

GETTING STARTED GUIDE

- EX Series
- MX200
- Profile Series
- Quick Set C20 / C20 Plus
- Codec C Series



Software version TC4.2
JULY 2011

Thank you for choosing Cisco!

Your Cisco product has been designed to give you many years of safe, reliable operation.

This part of the product documentation is aimed at administrators working with the setup of the Cisco TelePresence products running TC software.

Our main objective with this Getting started guide is to address your goals and needs. Please let us know how well we succeeded!

May we recommend that you visit the Cisco web site regularly for updated versions of this guide.

The user documentation can be found on
▶ <http://www.cisco.com/go/telepresence/docs>.

How to use this guide

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

Table of contents

Introduction	3	Appendices	31
Intellectual property rights	4	The Settings menu on the Touch controller.....	32
User documentation	5	The on-screen menu system	33
Software.....	5	The Advanced Configuration page on the web interface ..	34
Cisco contact	5	User documentation on the Cisco web site.....	35
User interfaces	6		
User interfaces	7		
How to use the Touch controller.....	8		
How to use the remote control and on-screen menu	9		
How to use the web interface	13		
Configuration.....	14		
About user roles, user accounts and passwords.....	15		
Using the Touch controller for system configuration	16		
Configuring IP.....	17		
Configuring H.323 and SIP	18		
Setting date, time and location	19		
Setting the system/codec password	20		
Setting the Administrator Settings menu password	20		
Using the remote control and on-screen menu for system configuration	21		
Configuring IP.....	22		
Configuring H.323 and SIP	23		
Setting date, time and location	24		
Setting the system/codec password	25		
Setting the Administrator Settings menu password	25		
Using the web interface for system configuration	26		
Configuring IP.....	27		
Configuring H.323 and SIP	28		
Setting the date, time and location	29		
Setting the system/codec password	30		
Setting the Administrator Settings menu password	30		



Chapter 1

Introduction

Intellectual property rights

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS MANUAL ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS MANUAL ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

THE SOFTWARE LICENSE AND LIMITED WARRANTY FOR THE ACCOMPANYING PRODUCT ARE SET FORTH IN THE INFORMATION PACKET THAT SHIPPED WITH THE PRODUCT AND ARE INCORPORATED HEREIN BY THIS REFERENCE. IF YOU ARE UNABLE TO LOCATE THE SOFTWARE LICENSE OR LIMITED WARRANTY, CONTACT YOUR CISCO REPRESENTATIVE FOR A COPY.

The Cisco implementation of TCP header compression is an adaptation of a program developed by the University of California, Berkeley (UCB) as part of UCB's public domain version of the UNIX operating system. All rights reserved. Copyright © 1981, Regents of the University of California.

NOTWITHSTANDING ANY OTHER WARRANTY HEREIN, ALL DOCUMENT FILES AND SOFTWARE OF THESE SUPPLIERS ARE PROVIDED "AS IS" WITH ALL FAULTS. CISCO AND THE ABOVE-NAMED SUPPLIERS DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE.

IN NO EVENT SHALL CISCO OR ITS SUPPLIERS BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS MANUAL, EVEN IF CISCO OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Cisco and the Cisco Logo are trademarks of Cisco Systems, Inc. and/or its affiliates in the U.S. and other countries. A listing of Cisco's trademarks can be found at www.cisco.com/go/trademarks. Third party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1005R)

Any Internet Protocol (IP) addresses and phone numbers used in this document are not intended to be actual addresses and phone numbers. Any examples, command display output, network topology diagrams, and other figures included in the document are shown for illustrative purposes only. Any use of actual IP addresses or phone numbers in illustrative content is unintentional and coincidental.

TANDBERG is now a part of Cisco. TANDBERG® is a registered trademark belonging to Tandberg ASA.

This document provides the information required for you to do the basic configuration of your video conference system. We also explain how to use the remote control, the Touch controller, and the web interface.

For information about system assembly and installation, see the Installation guide for your product.

Cisco TelePresence products covered in this guide

- EX Series:
 - EX90
 - EX60
- MX200
- Profile Series using Codec C Series:
 - Profile 42"
 - Profile 52"
 - Profile 52" Dual
 - Profile 65"
 - Profile 65" Dual
- Quick Set C20 / C20 Plus
- Codec C Series:
 - Codec C40
 - Codec C60
 - Codec C90

User documentation

The user documentation for the Cisco TelePresence systems running the TC software includes several guides suitable for various systems and user groups.

- Video conference room primer
- Video conference room acoustics guidelines
- Installation guides for the TelePresence systems
- Software release notes for the TC software
- Getting started guide for the TelePresence systems
- User guides for the TelePresence systems
 - With remote control and
 - With Touch controller
- Quick reference guides for the TelePresence systems
- Administrator guides for the TelePresence systems
- Camera user guide for the PrecisionHD cameras
- API reference guides for the Codec C Series
- TC Console user guide for the Codec C Series
- Physical interfaces guides for the Codec C Series
- Regulatory compliance and safety information guide
- Legal & license information for products using TC software

Downloading the user documentation

You can download the user documentation from the Cisco web site, go to:

► <http://www.cisco.com/go/telepresence/docs>

Guidelines how to find the documentation on the Cisco web site are included in the ► [User documentation on the Cisco web site](#) appendix.

Software

You can download the software for your product from the Cisco web site, go to:

► <http://www.cisco.com/cisco/software/navigator.html>

Cisco contact

On our web site you will find an overview of the worldwide Cisco contacts.

Go to: ► <http://www.cisco.com/web/siteassets/contacts>

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Dr.
San Jose, CA 95134 USA



Chapter 2

User interfaces

User interfaces

The principal operating device for your Cisco TelePresence video conference system is either a remote control or a Touch controller.

Additionally, you can configure your system via its web interface, provided that it is already connected to a network and has got an IP address.

In this chapter, we show how to use the Touch controller, how to use the remote control and on-screen menu, and how to navigate and use the web interface.



