



National Video Conferencing Service



Cisco DX Series User Guide

Version 1.2

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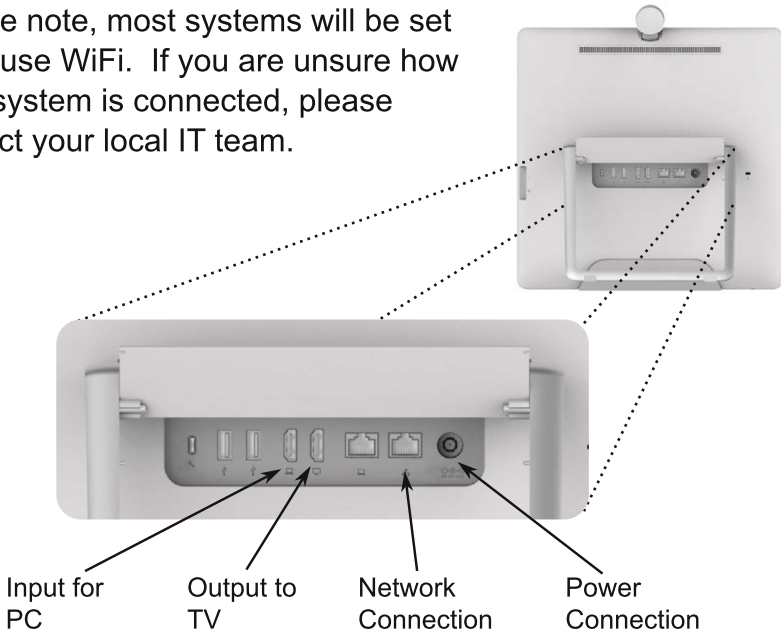
Getting Started

Connecting the Device

To set-up the device, place it on a stable surface, pull out the kick stand and connect the power cord to a suitable outlet.

If you are using a wired network connection, plug the cable into the network socket on the device and the other end into a working network port.

Please note, most systems will be set up to use WiFi. If you are unsure how your system is connected, please contact your local IT team.



If you want to have the picture displayed on a large TV, plug an HDMI cable into the socket on the back of the unit and connect to a suitable TV. Make sure you select the correct source on the TV.

Basic Operation

The screen is touch sensitive. Use it in the same way as you would use a tablet or smart phone.

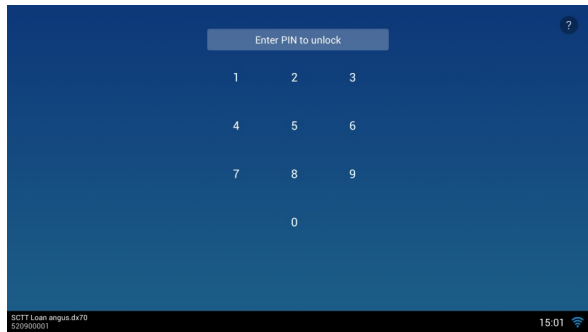
Tap the screen to select an item. Drag your finger up and down to scroll through a list.

Unlocking the Device

When the device starts up, you will be prompted to enter an unlock code. Use your finger to tap in the appropriate code then tap the unlock button.

If you don't know the unlock code, please contact the VC

Service Desk on 01224 816666.



Info Bar

The info bar across the bottom of the screen tells you the name and number of your device on the left and the current time and WiFi / Network indicator on the right.

If the name and number of your device are not displayed, it means that the device is not connected properly and will not be able to make calls. Check the WiFi / Network indicator. If you have no WiFi signal, move the device to an area with better reception.

Main Components

1. Camera with privacy shutter. Rotate the bezel to open and close the shutter.
2. Headphone socket.
3. Volume control. Tap the + and - buttons to change the volume.
4. Microphone Mute. Tap the microphone button to mute and un-mute the microphone.
5. Power button. Press the power button to turn on the device. Press and hold the button to turn off.

