What’s in this guide?

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

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Cisco TelePresence System EX90 User guide
D14724.07 User guide EX90, TC5.0, November 2011.
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Chapter 1
Introduction
Introduction

The objective of this documentation is to provide the reader with assistance in using and configuring the product. The specifications for the product and the information in this Guide are subject to change at any time, without notice, by Cisco. Every effort has been made to supply complete and accurate information in this Guide; however, Cisco assumes no responsibility or liability for any errors or inaccuracies that may appear in this document.

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Cisco TelePresence System EX90

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Chapter 2
Connecting the EX90
Connecting the EX90

Connect the cables as shown. Sockets are located behind the rear cover. If you have one LAN connection only—and need that for your PC—the EX90 has a built in Gigabit ethernet switch that enables you to connect your PC to the EX90 to access the LAN through the EX90.

Rear sockets access

Remove cover to get access to the connector sockets.
The cover is vented in the lower left corner (external view) due to the rear mounted loudspeaker.

When mounting the cover back on, make sure the vents are where the speaker is (as shown).

The EX90 parts

Camera with built-in privacy shutter.

The Cisco Telepresence touch screen controller

Connecting for use as PC screen

Your EX90 has an HD display, which also may serve as your PC screen.

Connect your PC to the sockets on the rear panel as shown below.

Connect your PC video to 1 and PC audio to 2

A resolution of 1920 x 1200 is recommended. For a list of other screen resolutions supported, see “Setting the screen resolution” on page 9.
Your EX90 has an HD display, which also may serve as your PC screen. Connect your PC to the sockets on the rear panel as shown above. For optimal PC image quality, digital output (DVI) from the PC is recommended. If both DVI and HDMI are connected, a Source button appears in the setup menu on the touch screen to let you select which source to use as PC screen.

Digital input via DVI
- 1920 × 1200 (recommended)
- 1920 × 1080
- 1776 × 1050 (not full screen)
- 1680 × 1050
- 1600 × 1200 (not full screen)
- 1440 × 900
- 1400 × 1050 (not full screen)
- 1280 × 1024 (not full screen)
- 1280 × 960 (not full screen)
- 1280 × 800
- 1280 × 768 (not full screen)
- 1280 × 720 (not full screen)
- 1152 × 648 (not full screen)
- 1024 × 768 (not full screen)
- 960 × 600 (not full screen)
- 800 × 600 (not full screen)

Analog input via DVI
- 1920 × 1200 (recommended)
- 1680 × 1050 (not full screen)
- 1600 × 1200 (not full screen)
- 1440 × 900
- 1280 × 1024 (not full screen)

Screen resolution must be set via the web interface, using the Video Output HDMI [1] Resolution setting. For details on this, see the EX90 Administrator Guide, which is available separately for download.

Use as PC screen
Your EX90 has an HD display, which also may serve as your PC screen. Connect your PC to the sockets on the rear panel as shown above.

Your EX90 will serve as your PC screen outside calls. In a call tap Presentation to view your desktop. Your desktop is not exposed to the other side before you press Present.

Using an external monitor to show presentations
You may connect an external monitor to your EX90 to have it work with two monitors at the same time. The second monitor can be configured to show presentations instead of having everything on a single screen.

To enable the use of a second monitor the system must be configured for it. This is done via the web interface using the Video DefaultPresentationSource setting. Doiing so is described in the EX90 Administrator Guide which is available separately for download.
Chapter 3
Using the EX90
Camera adjustments

The camera can be tilted mechanically in vertical direction.

Turn the circumference to activate the privacy shutter.

Use as document camera

Tilt the camera as shown to use it as a document camera. Image is automatically turned upside down, so that both parties will see the document correctly.
Touch controller—initial view

- Information bar
- Selfview on/off
- Select between handset, headset and speaker
- Microphone mute (on/off)
- Volume
- Any messages while you were away will be indicated here
- Access to keypad and directories
- Any meetings scheduled will be listed here
- Access to camera focus and settings

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

Do not disturb
Initial settings—before you begin

1. Tap **Selfview** to see what others will see of you.

2. Tilt the camera to obtain the best view. The best view will be the view that positions your face as high up on the screen as possible without cutting off the top of your head.

3. If you need to adjust the camera, tap **Camera Control**. Entering Camera Control will also cause the EX90 to show selfview, so if you know that camera adjustments are needed, you do not have to activate selfview first.

4. Adjust zoom and focus as required. Tap **Back** to exit menu.
If you need to key in digits or special characters, press and hold the key until the character appears.

Tap the **CALL** button to place the call.

Terminate the call by tapping **END**.