Touch controller



Remote control and
on-screen menu



Web interface

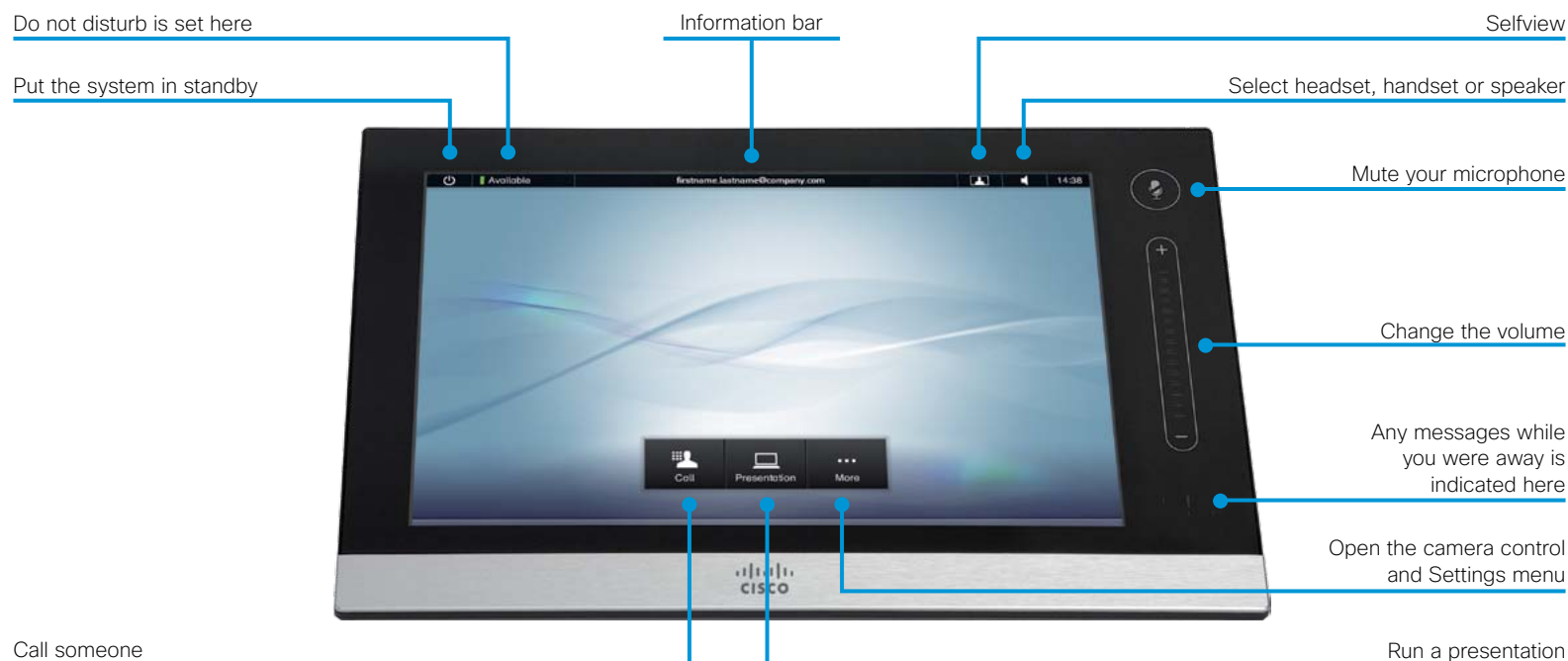
How to use the Touch controller

The basic function of the Touch controller is illustrated below.

The Touch controller and its use are described in full detail in the User Guide for your video conference system.

All settings are not available on all products; therefore the touch buttons shown below may or may not be present on your system.

There is a brief overview of the Settings menu in the [The Settings menu on the Touch controller](#) appendix.



Basic operating principles



Tap the touch screen to wake up the system, if needed.




Tap a button to activate its function.



Scroll in lists as outlined.

How to use the remote control and on-screen menu

When you pick up the remote control and touch the rubber line sensors along its sides, the system wakes up.

Point the remote control towards the system or camera and press the *Home* key () to open the top level menu.

Navigating the menu

Using the remote control to navigate the menu:

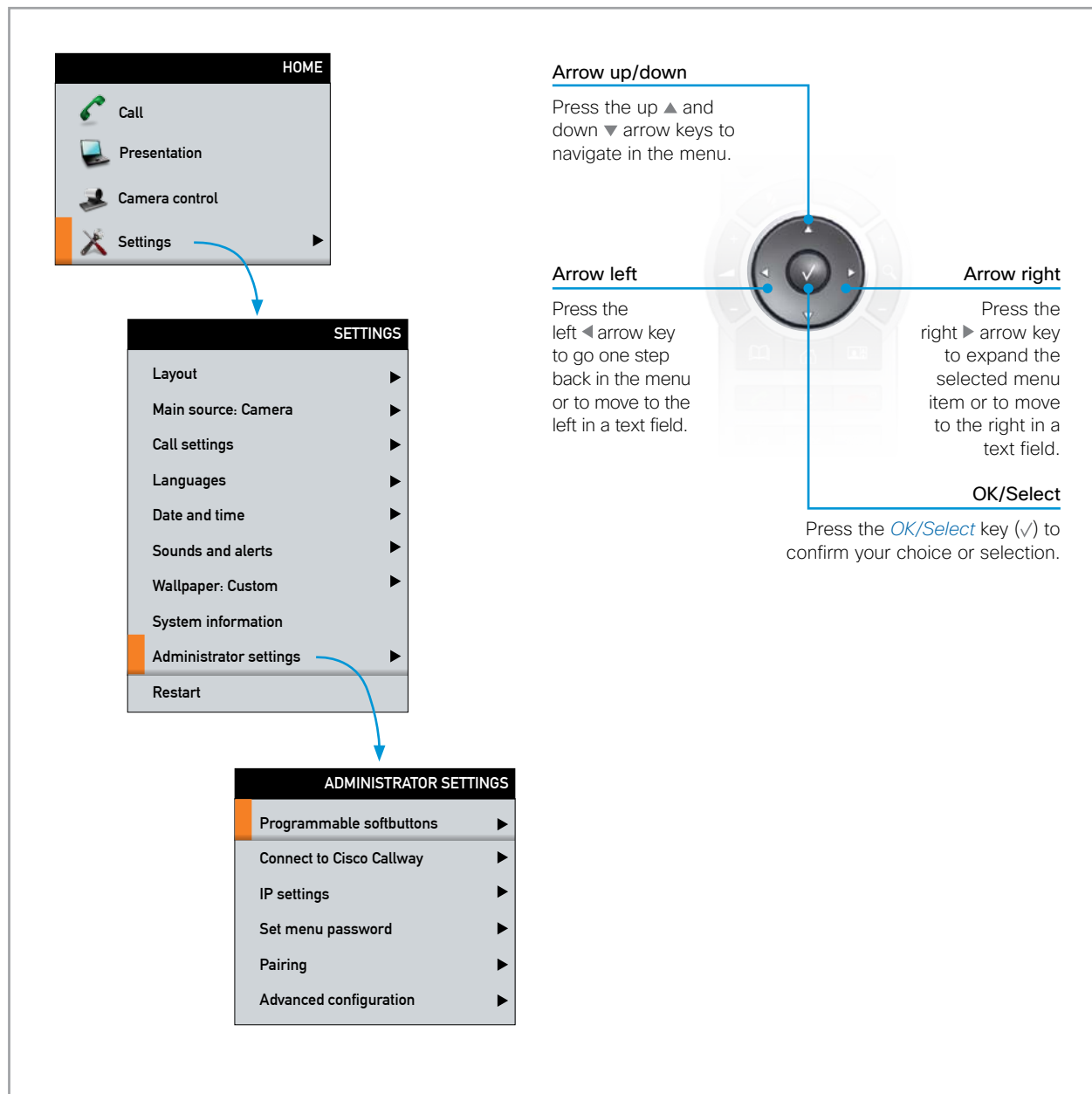
- Use the arrows down/up to select a menu item.
- Use the arrow right to expand the selection.
- Use the arrow left to go back one step.

Changing settings

Using the remote control to change a value:

- Select a value from a drop down list and press the *OK* (✓) key to save, or press the left arrow key ◀ to leave without saving.
- Enter a value/text in a value/text input field. Navigate to *Save* and press *OK* (✓) to save the change, or navigate to *Cancel* and press *OK* (✓) to leave without saving.

You can find more information about the on-screen menu in the [On-screen menu system](#) appendix.

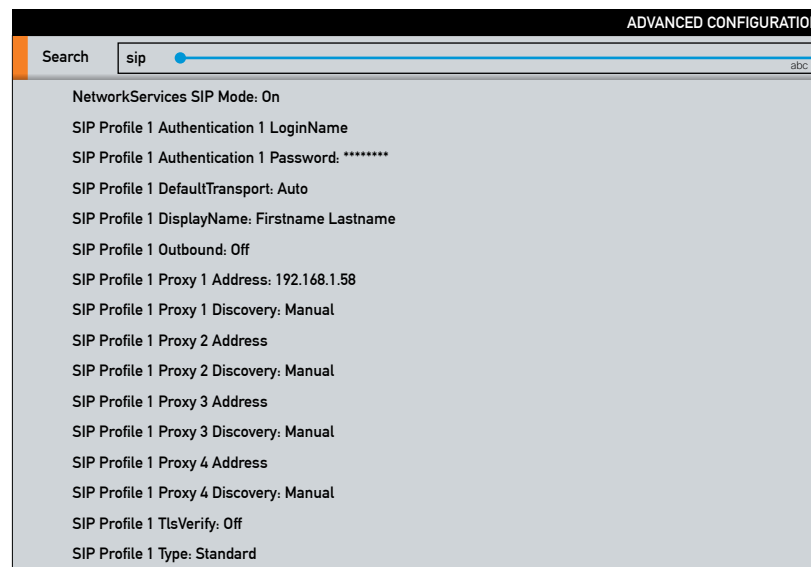


The search functionality

You can search for system settings in the Advanced configuration menu. You can also search for names in the phone book and in the list of recent calls.

