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Introduction to Video Conferencing
Introduction to Video Conferencing

Best Practice

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.

- Consider setting the unit to Automatic Answer, but mute the microphone for privacy reasons, if possible.
- Do not forget to rehearse to the extent needed.
- Make sure that no obstacles block the view to the microphone at all times.
- Noise sources like computers placed on the table should always be placed away from the microphone of your unit. The noise from such sources is often perceived as surprisingly loud by the remote participants.

- Pay attention to the background your system will provide to the remote participants. If the camera captures the corridor outside your office, people passing by may distract your remote participants. This applies as well to curtains with a distinct texture pattern and, in particular, to curtains moving due to draft in the room.
- If you are going to share content your system will use two video streams (duo video), one showing the presentation and the other showing the presenter—or the group of presenters. Smaller systems may force viewers to choose between showing the presentation or the presenter.

- For duo video some attention is needed. Duo video is, on some video systems, shown side-by-side with half the screen showing the presentation and the other half showing the presenter. To avoid appearing like you are sitting with your back towards the presentation look straight into the camera.
Introduction to Video Conferencing

Tour the Screen

Upper left corner of the screen contains the Settings icon which provides access to Standby mode, System information and the Do Not Disturb feature.

An icon will appear to the right of the Settings button if Proximity has been enabled for this system.

The Call icon located to the left in the lower part of the display.

The Share Content icon is located to the right in the lower part of the display.

The Camera Control menu icon is located in the upper right corner of the display.

When set to Do Not Disturb, ringtones are muted and call attempts made by others to reach you will appear as missed calls. You may, however, place calls as much as you like.

As default, there is a 60 minutes timeout on the Do not disturb (after which the system will return to normal operation), but this may have been changed to a different setting by your Video Support Team.

Operating tips

Use the Cursur controls the remote control to move about the screen and press OK/Enter to open the selected menu field.

Use the Cancel key to exit a menu (and return to the Home screen) undoing any changes. Use the Back key to go just one step back.

The remote control buttons are described on the following pages.
Introduction to Video Conferencing

Tour the Remote Control (I)

Use the **Cursor** controls to move about the screen and press **OK/Enter** to open the selected menu field.

Use the **Cancel** key to exit a menu (and return to the Home screen) undoing any changes. Use the **Back** key to go just one step back.

Left part of the uppermost button controls **Lower volume/Decrease**.

Right part of the uppermost button controls **Higher volume/Increase**.

To operate **Field selector/Cursor** keys use the perimeter keys of the circular field (Left/Right/Up/Down).

**OK/Enter** is done by means of the center circular key.

**Go back one step** is done by means of the left circular key.
Introduction to Video Conferencing
Tour the Remote Control (II)

Microphone mute/unmute is the right circular key.

The key below the Go back is the green Call button/Accept incoming call.

The key below the Mute key is the Reject incoming call/End call/Cancel/Back to Home screen (outside calls).

The Keypad is used to dial someone or input numerals. There is a raised bump on digit 5 to identify the keys.

Operating tips

Use the Cursor controls to move about the screen and press OK/Enter to open the selected menu field.

Use the Cancel key to exit a menu (and return to the Home screen) undoing any changes. Use the Back key to go just one step back.
Video Calls
Place Call

Place Call From Contact List

1. Make sure **Call** is selected (the leftmost icon along the bottom of the screen) and press **OK** on the remote control or press the green **Call** button on the remote control.

2. The Contact list appears. Use the horizontal **Cursor** keys on the remote control to go between **Favorites**, **Recents** and **Directory** (horizontally) and then down in one of the lists.

3. Once an entry has been located, press **OK** on the remote control to invoke the **Call** menu.

4. Then press **OK** or the green **Call** button on the remote control to place the call.

5. Press the red **End Call** button on the remote control, or use the **Cursor** keys to select **End** on the screen and then press **OK** to terminate the call.

About the Contacts List

Your Contacts list consists of three parts:

- **Favorites.** These contacts have put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.

- **Directory** will typically be a corporate directory installed on your system by your video support team.

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

The following options apply:

- You may key in a name, number or an IP address and the system will look in all lists for you.

- You may tap a tab and then scroll through the list or key in a name or number. Your search will then be restricted to that specific list.

- You may add the entry to the list of **Favorites**; edit aspects of the entry before calling and/or change the call rate (the bandwidth applied to the call).
Make sure **Call** is selected (the leftmost icon along the bottom of the screen) and press **OK** on the remote control or press the green **Call** button on the remote control.

