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Chapter 1
Getting started
The basics of the Touch Controller

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

Do not disturb (on/off)
Information bar
Camera control
Selfview

Microphone mute (on/off)

Any messages while you were away will be indicated here

Call someone
Upcoming meetings
Run presentations
Adjust settings

Standby (on/off)

Information bar
Camera control
Selfview

Volume

Any messages while you were away will be indicated here

Basic operating principles
You may want to check how you appear on the screen. To do this, tap **Selfview** as outlined...

If this reveals a need for camera adjustments, then tap **Camera control** as outlined.

You may also define or edit camera presets in this menu, see “Adding a near end camera preset” on page 6 for details.

Entering **Camera Control** will also cause the system to show selfview, so if you know that camera adjustments are needed, you do not have to activate selfview first.

Tap as outlined, or anywhere outside the menu to exit **Camera control**.
Adding a near end camera preset

Use Camera presets to quickly change your camera’s pan, tilt and zoom—for example to change between participants and whiteboard presentation.

1. Tap **Camera control** as shown...

2. ... then tap as outlined to expand the menu

3. Using the expanded menu, adjust camera pan, tilt and zoom, as required.

4. If needed, scroll down to show **Add new Preset** and then tap it.

5. Key in a name for the new preset.

6. Tap **Save** to put changes into effect, then tap anywhere outside the menu to exit.
Changing an existing near end camera preset

Changes to any of the Camera presets can be made any time.

1. Tap **Camera control** as shown...

2. ... then tap as outlined to expand the menu

3. Using the expanded menu, adjust camera pan, tilt and zoom, as required.

4. If needed, scroll to show the camera preset to be updated (1) and then tap > of that preset to expand the menu (2).

5. Tap **Update to current position**.

6. Tap anywhere outside the menu to exit.
Removing an existing near end camera preset

Tap **Camera control** as shown...

If needed, scroll to show the camera preset to be removed (1) and then tap > of that preset to expand the menu (2).

Tap **Remove**.

Camera whitebalance, exposure, and backlight compensation

Backlight compensation compensates for light behind you.

Tap **More** (1) followed by **Settings** (2), as shown...

Scroll down to **Camera control and settings**. Tap this field.

Make your adjustments. Tap **Exit** to put changes into effect.
Sound matters

You may deactivate the microphone for privacy reasons, if needed (1). Tap as outlined (2) to adjust the sound volume.

Ring tones and sounds

To set ringtones and sound, tap More (1) followed by Settings (2). Then tap Ringtone & Sound Settings (3).

Set Keytones to On or Off, the Ringtone volume and select the ringtone of your choice. Tap Exit to go back.

Do not disturb

When set to Do Not Disturb, ringtones are muted and call attempts made by others to reach you will appear as missed calls. You may, however, place calls as much as you like. To activate Do Not Disturb, press the Available icon as outlined. Press again to deactivate.

You may also hide the Do Not Disturb poster by tapping Hide. This will not deactivate the Do Not Disturb, as such.

Receiving calls

When someone calls you, the below display will appear. Tap ACCEPT to take the call or DECLINE to reject it.

Calling the Help Desk

Your videosystem may have been configured with the ability to call for help (Help Desk).

If present, tap the blue icon as outlined.

Tap as outlined to call the Help Desk.
Chapter 2
Placing calls
Calling someone by entering the name, address or number

1. Tap **Call** as outlined.

2. Tap in the **Search or Dial** field (1).
   
   **This will produce the virtual keyboard.**
   
   Tap **a** to switch to the numerical keyboard (2). To switch back to QWERTY keyboard tap **a**.
   
   Key in the name, number or address (3).

3. Any matches in the call lists and the directories will appear as you write along—see the next page for more on this.

4. When you have completed the name, number or address, tap **CALL** to place the call.

5. Tap **END** to terminate the call.
Searching and calling an entry in any of the lists

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

2. Tap in the **Search or Dial** field (1).
   - This will produce the virtual keyboard.
   - Tap **#** to switch to the numerical keyboard. To switch back to QWERTY keyboard tap **#**.
   - Key in the number or URI (2).

3. Any matches in the call lists and the directories will appear as you write along.

4. Locate the match, and tap it.

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

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

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

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

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

4. ... then tap the entry to be called (1) and the **Place a call** dialog box appears. Tap **CALL** to place the call (2).