- On the remote control, press the # key to toggle between characters and numbers: abc/123.
- Enter as many characters as needed until the name or setting you are searching for displays in the list. Add or remove characters until you get the desired result.
- Remove all characters to return to the main view.

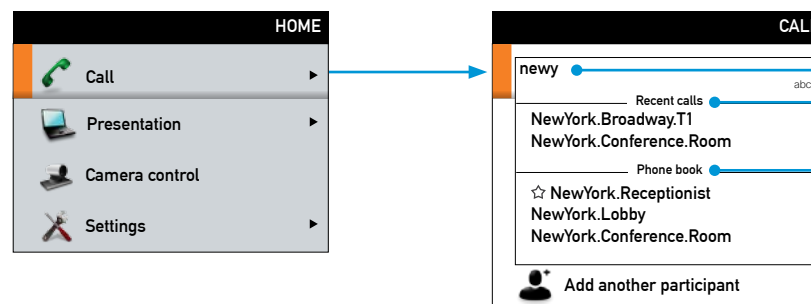
Searching for system settings



Navigate to the Advanced Configuration menu.

Enter as many characters as needed, until the setting you are searching for displays in the list.

Searching for contacts in the Call menu

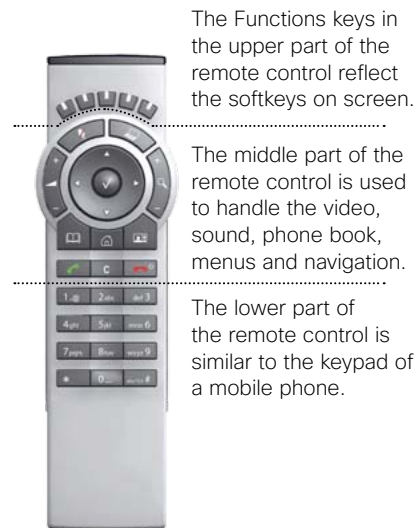


Enter as many characters as needed, until the name you are searching for displays in the list.

Contacts from the list of recent calls are displayed first.

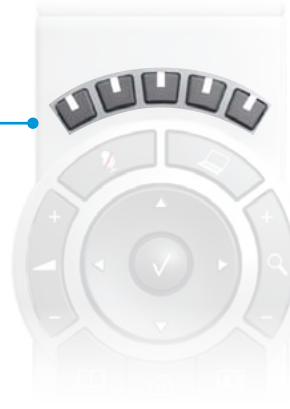
Contacts from the Phone book follow. Contacts marked with a ☆ are from My contacts, the others are from the corporate phone book.

Remote control details



Function keys

Each Function key corresponds to a softkey on the screen and represents shortcuts and advanced functions.



Arrow up/down

Press the up ▲ and down ▼ arrow keys to navigate in the menu and to move the camera (pan, tilt) when the menu on screen is not displayed.

Arrow left

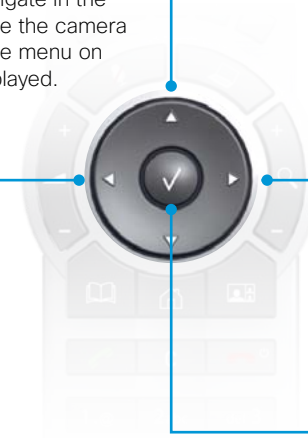
Press the left ◀ arrow key to go one step back in the menu or to move to the left in a text field.

Arrow right

Press the right ▶ arrow key to expand the selected menu item or to move to the right in a text field.

OK/Select

Press the OK/Select key to confirm your choice or selection.



Make sure the remote control has working batteries (4 x AAA batteries).



Microphone

Press the Microphone key to switch between setting the microphone to on and to off.

Presentation

Press the Presentation key to show or hide a presentation.

Volume

Press + or - on the Volume key to adjust the codec volume.

Zoom

Press + or - on the Zoom key to zoom the camera in and out.

Mute

Press and hold the - to mute an incoming call.



Phone book

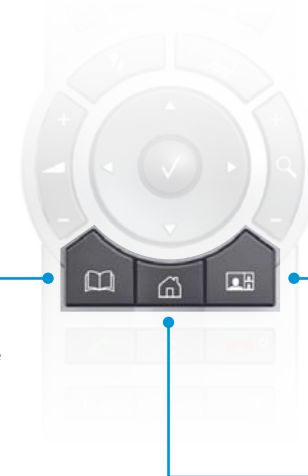
Press the Phone Book key to display the phone book.

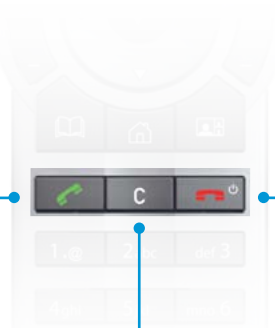
Layout

Press the Layout key to display the layout menu, then select a view in the menu.

Home

Press the Home key to go back to the Home menu.





Call key

Press the Call key to place a call, and to accept an incoming call.

Use the Call button as a shortcut to Recent Calls when the Call menu is not visible.

Clear

Press the Clear key to remove characters in a text field.

End call / Standby

Press the End Call key to reject an incoming call, to end an ongoing call or—when idle—to go into standby mode. When navigating in the menu the key is used to exit the menu system.


Press and hold this key to have the system enter standby mode.

Alphanumeric keypad

The keypad behaves in a similar way to the keypad of a cellular phone.

0-9, a-z, period (.), @, space, *

Press a key repeatedly to toggle between the options displayed on each key.




abc/123 #

Press and hold the # key to toggle between lower and upper case characters and numbers (depending on context).

Waking up the system

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



Home key

Press the **HOME** key to show the Home menu on screen.

Rubber line sensors


When you pick up the remote control and touch the rubber line sensors along the sides of the remote control, the system wakes up..

IR sensor range (DIP switch setting)

The IR sensor has a short and long range. When video conference systems are placed close to each other, you may find it convenient to use the short range to avoid interfering with the other systems.

Open the battery cover and remove the batteries to set the DIP switch.

- Short range (1 m / 3 ft): Move the DIP switch down.
- Long range: Move the DIP switch up.



The DIP switch

How to use the web interface

The basic principles of navigating your video conference system's web interface and setting parameters are illustrated below.

Recommended browsers: Internet Explorer 8 and Mozilla Firefox 3.x.

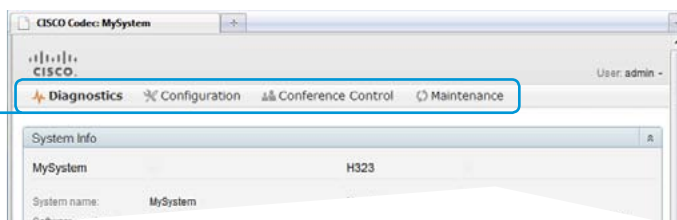
You open the web interface by entering your system's IP address in the address bar of a web browser; then you sign in.

See the [The Advanced Configuration page on the web interface](#) appendix for a brief overview of the advanced configurations.

The Administrator guide for your product describes in detail how the web interface is organized, and the settings it provides access to.

The main menu

The main menu opens when you have successfully signed in to the system.



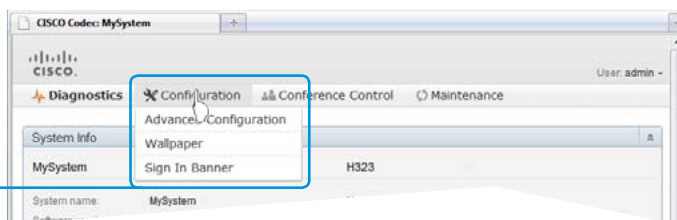
Open a sub-folder

Click on a folder to open it. Click again to close it.



