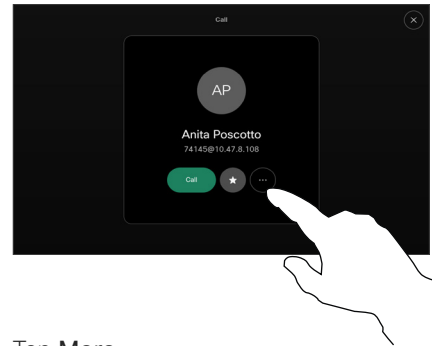
Find call details for recent calls

1



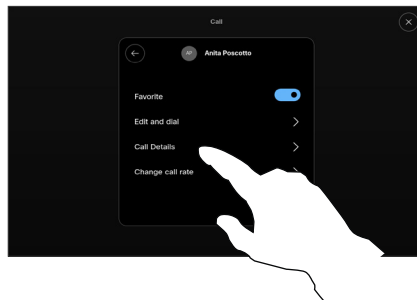
Tap **Call** and then select an entry in the **Recents** list.

2



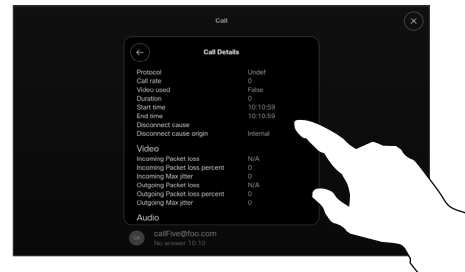
Tap **More**.

3



On the next screen, tap **Call details**.

4



Scroll down the list to see the call details. Tap the back arrow to leave the details screen.

About call details

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



Cisco Proximity

Cisco Proximity ultrasound signal

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 75dB. Guidelines for ultrasound exposure limits vary heavily between countries, but 75dB is the lowest limit presently found for the frequency band around 20kHz, 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.

These guidelines state that sound pressure levels lower than 120dB 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 75dB 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 20kHz can be as low as 0-10dB, 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 discomforting, 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 100dB 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 75dB 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.

About Cisco Proximity

The Cisco Proximity feature allows you to share content from a computer wirelessly on a Cisco device. You can even use your own smart phone, tablets, PC or MAC to control calls on the video device.

Observe the following:

You 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, some, or all of the available features.

Proximity uses ultrasound to connect users (more at left). Don't block the microphone on your computer, phone or tablet.

Proximity doesn't work outside meeting rooms when doors are closed. You need to be close to the video endpoint to use Proximity.

For privacy, keep meeting room doors closed to avoid possible eavesdropping.

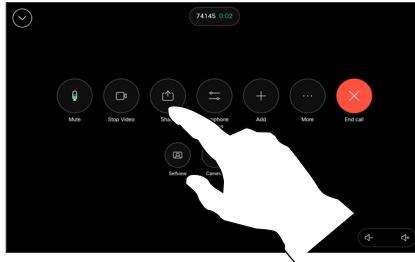


Content sharing

Content sharing

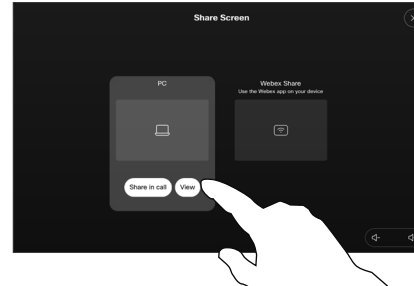
Share content in a call

1



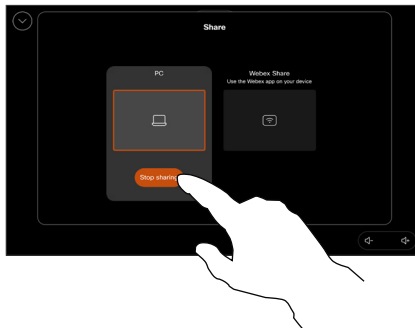
If using a cable, connect your source and make sure it's switched on. In a call, open the call controls and then tap the **Share** button.

2



Select your source. Tap **View** for a preview. No one can see your computer screen yet – tap **Share** when you're ready. Or tap **Share in call** to share immediately.

