Overview

Administrators use the Cisco TelePresence System Administration interface to maintain the Cisco TelePresence System (CTS).

No more than one administrator should access the CTS Administration interface at one time.

Administration tasks include the following:

- Viewing device information and detailed system status information
- Configuring system settings
- Monitoring the status of Cisco TelePresence system equipment
- Troubleshooting the system

For first-time setup instructions, refer to the Cisco TelePresence System Assembly Guide for your system on Cisco.com:

- Product Support > TelePresence > TelePresence ImmersiveEndpoints
  - Cisco TelePresence System 3200 Series
System Status

This section contains the following system status information:

- System Status Window, page 1-2
- Device Status Indicators, page 1-4
- Cisco Unified Communications Manager Status, page 1-5
- In a Call Indicator, page 1-5

System Status Window

System status is always in view in the lower left corner of the Cisco TelePresence System Administration screen, as shown in Figure 1-2. The system administrator should closely monitor this area for changes in the status of the Cisco TelePresence system functions and equipment. The system status is updated every 60 seconds.
Information provided in the System Information Details window is used by Cisco technical support personnel to assist in troubleshooting your system.

To view detailed status information in the System Status box:

**Step 1**
Move your mouse over the colored icons in the System Status box to display dialog boxes containing the state of each piece of equipment. For example, rolling your mouse over the green check-mark icons in Figure 1-2 will show the detailed state of the equipment.

**Figure 1-2 System Status Window**

![System Status Window](image)

Or

**Step 2**
Click the magnifying glass icon in the upper right corner of the System Status box. A new window opens with the following two tabs:

- **System Information Details**—Lists detailed information about your CTS, including the camera, audio, and display.

- **Status Details**—Lists status details of CTS components and software, including the camera, projector or LCD, the Presentation Codec, and whether your Unified CM configuration is enabled and OK.

For more information, see Chapter 2, “Device Information.”
Device Status Indicators

CTS devices include the following:

- Cameras
- Displays
- Document Camera
- Projector/LCD
- Room IP Phone

The System Status box shows the following icons for the camera, display, documentation camera, projector, and room IP phone for the conditions indicated.

- Ellipses or Black Dot—Microphone is not expected or microphone is not connected.

- Green check mark—Device is configured and operational.

- Hourglass—Device status is unknown or is being determined.

- Question Mark—Microphone is not expected or microphone is not connected.

- Red X with a broken pipe—Device in inaccessible. This icon is seen if the primary codec cannot communicate with a secondary codec.

- Red X—Device is not connected or device is not configured:
  - Cameras—When the video cable is not connected or is loose, or when the Ethernet cable is not connected.
  - Displays—When the video cable is not connected or the display does not have power.
  - Projectors—If the video cable is unplugged or the unit does not have power.
  - Microphones—Offline.
  - If you have specified in Cisco Unified Communications Manager (Unified CM) that a projector/LCD is present and there is not one present.
Determining Device Status Using the Troubleshooting Interface

To determine individual microphone and speaker functionality, use the hardware troubleshooting interface for your system. See the troubleshooting support document for your Cisco TelePresence system:

- Troubleshooting the CTS 500
- Troubleshooting the CTS 500-32 and CTS 500-37
- Troubleshooting the CTS 1000
- Troubleshooting the CTS 1100
- Troubleshooting the CTS 1300-65
- Troubleshooting the CTS 3000 and CTS 3200
- Troubleshooting the CTS 3010 and CTS 3210

See also the “Accessing Online Help” section on page 1-8 for information about updates to the CTS Administration troubleshooting interface.

Cisco Unified Communications Manager Status

The Cisco Unified Communications Manager can be in the following states:

- Enabled and OK
- Inaccessible

In a Call Indicator

The Status box tracks when the meeting room is in a call and displays the security level of active calls. When in a call, the security level is determined between the two endpoints. There are five possible levels of security.

- Yes/Encrypted—Active call with both the signaling and the media encrypted.
- Yes/Authenticated—Active call with encryption on the call signaling only.
- Yes/Non-Secure—Active call with no authentication or encryption.
- Yes/Not Available—Active call but the security level of that call is unavailable.
- No—Not actively in a call.

Navigation

In the navigation pane at the left side of the Cisco TelePresence System Administration window, the Configuration, Troubleshooting, and Monitoring folders display lists of tasks. Lists of tasks are also displayed in the main content area of the window when you click on any of the following topics in the navigation pane:

- Configuration
- Troubleshooting
- Monitoring
You can quickly access a task by clicking the highlighted name (IP Settings, for example). Figure 1-3 shows your choices for accessing system administration tasks.

