



Cisco EX Series User Guide

Software Version TC4.2

Version 1.0

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Getting Started

The Cisco EX60 and EX90 are high definition desktop video conferencing systems. They consist of an LCD screen with built in camera and a touch screen input panel.



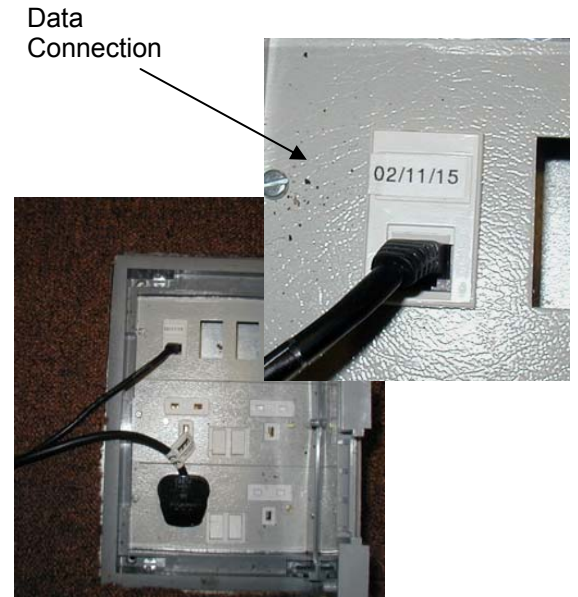
On some systems, the touch panel will have a handset attached. This works like a telephone handset. Picking up the handset starts the dialling process and uses the handset for audio. Replacing the handset on the cradle hangs up the call.



Connecting the System

If the unit is not already connected, simply connect the power cord to a socket and connect the data cable to the appropriate data point.

In general, system used for video conferencing need to be plugged into specially configured data points. If you need to connect the system in an area not previously set-up please contact a member of your support team.



Switching On

The unit should come on automatically when the power is applied. The unit can be shut down and re-started by pressing the power button located at the bottom, left hand corner of the unit.



Power Button

The Touch Panel

The system is controlled using the touch panel. To wake the system up, simply touch the panel.



- 1 Do not disturb button. To change your status, tap the button and select either **Available** or **Do Not Disturb**.
- 2 This section displays the system name or address.
- 3 Self-view button. This displays the local camera output. Before a call, this will be displayed full screen. During a call a small picture-in-picture window will appear.
- 4 Speaker button. This is used to select the audio output device - either the main loudspeaker, the handset or headphones. (The headphone outlet is located at the rear of the main unit.)
- 5 Microphone mute. Touch the button to mute and un-mute the microphone. When muted, the button glows red.
- 6 Volume control. Either press the + and - buttons or slide your finger up and down the panel to change the volume.

Adjusting the Camera

The camera has a built in privacy shutter. To operate the shutter, hold the outer edge of the camera and rotate the ring.

To adjust the vertical alignment of the camera, simply tilt it up and down manually.

The camera can also be used as a document camera. To do this, simply tilt that camera into the fully down position and place your paperwork at the base of the unit. The camera is automatically zoomed in and the self view is displayed.



- 1 To access the on screen camera controls, press the **More** button on the touch panel. This displays the local camera controls and brings up the self-view on screen
- 2 Press the + and - buttons to zoom the camera in and out.
- 3 Press the focus button to auto-focus the camera.
- 4 When finished press the **Back** button to close the menu.

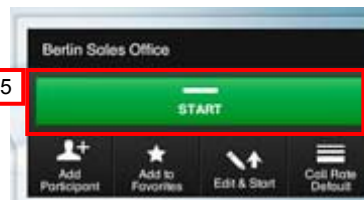


Making a Call

To make a call, press the **Call** button on the touch panel. This displays the call box.



- 1 To dial a pre-programmed number, select either favourites, the system directory or your call history.
- 2 You can search the directory by starting to type the name or number of the unit you wish to dial.
- 3 Scroll through the list by running your finger up and down the list of systems.
- 4 When you find the correct system, tap on the name to open up the dial menu.
- 5 Press the start button to initiate the call.



Favourites - This is your own shortlist of people and places you frequently call. You can add to your favourites from the dial menu.

Directory - The directory is the corporate phone book. You cannot edit the directory, but you can copy entries to your favourites.