... then tap **Search or Dial**.
Searching for an entry in any of the lists

1. Tap **Contacts** as outlined, if needed...

2. ... then tap **Search or Dial**.

3. Enter the name, parts of the URI or parts of the number. Matches will appear as you write. Searching will take place within **Favorites, Directory** as well as **History** (see the next page for more on these).

4. Scroll among the matches, if needed...

5. ... then tap the entry to be called (1) and then tap **START** (2) to place the call.

6. Tap **END** to terminate the call.
Calling an entry in any of the lists

1. Tap **Call** as outlined, if needed ...

2. ... then tap **Favorites**, **Directory**, or **History**.

3. Scroll among the entries, if needed ...

4. ... then tap the entry to be called (1) and finally tap **START** (2) to place the call.

5. Tap **END** to terminate the call.

**Favorites.** The list of favorites is your own shortlist of people and places you frequently call or otherwise want to have easy access to.

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

**History** lists the received, placed and missed calls since the last time the list was cleared.

**Keypad.** Tap the keypad icon to produce the keypad to enter a number or URI.
Two calls at the same time

1. In a call tap Hold to put the current call on hold ... 

2. Then tap Add (1), followed by Favorites, Directory, or History (2) ...

3. ... then tap the entry to be called (1) and finally tap START (2) to place the call.

4. You will now be in a call with the second person, while the first one is on hold. In this example, you talk to Peer Gynt, while Berlin Sales Office is on hold.

5. Click on the person currently on hold (here Berlin Sales Office) to be offered swapping of the calls or transferring the call on hold to someone else.

Optional feature: If you drag Berlin Sales Office from the bottom line and onto the stage, you will initiate a MultiSite call (a video conference) with yourself, Berlin Sales Office and Peer Gynt.

This is the stage, see text for more

Click on the person you currently talk to (here Peer Gynt) to terminate or transfer that call.

Transfer is available to SIP calls only and the procedure is shown on the next page.

If your EX90 is equipped with the optional MultiSite feature you may also set up a video conference with three participants and yourself. See “Calling more than one” on page 18.
Transferring calls

1. In a SIP call tap the name along the bottom line of the screen.

2. ... then tap Transfer...

3. Now, tap Contacts to gain access to the call lists and dial field.

4. Call the person to whom the current call shall be transferred. When you tap the green call button (not shown), the call will be transferred.

5. The call will now be transferred. This will work irrespective of who initiated the call.

   Note that you may combine Transfer with the Hold and Swap features as much as you want.

   This means, for example, that in a call you may:
   - Put your current call on hold and call a second party.
   - Then initiate a transfer of the one on hold to the second party.
   - You may now disengage yourself by tapping END on your unit.
Calling participants to set up a Multisite call

Calling more than one using Multisite is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

Enter a name, number or address, or pick an entry from the Directory, the list of Favorites, or from the History.

Repeat the procedure to add a second participant.

When both have been added, tap START to call them all.

The entry will appear on the bottom line of the touch pad, as outlined.

Tap END to terminate the entire conference. To disconnect just one of the participants, tap the participant’s name along the bottom line and then tap END.
Adding participants to an ongoing call (Multisite)

Calling more than one using Multisite is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. While in a call you may add another participant, provided that your system permits to do so. Tap Add ...

2. ... then select, in the usual way, whom to add to the ongoing call.

3. Once you have selected someone, the ADD TO MEETING dialog box will be produced ...

4. ... now, tap ADD TO MEETING to include this participant in the meeting.

5. Tap END to terminate the entire conference. To disconnect just one of the participants, tap the participant’s name along the bottom line and then tap END.
Layout control in MultiSite

If you are in a MultiSite call or in a Point-to-point call with a presentation, you may alter the layout on the screen. To do this start by tapping More ...

... then tap Layout ...

... and finally select your preferred layout.

When a presentation is included in a call, all participants will be shown above the presentation instead of below. This will provide a better feeling of eye contact. Full screen will show the presentation only.

Takes you one menu level back

The one who speaks get the full screen. Nothing else is shown.

The one who speaks gets the main frame. The others are shown as PiP (Picture in Picture).

The one who speaks gets the main frame. The others are shown as images below the main frame.

All participants are shown in frames of identical sizes.
Adding participants to an ongoing call (Multiway)

Calling more than one using Multiway is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. While in a call you may add participants provided that your system permits to do so. Tap **Hold** to put the ongoing call on hold...

2. ... then select, in the usual way, whom to add to the ongoing call.

