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!

Please visit the Cisco web site regularly for updated versions of this guide.

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

How to use this guide

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

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CHAPTER 1
INTRODUCTION
About this guide

This document goes through the basic configuration of your video conference system. In this guide, we also explain how to use the remote control, the Touch controller, and the web interface.

You can find the information about system assembly and installation in the Installation guide for your product.

Cisco TelePresence products covered in this guide

- Codec C Series:
  - Codec C40
  - Codec C60
  - Codec C90
- EX Series:
  - EX90
  - EX60
- 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

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 a remote control
  - With a 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 & licensing 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 for 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 can find an overview of the worldwide Cisco contacts.

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

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Dr.
San Jose, CA 95134 USA
CHAPTER 2

USER INTERFACES
User interfaces

The principal operating device for your Cisco TelePresence video conference system is either a remote control or a Touch controller. The remote control is not available for the EX Series and MX Series.

Additionally, you can configure your system through its web interface, provided that the system is already connected to a network and you know the IP address.

In the appendices we describe how to use the Touch controller and the remote control and the 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 put in 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 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 interfaces

We describe how to configure the video system using 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.

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

Menu password

Initial values:

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.

A warning on the screen of your video system indicates if no administrator password is set. To remove the warning you must set an administrator password.

You need to enter this password to configure the video system using a Touch controller or a 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

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.

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

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

Setting the IP parameters (when not set by a provisioning system)
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.

Choose one of the following methods to set the IP parameters:

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

Setting the H.323 and SIP parameters (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.

Choose one of the following methods to set the H.323 and SIP parameters:

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

Setting date and time (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.

Choose one of the following methods to set the date and time:

- Touch controller
- Remote control and on screen menu
- 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-up the menu password:

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

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 for your system.

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

Web interface
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.
Provisioning set-up
(when using a provisioning system)

Start the Provisioning Wizard

Tap the Settings symbol 🛠 in the upper right corner. Tap Administrator > Provisioning and then Start.

NOTE: When you connect a MX or EX system for the first time, the Provisioning Wizard starts automatically.

Enter required parameters

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

WebEx TelePresence

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

Please contact your company’s WebEx Telepresence administrator if you do not 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 UCM guide.

Cisco VCS (for EX Series 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 EX Series and MX Series appendix for more information on VCS provisioning.

* 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 your system is provisioned automatically, these parameters may be overridden by the provisioning system.

If an IPv4 or IPv6 address is already assigned to the system, you will find it in the NETWORK section on the System Information page:

Tap Settings (✘) > System Information.

**NOTE:** You must restart the system after changing the IP settings for the changes to take effect.

### To set or change the IPv4 settings

1. **Choose IP version**
   
   Tap Settings (✘) > Administrator > IP & VLAN. Then tap IPv4 in the IP Version section.

2. **Choose automatic or manual IP assignment**
   
   Tap DHCP in the IP Assignment section if you want automatic IP assignment; or **Static** if you want to set the IP addresses manually.

3. **If IP Assignment is Static: Set the IP addresses**
   
   Enter the IP Address, Subnet Mask, Gateway, and DNS Server address. A soft keyboard appears when you tap an input field.

4. **Save the settings**
   
   Tap Save to save the changes, or Undo to leave without saving.

5. **Return to the main menu**
   
   Tap Exit to return to the home menu.

### To set or change the IPv6 settings

1. **Choose IP version**
   
   Tap Settings (✘) > Administrator > IP & VLAN. Then tap IPv6 in the IP Version section.

2. **Choose automatic or manual IP assignment**
   
   Choose DHCPv6, Autoconf or Static in the IP Assignment section according to your network requirements.*

3. **If IP Assignment is Static: Set the IP addresses**
   
   Enter the IP Address and Gateway. A soft keyboard appears when you tap an input field.

4. **If IP Assignment is Static or Autoconf: DHCP Options**
   
   Tap On or Off in the DHCP Options section according to your network requirements.**

   If DHCP Options are switched Off, you must set the DNS and NTP server addresses on the web interface.

5. **Save the settings**
   
   Tap Save to save the changes, or Undo to leave without saving.

6. **Return to the main menu**
   
   Tap Exit to return to the home menu.

* IP Assignment:
  - DHCPv6: All IPv6 addresses, including options, are obtained automatically from a DHCPv6 server.
  - Autoconf: The system and gateway IP addresses will be assigned automatically. The options, e.g. NTP and DNS server addresses, must be set/assigned according to the DHCP Options setting. **
  - Static: The system and gateway IP addresses must be configured manually. The options, e.g. NTP and DNS server addresses, must be set/assigned according to the DHCP Options setting. **

* DHCP Options:
  - On: The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from a DHCPv6 server.
  - Off: The IP parameters, like the DNS and NTP server addresses, must be set manually.
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.