3



To stop sharing content, tap **Stop sharing**

About content sharing

Share content on your Cisco device by connecting your PC to the device with a USB-C or HDMI cable, or, share wirelessly with your Webex app, Cisco Proximity, or Miracast®.

When Miracast is enabled, you can share content wirelessly from your laptop to a Cisco device without a client. This works both in and out of calls: to share in-call, start the call first.

Find out more about Miracast at <https://help.webex.com/kfdwufb/>.

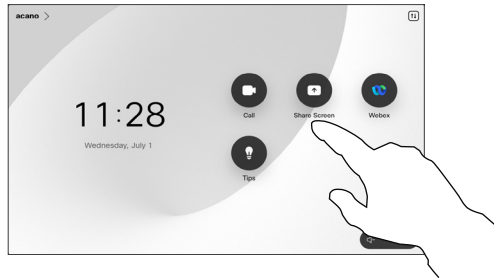
See “Cisco Proximity” on page 28 in this guide about wireless sharing.

Note: Your device may be configured so one of the video input connectors shares HDCP protected content, so you can 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 in call, the part of the screen allocated to content sharing turns black to maintain the HDCP regime. This applies to any content you attempt to share in call from this input connector—HDCP protected or not.

Content sharing

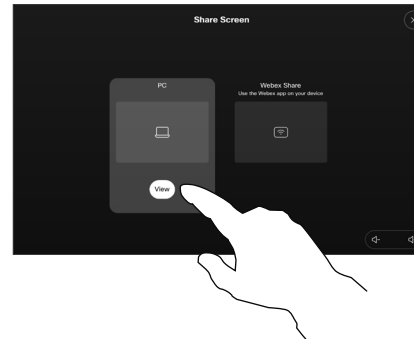
Share content outside a call

1



Connect your source device, make sure it's switched on and tap **Share screen** on the touch controller's homescreen.

2



Select your source and tap **View**. Tap **Stop sharing** to end the session.

Local content sharing

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.

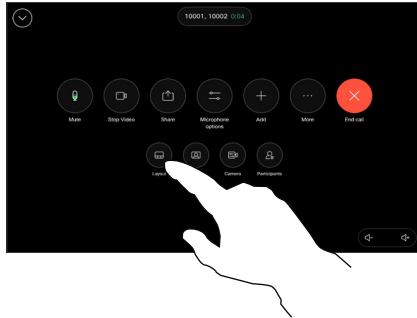
Tip! Multi-screen devices may show as many independent presentations as there are screens. This is possible outside calls only.

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.

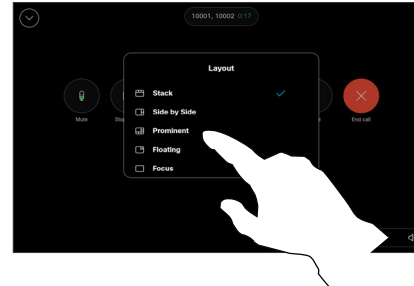
Change presentation layout in call

1



During a call, open the call controls and tap the **Layout** button.

2



Tap to select your preferred layout.

About layouts

You can change your screen layout during a call while someone is sharing content. Typical options available are:

Stack: presenter is stacked above the content.

Floating: presenter floats over top of the content.

Side by Side: presenter and content share the screen.

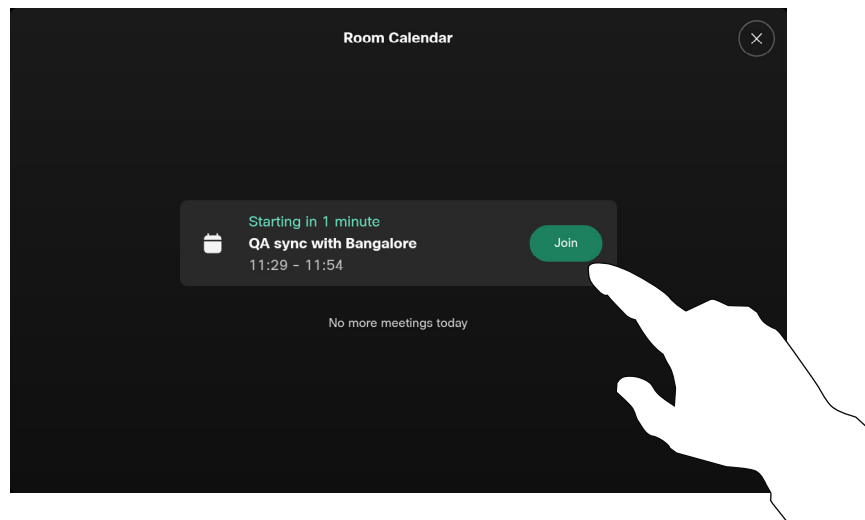
Focus: content takes the whole screen.