The Configuration sub-menu

A sub-menu opens when moving the mouse over the main menu item.



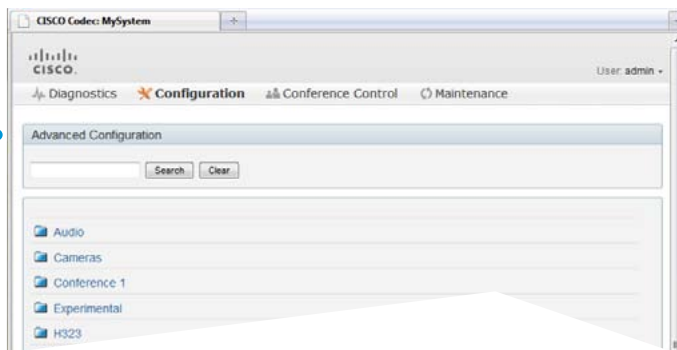
Input text

Click on a value to open the input field. Enter text. Click *ok* to save the change, or *cancel* to leave without saving.



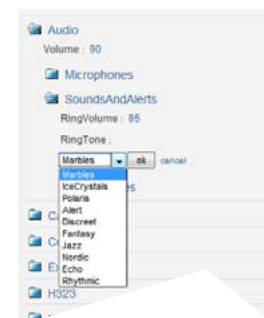
The Advanced Configuration page

When clicking a sub-menu item the corresponding page opens. From this page different tasks can be performed.



Select a value

Click on a value to open the field. Click the arrow to open the drop down list. Select a value. Click *ok* to save the change, or *cancel* to leave without saving.





Chapter 3

Configuration

How to configure your system

Before you can start using your video conference system you must set the basic configurations as described in this chapter.

You can use either the Touch controller, the remote control or the web interface for the configuration.

Touch controller

First, we describe how to configure the system using the ▶ [Touch controller](#). These pages are marked with a brown tab.

Remote control and on-screen menu

Then, we describe how to configure the system if you are using the ▶ [Remote control and on-screen menu](#). These pages are marked with a yellow tab.

Web interface

Finally, we describe how to configure the system via the ▶ [Web interface](#). These pages are marked with a green tab.

In order to use the web interface you need to know the IP address of your system. You also have to sign in (the default user name is admin with no password set).

About user roles, user accounts and passwords

The system comes with a default user account. The user name is [admin](#) with no password set.

User roles: A user account must possess one or a combination of several [user roles](#). Three user roles exist, representing different rights: ADMIN, USER and AUDIT. It is important to note that these roles have [non-overlapping rights](#).

A complete administrator user account with full access rights, like the default [admin](#) user, must possess all the three roles.

NOTE: You need ADMIN rights to perform the system configuration via web as described in this section.

It is highly recommended to set a password for any user account possessing an ADMIN role.

Read more about passwords and how to create and manage user accounts in the Administrator guide for your product.

Touch controller

Using the Touch controller for system configuration

Waking up the system

If no menu is displayed on the Touch controller, tap the display to wake up the system.

If the system does not wake up:

- Make sure the Touch controller is connected to the main unit.
- Make sure the main unit is connected to power and switched on.

If the system has just been switched on, wait a few minutes to allow the system to start up.

If in doubt, read the Installation guide for your product.



Touch controller

Touch controller

Configuring IP

Your video conference system supports both IP version 4 (IPv4) and IP version 6 (IPv6).

In both cases, the IP parameters can be assigned automatically by the network, or you can set everything manually.

If you want to set the parameters manually please contact your network administrator to obtain the required parameters.

If an IP address is already assigned to your system, you will find the current IPv4 and/or IPv6 address on the System Information page:

Tap [More > Settings > System Information](#).

The IPv4 Address and/or IPv6 Address of the system is shown in the NETWORK section on this page.

1. Select IP version
- i. Tap [More > Settings > Administrator Settings > Network Settings](#).

ii. Tap [IPv4](#) or [IPv6](#) in the [IP Version](#) section according to your requirement.

iii. Tap [Save](#) to save the change, or [Undo](#) to leave without saving.
2. Select automatic or manual IP assignment
- i. Tap [Auto](#) in the [IP Assignment](#) section if you want automatic IP assignment; and or [Manual](#) if you want to set the IP addresses manually.

ii. Tap [Save](#) to save the change, or [Undo](#) to leave without saving.

3. Set the IP addresses
- Set the remaining IP settings according to the table below. The actions required depend on the IP version and IP assignment method you selected in the previous steps.
4. Return to the main menu
- Press [Exit](#) to return to the home menu.

IP Version	IP Assignment	
	Auto	Manual
IPv4	The IP configuration is complete.	<div>a. Enter the IP Address, Subnet Mask, Gateway, and DNS Server. A soft keyboard appears when you tap an input field</div> <div>b. Tap Save to save the changes, or Undo to leave without saving.</div>
IPv6	<div>a. Tap On or Off in the DHCP Options section according to your preference. ¹</div> <div>b. Tap Save to save the change, or Undo to leave without saving.</div>	<div>a. Enter the IP Address and Gateway. A soft keyboard appears when you tap an input field.</div> <div>b. Tap On or Off in the DHCP Options section according to your preference. ¹</div> <div>c. Tap Save to save the changes, or Undo to leave without saving.</div>
<div>¹ DHCP Options: <i>Off</i>: All IP parameters, except the IP address and gateway, must be set manually. Please refer to the Administrator Guide for your product for details about all settings. <i>On</i>: The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from the network.</div>		

Touch controller

Configuring H.323 and SIP

To get online and ready to place and receive calls, your system must be set up properly. Your system will use either the H.323 protocol or the SIP protocol for video calls.

NOTE: Contact your system administrator, or service provider, for information about the network settings.

For networks administered through Cisco TMS (Cisco TelePresence Management Suite) your Cisco TMS administrator will help you to get online.

H.323

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Tap [More](#) > [Settings](#) > [Administrator settings](#) > [Network Settings](#) > [H323 Settings](#)
2. Enter the [H323 number](#) and [H323 id](#) in their respective input fields.
3. If you want to enter the address of the H.323 gatekeeper manually, tap [Manual](#) in the [Gatekeeper discovery](#) section, and enter the [Gatekeeper address](#) in the input field. Otherwise tap [Auto](#).
4. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, tap [ON](#) in the [Authentication mode](#) section and enter the [Login name](#) and [Password](#) in the respective input fields. Otherwise, tap [OFF](#).
5. Tap [Save](#) to save the changes, or [Undo](#) to leave without saving.
6. Tap [Back](#) twice to review the System Information page and verify the H323 settings.
If you successfully registered to a Gatekeeper the [Status](#) will show [Registered](#) in the H323 section.
7. Tap [Exit](#) to return to the home menu.

SIP

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Tap [More](#) > [Settings](#) > [Administrator settings](#) > [Network Settings](#) > [SIP Settings](#)
2. Enter the SIP URI in the [URI](#) input field.
3. Tap the preferred transport protocol in the [Default transport](#) section. If you select [Auto](#), the system will first try to connect using TLS, then TCP, and finally UDP.
4. Choose a [Proxy type](#). Step through the list of available proxy types by tapping the – or + signs. The default type is [Standard](#).
5. If you want to enter the SIP proxy address manually, tap [Manual](#) in the [Proxy discovery](#) section and enter the [Proxy address](#) in the input field. If you want the system to obtain the SIP proxy address automatically (DHCP), tap [Auto](#).
6. If the SIP proxy server requires authentication you must enter the [Login name](#) and [Password](#) in the respective input fields to authenticate your system.
7. Tap [Save](#) to save the changes, or [Undo](#) to leave without saving.
8. Tap [Back](#) twice to review the System Information page and verify the SIP settings.
If you successfully registered to a SIP server the [Status](#) will show [Registered](#) in the SIP section.
9. Tap [Exit](#) to return to the home menu.