3. Once you have selected someone, tap **Start** to begin including this participant in the meeting.

4. The call will now be transferred to the Multiway server and handled from there. This may take a little while...

5. When everything is ready the **Join** button will appear. Tap this and the bottom line will change to read **Meeting**. This may take a little while.

   Since the calls have been transferred to the Multiway server you are still in a point-to-point call, but now with the Multiway server as the far end. This applies to all the other participants as well.

   Tap **END** to disconnect yourself. The other participants must do the same to disconnect from the Multiway server.
**Directory** serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.

Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

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

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

**Adding to Favorites.** To add someone to the list of favorites, locate the entry in **Directory** or **History** (as outlined) and tap it (1). This will produce a dialog box which allows you to tap **Add to Favorites** (2).

You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect.

**Favorites** should be considered as an editable directory and is used in the same way as **History**.

---

**History** lists the received, placed and missed calls since the last time the list was cleared.

Tap **History** to produce the list ...

... then tap an entry.

You will now be able to:

- Call the entry by tapping **Start**.
- Add the entry to an ongoing call (optional feature).
- Add the entry to **Favorites**.
- Edit the entry information and then place the call.
- Change the call rate settings.
- Remove the entry from the list.
- Clear the entire list. To do this, scroll as outlined beyond what appears to be the top of the list. A **Clear List** button will then appear.

---

**Searching**

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to **Favorites**.

---

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

When set to **Do Not Disturb** (DND), ringtones are muted and missed calls you get while having DND active, will be presented when you exit DND.

You may, however, place calls as much as you like. To activate this feature, press the icon in the upper left corner. Press again to deactivate.

You may also hide the Do Not Disturb poster by tapping **Hide**.

Far end camera control

If the other end point permits it, you may control their camera. This is known as **Far end camera control**.

If the other camera cannot be controlled, nothing happens.

This works in Point-to-point calls as well as MultiSite calls.

Using Touch Tones (DTMF)

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.

In a call, tap **Touch Tones**.

Use the touch tone keypad. Tap anywhere outside it to exit.

1. Tap the name, whose camera shall be controlled, along the bottom line (1) and then tap **Camera Control** (2).

2. Adjust zoom and pan as required (1). Tap **Back** to exit the menu (2).
You may share contents while in a call. The EX90 accepts two sources—via DVI and via HDMI.

**Note!** You must be in a call to be able to share contents. Your presentation source must be powered and active as well as connected. Otherwise the **Presentation** icon (button) will fail to appear.

Once you are in a call—and the presentation source is connected, powered and active—the **Presentation** icon (button) will appear. In a call tap **Presentation**...

... then tap **PRESENT** to start sharing contents.

If you have two sources connected, you will be presented with the possibility to swap between these at any time.

Tap **STOP PRESENTING** to stop sharing contents.
Chapter 4
Scheduled meetings
Looking into the List of Meetings

The features shown on this page are all optional and may—or may not—be available for your system.

1. Tap **Meetings** to display the list of upcoming meetings on this endpoint...

2. The List of Meetings contains 14 days of scheduled meetings. The list is sorted using Grouping headers. The main grouping category is by day (e.g., Today, Tomorrow, Thursday, then **WEDNESDAY, October 26, 2011**).

3. On your video system a Meeting reminder will appear at the top of the List of Meetings once it is possible to join a meeting. Exactly when that is will depend on the Start time buffer setting. Default buffer setting is 10 minutes.

4. If you tap an item in the list (1) then more information will become available. When the **JOIN MEETING** button is gray (as shown here) you are outside the time window permitting you to join the meeting. Tap as outlined (2) to expand the dialog box to get more information.

5. The dialog box will also state when it is possible to join the meeting. Tap as outlined to collapse the dialog box.

When a scheduled meeting appears as **Private meeting** it will contain information about the organizer only. There will be no title, no expandable meeting outline as well as no dial-in information.
Joining a Meeting

The features shown on this page are all optional and may—or may not—be available for your system.

When a scheduled meeting is about to start a reminder will appear. To join the meeting tap **JOIN MEETING** as outlined. This connects you to the “dial-in” address. The meeting title field is expandable—tap as shown (2).

The expanded field contains meeting details and dial-in information. Depending on the amount of information it may be scrollable.

Besides joining the meeting, you may tap **Snooze** to temporarily hide the Reminder for 5 minutes or **Dismiss** to close the Reminder.

Joining while already in a call

If you already are in a call, the **JOIN MEETING** button will change to **JOIN & END CURRENT**.

- Tap the **JOIN & END CURRENT** button to join the new meeting, ending the current.
- Tap **Join & Hold Current** to temporarily join the meeting.
- Tap **Snooze** to temporarily hide the Reminder for 5 minutes.
- Tap **Dismiss** to go on with your current meeting.