**Figure 1-3  Choosing Cisco TelePresence System Administration Tasks**

The following sections describe objects, functions, and information that is displayed in the windows associated with the Cisco TelePresence System Administration interface:

- Administration Window Header, page 1-7
- Content Area, page 1-7
- Typing and Selecting Information in Fields, page 1-7
- Validating Information in Fields, page 1-7
- Validating Information in Windows, page 1-7
Administration Window Header

The header at the top of all Cisco TelePresence System Administration windows contains the name of the person currently logged in and provides links for the following functions:

- **Logout**—Click to log out of the system.
- **Help**—Click to display online help for using the Cisco TelePresence System Administration.
- **About**—Click to display software version and licensing information.

Content Area

The frame on the right is the content area, and the gray bar above the content area shows the navigational path so you can quickly identify where you are at any time.

Typing and Selecting Information in Fields

To modify information in fields, use the mouse to highlight and delete existing information. Type in new information. Some fields offer drop-down menus from which you choose settings.

Validating Information in Fields

Some Cisco TelePresence System Administration windows contain **Apply** and **Reset** buttons, which are initially disabled. Once you change or add settings in these windows, both buttons become enabled.

- Use the **Apply** button to apply new or modified information. When you click **Apply**, validation is performed for all fields in that window, and a message is displayed if there is invalid data in the fields.
- Use the **Reset** button to discard changes and restore the values shown when the window was first displayed.

Other Cisco TelePresence System Administration windows have fields containing information such as IP addresses, domain names, media port numbers (view only), and so on, that are validated when you exit the field. When information in a field is found to be invalid, a message describing the error is displayed.

**Note**

View only fields such as stop and start media port numbers can be configured by going to **Devices > Device Settings > SIP Profile** in the Cisco Unified CM Administration interface. See the [Cisco Unified Communications Manager Configuration Guide for the Cisco TelePresence System](https://www.cisco.com) on Cisco.com for more information.

Validating Information in Windows

When you go to the navigation pane and click a task, the Cisco TelePresence System Administration software checks data in the current window and takes an action, as follows:

- If all changes are saved, the content area displays the requested window.
If there are unsaved changes in the current window and data is valid, a message reminds you that there are unsaved changes. An OK button saves the changes, and a Cancel button allows you to continue modifying data.

If there are unsaved changes and the data is not valid, a message explains what to do and provides OK and Cancel buttons to assist you.

Note

If you change settings and click Apply in the navigation pane, the request may take a few moments to take effect. Wait until the pending request is completed before clicking a new task.

Accessing Online Help

Online help describes the Cisco TelePresence System Administration graphical user interface (GUI). Use the following information to find information in the online help screens:

- Navigating Online Help, page 1-8
- Accessing this Administration Guide From Online Help, page 1-9

Navigating Online Help

To access online help:

Step 1 In the Cisco TelePresence Administration window, click the Help button or click Help in the toolbar in the upper right corner of the Cisco TelePresence System Administration screen. The Cisco TelePresence System Administration Online Help window appears.

Step 2 Click the Contents tab to navigate through online help topics.

Step 3 Click the Index tab to navigate through the list of online help terms and topics. You can type a keyword to locate specific information.

Step 4 Click the Favorites tab to manage frequently used subjects within the online help.
   a. Click on a subject in the Contents tab.
   b. Select the Favorites tab to view the Current Topic that you selected in the Contents tab.
   c. Click Add to save to Favorites.
   d. Click Remove to delete from Favorites.

Step 5 Use Hide, Back, Forward, and Print to navigate through the online help windows.

Step 6 Click Print to print a copy of the online help page.
**Accessing this Administration Guide From Online Help**

Online help mirrors what you can see in the Cisco TelePresence System interface. When you need more information about a topic that you find in the online help, you can access the Cisco TelePresence System Administration Guide (this document) from the menu bar on the Cisco TelePresence System Administration screen. To access the Cisco TelePresence System Administration Guide from Online Help:

**Step 1** Choose **Help > View PDF**.

**Step 2** Save or open the file when prompted.

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**Note** For the most up-to-date information, including detailed testing and troubleshooting procedures, see the *Cisco TelePresence System Administration Guide* for your release on Cisco.com.

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**Where to Go Next**

Proceed to Chapter 2, “Device Information” to access the Cisco TelePresence System Administration interface.