Touch controller

Setting date, time and location

When setting up your video conference system, you should check that the date and time settings are correct. Among other things this information is used to time stamp messages transmitted to gatekeepers and other network elements.

The time is shown in the top right corner of the Touch controller display.

1. Tap *More > Settings > Administrator settings > Date, Time & Location*.
2. Tap *24h* or *12h* to select the *Time format* you prefer.
3. Tap *dd.mm.yy*, *mm.dd.yy* or *yy.mm.dd* to select the *Date format* you prefer.
4. Select the *Time zone* you are in. Step through the list of available zones by tapping the - or + signs.
5. Select *Auto*, *Manual* or *Off* to select the *NTP mode* you prefer.¹
If you select *Manual*, also enter the *NTP server* address in the corresponding input field.
If you select *Off*, also select the correct value for *Hour*, *Minute*, *Year*, *Month*, and *Day* in the *Date and time* section. Tap the plus and minus signs to increase or decrease a value.
6. Tap *Save* to save the changes, or *Undo* to leave without saving.
7. Tap *Exit* to return to the home menu.

¹ NTP mode:

Auto: The time is regularly updated using an NTP server. The NTP server address is automatically obtained from the network (DHCP).

Manual: The time is regularly updated using an NTP server. You must manually enter the NTP server address.

Off: You must set the time manually. The time will not be updated automatically.

Touch controller

Setting the system/codec password

You need a username and password to sign in to the web and command line interfaces of your system.

The video conference system is delivered with a default user account with username [admin](#) and no password set. This user has full access rights to the system.

NOTE: We strongly recommend that you set a password for the [admin](#) user to restrict access to system configuration.

Make sure to keep a copy of the password in a safe place. You have to contact your Cisco representative if you have forgotten the password.

The system/codec password cannot be set using the Touch controller. This has to be done via the web interface.

1. Sign in to the web interface with your username and current password.
If a password is not currently set, use a blank [Current password](#).
2. Go to the [Maintenance](#) tab and select [Change Password](#).
3. Enter the [Current password](#), the [New password](#), and repeat the new password in the appropriate input fields.
The password format is a string with 0-64 characters.
4. Click [Change password](#).

Setting the Administrator Settings menu password

When starting up the system for the first time the Administrator Settings menu password is not set.

NOTE: We strongly recommend that you define a password to protect the Administrator Settings menu, since these settings affect the behavior of the video conference system.

The Administrator Settings menu password cannot be set using the Touch controller. This has to be done using the command line interface or the remote control and on-screen menu.


Using the command line interface:

1. Connect to the system through the network or the serial data port, using a command line interface (SSH or Telnet).
2. Type the following command:

```
xCommand SystemUnit MenuPassword Set  
Password: <password>
```

The password format is a string with 0-255 characters.

Using the remote control and on-screen menu:

1. Go to [Home > Settings > Administrator Settings > Set menu password](#).
On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123.
2. Enter the menu password. The password you enter is hidden; each character is replaced with a star (*).
3. Select [Save](#) to save the changes, or [Cancel](#) to leave without saving.
4. Press [Home](#) () to exit.

Remote control and on-screen menu

Using the remote control and on-screen menu for system configuration

Waking up the system

If there is no menu on screen, press [Home](#) (🏠) on the remote control to show the menu.

If the system does not show a menu on screen:

- Make sure the monitor is connected and has been switched on.
- Make sure the remote control has the batteries installed.
- Make sure the system is switched on.

If the system has just been switched on, wait a few minutes to allow the system to start up.

If there is still no menu on screen, make sure the monitor cable is connected to the basic video output connector. If in doubt, see the Installation guide for your product.



Remote control and
on-screen menu

Remote control and on-screen menu

Configuring IP

Your video conference system supports both IP version 4 (IPv4) and IP version 6 (IPv6).

In both cases, the IP parameters can be assigned automatically by the network, or you can set everything manually.

If you want to set the parameters manually please contact your network administrator to obtain the required parameters.

If an IP address is already assigned to your system, you will find the current IPv4 and/or IPv6 address on the System Information page:

Go to *Home > Settings > System information*.

The IPv4 Address and/or IPv6 Address of the system is shown in the NETWORK section on the System Information page.

Press *Exit* (the right most function key) to exit.

Always save the new value when you change a setting

- Drop down list selection: Navigate to the correct value and press the *OK* (✓) key to save, or press the left arrow key ◀ to leave without saving.
- Text entry in an input field: Enter the text, navigate to *Ok/Save* to save the change, or navigate to *Cancel* to leave without saving; then press *OK* (✓) to confirm.

1. Select IP version

- Go to *Home > Settings > Administrator settings > IP settings*.
- Select *IPv4* or *IPv6* in the *IP version* drop down list according to your requirement.

2. Select automatic or manual IP assignment

- Go to *Configure > IP assignment*.
- Select *DHCP* (IPv4) or *Autoconf* (IPv6) in the *IP assignment* drop down list if you want automatic IP assignment; select *Static* if you want to set the IP addresses manually.
- Navigate to *OK* to save the change, or *Cancel* to leave without saving. Press *OK* (✓) to confirm.

3. Set the IP addresses

Set the remaining IP settings according to the table to the right. The actions required depend on the IP version and IP assignment method you selected in the previous steps.

4. Return to the main menu

Press *Home* (⌂) to return to the home menu.

IP assignment		
IP version	DHCP/Autoconf	Static
IPv4	The IP configuration is complete.	a. Go to <i>Configure</i> and enter the <i>IP Address</i> , <i>Subnet Mask</i> , <i>Gateway</i> , and <i>DNS server</i> .
IPv6	a. Go to <i>Configure</i> , and set <i>DHCPOptions</i> to <i>On</i> or <i>Off</i> according to your preference. ¹ b. Navigate to <i>OK</i> to save the change, or <i>Cancel</i> to leave without saving.	a. Go to <i>Configure</i> , and enter the <i>IP Address</i> and <i>Gateway</i> . b. Set <i>DHCPOptions</i> to <i>On</i> or <i>Off</i> according to your preference. ¹ c. Navigate to <i>OK</i> to save the change or <i>Cancel</i> to leave without saving.
	¹ DHCP Options: <i>Off</i> : All IP parameters, except the IP address and gateway, must be set manually. Please refer to the Administrator Guide for your product for details about all settings. <i>On</i> : The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from the network.	

Remote control and on-screen menu

Configuring H.323 and SIP

To get online and ready to place and receive calls, your system must be set up properly. Your system will use either the H.323 protocol or the SIP protocol for video calls.

NOTE: Contact your system administrator, or service provider, for information about the network settings.

For networks administered through Cisco TMS (Cisco TelePresence Management Suite) your Cisco TMS administrator will help you to get online.

Save the new value when you change a setting

- Drop down list selection: Navigate to the correct value and press the **OK** (✓) key to save, or press the left arrow key ◀ to leave without saving.
- Text entry in an input field: Enter the text, navigate to **Ok/Save** to save the change, or navigate to **Cancel** to leave without saving; then press **OK** (✓) to confirm.

H.323

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Go to [Home > Settings > Administrator settings > Advanced configuration > H323 > Profile 1](#).
2. Go to [H323Alias](#) and enter the [E164 number](#) and [Id](#) in the corresponding input fields.
3. If you want the system to obtain the H.323 gatekeeper address automatically, select [Auto](#) in the [Gatekeeper discovery](#) drop down list; if you want to enter the address manually, select [Manual](#).
If set to [Manual](#) enter the [Gatekeeper address](#) in the corresponding input field.
4. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, select [ON](#) in the [Authentication mode](#) drop down list; otherwise select [OFF](#).
If set to [On](#) enter the [Login name](#) and [Password](#) in the corresponding input fields.
5. Go to [Home > Settings > Administrator settings > System Information](#) and verify the H323 settings.
If you successfully registered to a Gatekeeper the [Status](#) will show [Registered](#) in the H323 section.
6. Press [Home](#) (🏠) to exit.