Once an entry has been located, press **OK** on the remote control to invoke the **Call** menu.

Move down to **Edit and Call** (center field in the **More** menu) an press **OK**.

Use the horizontal **Cursor** keys on the remote control to go between **Favorites, Recents and Directory** and then down in one of the lists.

Use the down **Cursor** key on the remote control to move the cursor down in order to select the **More** field (•••) and press **OK**.

Edit the entry as required and press the green **Call** button on the remote control to place the call.

About Entry Edits

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

At the same time, this set of options allow you to change the **Call Rate** (the bandwidth allocated to the call referred to as Custom call) as well as the ability to promote the current entry to become a **Favorite**.
Place Call

Edit the Call Rate, then Place the Call

1. Make sure **Call** is selected (the leftmost icon along the bottom of the screen) and press **OK** on the remote control or press the green **Call** button on the remote control.

2. Use the horizontal **Cursor** keys on the remote control to go between **Favorites**, **Recents** and **Directory** and then down in one of the lists.

3. Once an entry has been located, press **OK** on the remote control to invoke the **Call** menu.

4. Use the down **Cursor** key on the remote control to move the cursor down in order to select the **More** field (…), and press **OK**.

5. In the **More** submenu move to **Custom call** (rightmost) and press **OK**.

6. Use the horizontal **Arrow** keys to adjust the call rate and press the green **Call** button to place the call.

About Call Rate

Call rate is the term used to express the amount of bandwidth allocated to the call and is measured in kbps (kilobits per second).

The higher the call rate is, the better the quality will be, but on the expense of higher bandwidth consumption.

The system comes with a default call rate. This is normally set by your video support team.

Why would you like to temporarily change this setting? In most cases you will use it to avoid choking the video call when you try to call someone at a higher rate than their system and connection support.

Call rate cannot be changed during a call, but you may change it just before you place a call, as shown at left.
About Placing Calls

You may call someone who is not listed in your list of contacts by keying in their name, address or number using the virtual keyboard. Anyone you have previously called will appear in the Recents list and you may then add any of them to your list of Favorites. This is described in the section Contacts.

Call Using Video Address

The procedure when using an IP type video address to call someone is similar. Just key in the address and use * (the asterisk button in the lower left corner on the remote control) as separator. The system will interpret this as a valid IP address separator so that the video address appears as correctly entered.

Place Call

Place Call Using Name, Number or Video Address

1. Make sure Call (the leftmost icon along the bottom of the screen) is selected and press OK on the remote control or press the green Call button on the remote control.

2. Use the up Cursor key to select the Search or Dial field at the top of the menu. Press OK.

3. To enter numbers just press the corresponding keys on the remote control.

4. To use the virtual keyboard, move down to and about the keyboard and select characters. Press OK to select a character.

5. Then press the green Call button to place the call.

6. Press the red End Call button on the remote control, or use the Cursor keys to select End and then press OK to terminate the call.
Receive Call

If Someone Calls You

- If someone calls you, you may accept, decline or ignore the call.
- If you decline the call, busy information will be sent to the calling party.

You may also use the Call keys below the circular buttons on the remote control directly (the green left key to accept the call and the red right key to decline).
Change the Layout of the Screen

Whenever you share content or you are in video conference, you will be able to change the layout of the video shown on the screen.

Your system cannot initiate video conferences unless certain infrastructure exists in your organization. If in doubt, consult your video support team.

You can, however, be invited to a video conference by others. The ability to change the screen layout will then apply.

Any changes you make here will not affect others than you.

About Layout

Navigate to **Layout** in the upper right corner and press **OK** on the remote control. This icon will appear only when relevant.

Use the horizontal **Arrow** keys on the remote control to move horizontally to the new layout you would like to use and press **OK**.
Availability

Enable Do Not Disturb

Starting from Home screen, use the Cursor keys on the remote control to select the Settings field in the upper left corner of the screen.

Press OK on the remote control.

Use the Down Cursor button on the remote control to navigate down to Do Not Disturb (one step down) and use the OK button on the remote control to set it to On or Off (toggling). If your system has Intelligent Proximity enabled you will need to press the Down Cursor button twice.

Press the OK key on the remote control to exit the menu, putting changes into effect.