You can find information about administering through Cisco UCM in the Administering TC endpoints on CUCM guide.

### H.323

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

1. Tap Settings > Administrator > H323.
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. 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 Settings > Administrator > SIP.
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. 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.
Setting date, time and location
(when not set by a provisioning system)

You should check that the date and time settings are correct when you set up your video conference system. The system uses this information for example to time stamp messages transmitted to gatekeepers and other network elements.

You can find the time in the top right corner of the Touch controller display.

1. Tap 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.
Configuration using the remote control and on-screen menu*

Waking up the system

If there is no menu on screen, press Home (\(\text{Menu}\)) 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 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.

* This section does not apply for EX and MX series.
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
   - Callway – WebEx Telepresence
   - CUCM – Cisco Unified Communications Manager
   - Auto – The system starts provisioning by first trying VCS, then TMS and finally CUCM.

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 > ExternalManager.
2. Enter the IP address or DNS name of the Cisco TMS server in the Address input field.*
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 Provisioning, and enter LoginName and Password in the respective input fields.

CUCM

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

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

NOTE: If you wish to use Secure Mode for CUCM provisioning, you must use the web interface.

WebEx Telepresence (formerly Callway)

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

Please contact your company’s WebEx Telepresence administrator if you do not 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.

Always save the new value when you change a setting

- Drop down list selection: Navigate to the correct value and press the OK (v) 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 (v) key to confirm.

* 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.
Configuring IP

(when not set by a provisioning system)

Your video conference system supports both IP version 4 (IPv4) and version 6 (IPv6). In both cases, the IP parameters can be assigned automatically by the network, or you can set them 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.

NOTE: You must restart the system after changing the IP settings for the changes to take effect.

To set or change the IPv4 settings

1. Select IP version
   
   Go to Home > Settings > Administrator settings > Advanced configuration > Network 1. Go to IPStack and select IPv4.

2. Select automatic or manual IP assignment
   
   Go to Assignment. Select DHCP if you want automatic IP assignment; select Static if you want to set the IP addresses manually.
   
   a. If you selected DHCP, the IP configuration is complete.
   b. If you selected Static, go to IPv4 and enter the Address, Subnet Mask, Gateway. Go to the DNS Server section and enter the DNS server address in the Server 1 Address input field.

3. Press Home (☐) to return to the home menu.

To set or change the IPv6 settings

1. Select IP version
   

2. Select automatic or manual IP assignment
   
   Go to IPv6 > assignment. Select Autoconf in the IP assignment drop down list if you want automatic IP assignment; select Static if you want to set the IP addresses manually.
   
   a. If you selected Autoconf, go to DHCP Options. Set to On or Off according to your preference.
   b. If you selected Static, go to Address and enter the IPv6 address. Go to Gateway. and enter the gateway address. Set DHCPOptions to On or Off according to your preference.

3. Set DNS and NTP server addresses
   
   If DHCP Options are switched Off, you must set the DNS and NTP server addresses in Advanced configuration. Go to the DNS Server section and enter the DNS server address in the Server 1 Address input field.
   
   To set the NTP address go to Network services > NTP and set the address. Select save to confirm the address. Set Mode to Auto.

4. Press Home (☐) to return to the home menu.

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.

*) IP assignment:
DHCPv6: All IPv6 addresses, including options, are obtained automatically from a DHCPv6 server.
Autoconf: The system and gateway IP addresses will be assigned automatically. The options, e.g. NTP and DNS server addresses, must be set/assigned according to the DHCP Options setting. **
Static: The system and gateway IP addresses must be configured manually. The options, e.g. NTP and DNS server addresses, must be set/assigned according to the DHCP Options setting. **

**) DHCP options:
On: The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from a DHCPv6 server.
Off: The IP parameters, like the DNS and NTP server addresses, must be set manually.
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.

You can find information about administering through Cisco UCM in the Administering TC endpoints on CUCM guide.

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**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 H323 Alias 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.
6. Press Home (Â) 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 fields.
3. Select your preferred DefaultTransport 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 to get 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 (Â) to exit.

Please check the administrator guide for your product if you want to change the other SIP settings.

---

**Always save the new value when you change a setting**

- Drop down list selection: Navigate to the correct value and press the OK (Â) key to save, or press the left arrow key Â 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 (Â) key to confirm.
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. It takes a few moments before the time on the screen changes after changing the setup.

