

University of La Verne Telepresence User White Sheet

Diagram of the Telepresence Touch Panel:

Introduction to Video Conferencing
Tour the Touch Screen

Tap the upper left corner to activate / deactivate the *Do Not Disturb* feature, to activate / deactivate the *Standby* feature, and to access the *Settings*.

Tap the **?** to contact or access the *Help* desk, if available.

Tap **Camera** to activate selfview and camera settings.

Time of day is indicated in the upper right corner.

Tap **Presentation** to start sharing content and to conduct presentations.

Press the **Microphone** button to mute / unmute microphone.

Press and hold the left side of the **Volume** button to decrease the loudspeaker volume and the right side to increase the volume.

Tap **Dial** to invoke the dial pad.

Tap **Contacts** to invoke the list of contacts including *Favorites*, *Directory* and *Recents*.

Tap **Meetings** to invoke a list of upcoming scheduled meetings.

Tap **Messages** to invoke the voice mail system, if applicable.

About 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.

As default, there is a 60 minutes timeout on the *Do Not Disturb* (after which the system will return to normal operation), but this may have been changed to a different setting by your video support team.

Notel Your video system may, or may not, display all the icons shown here. Some of the features described in this user guide are optional and they may therefore not be present on your system.

Tap the touch screen to wake up the system, if needed.

Tap a button to activate its function.

Scroll in lists as on a smart phone.

D1507606 User Guide
Cisco TelePresence SX10, SX20, MX200 G2, MX300 G2, MX700, MX800, SX80
Produced: December 2014 for TC 73
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To place a point to point call dial the appropriate campus location:

Telepresence Locations		
Location	Number	Campus
Howell Board Room	1050	La Verne, CA
Park Campus Room 147	1051	La Verne, CA
ASC	1055	La Verne, CA
Library 160	1052	La Verne, CA
Leo 101	1053	La Verne, CA
Inland Empire	1020	Ontario, CA
San Fernando	1021	Burbank, CA
Bakersfield	1022	Bakersfield, CA
Ventura	1023	Oxnard, CA
OC	1024	Irvine, CA
High Desert	2090	Victorville, CA

If you are placing a call to multiple campuses, please contact klewis@laverne.edu

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test

Saturday, September 2, 2017 | 12:55 pm Pacific Daylight Time (GMT-07:00) | 10 minutes | ● Not started

Host: [redacted] [Edit](#) | [Cancel meeting](#) | [Add to my calendar](#)

[Less information](#)

Meeting number: 807 625 503

Meeting password: [redacted]

Meeting link: [redacted]

Host key: [redacted]

Video address: [Dial 807625503@laverne.webex.com](tel:807625503@laverne.webex.com)

Audio connection: 1-850-479-3207 Call-in toll number (US/Canada)

[Global call-in numbers](#)

Access code: 807 625 503

[Start](#)

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Use the video address and enter it on the touch panel

To place a call using a video address, dial the video address located on the invitation. Once the number is dialed, the system will ask for the **Host key**. Enter the **Host key** on the touch panel.

To redial a recent call, you can gain access using the Recents list:

Contacts

Call Recents

Gaining access to the Recents list:

- 1 Tap **Contacts**.
- 2 Scroll through the list (a), or tap the **Search** or **Dial** field (b) to invoke the virtual keyboard to key in a name, number or address. Possible matches will appear as you type.

Removing a single entry:

- 1 Select an entry in the Recents list by tapping it. Then tap **More** (***).
- 2 Tap **Remove from Recents** to remove the entry. You will be prompted to confirm your intentions.

Clearing the entire Recents list:

- 1 Tap **Contacts**, if needed.
- 2 Scroll to get to the top of the list.
- 3 Tap **Clear Recents**.

About Recents

The *Recents* lists the received, placed and missed calls since the last time the list was cleared.


Tap an entry and you may:

- Call the entry by tapping **CALL**.
- Add the entry to an ongoing call (optional).
- 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.

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The Telepresence camera has manual and default settings. To view the settings on the touch panel view the image below:



Camera

View Camera Settings

Tap **Camera** to invoke the camera adjustment menu.



Any camera presets defined will be listed here.


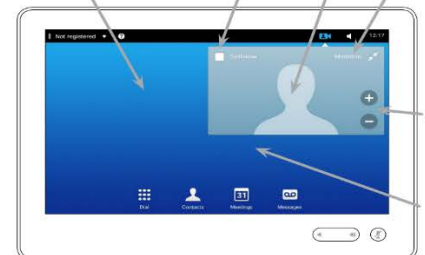
Turn Selfview On and Off.

Pan and tilt controls.

Maximize/minimize Selfview.

Zoom in and out.

Select which camera to control (for configurations with more than one camera).



About Camera Settings

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 system) 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. How to do this is shown in ["Move the Selfview PIP" on page 51](#).

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To control the camera manually:




Camera Control Own Camera

Using your camera presets:


- 


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


Select the preset to use.
- 

Tap anywhere outside the menu to exit.

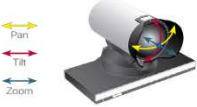
Adjusting your camera's pan, tilt and zoom:

- 

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

Tap **Selfview** (a) and then adjust **Pan**, **Tilt** and **Zoom** (b).
- 

Tap anywhere outside the menu to exit.



Legend:
Pan: horizontal double-headed arrow
Tilt: vertical double-headed arrow
Zoom: radial double-headed arrow

About Camera control

Existing camera presets can be used right away during a call.

Your video system 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—turn to [“Edit Existing Camera Position Preset” on page 46](#) for details.

As an alternative to adding or editing presets, a simple adjustment of your camera's pan tilt and zoom should also be considered.

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For additional information and training, please contact the Service Desk at help@laverne.edu