About Do Not Disturb

Your system can be set up so that it does not respond to incoming calls. When set to Do Not Disturb, ringtones are muted and call attempts made by others to reach you will appear as missed calls. You may, however, place calls as much as you like.

As default, there is a 60 minutes timeout on the Do not disturb (after which the system will return to normal operation), but this may have been changed to a different setting by your Video Support Team.
Starting from Home screen, use the Cursor keys on the remote control to select the Settings field in the upper left corner of the screen.

Press OK on the remote control.

Use the Down Cursor button twice on the remote control to select Standby. If your system has Intelligent Proximity enabled you will need to press the Down Cursor button three times.

Press the OK key on the remote control to exit the menu, putting changes into effect.

Availability
Enable Standby

About Standby

Your system can be set to Standby to save power. You will still be able to receive calls as usual.
Intelligent Proximity
Control Your System Wirelessly

Intelligent Proximity

The Intelligent Proximity feature allows you to share, see and capture content from a video system wirelessly on your own device. You can also use your own device to control calls on the video system.

Observe the following:

- You will need to download (free of charge) the Cisco Intelligent Proximity app from App Store or Google Play. Windows or OS X users, go to http://www.cisco.com/go/proximity.
- Your video support team may have activated all of the features, or just a subset of them.
- Intelligent Proximity makes use of ultrasound when connecting users. Do not block the microphone of your smart phone or tablet.
- Intelligent Proximity has been designed not to work outside the meeting room.
- However, when privacy dictates, always keep the meeting room entrance doors closed to avoid possible eavesdropping from adjacent rooms.

About Intelligent Proximity

The Intelligent Proximity is switched on from the Settings field in the upper left corner of the screen by navigating to this field, pressing OK on the remote and then press the Down Arrow key once. Press OK to activate. To deactivate repeat the process (toggling)

Intelligent Proximity enabled systems will show the Proximity icon next to the Settings icon on the screen.
Spark
Connected
Systems
Getting Started

Anyone can start using the Cisco Spark app for free.

- Create private 1-to-1 rooms and team rooms.
- Have group conversations that include people from within your organization as well as those who aren’t. You can use Cisco Spark to chat with anyone in the app.
- Easily invite others to join up.
- Participate from a mobile device, computer, or web browser for anywhere, anytime collaboration.
- Have 1-to-1 video calls with people or start a 3-party video call from team rooms.
- 5GB of free content storage per user.

- Choose to be notified when new messages or files are posted.
- @mention people so they’ll be notified of your message even if they’ve turned off notifications for a room.
- Review a history of messages and files so that everyone stays up-to-date regardless of time zone or location.
- Share content from other services, such as Box, or grab content from your desktop. Simply drag and drop the files that you want to share in to the room. All file formats are supported.
- Preview images and PDF, Microsoft Word, and PowerPoint documents instantly inside the room.
- Search for people, messages, and content.
- Add easy-to-use integrations to your rooms and webhooks to your favorite software tools.
- Integrate your mobile calendar and contacts.
- Join WebEx powered CMRs from the app.
- Dial SIP conference bridges and standards-based SIP video endpoints.
- Work confidently with end-to-end content encryption so that only the intended recipients can read shared messages and files.
- To get started check out: https://help.webex.com/community/spark
  https://help.webex.com/community/spark/content
Sharing Content
Share Content

Start and Stop Presentation

1. Make sure your presentation source is connected and on. You may need to select Share (located in the center bottom of the screen, if it appears) and press OK on the remote control.

2. Your source will now be shared.

3. The size of the shared image is controlled by means of the Minimize/Maximize field which appears along the bottom of the display (number 2 from the left). Select this and press OK on the remote control, if needed.

4. To stop sharing content, select Stop sharing (which appears along the bottom of the display (number 1 from the left) and press OK on the remote control.

About Content Sharing

Use this feature to share content on your PC in a call or outside a call. The procedure is the same, but shown here is the in-call way only.
Scheduled Meetings
Scheduled Meetings

View Meeting List

A meeting allowing you to join in, can be joined by using the remote control to move the cursor to the green Join (located in the left half of the screen and vertically centered). Then click OK on the remote control.

Meeting List Basics

Your video system may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear in a List of Meetings.

When it is time to join a meeting, use the remote control to click on Join, as shown.

If the scheduling system calls you, just treat that as an incoming call.
Contacts
Contacts
Make Someone a Favorite—Outside a Call

1. Make sure Call is selected (leftmost field along the bottom of the screen) and press OK or the green Call button on the remote control.