1. Go to Home > Settings > Date and time.

2. Select 24 hours or 12 hours (am/pm) in the Time format drop down list as you prefer.

3. Select Day.Month.Year, Month.Day.Year or Year.Month.Day in the Date format drop down list as you prefer.

4. Select your time zone in the Time zone drop down list.

5. Select Auto, Manual or Off in the NTP mode drop down list as you prefer.¹

   If you select Manual, also enter the NTP server address in the corresponding input field.

   If you select Off, also select the correct value for Day, Month, Year and Time in the corresponding drop down lists.

6. Press Home (\(\text{Home} \)) to exit.

¹ NTP mode:
   - **Auto**: The time is regularly updated using an NTP server. The NTP server address is automatically obtained from the network (DHCP).
   - **Manual**: The time is regularly updated using an NTP server. You must manually enter the NTP server address.
   - **Off**: You must set the time manually. The time is not updated automatically.
Setting the Administrator Settings menu password

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

A warning on the screen of your video system indicates if no administrator password is set. To remove the warning you must set an administrator password. If you wish to remove the warning without setting a password, you can leave the password field blank, though this is not advisable.

**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** to exit.
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 Settings > System Information on your 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.
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 click System 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 Series and MX series)
   - Callway –WebEx Telepresence
   - CUCM – Cisco Unified Communications Manager
   - Auto - The system starts provisioning by first trying VCS, then TMS and finally CUCM.

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.
2. Enter the IP address or DNS name of the Cisco TMS server in the Address input field under the ExternalManager heading.*
3. Enter the Path to the provisioning service in the corresponding input field.

VCS (for EX Series 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.
2. Enter the IP address or DNS name of the Cisco VCS in the Address input field under the ExternalManager heading.*
3. Enter the SIP Domain for the Cisco VCS in the corresponding input field.

WebEx Telepresence (formerly Callway)

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

Please contact your company’s WebEx Telepresence administrator if you do not have a video phone number and an activation code.

1. Enter the Video number in the LoginName input field.
2. Enter the Activation code in the Password input field.

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

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

* 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.

If you are changing a value setting, you have to always click save to confirm the change.

Back to task overview
### 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 your system is provisioned automatically, these IP settings may be overridden by the provisioning system.
- If an IPv4 or IPv6 address is already assigned to the system, you will find it on the System Information page. Go to Diagnostics tab and choose System Information.

**NOTE:** You must restart the system after changing the IP settings for the changes to take effect.

### To set or change the IPv4 settings

Go to the Configuration tab and choose System Configuration.

1. **Choose IP version**
   - Click the Network settings in the left sidebar. Under General Settings choose IPv4 in the IPStack drop down list.

2. **Choose automatic or manual IP assignment**
   - Choose DHCP in the Assignment drop down list if you want automatic IP assignment; or Static if you want to set the IP addresses manually.

3. **If IP Assignment is Static: Set the IP addresses**
   - Scroll down to the IPv4 section and enter the Address, Gateway and SubnetMask in the corresponding input fields.
   - Scroll up to the DNS section and enter the DNS server address in the Server 1 Address input field.

### To set or change the IPv6 settings

Go to the Configuration tab and choose System Configuration.

1. **Choose IP version**
   - Click the Network settings in the left sidebar. Under General Settings choose IPv6 in the IPStack drop down list.

2. **Choose automatic or manual IP assignment**
   - Scroll down the page to the IPv6 section and choose DHCPv6, Autoconf or Static in the Assignment drop down list according to your network requirements.*

3. **If IP Assignment is Static: Set the IP addresses**
   - Enter the system IP address in the Address input field and the gateway address in the Gateway input field.

4. **If IP Assignment is Static or Autoconf: DHCPv6Options**
   - Choose On or Off in the DHCPv6Options drop down list according to your network requirements.**

5. **If DHCPv6Options is Off: Configure DNS and NTP**
   - a. Scroll up to the DNS section and enter the DNS server address in the Server 1 Address input field.
   - b. Open the NetworkServices settings from the left sidebar and scroll down to the NTP section. Enter the NTP server address in the Address input field. Set Mode to Auto.

---

* IP Assignment: DHCPv6: All IPv6 addresses, including options, are obtained automatically from a DHCPv6 server. Autoconf: The system and gateway IP addresses will be assigned automatically. The options, e.g. NTP and DNS server addresses, must be set/assigned according to the DHCP Options setting. **

** DHCP Options: On: The IP parameters, like the DNS and NTP server addresses, will be obtained automatically from a DHCPv6 server. Off: The IP parameters, like the DNS and NTP server addresses, must be set manually.
### Configuring H.323 and SIP

**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.

You can find information about administering through Cisco UCM in the »Administering TC endpoints on CUOM guide.

