Contents

What’s in this guide

Introduction to video conferencing
Best practices.................................................. 4
RoomOS 11: Basic navigation................................ 5
RoomOS 11: Control panel and device settings ........ 6
RoomOS 11: Video calls ..................................... 7
RoomOS 11: Content sharing .............................. 8
Audio settings .................................................. 9
Sign in with your own credentials ....................... 10
Use Room Kit Mini as a USB camera .................. 11

Video calls
Place a call from contact list ............................... 13
Edit a contact before calling .............................. 14
Place a call using name, number, or address ........ 15
Receive calls—when not in a call already ............ 16
Receive calls while in another call .................... 17
Disconnect yourself from a call .......................... 18
Put call on hold and resume a call on hold .......... 19
Transfer an ongoing call .................................. 20
Activate do not disturb .................................... 21
Automated forwarding of all calls ....................... 22
View keypad while in a call ............................... 23
Add additional participants to an existing call ....... 24
Disconnect a participant from a conference ......... 25
Admit a participant to a meeting ........................ 26
Pin a speaker in a meeting ............................... 27
Use Music mode ............................................. 28
Raise hand in a meeting ................................... 29
Find call details for recent calls ....................... 30

Intelligent Proximity
Cisco Proximity ultrasound signal ..................... 32

Content sharing
Share content in a call ..................................... 34
Share content outside a call ............................. 35
Change presentation layout in a call ................. 36

Scheduled meetings
Join a scheduled meeting ................................. 38
Join a Webex meeting ..................................... 39

Contacts
Favorites, Recents, and Directory ....................... 41
Add someone to Favorites, while in a call .......... 42
Add someone to Favorites, outside a call .......... 43
Edit an existing Favorite ................................. 44

Camera
View camera settings ..................................... 46
Add a camera position preset ............................ 47
Edit a camera position preset ............................ 48
Turn the camera on or off ............................... 49
Speaker tracking ............................................ 50
Presenter track ............................................. 51
Control your own camera ............................... 52
Far-end camera control .................................. 53
Manage selfview ........................................... 54
Resize the selfview PiP .................................... 55
Move the selfview PiP ..................................... 56

Settings
Access settings and regulatory information ........ 58

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

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

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

This guide describes the use of the following products with a Touch 10 or Room Navigator when registered to an on-premises service:

Room Series:
- Room Bar
- Room Kit
- Room Kit Mini
- Room Kit Plus with Codec Plus
- Room Kit Pro with Codec Pro
- Room 55 and 55 Dual
- Room 70 and 70 G2
- Room Panorama and Panorama 70

Some of the features described in this user guide are optional and may not apply to your device.
Introduction to video conferencing
Introduction to video conferencing

Best practices

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

In the meeting room

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

Other tips

Use camera presets

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

Loudspeaker volume

The audio system uses the loudspeakers built into the monitor or the cisco digital natural audio module.

For some devices you can set the default volume level by adjusting the volume on the monitor with the monitor remote.

Brightness control

To adjust brightness, colors or other settings of the monitor, use the monitor’s own remote control. Adjust the monitor to suit the conditions of the conference room. The monitors supplied by cisco have on-screen menus that are very easy to use. For more information on configuring the monitor as such, see the corresponding user guides and administration manuals.
RoomOS 11 User Experience

RoomOS 11: Basic navigation

Dots under the buttons mean there are more buttons off-screen. Swipe from the right to see them.

In the middle of the home screen you see the time and date, as well as the familiar buttons like Call and Webex, which work the same way as before.

Tap the name of the connected device to see its contact information.

The volume controls on Room Navigator are on the screen.

Tap to open the control panel in a new screen.

Cisco Webex Touch 10 and Room Navigator support the new RoomOS 11 operating system. This new User Experience isn’t the default - administrators can toggle it on, from a device’s web user interface. While most familiar features work in the same way as before, some have changed, or you access them in different places. There is also new functionality available.

This chapter introduces some of the new features and changes to existing ones that you’ll find on the RoomOS 11 user interface on Touch controllers connected to Board, Desk, and Room Series devices.