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.
Calling more than one

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

If your system permits conferencing, you may set up a list of several participants and then call them all in one go. Ask your system administrator, if in doubt.

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

Then tap Add Participant, as outlined, to add the entry to the list of participants to be called.

Locate the next to be called in the same way as the first.

Tap Add participant again. The maximum number of participants permitted will depend on your system configuration. Ask your system administrator, if in doubt.

When all have been added (two in this example), tap CALL to call them all.

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.
Chapter 3
Using Favorites, Directory and History
### 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 as outlined.

### 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.

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.

### Searching

You may search for entries (names, numbers or addresses). 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, address or number. Matches will appear as you search.

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

### 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** 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**.

### Scheduled meetings

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.
Chapter 4
In-call features
Features in a call—an overview

**Do not disturb** on or off

**Camera control** lets you pan and zoom your own camera as well as define and use camera presets

**Selfview** on or off

The chosen layout of the screen is shown here (Multisite only)

Change the layout of images on the screen (MultiSite only)

Add participants to create a conference (optional feature)

Any meetings scheduled by CUCM can be shown by tapping this

Share contents (PC, video, doc. camera etc)

Tap here in the white field to control the far end camera of this participant and to exclude this participant from the call

Tap here to gain access to **Layout** and **Settings**

This participant’s microphone is muted

Tap here in the white field to control the far end camera of this participant and to exclude this participant from the call

Gain access to the **Settings**

Use **Touch Tones** (DTMF) e.g. for extensions and pin codes to conferences

End the ongoing call

Put any of the participants on hold
Calling participants to add them 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 participants 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, tap ADD TO MEETING to include this participant in the meeting.

4. Repeat the procedure to include more participants, if needed.

   The maximum number of participants possible will depend on the system used. Consult your System Administrator, if in doubt.

   Even voice-only participants may be added!

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.
Calling participants to add them 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.

6. Tap **END** to disconnect yourself. The other participants must do the same to disconnect themselves from the Multiway server.
Receiving another incoming call

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. Assume that you are in a call. This call can be a point-to-point call or a multisite call. Furthermore assume that another person calls you.

2. You may now:
   - Tap **ACCEPT & JOIN** to include the incoming call in the conference.
   - Tap **DECLINE** to carry on as you did.
   - Tap **Accept & Hold Current** to accept the call, while at the same time put the current call on hold.
   - Tap **Accept & End Current** to accept the call, while at the same time end the current call.
   - Tap **Ignore** to carry on as you did, without sending decline signal to the other end.

Even an entire group can be put on hold, so the above options apply equally well to point-to-point calls as to multisite calls.

Putting Far end on hold and back again

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. Tap **Hold**. The far end will be put on hold immediately.

2. To enable resume, tap the name on the bottom line.

3. Tap **RESUME**. To cancel the action, tap anywhere outside the dialog box.
Putting a member of a group on hold and back again

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. Assume that you are in a call with more than one. Tap the member you intend to put on hold.

2. When you now tap **Hold**, the selected participant will be put on hold, but none of the others.

3. Tap **SWAP** to resume, while at the same time putting the other(s) on hold, or tap **Join** to restore the call with all participants. To cancel this action, just tap somewhere outside the dialog box.

Putting an entire group on hold and back again

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. Assume that you are in a call with more than one. To put the entire group on hold, just tap **Hold**.

2. In order to resume the call with the group, tap the **Group on hold** field, as outlined.

3. Then tap **Resume**. To cancel this action, just tap somewhere outside the dialog box.
Transferring an ongoing call

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. In an ongoing call, tap the name along the bottom line, as outlined...

2. ... then tap Transfer...

3. ... followed by Contacts ...

4. Select from the lists whom to transfer to in the usual way. You may also key in the name, number or address.

5. Tap TRANSFER TO to put your intention into effect.
Transferring a member of an ongoing conference

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

1. Tap the one to be transferred...

2. ...then tap Transfer...

3. ...followed by Contacts...

4. Select from the lists whom to transfer to in the usual way. You may also key in the name, number or address.

5. Tap TRANSFER TO to put your intention into effect.
**Near end camera control**

1. Tap the **Camera** icon...

2. ... adjust zoom and pan as required.