The diagnostics on your system will indicate if there is a problem with the H.323 or SIP registering.

<table>
<thead>
<tr>
<th>H.323</th>
<th>SIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>If in doubt for any of the parameters below, contact your system administrator or your service provider.</td>
<td>If in doubt for any of the parameters below, contact your system administrator or your service provider.</td>
</tr>
<tr>
<td>1. Go to the <strong>Configuration</strong> tab and select <strong>System Configuration</strong>.</td>
<td>1. Go to the <strong>Configuration</strong> tab and select <strong>System Configuration</strong>.</td>
</tr>
<tr>
<td>2. Open the <strong>H323</strong> settings from the left column.</td>
<td>2. Open the <strong>SIP</strong> page from the sidebar on the left.</td>
</tr>
<tr>
<td>3. Under <strong>Profile 1</strong> heading and the <strong>H323Alias</strong> subheading, enter the <strong>E164</strong> and the <strong>ID</strong> number in their respective input fields.</td>
<td>3. Under the <strong>Profile 1</strong> heading, enter the SIP <strong>URI</strong> in the <strong>URI 1</strong> input field, and optionally a display name in the <strong>DisplayName</strong> input field.</td>
</tr>
<tr>
<td>4. Go to the <strong>Gatekeeper</strong> subheading.</td>
<td>4. Select the preferred transport protocol from the <strong>DefaultTransport</strong> drop down list. If you select <strong>Auto</strong>, the system first tries to connect using Tls, then TCP, and finally UDP.</td>
</tr>
<tr>
<td>If you want the system to obtain the H.323 gatekeeper address automatically, select <strong>Auto</strong> in the <strong>Discovery</strong> drop down list; if you want to enter the address manually, select <strong>Manual</strong>.</td>
<td>5. Select a proxy type in the <strong>Type</strong> drop down list. The default type is <strong>Standard</strong>.</td>
</tr>
<tr>
<td>If set to <strong>Manual</strong> enter the gatekeeper <strong>Address</strong> in the corresponding input field.</td>
<td>6. Go to the <strong>Proxy 1</strong> subheading.</td>
</tr>
<tr>
<td>5. If the H.323 gatekeeper requires authentication and you want your system to authenticate itself to the gatekeeper, go to the <strong>Authentication</strong> subheading and select <strong>On</strong> in the <strong>Mode</strong> drop down list. Then enter the <strong>LoginName</strong> and <strong>Password</strong> in the corresponding input fields. Otherwise, select <strong>Off</strong> in the <strong>Mode</strong> drop down list.</td>
<td>If you want the system to obtain the SIP proxy address automatically, select <strong>Auto</strong> in the <strong>Discovery</strong> drop down list; if you want to enter the address manually, select <strong>Manual</strong>.</td>
</tr>
<tr>
<td>6. Click the <strong>Home</strong> tab to see the <strong>System Information</strong> and verify the H.323 settings.</td>
<td>If you select <strong>Manual</strong> enter the proxy <strong>Address</strong> in the corresponding input field.</td>
</tr>
<tr>
<td>If you successfully registered to a Gatekeeper the <strong>Status</strong> is shown as <strong>Registered</strong> in the H323 section.</td>
<td>7. If the SIP proxy requires authentication you must enter a login name and password to authenticate your system. Go to the <strong>Authentication 1</strong> subheading and enter the <strong>LoginName</strong> and <strong>Password</strong> in the corresponding input fields.</td>
</tr>
</tbody>
</table>

Please check the Administrator guide for your product if you wish to change the other H.323 settings.

Please check the Administrator guide for your product if you wish to change the other SIP settings.

If you are changing a value setting, you have to always click **save** to confirm the change.

**Back to task overview**
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 System 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 settings from the left column
6. Under the NTP section 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.
   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).

* 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 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.

A warning on the screen of your video system indicates if no administrator password is set. To remove the warning you must set an administrator password.

**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 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.

Setting the menu password

Initially, no menu password is set to restrict access to the Administrator menus on the Touch controller and the remote control.

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

The Administrator Settings menu password cannot be set using the Touch controller.