Scheduled meetings

Scheduled meetings

Join a scheduled meeting



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

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.

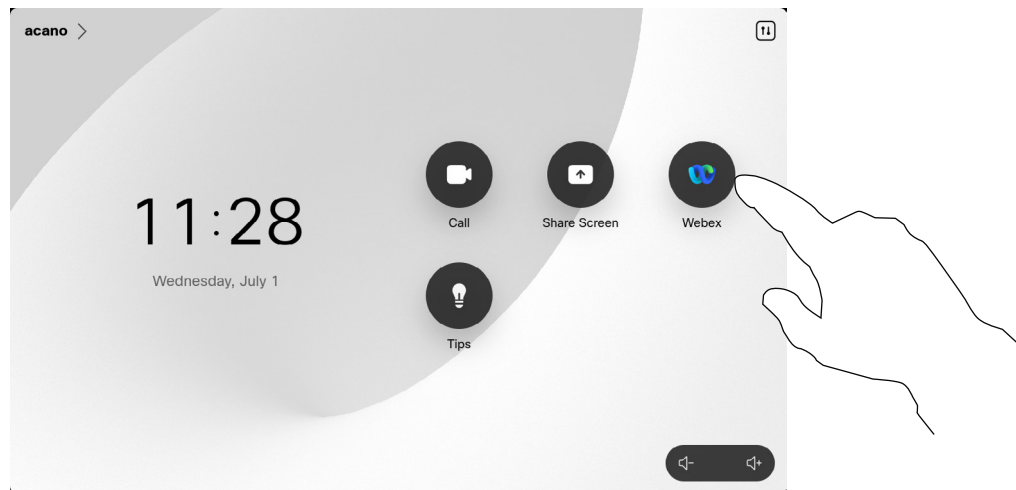
Tap **Join** to participate in the meeting.

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.

Scheduled meetings

Join a Webex meeting



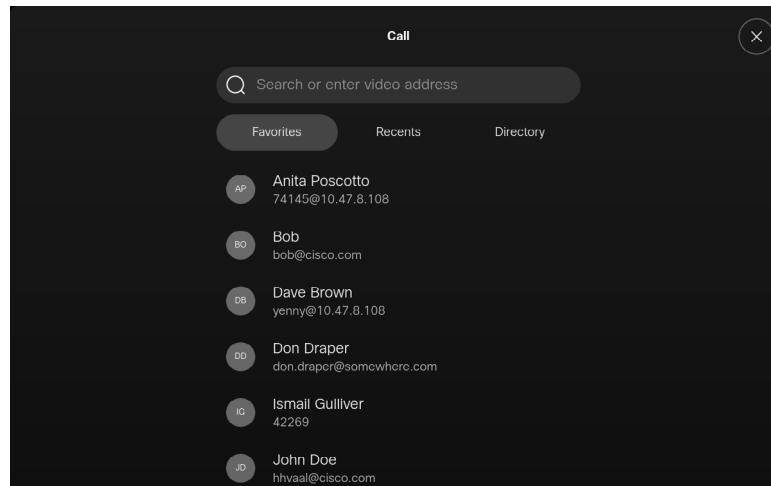
Tap **Webex**. Then type in the meeting number you received in your invite and tap **Join**.

Contacts



Contacts

Favorites, Recents, and Directory



About the contacts lists

Tap the **Call** button to open your contacts lists. The contacts list consists of three parts:

Favorites. These contacts are put there by you. These entries are 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.