Find out more the RoomOS 11 User Experience, at https://help.webex.com/n01kjh1/.
RoomOS 11 User Experience

RoomOS 11: Control panel and device settings

Microphone options

There are some new microphone options available with RoomOS 11:

- **Optimize for my voice.** Remove background noises during a call, only picking up your own voice and suppressing the voices of other people talking nearby.
- **Microphone testing.** Check that the device’s microphones are picking up your voice properly, and test the effectiveness of the noise removal setting.

Access device settings

You open the Settings menu from the control panel: tap the **Device settings** button.

From the **Settings** menu you can check device information and change several settings. Which settings are available may have been restricted by your administrator.

If you are in a call, the menu opens as a dialog on top of your call and you can check or change settings as needed.

---

To open the control panel tap the button on the upper right corner of the home screen. In the Control panel you find buttons for:

- Audio
- Microphone
- Camera
- Standby

Tapping a button opens a new window where you can make adjustments or select different options.
RoomOS 11 User Experience

RoomOS 11: Video calls

To make a call, tap the Call button on the home screen. Enter a video address or search for someone in your Favorites, Recents, or Directory. As soon as your call connects, the Call controls appear on the Touch controller screen.

During a call you can tap the down arrow in the upper left corner to see the home screen. From there, you can access the Control panel and Device settings, without interrupting your call.

On the Call controls screen you’ll see the familiar buttons for muting and unmuting yourself, starting and stopping your video, and leaving the meeting.

You also access the following here:

- Share. See the next page.
- Microphone options. Also available in the Control panel.
- More. Opens a list of in-call options.
- Layout. Opens the Layout menu where you can choose a layout that fits your meeting style.
- Selfview. Opens the camera controls with options to adjust and move your selfview.
- Camera. Choose a camera mode, including the option to adjust the camera manually and save views.
- Participants. Opens the list of people in the current call. Tapping a participant shows the options that are available to you – like mark as Favorite.

Extend your screen

To use your Room Series device as an extension for your laptop screen, connect your laptop with the HDMI or USB-C cable. In a couple of seconds you’ll see your laptop screen on the device’s screen.

To preview your connected laptop screen during a call, tap Share. Select the source and tap View. You can see your laptop screen now, but other call participants can’t. Tap Hide to close it again.
RoomOS 11 User Experience

RoomOS 11: Content sharing

Wireless sharing with Miracast®

When Miracast® is enabled, you can share content wirelessly from your laptop to a Webex device without the need for a client. This works both in and out of calls: to share in-call, start the call first. Find out more about Miracast at https://help.webex.com/kfdwufb/.

To share content on your Room Series device, connect your laptop with the HDMI or USB-C cable.

1. Tap the Share button in the call controls during a call, and a window opens. Select the source you’re going to share from.
2. Tap Share in call. Tap Stop sharing when you’re finished.
3. The Share button is also available on the Touch controller’s home screen.
Audio settings

Volume control
On a Touch 10, use the hard buttons to control the sound level. You can mute the microphone using the mute button.

On a Room Navigator, use the soft buttons to control the sound level.

Noise Removal
You can use noise removal to filter out distracting noises from your environment in a call. Noise removal is especially useful in shared spaces or a home office.

On your touch controller, tap the microphone icon on the top right of the home screen. Tap Noise Removal to turn it on.
To turn off, tap Default.

Ringtone and volume
To change the ringtone and to adjust the ringtone volume, tap the device name on the home screen and select Settings. Go to Ringtone and volume. Select a ringtone from the list and use the slider to set the sound level.
Sign in with your own credentials

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

2. Key in Username and PIN code.

3. Tap **Login**, as shown.

4. Tap **Sign out** when leaving.

About Extension Mobility

Devices located in meeting rooms and quiet rooms and running under CUCM (Cisco Unified Communications Manager) may allow you to log in to the video device with your own personal credentials.

CUCM then routes all incoming calls destined for you to that specific device.

Once you log out from Extension Mobility your list of Recents is cleared from the device.

Extension Mobility is also referred to as Hot-desking.
Use Room Kit Mini as a USB camera

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

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

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

• The Room Kit Mini will enter do not disturb (DND) mode when the software client starts using the camera, and not when the cable is plugged.