Please check the [Administrator guide](#) for your product if you want to change the other H.323 settings.

SIP

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Go to [Home > Settings > Administrator settings > SIP Settings > Profile 1](#).
2. Go to [URI](#) and enter the SIP URI in the corresponding input field.
3. Select your preferred [Default transport](#) protocol in the drop down list. If you select [Auto](#) the system will first try to connect using TLS, then TCP, and finally UDP.
4. Select your preferred proxy [Type](#) in the drop down list. The default type is [Standard](#).
5. Go to [Proxy 1](#). If you want the system to obtain the SIP proxy address automatically, select [Auto](#) in the [Proxy discovery](#) drop down list; if you want to enter the address manually, select [Manual](#).
If set to [Manual](#) enter the [Proxy address](#) in the corresponding input field.
6. If the SIP proxy requires authentication you must enter a login name and password to authenticate your system. Go to [Authentication 1](#) and enter the [LoginName](#) and [Password](#) in the corresponding input fields.
7. Go to [Home > Settings > Administrator settings > System Information](#) and verify the SIP settings.
If you successfully registered to a SIP server the [Status](#) will show [Registered](#) in the SIP section.
8. Press [Home](#) (🏠) to exit.

Please check the [Administrator guide](#) for your product if you want to change the other SIP settings.

Remote control and on-screen menu


Setting date, time and location

When setting up your video conference system, you should check that the date and time settings are correct. Among other things this information is used to time stamp messages transmitted to gatekeepers and other network elements.

The time and date is shown in the top right corner of the main display.

Save the new value when you change a setting

- Drop down list selection: Navigate to the correct value and press the **OK (✓)** key to save, or press the left arrow key **◀** to leave without saving.
- Text entry in an input field: Enter the text, navigate to **Ok/Save** to save the change, or navigate to **Cancel** to leave without saving; then press **OK (✓)** to confirm.

1. Go to **Home > Settings > Date and Time**.
2. Select **24 hours** or **12 hours (am/pm)** in the **Time format** drop down list as you prefer.
3. Select **day.month.year**, **month.day.year** or **year.month.day** in the **Date format** drop down list as you prefer.
4. Select your time zone in the **Time zone** drop down list.
5. Select **Auto**, **Manual** or **Off** in the **NTP mode** drop down list as you prefer. ¹
If you select **Manual**, also enter the **NTP server** address in the corresponding input field.
If you select **Off**, also select the correct value for **Day**, **Month**, **Year** and **Time** in the corresponding drop down lists.
6. Press **Home** () to exit.

¹ NTP mode:

Auto: The time is regularly updated using an NTP server. The NTP server address is automatically obtained from the network (DHCP).

Manual: The time is regularly updated using an NTP server. You must manually enter the NTP server address.

Off: You must set the time manually. The time will not be updated automatically.

Remote control and on-screen menu

Setting the system/codec password

You need a username and password to sign in to the web and command line interfaces of your system.

The video conference system is delivered with a default user account with username [admin](#) and no password set. This user has full access rights to the system.

NOTE: We strongly recommend that you set a password for the [admin](#) user to restrict access to system configuration.

Make sure to keep a copy of the password in a safe place. You have to contact your Cisco representative if you have forgotten the password.


The system/codec password cannot be set using the remote control and on-screen menu. This has to be done via the web interface.

1. Sign in to the web interface with your username and current password.
If a password is not currently set, use a blank [Current password](#).
2. Go to the [Maintenance](#) tab and select [Change Password](#).
3. Enter the [Current password](#), the [New password](#), and repeat the new password in the appropriate input fields.
The password format is a string with 0-64 characters.
4. Click [Change password](#).

Setting the Administrator Settings menu password

When starting up the system for the first time the Administrator Settings menu password is not set.

NOTE: We strongly recommend that you define a password to protect the Administrator Settings menu, since these settings affect the behavior of the video conference system.

1. Go to [Home > Settings > Administrator Settings > Set menu password](#).
On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123.
2. Enter the menu password. The password you enter is hidden; each character is replaced with a star (*).
3. Select Save to save the changes, or Cancel to leave without saving.
4. Press [Home](#) () to exit.

Web interface

Using the web interface for system configuration

You have to use the Touch controller or remote control for the configurations until you know your system's IP address.

Finding the IP address

Tap [More > Settings > System Information](#) on a Touch controller; or navigate to [Home > Settings > System information](#) if you use the remote control and on-screen menu.

In both cases you will find the IPv4 Address and/or IPv6 Address of the system in the NETWORK section on this System Information page.

Signing in to the web interface

1. Open a web browser and enter the system's IP address in the address bar.
2. Enter your user name and password and click [Sign In](#).
The default user name is [admin](#) with no password set.

If you are not able to connect to the system:

- Make sure the system and computer are connected to the same network.
- Make sure the system is switched on.

If the system has just been switched on, wait a few minutes to allow the system to start up.



The web interface

Web interface

Configuring IP

Your video conference system supports both IP version 4 (IPv4) and IP version 6 (IPv6).

In both cases, the IP parameters can be assigned automatically by the network, or you can set everything manually.

If you want to set the parameters manually please contact your network administrator to obtain the required parameters.

If an IP address is already assigned to your system, you will find the current IPv4 and/or IPv6 address on the System Information page:

Go to the [Diagnostics](#) tab and select [System Information](#).
The IP address of the codec is shown in the top section.

Save the new value when you change a setting

Click [ok](#) to save the change, or [cancel](#) to leave without saving.

1. Select IP version

Go to the [Configuration](#) tab and select [Advanced Configuration](#).

Click on [Network 1](#) and then on the [IPStack](#) value. Select which IP version to use in the [IPStack](#) drop down list.

2. Select automatic or manual IP assignment

For IPv4: Click on the [Assignment](#) value and select [DHCP](#) or [Static](#) in the drop down list.

For IPv6: Open the [IPv6](#) folder and click on the [Assignment](#) value. Select [Autoconf](#) or [Static](#) in the drop down list.

3. Set the IP addresses

Set the remaining IP settings according to the table to the right. The actions required depend on the IP version ([IPStack](#)) and IP assignment method ([Assignment](#)) you selected in the previous steps.

IPStack	Assignment	
	DHCP/Autoconf	Static
IPv4	The IP configuration is complete.	<p>a. Open the IPv4 folder; click on the Address, SubnetMask and Gateway values and enter the addresses in the corresponding input fields.</p> <p>b. Open the DNS folder, and then the Server 1 folder; click on the Address value and enter the DNS server address in the corresponding input field.</p>
IPv6	<p>a. Select On or Off in the DHCPOptions drop down list according to your preference. ¹</p>	<p>a. Select On or Off in the DHCPOptions drop down list according to your preference. ¹</p> <p>b. Click on the Address and Gateway values to enter the system IP address and the gateway address in the corresponding input fields.</p>
<p>¹ DHCP Options: <i>Off</i>: All IP parameters, except the IP address and gateway, must be set manually. Please refer to the Administrator Guide for your product for details about all settings. <i>On</i>: The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from the network.</p>		

Web interface

Configuring H.323 and SIP

To get online and ready to place and receive calls, your system must be set up properly. Your system will use either the H.323 protocol or the SIP protocol for video calls.

NOTE: Contact your system administrator, or service provider, for information about the network settings.

For networks administered through Cisco TMS (Cisco TelePresence Management Suite) your Cisco TMS administrator will help you to get online.

Save the new value when you change a setting

Click *ok* to save the change, or *cancel* to leave without saving.