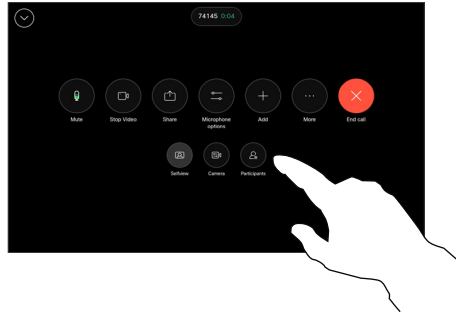
Recents is a list of calls you have placed, received or missed earlier.

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

Contacts

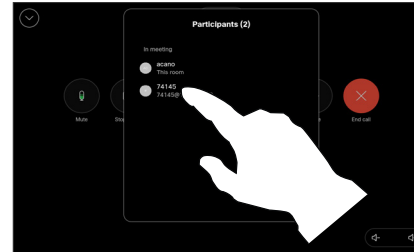
Add someone to Favorites while in a call

1



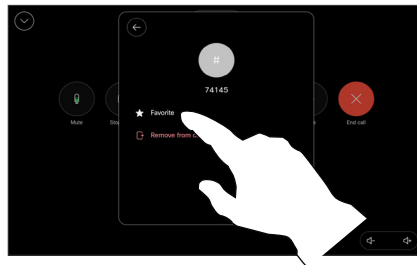
In a call, open the call controls and then tap the **Participants** button.

2



Tap the participant to add to *Favorites*.

3



Tap **Favorite**. Tap the back arrow and then the X to return to the call controls.

Remove people from *Favorites* in the same way.

About Favorites

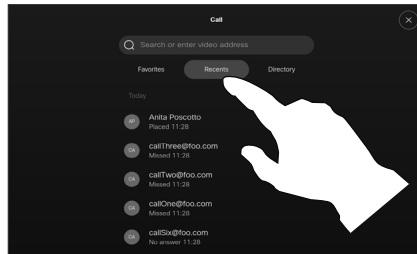
The *Favorites* is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

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

Contacts

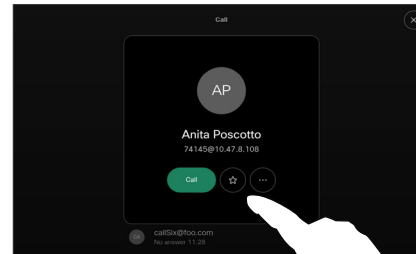
Add someone to Favorites outside a call

1



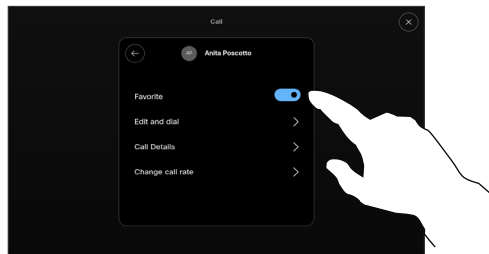
While not in a call, tap **Call** to open the *Contacts* list. Tap **Recents** or **Directory** and search for the entry to add to your *Favorites*. Tap the person you want to add to your *Favorites*.

2



Tap the star button on the contact card to favorite the person right away. Or, tap the **More** button.

3



If you tapped **More** and opened the contact card, you can toggle **Favorite** on or off here, as well. Tap the back arrow and then the X to exit.

To remove an entry from your *Favorites*, repeat the procedure.

About Favorites

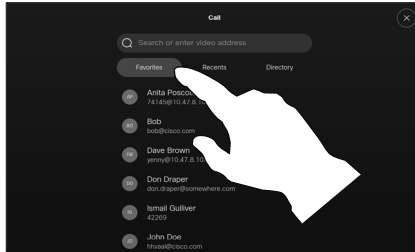
The *Favorites* is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

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

Contacts

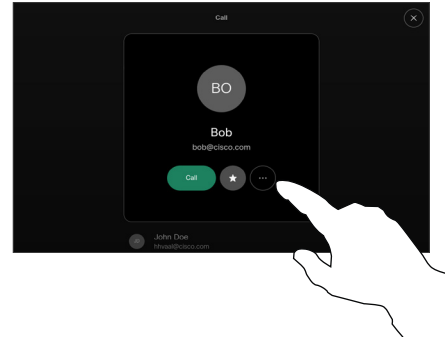
Edit a Favorite

1



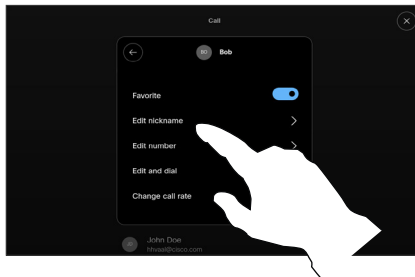
Tap **Call** to open the contacts list.
Then tap **Favorites**.