• This will allow scenarios where a dedicated computer is connected to the Mini at all times, but the Room Kit Mini can be still be used for regular Cisco calls.

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

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

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

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

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

Used as USB camera when already registered

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

The camera is controlled from the Touch 10.

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

All other functionality is controlled by the third party client.

Used as USB camera when not registered

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

This wizard lets you specify how to register with Cisco Services (Cloud or on-premises). The Room Kit Mini provides the option of skipping the wizard if you are going to use it as a USB device only.

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

If you later want to register the Room Kit Mini with Cisco, go to Settings and select Device Activation.
Video calls
Your list of Contacts consists of three parts:  
**Favorites.** These contacts have been added by you. These entries are typically those you call frequently or otherwise need to access in a swift and convenient manner from time to time. A favorite is denoted by a golden asterisk.  
**Directory** is typically a corporate directory installed on your device by your video support team.  
**Recents** is a list of calls you have placed, received, or missed earlier.

The following options apply:  
- You can key in a name, number or a URL and the device looks in all lists for you.  
- You can add the entry to the list of Favorites; edit aspects of the entry before calling; change the call rate and remove the entry from Recents.

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

Edit a contact before calling

1. Tap the **Call** button.

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

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

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

### About entry edits

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

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

1. Tap the Call button.

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

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

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

About placing calls

You can call someone who is not listed in your list of contacts by keying in their name, address or number using the virtual keyboard of the Touch pad.

Anyone you have previously called or who has called you, appears in the Recents list and you can transfer any of them to your list of Favorites. This is described in the section Contacts.

Sometimes you need to enter numbers during a call, typically to reach extensions or to provide a pin code.

Tap Touch Tones (this button appears as soon as the call has been placed) to invoke the keypad needed for this.

Note that Recents can be cleared from the web interface only.
Video calls

Receive calls—when not in a call already

If someone calls you

- If someone calls you, you can accept, decline or ignore the call.
- If you decline the call, busy information is sent to the caller.
- If you ignore the call, the caller perceives this as if you were absent (you didn’t pick up the call).
- Your video infrastructure may allow you to receive multiple incoming calls. Consult your video support team, if needed.

An incoming call can be answered or declined.

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

Receive calls while in another call

If you already are in a call, you can accept another incoming call when this has been enabled for the device.
Video calls

Disconnect yourself from a call

To disconnect yourself from a call, tap **End Call**.

About disconnecting yourself

Tapping **End Call** in a call disconnects the call. In a call with two participants, this terminates the call.

In a conference call with multiple participants tapping **End Call** only terminates your participation if you are a regular participant.

However, if you are the host of such a conference, tapping **End Call**, for some types of conferences, ends the conference.
Putting someone on hold is typically something you do as an initial step when transferring someone to another person, but it may also be used when you need to consult a person, or as an alternative to muting where you also include stopping the video transmission.

Put call on hold and resume a call on hold

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

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

Transfer an ongoing call

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

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

3. Tap the green **Call** button. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.

4. Tap **Complete Transfer**.

About transfer

You may transfer an ongoing call to another person. Transfer is always consultative, that is you can talk to the person you are going to transfer a call to, before you actually transfer the call.
Video calls

Activate do not disturb

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

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

About do not disturb

Your device can be set to not responding to incoming calls. You may, however, use it to call others as much as you want.

Your video support team may have set a time-out on this feature, after which the device returns to responding to incoming calls as usual. Default time-out setting is 60 minutes.

Note that your video support team may have disabled access to the set of menus and options shown.

Using Room Kit Mini as a USB camera. If you have registered your Room Kit Mini, you can use it as a USB camera together with a PC and a third-party video client. To avoid conflicts due to overlapping calls, the device is automatically put in Do Not Disturb Mode. You can’t turn off Do not disturb mode in this situation.

If you choose to use the Room Kit Mini as an unregistered device, the above doesn’t apply, since no overlap of calls happens.
Video calls

Automated forwarding of all calls

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

About forwarding calls

Your video support team may have activated the option to forward all received calls. You can choose between voicemail and a receiver appointed by you.

If you tap **Forward all calls**, the familiar **Call** menu appears letting you specify who should receive your calls.