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

Manually Dialling a Number



- 1 Tap the **Search or Dial** box.
- 2 Start typing the address of the system you want.
- 3 You can change between alpha and numeric keypads by tapping either of the **123** boxes.
- 4 When you have entered the number, tap the start button.

System Numbers

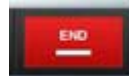
The term “number” has a wide definition. You may use the procedure outlined on this page to call people by their alphanumeric address as well, for example: “joe.bloggs@vc.scot.nhs.uk”.

Most addresses in NHS Scotland take the form of a 9 digit number where the first three digits signify the Health Board and the remaining 6 digits the extension number. The last 6 digits often correspond to an ISDN telephone number, however the use of ISDN when making calls within NHS Scotland is being phased out.

Please remember, to dial an ISDN number (if you have that facility available) you will need to dial the appropriate prefix for your health board. When giving out your address to NHS colleagues, remember to give them your 9 digit address.

Ending a Call

To end a call, tap the **End** button or hang up the handset.



During a Call

During a call, the touch panel displays the call control buttons.



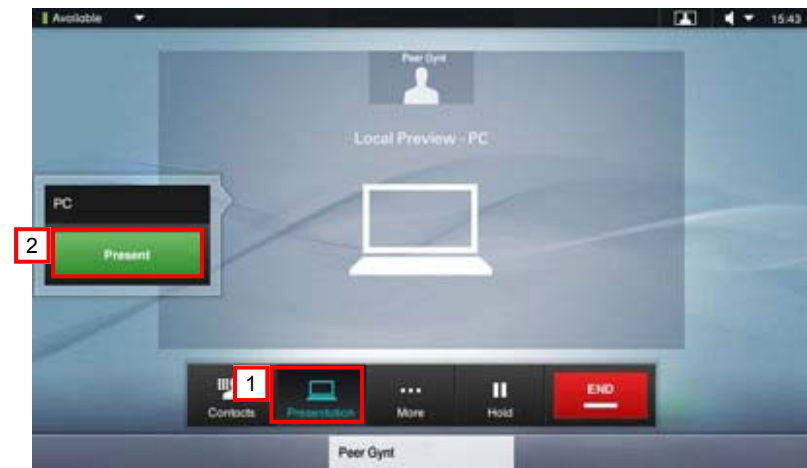
- Add** If your system supports multisite calling, this allows you to dial additional participants.
- Presentation** If a device is connected to the system this allows you to share the video output (for example to share a presentation).
- More** This provides access to the local camera control and settings menus.
- Touch Tones** This provides access to a numerical keypad to issue touch tone commands to the far end. This is useful if you need to interact with an auto-attendant system.
- Hold** This puts the current caller on hold while you dial another system. You can then switch between the two callers.
- End** This ends the call.

Sharing a Presentation

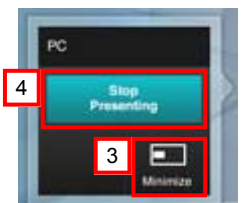
To share a presentation from a computer or laptop, you must first connect the device to the video conferencing system. On laptops, simply plug the cable supplied into the laptop and use the appropriate function key to change the display settings.

For a desktop computer system, it is possible to use the video conferencing unit as a PC monitor. Connect the cable to the video output of your computer, then select the appropriate monitor settings on your PC. For help doing this, please contact a member of your local support team. The EX90 supports video resolutions up to 1920 x 1200.

When using the system as a PC monitor the unit will automatically switch between the PC image and the video conference when a call is made.