2



Tap the person to be edited, and then
on their contact card, tap **More**.

3



Choose what to edit and make your
changes. Tap **Save** on the keyboard.
Then tap the back arrow on the
contact card to exit.

About Favorites

You can update an existing favorite
contact at any time.

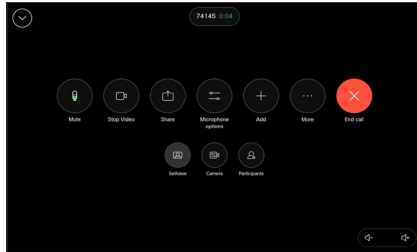


Camera control

Camera control

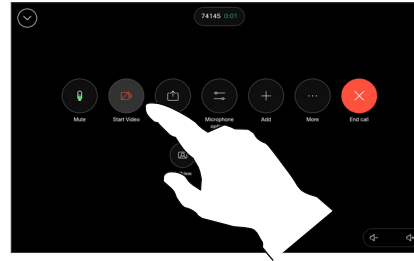
Turn the camera on or off in a call

1



Open the call controls during a call.

2



Tap the **Stop Video** button. Tap **Start Video** to turn the outgoing video back on.

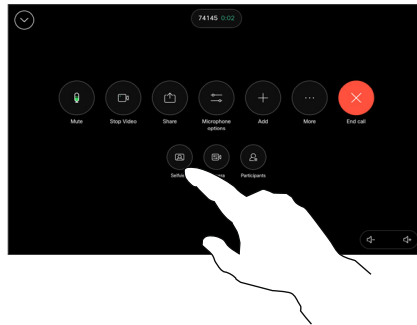
About video off

Control the video transmission from your camera on devices that do not have the option to mechanically block the camera.

Camera control

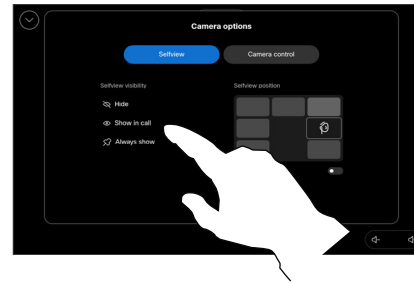
Access and adjust the selfview in and out of call

1



During a call, open the call controls. Tap **Selfview**.

2



You get the options to set visibility, move, or change your selfview to fullscreen. Tap outside the camera options screen to exit.

About selfview

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

You can see, adjust, and move your selfview around the screen both in and out of call.

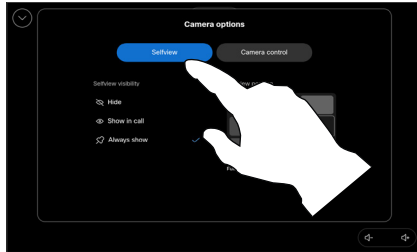
To check your selfview at any time, open the control panel. As long as your camera is open/on, you'll see your selfview on the device's screen. Tap **Camera** on the controller and then select **Selfview**. Here, you can:

- toggle **Fullscreen** on and off
- set visibility for your selfview to **Hide**, **Show in call**, or **Always show**.
- adjust the selfview position by tapping any of the predefined positions shown on the touch controller screen.

Camera control

Move the selfview

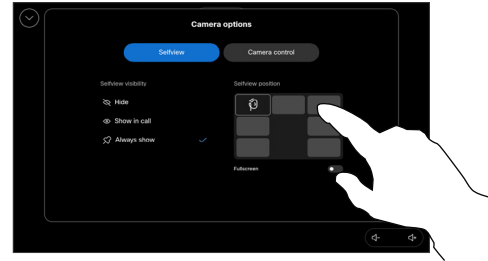
1



During a call, open the call controls and tap **Selfview**.

Or, open the control panel, tap **Camera** and then select **Selfview**.

2



Tap any of the predefined positions shown on the touch controller screen.

Tap outside the camera options screen to exit.