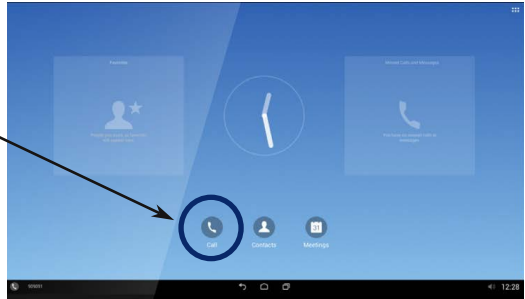


Calling

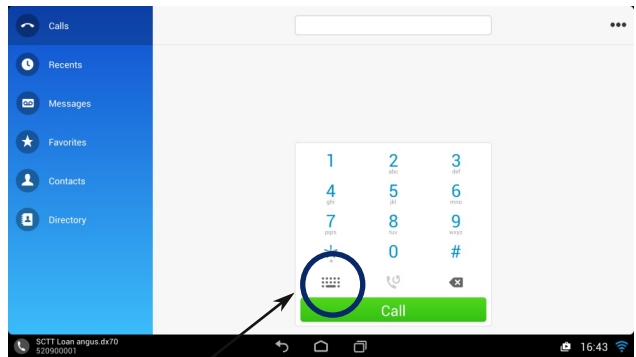
Make a Call

To make a call, tap on the call button. This opens up the dial window.

Simply type in the number or address you want to dial and tap the green call button.



Video numbers are usually a 9 digit number starting with either a 5 or a 6. Video addresses, look like an e-mail address.



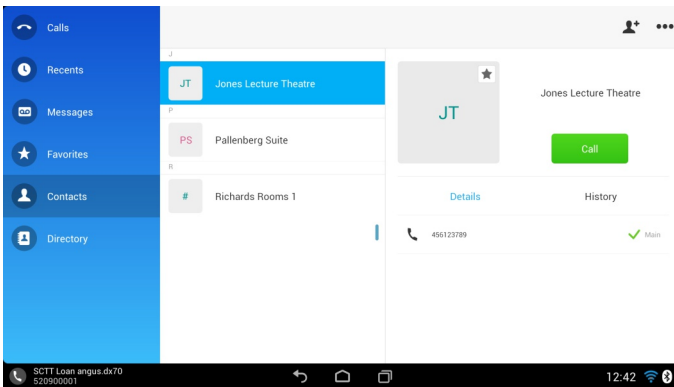
To enter an address, tap the keyboard button to open up an alpha-numeric keyboard. Type in the address then tap the green call button.



Using Saved Numbers

To make a call using a number already stored in the device, select Contacts.

Use your finger to scroll up and down the list. When you find the correct number, tap it then press the green Call button to place the call.



Receiving a Call

When someone calls you, the device will ring. (Assuming you have the volume turned up.)

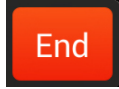
To answer the call, simply tap the green accept button.

To reject the call, tap the red Decline button.



Ending a Call

To end a call, tap the screen to bring up the menu, then tap the red End button



During a Call

Camera Adjustment

To move the camera up and down, simply tilt the camera with your hand. If you want to display a document, place it at the bottom of the screen and tilt the camera fully down.

There is no left to right adjust, simply move the entire unit or point the camera in the right direction.

Self-View

To see yourself in a small window (perhaps to check everyone can be seen), tap the screen to bring up the menu, then tap the camera icon at the top right of the screen. To turn off the self-view, simply do it again.



Microphone Mute

To mute and un-mute the microphone, press the microphone button. When muted, the button will be glowing red.



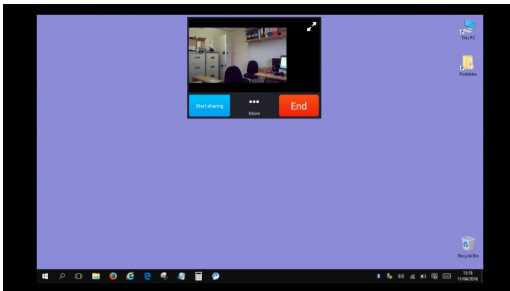
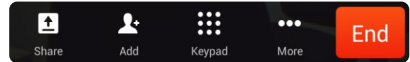
Camera Mute

To turn off the camera, close the camera shutter by turning the bezel. To turn it on again, open the shutter.

Content Sharing

If you want to share content from a PC screen or external camera, you must first connect your device using an HDMI cable. The HDMI in connection is located on the back of the unit.

To share your PC screen while in a video call, tap the screen then the Share button.



The screen will change to show your caller in a small box at the top of the screen and you'll be asked to confirm you wish to share screen. Tap the blue Start Sharing button.

To stop sharing, tap the screen again then Stop Sharing.



Help

For further help, please contact the NVCS Service Desk

Phone: 01224 816666
Web: www.vc.scot.nhs.uk
Email: vc.support@nhs.net

This document had been produced
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Scottish Centre for
Telehealth & Telecare