2. The Call menu will appear. Use the Horizontal Cursor keys on the remote control to go between Recents and Directory (the two rightmost) and then down in one of those lists.

3. Once an entry has been located, press OK on the remote control to invoke the Call menu.

4. Then use the Down Cursor key on the remote control to move the cursor down to select Mark as Favorite. Press OK on the remote control to make the selected entry a favorite.

About Directory, Recents and Favorites

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

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

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

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

Make Someone a Favorite—While In a Call

1. In a call, use the remote control to navigate to the Participants icon in the upper right corner, and press OK on the remote control.

2. A menu showing a list of the participants in the call will now appear. Use the Down Cursor key to navigate to the participant to become a favorite and press OK on the remote control. A submenu will appear.

3. Then navigate to Favorite in this submenu (far left) and press OK on the remote control. The selected participant has now become a Favorite.

About Favorites

Favorites is your own personal directory. Entries may come from the corporate directory (for more on this, see the previous page) or they may come from someone you call or someone who call you.
Camera Control
In a call or outside a call (as shown here), move cursor up to the upper right corner to the Camera icon. Press OK on the remote control.

The camera icon will now appear. Press OK again on the remote control.

You may now make the adjust the pan, zoom and tilt of the camera. Use the Increase/Decrease controls of the remote control to adjust the zoom and the Cursor controls to adjust pan and tilt.

You may also make the self-view image sticky (always shown) and/or maximize it by selecting the icons in the upper right corner of this menu.

Press Back to exit the menu.

The camera settings let you control the zoom, pan and tilt of your own camera.

The self-view (the image that the others see from your system) can be turned on and off as well as be shown minimized or maximized (full screen).

You may want the self-view to be always shown, this is called to make it sticky.
Camera

Change the Position of a Picture-in-Picture on Your Screen

1. With self-view activated (see previous page) or a layout involving a picture-in-picture, navigate to Layout (Custom) in the upper right corner and press OK on the remote control. The Layout icon will appear only when relevant.

2. The layout menu will now appear. Press the down Arrow on the remote control to navigate to the self-view image.

3. The self-view image will now turn blue to show that it has been selected. Click OK on the remote control. Arrows will now appear to indicate that the self-view image can be moved. Possible new locations are indicated.

4. Use Arrow keys on the remote control to move the image. Press OK when finished.

5. The image on the screen will then assume its original size with the self-view in its new position.

Moving a PiP

As long as self-view (showing what others see of you) is not shown full size, it is shown as a PiP (Picture-in-Picture).

You may also set up a layout showing the other party as a PiP when content is shared. However, in this case we use self-view as example.

You may want to have self-view activated during a presentation to ensure that you always remain visible to the others.

During presentations you may experience that the PiP blocks important parts of the shared content on your screen. This is why your system allows you to move the PiP.

Note that this will not affect how you appear to the other participants. This is a setup affecting your own screen only.
Far end Camera Control

Many video systems have a remotely controllable camera. Such systems allow you to use a remote control to change pan, tilt, and zoom.

If the far end (those you are in a meeting with) have such a system, you may control their camera during the call.

1. Navigate to Participants in the upper right corner and press OK on the remote control. A list of the participants will then appear.

2. A menu showing a list of the participants in the call will now appear. Navigate to the participant, whose camera you want to control and press OK on the remote control. A submenu will now appear.

   If you select Drop and press OK, you will disconnect that participant.

3. To control the far end camera navigate to Camera (number two from the right) and click OK on the remote control.

4. Adjust Pan, Tilt and Zoom as per your liking. Use OK or Back on the remote control to exit.
Settings

- IP address: 127.0.0.1
- MAC address: 40:55:39:0F:83:BB
- SIP proxy: 10.10.10.13 (Registered)
- Software: CE Codec 8.1.0 Release 0123456789abcde 2015-01-01
- Devices: Cisco TelePresence SX10
### Settings

**Gain Access to the Settings**

To gain access to the Settings menu, navigate to the upper left corner of the screen and press **OK** on the remote control. Then navigate down to **System Information** (number two from the bottom of the menu) and press **OK** again.

The **Settings** shows basic information about the system as well as providing access to the Setup Wizard and the ability to force a restart of the system.

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**About Settings**

The System information page provides information on IP address, MAC address, SIP Proxy, software version installed and device name. The system can be restarted from here and setup wizard is available via **Advanced settings**.
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