Note that your video support team may have disabled access to the set of menus and options shown.

You may now choose to forward all calls to either a receiver specified by you, or to your voicemail.
In a call you may get prompted to submit numbers to be able to reach an extension or otherwise gain entrance to something (for example by means of a PIN-code).

To be able to submit this you need to invoke the keypad on the touch screen.

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

Add additional participants to an existing call

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

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

3. Place the call, in the usual way.

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

About video conferences

Your network may be equipped with the capability to initiate a video conference with several participants.

The maximum number of participants supported by your video device depends on device configuration and the video infrastructure. If in doubt, contact your video support team.

If you want to initiate a video conference, you must call each participant one by one.
The ability to conduct a video conference from your device is an optional feature that may, or may not, be available for your device.

Note that you must be the host of the conference to be able to disconnect others from a conference.

About video conferences

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

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

3. Tap Remove from call.
In a CMS meeting that is locked, you can let a participant join the meeting from the participant list.

About admit participant

1. When someone is waiting in the lobby, you see an on-screen message.

2. Tap the Participant list icon to open it.

3. Tap Admit to let the participant in the meeting.
In a CMS meeting you can pin a meeting participant to show up as important for all the meeting participants. This way that participant or meeting room shows up on everyone's screens even when they are not the active speaker.

When you pin a speaker, a notification that they have been pinned shows up on their screen. Similarly, when you unpin them, they see a notification that they have been unpinned.

If you pin an audio-only participant, this will not affect the layout.

By default only the host can pin for all, but the meeting organizer can change this in the meeting settings.

You can pin a speaker for the whole meeting only in CMS meetings.
Video calls

Use Music mode

Tap the microphone icon of the home screen and select Music mode.
To turn off Music mode, select Default button again.

Using Music mode allows the dynamic range of music to go through in a call. This creates a better experience in settings where it’s important to hear the nuances in music.

Music mode is useful for remote music lessons, testing musical instruments, and other situations where it’s important to hear the full range of music. The device still uses its echo cancellation and environmental background noise reduction capabilities to avoid the need for external equipment, without detracting from the performance.

When Music mode isn’t in use, the device filters out additional noises and reduces sound level variations. This caters for meeting settings and helps reduce distracting noise. The additional filtering also works well when you play recorded music through the device.

To use Music mode, you need to enable it on your device first. Select the device name in the upper left corner of the home screen and go to Settings > Music mode and toggle it on.

NOTE: Music mode and Noise removal can’t be used at the same time.
Use the Raise Hand button to let others know you have a question or a comment without interrupting the conversation.

Both the host and others in the meeting see an on-screen notification that someone has raised their hand. The notification with a full name shows up for the first raised hand.

After that, the Raise Hand icon shows how many have raised their hands.

You can tap the Raise Hand icon to open the participant list to see who has raised their hand. Open the participant list to see which participants have raised their hand. They show up on at the top of the list in a chronological order, so that it’s easy to see who raised their hand first.

Raise Hand is available in meetings with more than two participants.

Raise hand is available in CMS meetings.

---

1. In a meeting, tap the Raise hand button.

2. Select the Lower hand button to lower your hand. This also removes the icon from the participant list next to your name.

---
Video calls
Find call details for recent calls

1. Tap the **Call** button.

2. Tap **Recents** and scroll through to find the call you want the information on.

3. Once you have located the entry, tap it to show the Call menu. In the Call menu, tap **More** and **Call Details**, as shown.

4. Scroll through the call information pane to find the required information.
   Tap × to close the pane.

About call details

If you need to troubleshoot a recent call, you can find the call details from the recent calls list.
Intelligent Proximity
Cisco video devices emit ultrasound as part of the Proximity feature. Most people are exposed to ultrasound more or less daily in many environments, including industry, commercial applications and home appliances. Even if airborne ultrasound may cause subjective effects for some individuals, it is very unlikely that any effects will occur for sound pressure levels below 75 dB. Guidelines for ultrasound exposure limits vary heavily between countries, but 75 dB is the lowest limit presently found for the frequency band around 20 kHz, which is where the Cisco proximity signal is emitted.


