Cisco TelePresence Video Systems

GETTING STARTED GUIDE

- EX Series
- MX Series
- SX20 Quick Set
- Profile Series
- Quick Set C20
- Codec C Series
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


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.

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Chapter 1

Introduction
Cisco TelePresence Systems
GETTING STARTED GUIDE

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:
  - EX60
  - EX90
- MX Series
  - MX200
  - MX300
- Profile Series using Codec C Series:
  - Profile 42"
  - Profile 52"/55"
  - Profile 52" Dual / 55" Dual
  - Profile 65"
  - Profile 65" Dual
- Quick Set C20 / C20 Plus
- SX20 Quick Set
- Codec C Series:
  - Codec C40
  - Codec C60
  - Codec C90

User documentation
The user documentation for the Cisco TelePresence systems running 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
  - 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

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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 you know the IP address.

In the appendices we briefly describe how to use the Touch controller and the remote control and on-screen menu. We also describe how to navigate and use the web interface.
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.

Using a provisioning system, or configuring each video conference system individually

Provisioning allows video conferencing network administrators to manage many video systems simultaneously. In general, you only have to input the credentials of the provisioning server to each video system; the rest of the configuration is done automatically.

Without a provisioning system, you must configure each video conference system individually. As a minimum, you must set the IP and SIP/H.323 parameters. You should also set the correct time and date.

Basic configuration with or without a provisioning system is described in the remainder of this chapter.

Different user interface

We describe how to configure the video system using either the Touch controller, the remote control or the web interface.

We also describe how to set the menu password using the command line interface.

The descriptions are marked with the following colors.

About user roles, user accounts and passwords

System/codec password

You need ADMIN rights to configure the system via web.

User roles: A user 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 three roles.

NOTE: Initially, no password is set for the default admin user. We strongly recommend that you set a password for this user, and any other users possessing an ADMIN role, to restrict access to system configuration.

You can read more about how to create and manage user accounts in the Administrator guide for your product.

Menu password

NOTE: Initially, no menu password is set. We strongly recommend that you set a menu password to restrict access to the Administrator menus on the Touch controller and remote control.

You need to enter this password to be able to configure the video system using a Touch controller or remote control.
Configuration tasks

The initial configuration tasks are described on the following pages. Click the Read more... hyperlink for the method you want to use to find the task description.

Click the Back... button in the task description to go back to this task overview.

Getting started
You can see how to wake up the system and start using one of the user interfaces here:

- Touch controller
- Remote control and on screen menu
- Web interface

Setting the codec/system password
To restrict access to system configuration, we strongly recommend that you set a password for your video conference system.

This password is used when you sign in to the web and command line interfaces of your system.

Use the following method to set the system/codec password:

- Web interface

Setting the menu password
We strongly recommend that you set a password for the Administrator Settings menu.

This menu, which is available on both the Touch controller and the remote control, gives access to settings that affect the behavior of the video conference system.

Choose one of the following methods to set the menu password:

- Remote control and on screen menu
- Command line
Configuration tasks (continued)

Provisioning set-up
(when using a provisioning system)
Your system may be configured by an external provisioning system. This way a number of settings are provisioned automatically, and you (most likely) do not have to set the IP, H.323, SIP and Time and Date settings as described on the next page.

Choose one of the following methods to set-up the provisioning parameters:

- Touch controller
- Remote control and on screen menu
- Web interface
### Configuration tasks (continued)

<table>
<thead>
<tr>
<th>Setting the IP parameters (when not set by a provisioning system)</th>
<th>Setting the H.323 and SIP parameters (when not set by a provisioning system)</th>
<th>Setting date and time (when not set by a provisioning system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your video conference system must be connected to an IP network. Both IP version 4 (IPv4) and IP version 6 (IPv6) are supported. In both cases, the IP parameters can be assigned automatically by the network, or you can set everything manually.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Choose one of the following methods to set the IP parameters:</td>
<td>Choose one of the following methods to set the H.323 and SIP parameters:</td>
<td>Choose one of the following methods to set the date and time:</td>
</tr>
<tr>
<td>Touch controller</td>
<td>Touch controller</td>
<td>Touch controller</td>
</tr>
<tr>
<td>Remote control and on screen menu</td>
<td>Remote control and on screen menu</td>
<td>Remote control and on screen menu</td>
</tr>
<tr>
<td>Web interface</td>
<td>Web interface</td>
<td>Web interface</td>
</tr>
</tbody>
</table>
Configuration using the Touch controller

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

Provisioning set-up

1. Start the Provisioning Wizard
   Tap More > Settings > Administrator Settings > Network Settings > Provisioning and then Start.

