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

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

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

Best Practices

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

In the Meeting Room

- Make sure the microphone is placed at the front of the table to ensure that all speech is detected. The best position is at least 2 m (6.5') in front of the device, on a flat surface with at least 0.3 m (1') of table in front.
- Directive microphones should point away from the device.
- Make sure that no obstacles block the view to the microphone at all times.
- Microphones should always be placed away from noise sources like computer and projector fans placed on the table. The noise from such sources is often perceived as surprisingly loud by the remote participants.
- If you use a document or whiteboard camera try to arrange the participants so that the camera is close to the leader of the meeting, or alternatively, close to a designated controller.
- When a whiteboard is used, the meeting is perceived as better to the remote participants if the whiteboard is visible through the main camera, as well as through a dedicated whiteboard camera. Broadcasting companies normally do this to let viewers see that the presenter actually is in the same room.
- Remember to arrange all the peripherals so that one participant can reach each of them to point, change the display, record or perform other functions during the conference.
- To help ensure the most natural meeting environment, position the camera on the top center of the receiving monitor, if possible. The camera should point directly at the meeting participants to guarantee eye contact with those at the far end. Check this out by means of the Selfview feature of your video device. The Selfview shows what the remote party can see from your device (the outgoing video).
- If you are going to share content you will normally make use of duo video. That implies the use of two video streams, one showing the presentation and the other showing the presenter—or the group of presenters. Smaller devices may force you to choose between watching the presentation or the presenter.

Other Tips

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

Loudspeaker Volume
The audio system uses the loudspeakers built into the monitor or the Cisco Digital Natural Audio Module.
For some devices you can set the default volume level by adjusting the volume on the monitor with the monitor remote.

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

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

2. Key in Username and PIN code.

3. Tap Login, as shown.

4. Tap Sign out when leaving.

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 video device with your own personal credentials. CUCM then routes all incoming calls destined for you to that specific device. Once you log out from Extension Mobility your list of Recents is cleared from the device. Extension Mobility is also referred to as Hot-desking.
Use Room Kit Mini as a USB Camera

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

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

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

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

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

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

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

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

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

Used as USB Camera When Already Registered

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

The camera is controlled from the Touch 10.

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

All other functionality is controlled by the third party client.

Used as USB Camera When Not Registered

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

This wizard lets you specify how to register with Cisco Services (Cloud or on-premises).

The Room Kit Mini provides the option of skipping the wizard if you are going to use it as a USB device only.

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

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

**Place a Call From Contact List**

1. Tap the **Call** button.

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

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

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

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

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

---

**About the Lists of Contacts**

Your list of Contacts consists of three parts:

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

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

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

The following options apply:

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

Edit a Contact Before Calling

1. Tap the Call button.

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

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

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

About Entry Edits

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

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

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

1. Tap the Call button.

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

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

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

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

Receive Calls—When not In a Call Already

An incoming call can be answered or declined.

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. Consult your video support team, if needed.

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

If you already are in a call, you can accept another incoming call when this has been enabled for the device.
Tapping **End** 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** only terminates your participation if you are a regular participant. However, if you are the host of such a conference, tapping **End**, for some types of conferences, ends the conference.

To disconnect yourself from a call, tap **End**.
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
Put Call on Hold and Resume a Call on Hold

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

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

Transfer an Ongoing Call

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

2. Search for whom to call in the usual way.

3. Tap the green **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.
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.

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### Video Calls

#### Activate Do Not Disturb

1. Tap in the upper left corner, as shown.

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

Automated Forwarding of All Calls

1. Tap in the upper left corner, as shown.

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

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

Using Keypad in a Call

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

To be able to submit this you need to invoke the keypad on the touch screen.
Add Additional Participants to an Existing Call

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

2. Locate whom to call, in the usual way.

3. Place the call, in the usual way.

4. This new call is added to the existing one and you have now established a conference.
   You may repeat this procedure to the extent permitted by your video infrastructure to add more participants.

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

2. Tap the one you want to disconnect from the conference.

3. Tap Drop.

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

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

Content Sharing
Content Sharing

Share Content In a Call

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

2. Tap Local preview to view the content to be shared on your own device only. This will not be shared with the remote participants. Tap the X in the upper right corner, as shown, to return to the previous display.

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

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

About Content Sharing

Your video device supports the ability to show presentations in a video call. If your source device has been Intelligent Proximity enabled, let your device pair with the video device and you can share content wirelessly.

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

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

This feature is available outside calls only.