About selfview

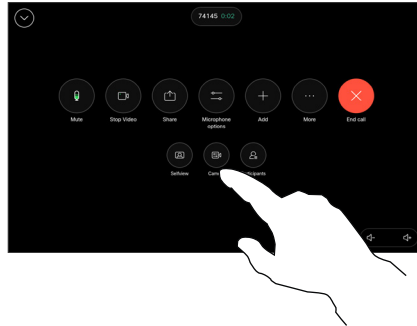
Selfview shows what others see from your device. You can use it to confirm that they see what you want them to see.

You can see, adjust, and move your selfview around the screen both in and out of call.

Camera control

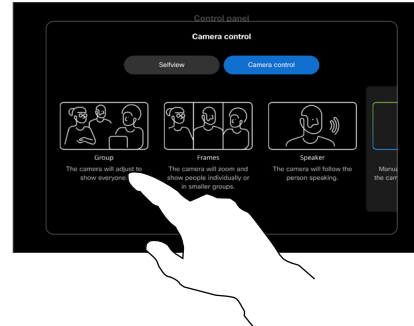
Select an automatic camera mode

1



During a call open the call controls, or at any time open the control panel and tap the **Camera** button.

2



Choose a camera mode. Tap outside the camera options screen to exit.

About camera modes

By selecting an automatic camera mode you'll get the best view for your device and meeting, without having to manually control the cameras yourself during meetings. You can change camera modes whether you're in a call or not.

There are a few different modes to choose from:

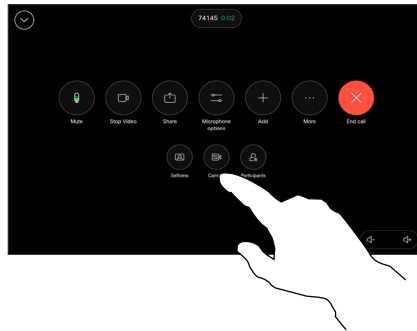
- **Group.** The camera will adjust to show everyone.
- **Frames.** The camera will zoom and show people individually or in smaller groups.
- **Speaker.** The camera will follow the person speaking. The maximum distance for speaker tracking to work is 7.5 meters.

Which modes are available to you can depend on your device and on configurations your administrator has set.

Camera control

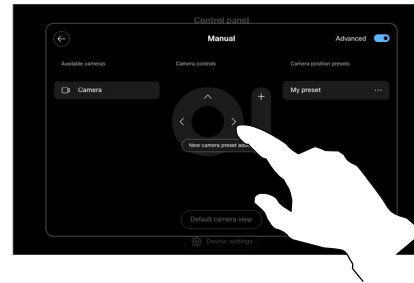
Control your camera manually

1



During a call open the call controls, or at any time open the control panel and tap the **Camera** button.

2



Select **Manual** in the camera control screen. Use the camera controls to adjust pan, tilt, and zoom.

Tap outside the camera options screen to exit.

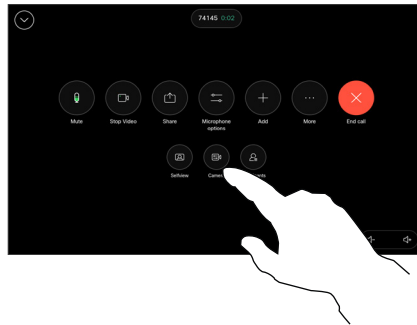
About manual camera control

In or out of a call, you can control the zoom, pan, and tilt of the camera manually.

Camera control

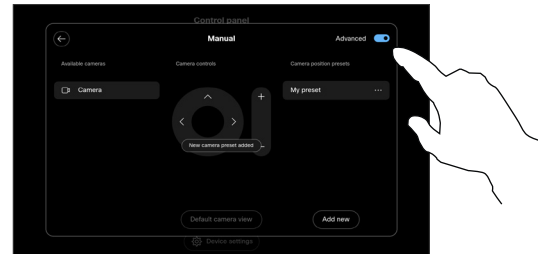
Add a camera position preset

1



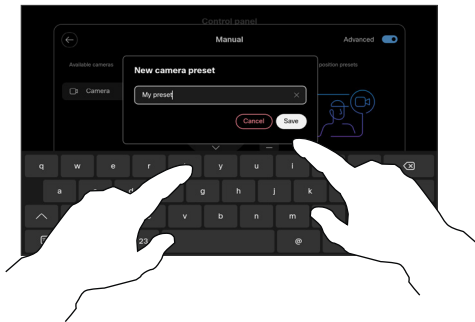
During a call open the call controls, or at any time open the control panel and tap the **Camera** button. Select **Manual**.