Parallel meetings

When Parallel Meetings occur (two or more meetings taking place simultaneously), the reminder will be displayed in context of the meeting list, displaying all upcoming meetings. Choose which meeting to join and then join the selected meeting.

Extending an ongoing meeting

Scheduled meetings have a fixed start and end time. You may want to extend an ongoing meeting. This will be accepted by the system provided that no other meeting is scheduled for the video system during the period of extension.

If an extension is sustainable, the **Meeting will end** notification will include an **Extend** and a **Dismiss** option.

- To extend a meeting, tap the **Extend** button.
The EX90 can be configured via the touch screen controller or via its web interface. For full access to all configurable parameters the web interface must be used—the touch screen controller provides access to a limited set of parameters only.

Chapter 4
The Settings using Touch
Setting the EX90 in standby

Outside a call, you may have the unit enter standby mode by touching the **Power** button on the main unit (the screen). The **Standby** dialog is displayed and the unit enters standby immediately. This does not work when you are in a call.

![Tap as shown to wake up the system from standby.]

Shutting down the EX90

Outside a call, press the **Power** button until the **Shutdown progress bar** is filled completely.

Release the button and the unit will go in shutdown in just a few seconds.

![To start the system again, press the **Power** button until the LED illuminates (green light).]

Reverting to factory default settings

**To revert to the factory default settings, do as follows:**

1. Disconnect the power cord.
2. Reconnect the power cord—a green light will illuminate shortly after.
3. Press the **Power** button as soon as the green light appears. Keep it depressed for 15 seconds or so, until the green light starts flashing.
4. Release the button and press twice within 2 seconds. All settings will now revert to factory default settings.
Gaining access to the Settings

Access the Settings as follows:

1. Tap More followed by Settings...

... and then you get access to the settings available. Observe that there are several other settings available, but these can be accessed from the web interface only. See the Administrator guide for your Cisco product. This guide is available for download separately.
The **System information** provides all the system information at a glance.

Scroll down to also see status on video inputs (DVI and HDMI).

### System Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Information</strong></td>
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</tr>
<tr>
<td><strong>System Name</strong></td>
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<tr>
<td><strong>Uptime</strong></td>
<td>3 hours, 8 minutes</td>
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<tr>
<td><strong>Call Status</strong></td>
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<td><strong>NETWORK</strong></td>
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<td><strong>IPv4 Address</strong></td>
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<td><strong>IPv6 Address</strong></td>
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</tr>
<tr>
<td><strong>Language</strong></td>
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</tr>
<tr>
<td><strong>Language</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Camera Control &amp; Settings</strong></td>
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<td><strong>CAM</strong></td>
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<td><strong>Gatekeeper</strong></td>
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</tr>
<tr>
<td><strong>Status</strong></td>
<td>Registered</td>
</tr>
<tr>
<td><strong>Display Settings</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Registered, Secured, Not verified.</td>
</tr>
<tr>
<td><strong>Ringtone &amp; Sound Settings</strong></td>
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<tr>
<td><strong>SIP</strong></td>
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</tr>
<tr>
<td><strong>Address</strong></td>
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<td><strong>Proxy</strong></td>
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<td><strong>Status</strong></td>
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</tr>
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<td><strong>Administrator Settings</strong></td>
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<td><strong>SOFTWARE</strong></td>
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<td><strong>Version</strong></td>
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<td><strong>Touch Screen</strong></td>
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<tr>
<td><strong>Options Installed</strong></td>
<td>MultiSite, PremiumResolution</td>
</tr>
<tr>
<td><strong>HARDWARE</strong></td>
<td></td>
</tr>
</tbody>
</table>
The **Call Status** pane provides in-call information on such things as call rate and frame rate, protocols used, packet loss and jitter.
The **Language** pane lets you set the on-screen language to your preferred choice.

The settings pane includes options for:
- **English**
- 简体中文
- **Suomi**
- **Français**
- **Deutsch**
- 日本語
- **Русский**
- **Svenska**
The **Camera Control & Settings** pane lets you set the whitebalance and exposure of the camera. If you do not want to tweak this yourself, just leave it to the system by selecting **Auto**.

**Backlight compensation** comes in handy when there is much light behind you. Without compensation you will easily appear very dark to the far end.