   NOTE: When connecting an EX or MX system for the first time, the Provisioning Wizard will start automatically.

2. Select provisioning infrastructure
   Select one of the following supported provisioning systems:
   - Cisco TelePresence Callway
   - Cisco UCM (Unified Communications Manager)
   - Cisco VCS (Video Communication Server)
   Tap Next to proceed.

3. Enter required parameters
   Enter the parameters required for the chosen provisioning infrastructure (see illustrations below). Then tap Register to complete the procedure.

   **Cisco TelePresence Callway**
   Upon ordering the Cisco TelePresence Callway service, you have received a Video number and an Activation code.
   Please send an e-mail to support@callway.com if you don’t have a video phone number and an activation code.

   **Cisco UCM**
   Contact your UCM provider to get the IP address or DNS name of the Cisco UCM (External Manager).
   You can find more details about setting up Cisco UCM provisioning in the Administering TC endpoints on CUCM guide.

   **Cisco VCS** (for EX and MX Series only)
   Contact your VCS provider to get the IP address or DNS name of the Cisco VCS (External Manager), the SIP Domain, and, if required, the Username/Password for authenticating the video system with the provisioning server.
   Have a look at the Cisco VCS provisioning for MX and EX Series appendix for more information about VCS provisioning.

1) The DHCP server can be set up to provide the External Manager address automatically (DHCP Option 150). Any input in the input field overrides the setting provided by DHCP.
## Configuring IP

(when not set by a provisioning system)

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.

### 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; 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.

<table>
<thead>
<tr>
<th>IP Assignment</th>
<th>Auto</th>
<th>Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IP Version</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| IPv4          | The IP configuration is complete. | a. Enter the **IP Address**, **Subnet Mask**, **Gateway**, and **DNS Server** address. A soft keyboard appears when you tap an input field.  
 b. Tap **Save** to save the changes, or **Undo** to leave without saving. |
| IPv6          | a. Tap **On** or **Off** in the **DHCP Options** section according to your preference.  
 b. Tap **Save** to save the change, or **Undo** to leave without saving. | a. Enter the **IP Address** and **Gateway**. A soft keyboard appears when you tap an input field.  
 b. Tap **On** or **Off** in the **DHCP Options** section according to your preference.  
 c. Tap **Save** to save the changes, or **Undo** to leave without saving. |

1 **DHCP Options:**

- **Off**: All IP parameters, except for the IP address and gateway, must be set manually. Please refer to the Administrator Guide for your product for details about all settings.
- **On**: The IP parameters, like the DNS and NTP server addresses, are obtained automatically from the network.
Configuring H.323 and SIP

To get online and ready to place and receive calls, your system must be set up properly. Your system uses 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 about 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 their 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 the Gatekeeper the Status is shown as Registered in the H323 section.
  
  7. Tap Exit to return to the home menu.

- **SIP**
  - If in doubt about 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 first tries to connect using TLS, then TCP, and finally UDP.
  
  4. Select 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 their 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 is shown as Registered in the SIP section.
  
  9. Tap Exit to return to the home menu.
Touch controller

Setting date, time and location
(when not set by a provisioning system)

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 your system is in. Step through the list of available zones by tapping the - or + signs.
5. Set Date & Time Mode to Auto if you want time and date to be regularly updated; otherwise, select Manual.
   - If you select Manual, enter the correct value for Hour, Minute, Year, Month, and Day. Tap the plus and minus signs to increase or decrease a value.
   - If you select Auto, the NTP server address can be automatically obtained from the network (set the NTP Mode to Auto) or you can enter the NTP Server address yourself (set NTP Mode to Manual).
6. Tap Save to save the changes, or Undo to leave without saving.
7. Tap Exit to return to the home menu.