2



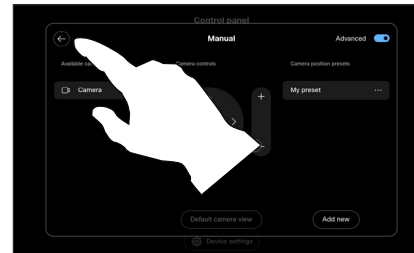
Toggle on **Advanced** in the upper right corner of the controls screen. If the device is using more than one camera, choose a camera on the left. Use the controls to adjust pan, tilt, and zoom.

3



When you're done, tap **Add new**. **Name** and **Save** the preset.

4



Tap the back arrow to leave the manual camera controls. Your preset will appear for selection along with the other camera modes.

Tap anywhere outside the camera options screen to exit.

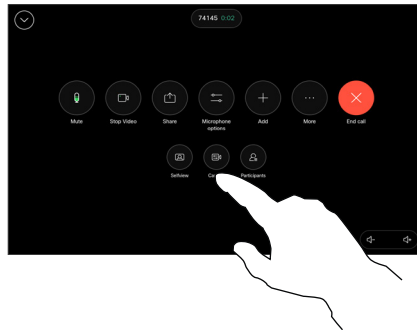
About camera presets

Manual camera controls let you control the zoom, pan, and tilt of the camera. When you adjust the camera manually, if you like the view you can save it to use again.

This means you can create custom views with predefined zoom and camera direction. For example, maybe you need a zoomed out preset for meetings with multiple participants, and a zoomed in preset for smaller meetings. The presets will be available in the camera control screen and you can easily switch between them in different types of meetings.

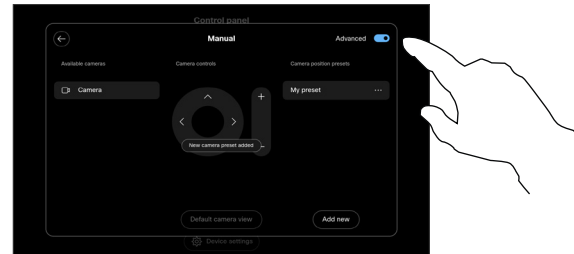
Edit a camera position preset

1



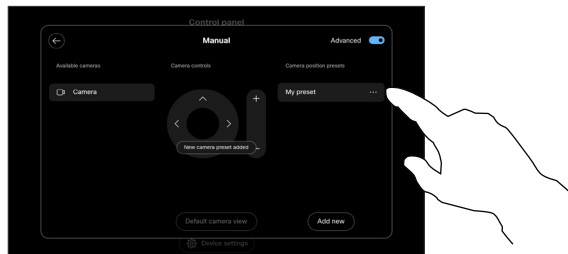
During a call open the call controls, or at any time open the control panel and tap the **Camera** button. Select **Manual**.

2



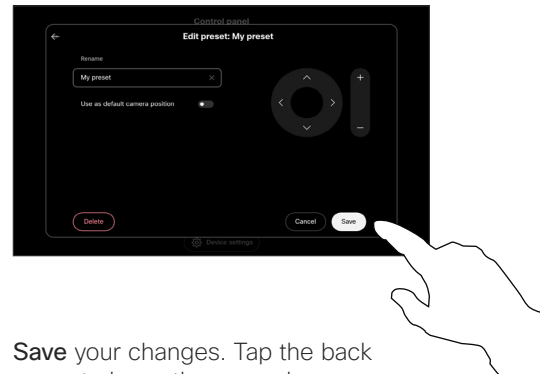
Toggle on **Advanced** in the upper right corner of the camera controls.

3



Tap the **More (...)** button beside the listed preset you want to edit. Rename it, set it as default, adjust, or delete the preset.