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

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

### Share Content Outside a Call

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

2. Tap **Share** to show the content on your device’s screen(s).
   - Tap the X in the upper right corner, as shown, to return to the previous display.

3. 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 a Call

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

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

About Presentation Layout

You can change the layout of the screen during presentations. Typical options available are with or without showing the presenter and showing the presenter as either a PIP (Picture in Picture) or PoP (Picture outside Picture). The layout options available on your device may differ from those shown here, but the layouts shown are always those you may choose between.
Scheduled Meetings
Scheduled Meetings

Join a Scheduled Meeting

Your video device may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear as shown at left. Tap **Join** to participate in the meeting.

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

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

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

Join a Webex Meeting

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

Favorites, Recents, and Directory

Your lists of Contacts consist of three parts:

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

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

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

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

Add Someone to Favorites, While in a Call

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

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

3. Tap Favorite.

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

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

   Tap anywhere outside the menu when you’re done.

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

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

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

4. A Favorite is denoted by a golden star, as indicated. To remove an entry from the list of Favorites, repeat the procedure. To exit this menu, tap the X, as shown.

About this feature

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

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

Edit an Existing Favorite

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

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

3. Tap **Edit Favorite**.

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

About this feature

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

1. Tap Camera to invoke the camera adjustment menu.

2. Any camera presets defined are listed here.

Pan and tilt controls.

Turn Selfview On and Off.

Turn Speaker Tracking On and Off.

Maximize/minimize Selfview.

Zoom in and out.

About Camera Control

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

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

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

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

Add a Camera Position Preset

1. Tap Camera to invoke the camera adjustment menu.

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

3. Tap in the text field.

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

5. Tap anywhere outside the menu when you’re done.

About Camera Presets

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

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

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

**Edit a Camera Position Preset**

1. Tap **Camera** to access the Camera menu.
2. Tap the preset to be edited. Selfview will be activated automatically.
3. Adjust **Pan**, **Tilt**, and **Zoom**, as required.
4. Tap the little arrowhead of the preset to be edited.
5. Tap **Update to current position** to put your changes into effect. To delete an existing preset tap **Remove**.
6. Tap anywhere outside the menu when you’re done.

**About Editing Presets**

Preset editing is all about taking an existing preset, altering it and then saving it under the same name. If you want to change the name, we recommend that you delete the preset and create a new one with the preferred name.
Camera

Turn the Camera On or Off

1. Tap Turn video off, as shown.

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

About Video Off

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

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

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

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

About Speaker Tracking

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

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

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

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

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

Presenter Track

1

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

2

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

3

Tap anywhere outside the menu to exit.

To deactivate Presenter Track, press the preset again.

About Presenter Tracking

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

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

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

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

Control Your Own Camera

Using your camera presets

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

2. Select the preset to use.

3. Tap anywhere outside the menu when you’re done.

About Editing Presets

Existing camera presets can be used right away during a call. Your device may have more than one camera, for example one camera showing the participants, while another shows the whiteboard. If you need to add new or modify existing camera presets, this is done in the same way as you do outside a call. As an alternative to adding or editing presets, a simple adjustment of your camera’s pan tilt and zoom should also be considered.

Adjusting your camera’s pan, tilt and zoom

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

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

6. Tap anywhere outside the menu when you’re done.
Camera

Manage Selfview

Outside a call

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

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

3. Tap anywhere outside the menu when you’re done.

In a call

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

2. Tap Turn off, as shown.

About Editing Presets

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

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

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

Resize the Selfview PiP

Outside a call

1. In a call or outside a call (shown here), tap Camera.
2. Tap Maximize to resize the selfview image. Repeat procedure to minimize it.
3. Tap anywhere outside the menu, when you’re done.

Why Resize 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.
The selfview appears as a PiP (Picture-in-Picture).
From time to time you may want to have the selfview activated during the meeting.
You may want to zoom, pan, or tilt your camera to provide a better view for the other participant(s). To get a better view yourself, you may want to maximize the selfview.

In a call

1. If you want to turn the selfview off, while in a call, tap the Selfview avatar, as shown.
To turn the selfview on, in a call, do as explained above (Outside a call).
2. Tap Maximize, to resize the selfview image, as shown. Repeat to minimize.
Camera

Move the Selfview PiP

1. Tap and hold the selfview image.

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

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

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

Why Move the Selfview?

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

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

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

It may happen that the current position of the selfview blocks important parts of the image on your screen. You may therefore want to move it.
From the Settings menu you can check device information and change several settings. Which settings are available may have been restricted by your administrator.

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

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