Note how the settings chosen are indicated. In the example shown, Backlight compensation is set to Off.
The Display settings let you adjust:

Preferred brightness by moving the Brightness slider.
The color balance. There are four preset color settings (Cold, Neutral, Warm and your own (Custom)) available. When you select Custom, you may use the Red, Green and Blue sliders to specify your own setting.
The DVI mode can be set to automatically detect the type of video signal received, or forced to analog or digital. The DVI mode is used when the unit is connected to a PC to serve as a PC monitor.

![Display Settings Interface](image)

- **Brightness (61)**: Adjusts the preferred brightness level with a slider.
- **Colors**: Options for different color settings: Cold, Neutral, Warm, Custom, Red (60), Green (50), Blue (50). Each has its own slider for customization.
- **DVI Mode**: Options for mode detection: Auto, Digital, Analog.
The **Ringtone & Sound Settings** pane lets you specify:

**Keytones** on or off. When set to on you will hear a sound every time you tap a field on the Touch controller.

**Ringtone volume**. How loud your ringtone shall sound.

**Ringtone**. Select among several ringtones. You will hear a sample every time you tap a ringtone.

Note how the settings chosen are indicated. In the example shown, Keytones are set to Off.
The background image on the touch screen controller can be changed. Tap one of the small images to use it as background image.
Administrator Settings—Date, Time & Location

The **Date, Time & Location** settings let you specify:

- 24h or 12h time format.
- Your preferred date format.
- Your preferred time zone.
- Whether date and time shall be set automatically or manually.

Note how the settings chosen are indicated. In the example shown, Time format is set to 24h.
The **Call Settings** pane lets you specify:

- **Auto Answer** On or Off. If you set this to **On**, the system will respond automatically to incoming calls. Note that the microphone will NOT be muted. If risk of eavesdropping is an issue, you may want to set this setting to **Off**.
- **Auto Answer Delay**. Specify the time until your system actually responds to an incoming call.
- **Default Call Rate**. If your connection has limited capacity you may want to use this setting.
- **Max Incoming/Outgoing Bandwidth**. You may specify these separately. May come in handy if you are on an asymmetric connection.
- **Default Call Protocol**. Specify which protocol to use as default.

Note how the settings chosen are indicated. In the example shown, Auto Answer is set to Off.
The **IP settings** pane lets you specify:

- The use of **DHCP** or **Static** IP addresses. If you decide to use **Static**, make sure you tap **Save** before leaving the menu.

![IP settings pane](image)

<table>
<thead>
<tr>
<th>IP &amp; VLAN</th>
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The **H.323 Settings** pane lets you specify:

- An **H.323 alias**.
- Your **H.323 id**.
- **Gatekeeper discovery** *(Manual or Automatic)*.
- The **Gatekeeper address** must be specified by you if discovery has been set to manual.
- **Authentication mode** *On* or *Off*. If set to *On*, the video system will send **Login name** and **Password** to the Gatekeeper for authentication.

In addition there are:

- Two fields to enter **Login name** and **Password**. The alphanumeric keyboard will appear whenever needed.

Be sure to:

- Tap **Save** to put changes into effect.
The SIP settings pane lets you specify:

- **Your URI.**
- **The Default transport layer**, this can be set to TCP, UDP, TLS, or Auto.
- **The Proxy type** can be set to Standard, Alcatel, Avaya, Cisco, Microsoft, Nortel, Experimental, Siemens. The experimental setting is for testing purposes.
- **Outbound** is not used in this version.
- **Proxy discovery** can automatic or manual. In the case of manual the proxy address must be specified by you.
- **Login name** and **Password** is required by the VCS.

Be sure to:
- Tap **Save** to put settings into effect.
Administrator Settings—Provisioning

Provisioning connects you to CUCM, Callway or VCS. When either of these were ordered and received from Cisco you should also have obtained the necessary information and codes. Just follow the wizard.
Administrator Settings—Multiway

Insert the address to the Multiway server.
Snapshots of what the video system's camera captures can be obtained from the web interface of the system, provided that the feature has been enabled on the video system.
Administrator Settings—EMC Resilience Mode

If the Touch controller is used in environments with considerable amounts of electromagnetic noise present, you may experience an appearance of false signals—as if someone tapped the Touch controller when nobody obviously did so.

To cope with this you may set the **EMC Resilience Mode** to **On**. You must then tap and hold for a little while, rather than just tap, in order to make the system aware of your tapping. This will avoid the appearance of false signals.
You may want to reset your video system. Note that you will lose all configurations, the call history and your local list of contacts. Release keys and options installed will be retained.

Administrador Settings—Factory Reset

A factory reset will reset all your settings.
You may force a system restart. This will not affect your settings.

Restart System

Restart System

Restarting the system will make it unavailable for a few minutes.
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