4



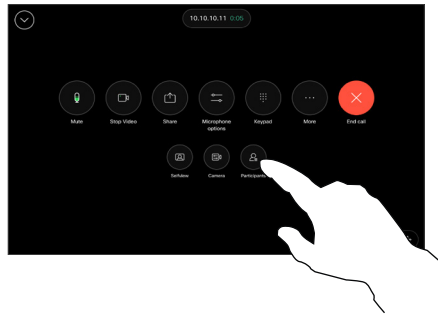
Save your changes. Tap the back arrow to leave the manual camera controls. Your edited preset will appear for selection along with the other camera modes.

Tap anywhere outside the camera options screen to exit.

Camera control

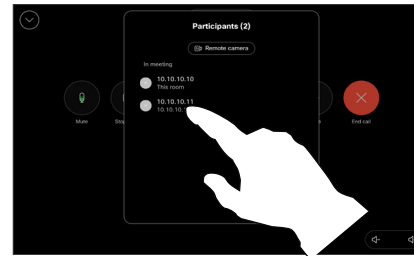
Control a far-end camera

1



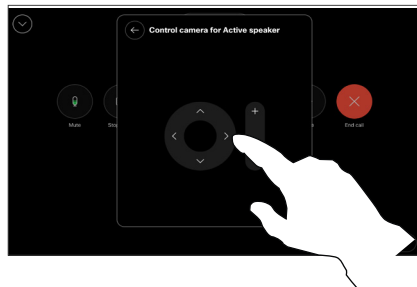
During a call, access the call controls and open the **Participants** list.

2



Select the one whose camera you want to control.

3



Adjust the remote camera's tilt, pan, and zoom with the camera control buttons. Tap anywhere outside the controls when you're done.

About far-end cameras

When you're in a video call where one or more of the other devices have a remotely controllable camera, you can control those cameras from your own touch controller.

If the far-end device has activated **Speaker** mode where the camera follows the active speaker or is using **Best View**, you can't control the camera remotely.

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



Settings

Settings

Device settings and regulatory information

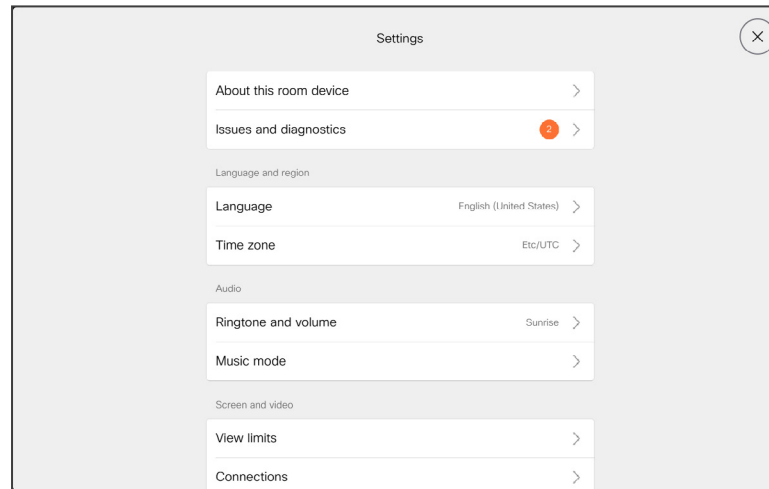
Access the settings

To open the control panel tap the button on the upper right corner of the touch controller's homescreen. In the control panel you can find:

- Audio settings
- Microphone options
- Camera controls
- Standby
- Access to device settings

To get to the Settings menu, open the control panel. Then tap **Device settings**. The menu opens and you can scroll through it. If you are in a call, the menu opens as a dialog on top of your call.

Which settings are available may have been restricted by your administrator.



In the **Settings** menu you can check device information and change several settings.

- About – provides video address information, IP and MAC address, SIP Proxy, and the current software version
- Issues and diagnostics
- Select ringtone and set its volume
- Turn Music mode on or off
- Enable and disable Miracast
- Choose a call service
- Select between Wired and Wireless (Wi-Fi) connection
- Restart the device
- Perform a Factory Reset to return to factory default settings. By doing this, you lose your current registration. You cannot undo a factory reset

This device electronically displays certification marks and compliance information on the screen. The displayed marks conform to relevant technical standards and operating regulations. The display method is described below:

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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