Back to task overview
Configuration using the remote control and on-screen menu

Waking up the system
If there is no menu on screen, press Home (Ề) 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

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 an asterisk (*).

3. Select Save to save the changes, or Cancel to leave without saving.

4. Press Home (Home) to exit.
Remote control and on-screen menu

Provisioning set-up
(when using a provisioning system)

If in doubt for any of the parameters below, contact your provisioning system provider.

See the Administrator guide for your product to find more information about the provisioning settings.

Select provisioning infrastructure
1. Go to Home > Settings > Administrator settings > Advanced configuration > Provisioning > Mode and select a provisioning infrastructure:
   - TMS – Cisco TelePresence Management System
   - VCS – Cisco Video Communication Server (only for EX and MX series)
   - Callway – Cisco TelePresence Callway
   - CUCM – Cisco Unified Communications Manager

If you select Off, all configurations must be set manually on the video system.

Set the required provisioning parameters
Which parameters to set depend on which infrastructure was selected.

TMS
1. Go to Home > Settings > Administrator settings > Advanced configuration > Provisioning > Mode.
2. Enter the IP address or DNS name of the Cisco TMS server in the Address input field. 1)
3. Enter the Path to the provisioning service in the corresponding input field.
4. It may be required to authenticate the video system with Cisco TMS. If so, go back to Home > Settings > Administrator settings > Advanced configuration > Provisioning, and enter LoginName and Password in the respective input fields.

VCS (for EX and MX Series only)
1. Go to Home > Settings > Administrator settings > Advanced configuration > Provisioning > Mode.
2. Enter the IP address or DNS name of the Cisco VCS in the Address input field.
3. Enter the SIP Domain for the Cisco VCS in the corresponding input field.
4. It may be required to authenticate the video system with Cisco VCS. If so, go back to Home > Settings > Administrator settings > Advanced configuration > Provisioning, and enter LoginName and Password in the respective input fields.

Have a look at the Cisco VCS provisioning for MX and EX Series appendix for more information about VCS provisioning.

Callway

Upon ordering the Cisco TelePresence Callway service, you have received a Video number and an Activation code.

Please send an e-mail to support@callway.com if you don’t have a video phone number and an activation code.

1. Go to Home > Settings > Administrator settings > Advanced configuration > Provisioning
2. Enter the Video number in the LoginName input field.
3. Enter the Activation code in the Password input field.

CUCM
1. Go to Home > Settings > Administrator settings > Advanced configuration > Provisioning > Mode.
2. Enter the IP address or DNS name of the UCM provisioning server in the Address input field 1).

You can find more details about setting up Cisco UCM provisioning in the Administering TC endpoints on CUCM guide.

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 the OK (✓) key to confirm.

1) The DHCP server can be set up to provide the External Manager address automatically (Option 242 for TMS; Option 150 for UCM). Any input in the input field overrides the setting provided by DHCP.
Cisco TelePresence Systems
GETTING STARTED GUIDE

Remote control and on-screen menu

Configuring IP
(when not set by a provisioning system)

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 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 (\(^\uparrow\)) 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 the OK (\(^\uparrow\)) key to confirm.

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

2. Select automatic or manual IP assignment
   i. Go to Configure > IP assignment.
   ii. 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.
   iii. Navigate to OK to save the change, or Cancel to leave without saving. Press OK (\(^\uparrow\)) to confirm.

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 Home (\(^\uparrow\)) to return to the home menu.

### IP assignment

<table>
<thead>
<tr>
<th>IP version</th>
<th>DHCP/Autoconf</th>
<th>Static</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPv4</td>
<td>The IP configuration is complete.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Go to Configure and enter the IP Address, Subnet Mask, Gateway, and DNS Server.</td>
<td></td>
</tr>
<tr>
<td>IPv6</td>
<td>a. Go to Configure, and set DHCP Options to On or Off according to your preference. (^\text{1})</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Navigate to OK to save the change, or Cancel to leave without saving.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Go to Configure, and enter the IP Address and Gateway.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Set DHCPOptions to On or Off according to your preference. (^\text{1})</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Navigate to OK to save the change or Cancel to leave without saving.</td>
<td></td>
</tr>
</tbody>
</table>

\(^\text{1}\) DHCP Options:

- **Off**: All IP parameters, except for the IP address and gateway, must be set manually. Please refer to the Administrator Guide for your product for details about all settings.
- **On**: The IP parameters, like the DNS and NTP server addresses, are obtained automatically from the network.