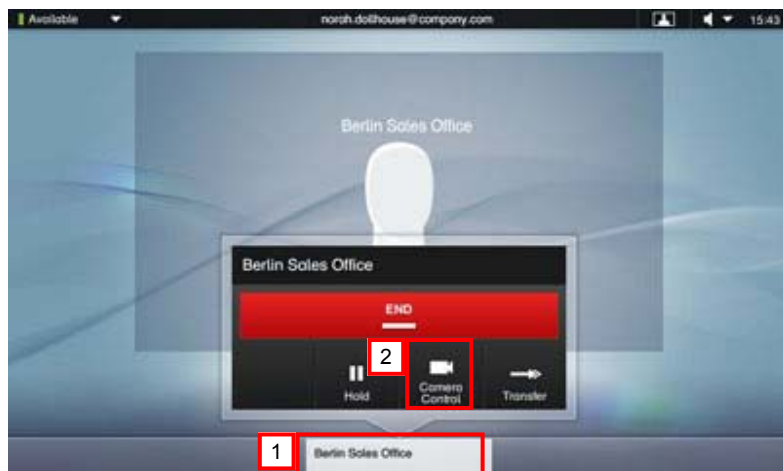


- 1** Tap the **Presentation** button. This displays your PC image on screen but does not send it.
- 2** Tap the **Present** button to start sending the presentation.
- 3** You can minimise your view of the presentation by clicking the **Minimize** button.
- 4** To finish your presentation, tap the **Stop Presenting** button



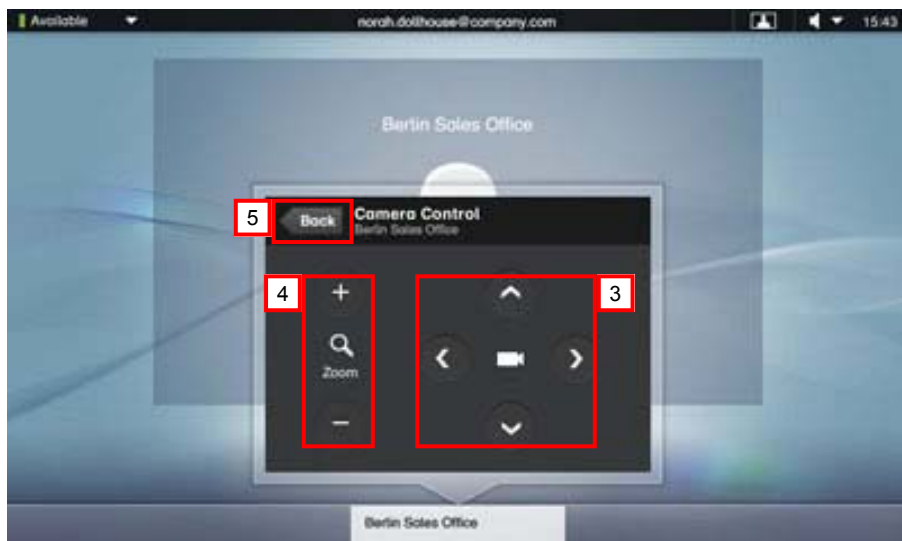
Far End Camera Control

If the system at the remote site supports this feature, it is possible to use the system to control the camera at the far end.



1 During the call, tap the caller ID at the bottom of the touch panel.

2 Select **Camera Control**. This brings up the Camera Control window.



3 Use the arrow keys to pan and tilt the far end camera.

4 Use the + and - buttons to zoom the camera in and out.

5 When you are finished, press the **Back** button to close the menu

To close the site menu box, tap the touch panel somewhere outside the box. Remember, hitting the **End** button will hand up your call.

Troubleshooting

Remote site can't hear you

- Check that the microphone is not muted.
- Turn off background noises such as fans and air conditioning.
- Ensure people are not speaking in the background.
- Speak up a bit.
- Sit closer to the system.

I can't hear the remote sites

- Ask them to do the above.
- Ask them to check the position of their microphone.
- Check the volume of your system by using the touchpad control.

PC image does not display

- Check the PC screen resolution. For a list of acceptable resolutions, please consult the system documentation found at: http://www.cisco.com/en/US/docs/telepresence/endpoint/ex-series/tc4/user_guide/ex90_user_guide_tc42.pdf.
- Use the function keys on the laptop to change the video outputs.

The remote site can't see me

- Check to make sure the privacy shutter on your camera is not closed.

System does not connect

- Check to make sure your system is registered to the appropriate infrastructure. Tap the **More** button then select **Settings**. This displays the system information. On the H323 section, check that your system is **Registered**. If not, check that your system is connected to a suitable data point or contact your support team.
- To dial a system using ISDN phone lines you will need to use the appropriate prefix. Try using 9 or 3 or ask your local support team. Please note, this will only work if your local health board supports this option.

Further Information

For further information please consult the official user guide at:

http://www.cisco.com/en/US/docs/telepresence/endpoint/ex-series/tc4/user_guide/ex90_user_guide_tc42.pdf