H.323

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Go to the [Configuration](#) tab and select [Advanced Configuration](#).
Click on [H323](#) and then on [Profile 1](#).
2. Click on [H323 Alias](#) and enter the [ID](#) and [E164](#) number in their respective input fields.
3. Click on [Gatekeeper](#).
If you want the system to obtain the H.323 gatekeeper address automatically, select [Auto](#) in the [Discovery](#) drop down list; if you want to enter the address manually, select [Manual](#).
If set to [Manual](#) enter the gatekeeper [Address](#) in the corresponding input field.
4. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, click on [Authentication](#) and select [On](#) in the [Mode](#) drop down list. Then enter the [LoginName](#) and [Password](#) in the corresponding input fields.
Otherwise, select [Off](#) in the [Mode](#) drop down list.
5. Go to the [Diagnostics](#) tab and select [System Information](#) to verify the H323 settings.
If you successfully registered to a SIP server the [Status](#) will show [Registered](#) in the H323 section.

Please check the [Administrator guide](#) for your product if you want to change the other H.323 settings.

SIP

If in doubt for any of the parameters below, contact your system administrator or your service provider.

1. Go to the [Configuration](#) tab and select [Advanced Configuration](#).
Click on [SIP](#) and then on [Profile 1](#).
2. Enter the SIP URI in the [URI 1](#) input field, and optionally a display name in the [DisplayName](#) input field.
3. Select the preferred transport protocol from the [DefaultTransport](#) drop down list. If you select [Auto](#), the system will first try to connect using TLS, then TCP, and finally UDP.
4. Select a proxy type in the [Type](#) drop down list. The default type is [Standard](#).
5. Click on [Proxy 1](#).
If you want the system to obtain the SIP proxy address automatically, select [Auto](#) in the [Discovery](#) drop down list; if you want to enter the address manually, select [Manual](#).
If you select [Manual](#) enter the proxy [Address](#) in the corresponding input field.
6. If the SIP proxy requires authentication you must enter a login name and password to authenticate your system.
Click [Authentication 1](#) and enter the [LoginName](#) and [Password](#) in the corresponding input fields.
7. Go to the [Diagnostics](#) tab and select [System Information](#) to verify the SIP settings.
If you successfully registered to a SIP server the [Status](#) will show [Registered](#) in the SIP section.

Please check the [Administrator guide](#) for your product if you want to change the other SIP settings.

Web interface

Setting the date, time and location

When setting up your video conference system, you should check that the date and time settings are correct. Among other things this information is used to time stamp messages transmitted to gatekeepers and other network elements.

If you operate your system using the Touch controller, the time is shown in the top right corner of the Touch controller display; if you operate your system using a remote control, the time and date is shown in the top right corner of the main display.

Save the new value when you change a setting

Click *ok* to save the change, or *cancel* to leave without saving.

1. Go to the [Configuration](#) tab and select [Advanced Configuration](#).
Click on [Time](#).
2. Select your preferred time format in the [TimeFormat](#) drop down list.
3. Select your preferred date format in the [DateFormat](#) drop down list.
4. Select your time zone in the [Zone](#) drop down list.
5. Click on [NetworkServices](#) and then on [NTP](#).
Select [Auto](#), [Manual](#) or [Off](#) in the [Mode](#) drop down list.¹
If you select [Manual](#), also click on the [Address](#) value and enter the NTP server address in the input field.
If you select [Off](#), you have to enter the time and date manually using either the Touch controller ([More > Settings > Administrator Settings > Date, Time & Location](#)) or the remote control and on-screen menu system ([Home > Settings > Date and Time](#)).

¹ NTP mode:

- Auto:** The time is regularly updated using an NTP server. The NTP server address is automatically obtained from the network (DHCP).
- Manual:** The time is regularly updated using an NTP server. You must manually enter the NTP server address.
- Off:** You must set the time manually. The time will not be updated automatically.

Web interface

Setting the system/codec password

You need a username and password to sign in to the web and command line interfaces of your system.

The video conference system is delivered with a default user account with username [admin](#) and no password set. This user has full access rights to the system.

NOTE: We strongly recommend that you set a password for the [admin](#) user to restrict access to system configuration.

Make sure to keep a copy of the password in a safe place. You have to contact your Cisco representative if you have forgotten the password.

1. Go to the [Maintenance](#) tab and select [Change Password](#).
2. Enter the [Current password](#), the [New password](#), and repeat the new password in the appropriate input fields. The password format is a string with 0–64 characters. If a password is not currently set, use a blank [Current password](#).
3. Click [Change password](#).

Setting the Administrator Settings menu password

When starting up the system for the first time the Administrator Settings menu password is not set.

NOTE: We strongly recommend that you define a password to protect the Administrator Settings menu, since these settings affect the behavior of the video conference system.

The Administrator Settings menu password cannot be set via the web interface. This has to be done using the command line interface or the remote control and on-screen menu.


Set the Administrator Settings menu password from a command line interface

1. Connect to the system through the network or the serial data port, using a command line interface (SSH or Telnet).
2. Type the following command:

```
xCommand SystemUnit MenuPassword Set  
Password: <password>
```

The password format is a string with 0–255 characters.

Set the Administrator Settings menu password using the remote control and on-screen menu

1. Go to [Home > Settings > Administrator Settings > Set menu password](#).
On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123.
2. Enter the menu password. The password you enter is hidden; each character is replaced with a star (*).
3. Select Save to save the changes, or Cancel to leave without saving.
4. Press [Home](#) () to exit.

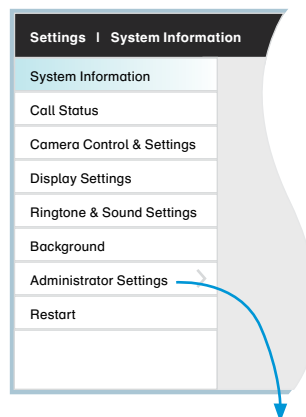


Appendices

The Settings menu on the Touch controller

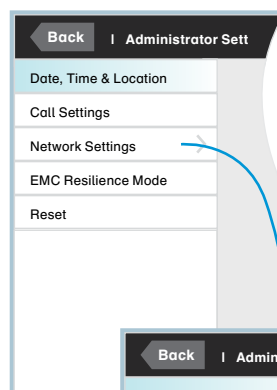
All settings are not available on all products; therefore the menu items shown to the right may or may not be present on your system.

You will find a complete description of the Touch controller menus in the User guide for your video conference system.



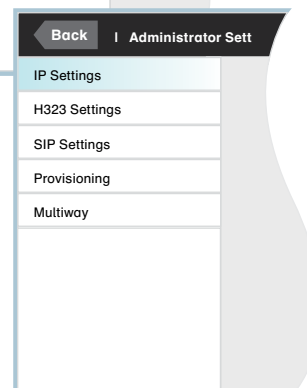
The Settings menu

- [System Information](#): See and overview of the system configurations.
- [Call Status](#): See and overview of the call parameters when in call (e.g. protocols, transmit and receive rates, packet loss).
- [Camera Control & Settings](#): Set the camera parameters.
- [Display Settings](#): Select brightness, color temperature and DVI mode for the main video display.
- [Ringtone & Sound Settings](#): Select a ring tone, the ring tone volume and key tone.
- [Background](#): Select a background picture for your Touch controller and main video display.
- [Administrator Settings](#): See below.
- [Restart](#): Select this option to restart the system.



The Administrator Settings menu

- [Date, Time & Location](#): Configure date and time settings.
- [Call Settings](#): Configure the default bit rate and auto answer settings.
- [Network Settings](#): See below.
- [EMC Resilience Mode](#): Select this option to change the Touch controller's resilience to electromagnetic noise present.
- [Reset](#): Select this option for a complete factory reset. All your settings will be reset.