Back to task overview
Configuring H.323 and SIP

When not set by a provisioning system

To get online and ready to place and receive calls, your system must be set up properly. Your system uses 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 the OK (✓) key 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, go to Gatekeeper and 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 Address input field.
4. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, go to Authentication and select On in the Mode drop down list; otherwise select Off.
   If set to On enter the LoginName and Password in the corresponding input fields.
5. Go to Home > Settings > System information and verify the H323 settings.
   If you successfully registered to the Gatekeeper the Status is shown as 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 > Advanced configuration > SIP > 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 first tries 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 Discovery drop down list; if you want to enter the address manually, select Manual.
   If set to Manual enter the proxy address in the Address 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 > System information and verify the SIP settings.
   If you successfully registered to a SIP server the Status is shown as 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.
Setting date, time and location
(when not set by a provisioning system)

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.

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. 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 (up) to exit.

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 the OK (✓) key to confirm.

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 is not updated automatically.
Configuration using the web interface

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 can find the IPv4 Address and/or IPv6 Address of the system in the NETWORK section.

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.
Setting the system/codec password

You need a user name and a 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 the user name 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. Click the small arrow next to your user name in the upper right corner 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.
Web interface

Provisioning set-up
(when using a provisioning system)

If in doubt for any of the parameters below, contact your provisioning system provider.

See the Administrator guide for your product to find more information about the provisioning settings.

Select provisioning infrastructure
1. Go to the Configuration tab and select Advanced Configuration.
2. Open the Provisioning settings from the left column.
3. Select a provisioning infrastructure in the Mode drop down list:
   • TMS – Cisco TelePresence Management System
   • VCS – Cisco Video Communication Server (only available for EX and MX series)
   • Callway – Cisco TelePresence Callway
   • CUCM – Cisco Unified Communications Manager

If you select Off, all configurations must be set manually on the video system.

Set the required provisioning parameters
Which parameters to set depend on which infrastructure was selected.

TMS
1. It may be required to authenticate the video system with Cisco TMS. If so, enter LoginName and Password in the respective input fields.
   Click ok to save the settings.
2. Enter the IP address or DNS name of the Cisco TMS server in the Address input field under the ExternalManager heading.¹)
   Click ok to save the setting.
3. Enter the Path to the provisioning service in the corresponding input field.
   Click ok to save the setting.

VCS (for EX and MX Series only)
1. It may be required to authenticate the video system with the Cisco VCS. If so, enter LoginName and Password in the respective input fields.
   Click ok to save the settings.
2. Enter the IP address or DNS name of the Cisco VCS in the Address input field under the ExternalManager heading.
   Click ok to save the setting.
3. Enter the SIP Domain for the Cisco VCS in the corresponding input field.
   Click ok to save the setting.

Callway
Upon ordering the Cisco TelePresence Callway service, you have received a Video number and an Activation code.

Please send an e-mail to support@callway.com if you don’t have a video phone number and an activation code.

1. Enter the Video number in the LoginName input field.
   Click ok to save the setting.
2. Enter the Activation code in the Password input field.
   Click ok to save the setting.

CUCM
3. Enter the IP address or DNS name of the UCM provisioning server in the Address input field under the ExternalManager heading.¹)

You can find more details about setting up Cisco UCM provisioning in the Administering TC endpoints on CUCM guide.

¹) The DHCP server can be set up to provide the External Manager address automatically (Option 242 for TMS; Option 150 for UCM). Any input in the input field overrides the setting provided by DHCP.

Have a look at the Cisco VCS provisioning for MX and EX Series appendix for more information about VCS provisioning.
Cisco TelePresence Systems
GETTING STARTED GUIDE

Web interface

Configuring IP
(when not set by a provisioning system)

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 can find the current IPv4 and/or IPv6 address on the System Information page:

Go to the Diagnostics tab and select System Information. The system’s IP address is listed in the General section.

1. Select IP version

Go to the Configuration tab and select Advanced Configuration.

Open the Network 1 settings from the left column. Select which IP version to use in the IPStack drop down list.