These guidelines state that sound pressure levels lower than 120 dB have not been demonstrated to cause hearing losses, neither permanently nor temporarily. For Cisco video devices for group use with integrated loudspeakers the ultrasound sound pressure level is below 75 dB at a distance of 50 cm or more from the loudspeaker.

In most practical cases the level at the ear of the user will be much lower than these max levels, due to loudspeaker directivity, distance attenuation, and high degree of high frequency absorption in typical rooms. The levels will range from what for audible sound would be typical background / ambient noise levels in meeting spaces up to so-called conversational levels of normal speech.

It is therefore deemed safe for humans to be continuously subjected to the proximity signal. Most people will not be aware of the presence of the signal, and suffer no effects from it. A few individuals with especially acute high frequency hearing can, however, be able to hear it, this is most likely to happen directly in front of and close to the loudspeaker.

It is obvious that animals like dogs will hear the proximity signal, since their frequency range of hearing is so much wider. However, the effect of sound is also level dependent, and the level range of a dog’s hearing is not significantly different from that of a human. The hearing threshold of dogs at 20 kHz can be as low as 0-10 dB, similar to the threshold of a human ear in its most sensitive frequency range.

Cisco has not done testing or qualification of the possible effects the signal can have on dogs. Due to the limited levels it is believed that while the signal is clearly audible it is not bothersome to dogs.

A dog in an office or meeting room will be subject to ultrasound at levels comparable to normal background noise, or at most conversational levels. There has been no reports of animals being bothered by the signals in the years we have had this feature in our products.

However, the question of ultrasound effect on dogs is fair, since dog repeller devices using ultrasound do exist. These devices typically claim to use discomforting, but not harmful ultrasound. Cisco does not have insight into dog repeller design, but scanning the specifications of such devices typically reveals that the exposure levels typically are 100 dB and upwards.

For solutions using Cisco video codecs with 3rd party loudspeaker devices Cisco is not able to control the ultrasound sound pressure level. In most cases the necessary loudspeaker sensitivity and frequency response will result in levels below the 75 dB limit. However, if excessive external amplification is applied, or the loudspeaker system has an emphasized high-frequency response, levels in excess of the limit can be produced.

The Intelligent Proximity feature allows you to share content from a computer wirelessly on the video device. You can even use your own smart phone, tablets, PC or MAC to control calls on the video device.

Observe the following:
You will need to download (free of charge) the Cisco Intelligent Proximity app from App Store or Google Play.
Windows or OS X users, go to https://proximity.cisco.com/
Your video support team may have activated none of the features, all of them, or just a subset of them.

Intelligent Proximity makes use of ultrasound when connecting users (see more at left). Do not block the microphone of your computer, smart phone or tablet.

Intelligent Proximity has been designed not to work outside the meeting room when doors to the room are kept closed. You will need to be in close proximity of the video endpoint to use the feature.

When privacy dictates, always keep the meeting room entrance doors closed to avoid possible eavesdropping from adjacent rooms.
Your video device supports the ability to show presentations in a video call.

If your source device has been Intelligent Proximity enabled, let your device pair with the video device and you can share content wirelessly.

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

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

This feature is available outside calls only.

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

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

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

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

3. Tap **Stop sharing** to end the session.

Local content sharing

You may also use your device in local meetings to present and share content outside calls.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on it. Pair the source device with the video device and you can share content right away.

**Tip!** Multi-screen devices may show as many independent presentations as there are screens. This is possible outside calls only.

**Note:** We recommend that the first presentation to be connected is wirelessly connected, then the cabled one. If you do it the other way around, the initial connection may get disconnected.

**HDCP:** Your device may have been configured to let one of the video input connectors of your device share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV, or a HD TV decoder. See the previous page for more on this.
Change presentation layout in a call

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

2. Tap the layout you want to use. Tap anywhere outside the layout menu when you're done.

About presentation layout

You can change the layout of the screen during presentations. Typical options available are with or without showing the presenter and showing the presenter as either a PIP (Picture in Picture) or PoP (Picture outside Picture).