The Network Settings menu

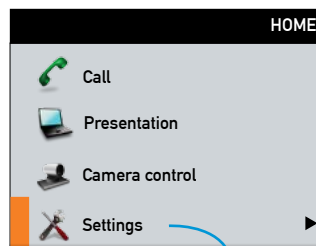
- [IP Settings](#): Configure the IP settings.
- [H323 Settings](#): Configure the H.323 settings.
- [SIP settings](#): Configure the SIP settings.
- [Provisioning](#): Start the provisioning wizard.
- [Multiway](#): Insert the address of the Multiway server.

The on-screen menu system

You will find a complete description of the menus in the User guide and Administrator guides.

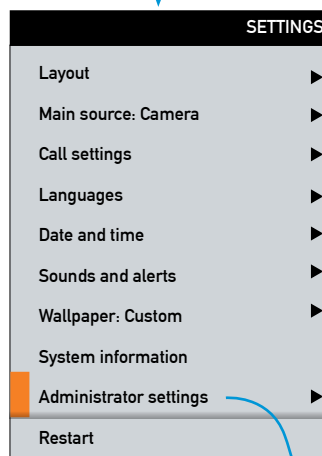
The [Home](#), [Settings](#) and [Administrator settings](#) menus are explained in the User guide for your product.

The [Advanced configuration](#) menu is explained in the Administrator guide for your product.



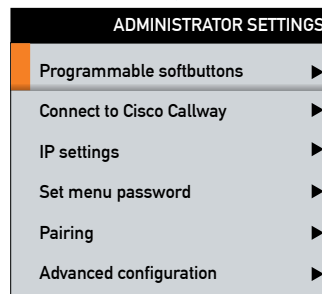
The Home menu

- [Call](#): Menu for making calls.
- [Presentation](#): Select a presentation source.
- [Camera control](#): Control the camera settings.
- [Settings](#): Configure the system.



The Settings menu

- [Layout](#): Select screen layout, including self view.
- [Main source](#): Select the main video source.
- [Call settings](#): Configure the default bit rate and auto answer settings.
- [Languages](#): Select the preferred menu language.
- [Date and time](#): Configure date and time settings.
- [Sounds and alerts](#): Select a ring tone, the ring tone volume and key tone.
- [Wallpaper](#): Select the background picture on screen.
- [System information](#): See an overview of the system configurations.
- [Administrator settings](#): Configure the administrative settings.
- [Restart](#): Select this option to restart the system.



The Administrator settings menu

- [Programmable softbuttons](#): User defined softbuttons for selecting main video source, camera presets or speed dial.
- [Connect to Cisco CallWay](#): Connect your system to the Cisco CallWay subscription-based service for video calls.
- [IP settings](#): Configure the IP settings.
- [Set menu password](#): Change the menu password.
- [Pairing](#): Change the pairing behavior.
- [Advanced configuration](#): Configure the system settings.

The Advanced Configuration page on the web interface

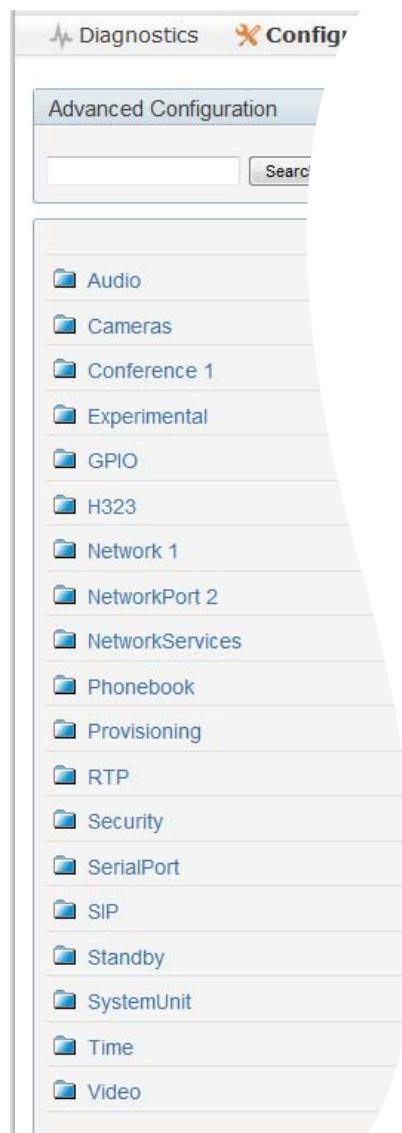
You open the web interface by entering your video conference system's IP address in the address bar of a web browser; then you sign in.

When signed in, you can open the Advanced Configuration page from the Configuration menu.

You can access all configuration settings from this page.

All settings are not available on all products; therefore the folders shown to the right may or may not be present on your system.

You will find a complete description of the web interface and the settings in the Administrator guide for your system.



The Advanced configuration menu

The settings are arranged in a folder hierarchy with the following top level categories:

- **Audio:** Settings for microphones, audio outputs, echo control, volume, sounds and alerts, and more.
- **Cameras:** Settings for focus mode, brightness, whitebalance, backlight compensation, options like flip and mirror, and more.
- **Conference 1:** Conference settings like transmit and receive bit rates, bandwidth allocation, incoming call handling, encryption, packet loss resilience and far end control.
- **Experimental:** Experimental settings are likely to change in future releases. They can be used 'as is' and are not fully documented.
- **GPIO:** Definition of the GPIO pins.
- **H323:** All H.323 protocol settings.
- **Network 1:** IP, VLAN and QoS settings.
- **NetworkPort 2:** Enable/disable the codec's second Ethernet port.
- **NetworkServices:** Enable/disable the network services: Multiway, Telnet, SSH, HTTP, HTTPS, SNMP, H323, SIP and NTP.
- **Phonebook:** Phonebook type and location.
- **Provisioning:** Settings for provisioning mode, manager address and protocols and methods.
- **RTP:** RTP port numbers.
- **Security:** Settings for an audit server and error logging.
- **SerialPort:** Enable/disable the serial port, and set its baud rate.
- **SIP:** All settings for the SIP protocol.
- **Standby:** Configure when the system should enter standby and how it should behave when entering/leaving standby mode.
- **SystemUnit:** Settings like system name and type, and menu language selection.
- **Time:** Date and time settings.
- **Video:** Settings for video sources and monitors, and video display set-up and layout.

User documentation on the Cisco web site

User documentation for Cisco TelePresence products can be found on <http://www.cisco.com/go/telepresence/docs>.

Depending on which product you have got, select the following in the right pane:

MX200:

TelePresence Endpoints - Multipurpose
> *Cisco TelePresence MX200 Series*

Profile Series:

TelePresence Endpoints - Multipurpose
> *Cisco TelePresence System Profile Series*

EX Series:

TelePresence Endpoints - Personal
> *TelePresence Desktop*
> *Cisco TelePresence System EX Series*

Codec C Series:

TelePresence Solutions Platform
> *TelePresence Integrator Products*
> *Cisco TelePresence System Integrator C Series*

Quick Set C20:

TelePresence Solutions Platform
> *TelePresence Quick Set*
> *Cisco TelePresence System Quick Set C Series*

Document categories

For each product you will find the documents under the following categories:

User guides:

Maintain and Operate | End-User Guides

Quick reference guides:

Maintain and Operate | End-User Guides

Installation guides:

Install and Upgrade | Install and Upgrade Guides

Getting started guide:

Install and Upgrade | Install and Upgrade Guides

Administrator guides:

Maintain and Operate | Maintain and Operate Guides

API reference guides:

Reference Guides | Command references

Physical interface guides:

Maintain and Operate | End-User Guides

Regulatory compliance and safety information:

Install and Upgrade | Install and Upgrade Guides

TC software release notes:

Release and General Information | Release Notes

TC software licensing information:

Release and General Information | Licensing Information

Video conferencing room guidelines:

Design | Design Guides

NOTE: All products do not have all types of user documentation.