2. Select automatic or manual IP assignment

For IPv4: Select DHCP or Static in the Assignment drop down list.

For IPv6: Scroll down the page to the IPv6 section and select Autoconf or Static in the Assignment drop down list.

3. Set the IP addresses

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

<table>
<thead>
<tr>
<th>IPStack</th>
<th>Assignment</th>
<th>Static</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPv4</td>
<td>DHCP/Autoconf</td>
<td>Static</td>
</tr>
<tr>
<td></td>
<td>The IP configuration is complete.</td>
<td>a. Under the heading IPv4, enter the Address, Gateway and SubnetMask in the corresponding input fields. Click ok to save the change.</td>
</tr>
<tr>
<td></td>
<td>a. Select On or Off in the DHCPOptions drop down list according to your preference. ¹</td>
<td>b. Under the heading DNS, enter the DNS server address in the Server 1 Address input field. Click ok to save the change.</td>
</tr>
<tr>
<td>IPv6</td>
<td>a. Select On or Off in the DHCPOptions drop down list according to your preference. ¹</td>
<td>a. Select On or Off in the DHCPOptions drop down list according to your preference. ¹</td>
</tr>
<tr>
<td></td>
<td>b. Enter the system IP address in the Address input field and the gateway address in the Gateway input field. Click ok to save the change.</td>
<td>b. Enter the system IP address in the Address input field and the gateway address in the Gateway input field. Click ok to save the change.</td>
</tr>
</tbody>
</table>

¹ DHCP Options:
Off: 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.

On: The IP parameters, like the DNS and NTP server addresses, are obtained automatically from the network.
To get online and ready to place and receive calls, your system must be set up properly. Your system uses 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

1. Go to the **Configuration** tab and select **Advanced Configuration**.
   - Open the **H323** settings from the left column.
2. Under the **H323 Alias** heading, enter the **ID** and **E164 number** in their respective input fields.
3. Go to the **Gatekeeper** heading.
   - 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. Click **ok** to save the change.
4. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, go to the **Authentication** heading and select **On** in the **Mode** drop down list.
   - Then enter the **LoginName** and **Password** in the corresponding input fields. Click **ok** to save the change.
5. Go to the **Diagnostics** tab and select **System Information** to verify the H323 settings.
   - If you successfully registered to a Gatekeeper the **Status** is shown as **Registered** in the H323 section.

### SIP

1. Go to the **Configuration** tab and select **Advanced Configuration**.
   - Open the **SIP** page from the sidebar on the left.
2. Enter the SIP URI in the **URI 1** input field, and optionally a **display name** in the **DisplayName** input field. Click **ok** to save the change.
3. Select the preferred transport protocol from the **DefaultTransport** drop down list. If you select **Auto**, the system first tries 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. Go to the **Proxy 1** heading.
   - 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. Click **ok** to save the change.
6. If the SIP proxy requires authentication you must enter a login name and password to authenticate your system.
   - Go to the **Authentication 1** heading and enter the **LoginName** and **Password** in the corresponding input fields. Click **ok** to save the change.
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** is shown as **Registered** in the SIP section.

Please check the Administrator guide for your product if you want to change the other H.323 and SIP settings.
Web interface

### Setting the date, time and location
(when not set by a provisioning system)

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.

1. Go to the **Configuration** tab and select **Advanced Configuration**.
   - Open the **Time** settings from the left column.
2. Select your preferred date format in the **DateFormat** drop down list.
3. Select your preferred time format in the **TimeFormat** drop down list.
4. Select your time zone in the **Zone** drop down list.
5. Open the **NetworkServices** folder and then the **NTP** folder.
   - Select **Auto**, **Manual** or **Off** in the **Mode** drop down list.  
   - If you select **Manual**, enter the NTP server address in the **Address** input field. Click **ok** to save the change.
   - 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**).

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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 is not updated automatically.
Setting the menu password using the command line interface

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. If your system does not have a remote control, you have to set the menu password from the command line interface.

### Signing in to the command line interface

1. To find the IP address of the system, tap **More > Settings > System Information** on the Touch controller.
   The IPv4 Address and/or IPv6 Address is listed in the NETWORK section.