The layout options available on your device may differ from those shown here, but the layouts shown are always those you may choose between.
Scheduled meetings
Scheduled meetings

Join a scheduled meeting

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

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

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

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

Join a Webex meeting

Tap **Join Webex**. Then key in the meeting number you received in your invite and tap **Join**.
Your lists of Contacts consist of three parts:

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

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

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

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

Add someone to Favorites, while in a call

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

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

3. Tap Favorite.

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

To remove an entry from the list of Favorites, go to Favorites in the Contact lists and repeat the procedure. Tap anywhere outside the menu when you’re done.

About Favorites

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

Favorites may be populated from the Recents or Directory lists as well as from manual entries.
Contacts

Add someone to Favorites, outside a call

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

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

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

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

About this feature

The Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to. You can add Favorites from the Recents or Directory lists as well as from manual entries.
Contacts

Edit an existing Favorite

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

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

3. Tap **Edit Favorite**.

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

About this feature

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

View camera settings

1. Tap Camera to invoke the camera adjustment menu.

2. You can do the following:
   - Any camera presets defined are listed here.
   - Pan and tilt controls.
   - Turn Selfview On and Off.
   - Turn Speaker Tracking On and Off.
   - Maximize/minimize Selfview.
   - Zoom in and out.

About camera control

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

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

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

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

Add a camera position preset

1. Tap Camera to invoke the camera adjustment menu.

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

3. Tap in the text field.

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

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

About camera presets

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

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

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

Edit a camera position preset

1. Tap Camera to access the Camera menu.

2. Tap the preset to be edited. Selfview will be activated automatically.

3. Adjust Pan, Tilt, and Zoom, as required.

4. Tap the little arrowhead of the preset to be edited.

5. Tap Update to current position to put your changes into effect. To delete an existing preset tap Remove.

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

About editing presets

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

Turn the camera on or off

1. Tap **Turn video off**, as shown.

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

About video off

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

Speaker tracking

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

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

3. Tap anywhere outside the menu to exit.

To deactivate Speaker Tracking, repeat the procedure.

About speaker tracking

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

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

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

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

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

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

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

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

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

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

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

Tap anywhere outside the menu to exit.

To deactivate Presenter Track, press the preset again.
Camera

Control your own camera

Using your camera presets

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

2. Select the preset to use.

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

Adjusting your camera’s pan, tilt and zoom

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

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

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

About editing presets

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

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

2. Tap the one whose camera you want to control.

3. Tap Control view.

4. Adjust the remote camera. Tap anywhere outside the camera control buttons when you’re done.

About camera control

You may be in a video call in which one or more of the other devices have a remotely controllable camera. You are then able to control those cameras from your own touch controller. This is referred to as Far End Camera Control (FECC).

If the far-end device has activated camera tracking (which takes place when the camera tracks and shows who is speaking) you will not be offered the option of FECC.

You don’t have access to any remote camera presets.
Camera

Manage selfview

Outside a call

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

In a call

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

To turn the selfview on, in a call, do as explained above (Outside a call).

Tap Selfview to turn it on.

You can resize the selfview image (see the following page for more), or control the camera’s pan, tilt and zoom (see the previous page for more).

Tap Selfview again to turn it off.

Tap anywhere outside the menu when you’re done.

About editing presets

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

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

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

Resize the selfview PiP

Outside a call

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

2. Tap Maximize to resize the selfview image.
   Repeat procedure to minimize it.

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

Why resize selfview?

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

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

From time to time you may want to have the selfview activated during the meeting.

You may want to zoom, pan, or tilt your camera to provide a better view for the other participant(s). To get a better view yourself, you may want to maximize the selfview.

In a call

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

2. To turn the selfview on, in a call, do as explained above (Outside a call).

   Tap Maximize, to resize the selfview image, as shown.
   Repeat to minimize.
Camera
Move the selfview PiP

Why move the selfview?

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

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

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

It may happen that the current position of the selfview blocks important parts of the image on your screen. You may therefore want to move it.

1. Tap and hold the selfview image.

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

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

4. Release the image by lifting your finger from the screen. The selfview image has now assumed its new position.
Settings
Access settings and regulatory information

From the Settings menu you can check device information and change several settings. Which settings are available may have been restricted by your administrator.

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

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

Room Navigator rating label information can be found in the Settings menu. To review these, go to Settings > About the touch panel > Regulatory.