3. Tap anywhere outside the menu to exit.

**Far end camera control (in a call only)**

1. Tap the name along the bottom line ...

2. ... then tap **Camera Control**.

3. Adjust zoom and pan as required. Tap **Back** or anywhere outside the menu to exit.

**Using Touch Tones (DTMF) in a call**

1. Tap **Touch Tones** ...

2. Use the touch tone keypad.

3. Tap anywhere outside the keypad to exit.

**Near end camera presets**

1. During a call, or outside a call, tap the **Camera** icon ...

2. Tap an existing preset to make the camera move accordingly. To define presets, see “Adding a near end camera preset” on page 6.

3. Tap **Hide camera controls** (1) to see the presets only and tap anywhere outside the menu (2) to exit the camera preset mode.

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

You may alter the screen layout when sharing contents—see the next page for more. You must be in a call to be allowed to do layout changes.

1. Contents can be shared in a call—or outside a call. In the latter case you will be using your video system to share contents in your local meeting room.

2. Make sure your presentation source is connected to the video system before you start.

3. In a call, or outside a call, tap **Presentation** ...

4. ... then select source by scrolling horizontally, if needed ...

5. Tap **Present** to start sharing contents.

6. Tap **Stop Presenting** to stop sharing contents.
You may alter the screen layout when you are in a call.
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.
Observe that changes to this set of layouts made by the TC-console utility are not supported and will be ignored when using TC5 devices together with Touch.

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.
Chapter 5
Scheduled meetings
Looking into the List of Meetings

This is an optional feature.

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

All features shown on this page are optional.

1. When a schedule a meeting is about to start a reminder will appear. To join the meeting tap **JOIN MEETING** (1), as outlined. This connects you to the “dial-in” address.

   The meeting title field is expandable—tap as shown (2).

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 video endpoints whose use is described in this manual 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 Controller provides access to a limited set of parameters only.

Chapter 6
The Settings
Access the Settings as follows:

1. Tap **More** ...
2. ... then tap **Settings** ...
3. ... 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** pane contains information on the system’s software and hardware versions and connections, SIP and H.323 status etc.
The **Call Status** pane provides information on call rate, encryption, as well as important video and audio parameters.
The **Language** pane lets you specify the Touch interface menu language.
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 up 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 **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 is set to Off.
Main source selection

Select what shall be the principal main source set as default. You may still choose another when working with the system, but this will be the default setting.
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 for the Codec of the system lets you specify whether to use IPv4 or IPv6.
The **IP settings** pane for the Touch of the system lets you specify whether to use IPv4 (below left) or IPv6 (below right).
The **Pairing** pane shows status on the pairing of the Codec and the Touch controller of your video system. It also provides you with the option of unpairing the two.
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.
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.
All endpoints using the TC series software offers Multiway as a means of creating video conferences with more than just two participants.

Note that a successful use of Multiway requires the presence of certain infrastructure products and installations. If in doubt, consult your Cisco partner.

This page of the Settings offers the ability enter the path to the Multiway enabled MCU. This is required to make the Multiway functionality work.
You may gain access to your video system through its web interface. To learn more about how to do that consult the Administration Guide for your system. This guide is available separately for download from www.cisco.com.

From the web interface you may generate snapshots of the video stream from your system. You may also, under certain circumstances, generate snapshots from the outgoing video of the far end system.

However, you cannot take snapshots unless you have set the Allow Web Snapshots to ON, as shown here. Note that the far end may take snapshots of the outgoing video of your system, even if you have set your system’s Allow Web Snapshots to OFF.

Likewise, you will be able to take snapshots of the outgoing video of the far end, even if the far end has set Allow Web Snapshots to OFF, provided that you have set your own system’s Allow Web Snapshot to ON.

Snapshots cannot be taken if the call is encrypted. Encryption will disable the snapshot feature at both ends, regardless of the local settings of the Allow Web Snapshots parameter.

The web snapshot feature applies to Point-to-Point as well as MultiSite calls (but only to unencrypted calls).
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 obviously nobody did so.

To cope with this you may set the **EMC Resilience Mode** to **On**. You must then press and hold for a little while, rather than just tap, in order to make the system aware of your tapping. This will prevent 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.
Use this to restart your system in an orderly manner.

Restart System

Restarting the system will make it unavailable for a few minutes.
On our web site you will find an overview of the worldwide Cisco contacts.

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

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