2. Open a command line interface (SSH or Telnet) using the system’s IP address.

3. Enter your codec/system user name and password when prompted.
   The default user name is admin with no password set.

### Setting the menu password

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.
Appendices
How to use the Touch controller

The basic functions of the Touch controller are 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.

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.
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 can 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 an overview of the call parameters when in call (e.g. protocols, transmit and receive rates, packet loss).
- Language: Select the language for the user interface.
- 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.
- Main Source Selection: Select the main input source, e.g. camera control.
- 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.
- Web Snapshots: Allow/Disallow the web snapshot feature.
- 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 of your settings are reset.

The Network Settings menu

- IP & VLAN: Configure the IP and VLAN settings. If the Touch controller is connected via LAN there are separate entries for the codec and the Touch.
- Pairing: Configure pairing between the codec and the Touch controller.
- 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.
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 (\(\text{Home}\)) 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 (\(\text{OK}\)) 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 (\(\text{OK}\)) to save the change, or navigate to Cancel and press OK (\(\text{OK}\)) 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 is displayed in the list.

Searching for contacts in the Call menu

Enter as many characters as needed, until the name you are searching for is displayed 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

The Functions keys in the upper part of the remote control reflect the softkeys on screen.

The middle part of the remote control is used to handle the video, sound, phone book, menus and navigation.

The lower part of the remote control is similar to the keypad on a mobile phone.

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

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.

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

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

Mute
Press and hold the – to mute an incoming call.

Presentation
Press the Presentation key to show or hide a presentation.

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

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.
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.

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.

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.

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

Alphanumeric keypad
The keypad behaves in a similar way to the keypad on a mobile phone.

0-9, a-z, period (.), @, space, *
Press a key repeatedly to toggle between the options displayed on each key.

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.

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.
The on-screen menu system

You can 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.
- **Meetings**: A list of upcoming meetings.
- **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 setup.
- **Advanced configuration**: Configure the system settings.
How to use the web interface

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

You open the web interface by entering your system’s IP address in the address bar of a web browser; then sign in. Recommended browsers: Internet Explorer 8 and Mozilla Firefox 3.x.

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.

The Configuration sub-menu

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

The Advanced Configuration page

When you click a sub-menu item the corresponding page opens. From that page different tasks can be performed.

Input text

Enter text in the input field, and click ok to save the change.

Select a value

Click the arrow to open the drop down list. Select a value.
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 can 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 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.
- **FacilityService**: Setting up speed dial buttons for facility services, e.g. Helpdesk.
- **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 Server 1**: Phonebook type and location.
- **Provisioning**: Settings for provisioning mode, manager address and protocols and methods.
- **RTP Port Range**: RTP port numbers.
- **SIP Profile 1**: All settings for the SIP protocol.
- **Security**: Settings for an audit server and error logging.
- **SerialPort**: Enable/disable the serial port, and set its baud rate.
- **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.
- **User Interface**: Touch panel settings.
- **Video**: Settings for video sources and monitors, and video display set-up and layout.
Cisco VCS provisioning for MX and EX Series

When using Cisco VCS (Video Communication Server) provisioning, a template containing all the settings that can be provisioned must be uploaded to Cisco TMS (TelePresence Management System). This is called the Cisco TMS provisioning configuration template.

All of the Advanced Settings for your video system are included in this template. All settings except SystemUnit Name and SIP Profile [1..1] URI can be automatically provisioned to the video system.

The Advanced Settings are described in the Administrator guide for your video system. Examples showing either the default value or an example value are included.

Downloading the provisioning configuration template

You can download the templates here:

**EX Series:**

**MX Series:**

For each software release there is one provisioning configuration template for every video system model. Take care to download the correct file.

Read the Cisco TMS Provisioning Deployment Guide to find how to upload the file to Cisco TMS, and how to set the desired values for the parameters to be provisioned. If not set by Cisco TMS, the default values are used.
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, select the following in the right pane:

**MX series:**
- TelePresence Endpoints - Multipurpose
  - Cisco TelePresence MX 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

**SX20 Quick Set and Quick Set C20:**
- TelePresence Solutions Platform
  - TelePresence Quick Set
  - Cisco TelePresence Quick Set Series

**Document categories**

For each product you can 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.
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