**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 the Configuration tab and select System Configuration.

2. Click the text Set Administrator Settings menu password in the upper right corner.

3. Enter the menu password in the Password field.

4. Click Save to confirm the change.

5. The link text in the upper right corner should now be Change Administrator Settings menu password.
CHAPTER 4

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

1. Tap the touch screen to wake up the system, if needed.
2. Tap a button to activate its function.
3. Scroll in lists as outlined.

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

- **Background**: Select a background picture for your Touch controller and main video display.
- **Ringtone & Sound Settings**: Select a ring tone, the ring tone volume and key tone.
- **Bluetooth Headset**: Select a Bluetooth headset.
- **Camera Control**: Set the camera parameters.
- **Display**: Select brightness, color temperature and DVI mode for the main video display.
- **Main Source Selection**: Select the main input source, e.g. camera control.
- **Language**: Select the language for the user interface.
- **Date, Time & Location**: Configure date and time settings.
- **System Information**: See an 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).
- **Diagnostics**: Set additional system logging on.
- **Restart**: Select this option to restart the system.
- **Administrator**: See below.

The Administrator Settings menu

- **Call Details**: Configure the default bit rate and auto answer settings.
- **Provisioning**: Start the provisioning wizard.
- **Multiway**: Insert the address of the Multiway server.
- **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.
- **SIP**: Configure the SIP settings.
- **H323**: Configure the H.323 settings.
- **Web Snapshots**: Allow/Disallow the web snapshot feature.
- **EMC Resilience**: 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.
How to use the remote control and on-screen menu

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

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

Navigating the menu

Using the remote control to navigate the menu:

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

Changing settings

Using the remote control to change a value:

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

You can find more information about the on-screen menu in the On-screen menu system appendix.
The search functionality

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

- On the remote control, press the # key to toggle between characters and numbers: abc/123.
- Enter as many characters as needed until the name you are searching for is displayed 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 follow. Contacts marked with a (star) 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 correspond with 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.

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.

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

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

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.

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

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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 that 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.

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 open the Home menu on screen.

The DIP switch

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

Clear

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

End call / Standby

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

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

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.

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.

Press the Home key to open the Home menu on screen.
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.
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: The latest releases of Internet Explorer, Mozilla Firefox, Opera, Chrome or Safari are recommended. Major TC6.1 functionality also works with Internet Explorer 7.

The administrator guide for your product describes in detail how the web interface is organized, and the settings it provides access to.
The System configuration menu
The settings are arranged with the following top level categories:

- **Audio**: Settings for microphones, audio outputs, echo control, volume, sounds, alerts, and more.
- **Cameras**: Settings for focus mode, brightness, white balance, backlight compensation, options like flip and mirror, and more.
- **Conference**: 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**: IP, VLAN and QoS settings.
- **NetworkPort**: 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**: Phonebook type and location.
- **Provisioning**: Settings for provisioning mode, manager address and protocols and methods.
- **RTP Port Range**: RTP port numbers.
- **Security**: Settings for an audit server and error logging.
- **SerialPort**: Enable/disable the serial port, and set its baud rate.
- **SIP**: All settings for the SIP protocol.
- **Standby**: Configure when the system should enter standby and how it should behave when entering/leaving standby mode.
- **SystemUnit**: Settings like system name and type, and menu language selection.
- **Time**: Date and time settings.
- **User Interface**: Touch controller settings.
- **Video**: Settings for video sources and monitors, and video display set-up and layout.

The System 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 System 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.
Cisco VCS provisioning for the EX Series and MX Series

When using the 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.

Read the Cisco TMS Provisioning Deployment Guide to find out 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.

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**Downloading the provisioning configuration template**

You can download the templates here:

**EX Series:**
- EX Series Release Notes

**MX Series:**
- MX Series Release Notes

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

**Codec C Series:**
- TelePresence Solutions Platform
  - TelePresence Integrator Products
  - Cisco TelePresence System Integrator C Series
  Or go to http://www.cisco.com/go/cseries-docs

**EX series:**
- TelePresence Endpoints - Multipurpose
  - Cisco TelePresence EX Series
  Or go to http://www.cisco.com/go/ex-docs

**MX series:**
- TelePresence Endpoints - Multipurpose
  - Cisco TelePresence MX Series
  Or go to http://www.cisco.com/go/mx-docs

**Profile Series:**
- TelePresence Endpoints - Multipurpose
  - Cisco TelePresence System Profile Series
  Or go to http://www.cisco.com/go/profile-docs

**SX20 Quick Set and Quick Set C20:**
- TelePresence Solutions Platform
  - TelePresence Quick Set
  - Cisco TelePresence Quick Set Series
  Or go to http://www.cisco.com/go/quickset-docs

**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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