

## I. HOW TO CHOOSE AN ENDPOINT (From Endpoint Tab)

- Select the **Endpoint** Tab.
- Tap or click to highlight the desired endpoint.
- Press the **Select** button for that endpoint.
- Once connected, vControl® PRO will automatically switch to the **Dial** Tab.



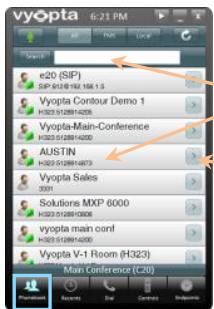
## II. MAKING A VIDEO CALL (From the Dial Tab)

- Select the **Dial** Tab.
- Press the **Video** button above the Address Bar to select Video mode.
- Tap or click the Address Bar to enter the number or address to be dialed.
- Press the **Video Call** button to dial the number and connect the call. Additional participants may be added one at a time by repeating these steps. The **Video Call** button will be replaced by an **Add Video Call** button if an active call is in session. **(Adding participants is only available on Systems with multi-site capability)**
- End calls by pressing the **End Call** button. In calls with multiple participants, each individual participant may be dropped from the call by pressing the end call icon to the right of their name.



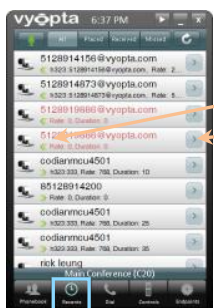
## III. MAKING A TELEPHONE CALL (From the Dial Tab)

- Select the **Dial** Tab.
- Press the **Telephone** button above the Address Bar to select Telephone mode.
- Tap or click the address bar and enter the number to be dialed.
- Press the **Audio Call** button to dial the number and connect the call. Additional participants may be added one at a time by repeating these steps. Note that the **Audio Call** button will be replaced by an **Add Audio Call** button if an active call is in session. **(Only available if System is integrated with voice PBX)**
- End calls by pressing the **End Call** button. In calls with multiple participants, each individual participant may be dropped from the call by pressing the end call icon to the right of their name.



## IV. USING THE PHONEBOOK (From the Phonebook Tab)

- Select the **Phonebook** Tab.
- Scroll or use the Search box to find the desired endpoint. To search, type the Profile Name of the endpoint you desire.
- Select the endpoint by tapping or clicking the **>** button to the right of the Profile Name.
- vControl® PRO will automatically switch to the **Dial** Tab and populate the dialing information in the Address Bar.
- Tap or click the **Video Call** or **Audio Call** button to connect the call (see sections II and III)



## V. USING THE RECENT CALLS (From the Recents Tab)

- Select the **Recents** Tab.
- Scroll through the call list to find the desired endpoint.
- Select the endpoint by tapping or clicking the **>** button to the right of that entry.
- vControl® PRO will automatically switch to the **Dial** Tab and populate the dialing information in the Address Bar.
- Tap or click the **Video Call** or **Audio Call** button to connect the call (see sections II and III)



## VI. USING THE VIDEO BRIDGE (From the Controls Tab)

If a video conferencing bridge is used for the video/audio conference:

- Select the **Controls** Tab.
- Select the **Bridge** button at the right of the top menu bar.



- vControl® PRO will then switch to the bridge control screen and default to the Auto Attendant mode.
- The conference room can be selected by navigating using the arrow keys or by entering the conference ID number using the keypad.
- If required, enter the PIN number for the conference with the number pad. The "\*" key can be used to clear the input box, if needed.
- Press the "#" key to submit the PIN code, and you should be placed into your conference call.



### Other Video Bridge Control Options

In a video conference session with at least three participants, the Codian Layout button can be selected to control local layout views.

- Press the **Codian Layout** button to select the layout mode.
- Use the up and down arrow controls to cycle through the different participant layout views and participant voice switching options.

## BASIC CONTROLS TAB OVERVIEW

By selecting the **Controls** Tab, vControl® PRO will display the Cisco TelePresence remote interface. The Near End mode controls the local video conference codec.

### Cisco TelePresence MXP Series

#### Input Selection:

- Document camera
- PC Presentation
- Main Camera

#### Controls:

- Toggle Mute on/off
- Volume control
- Layouts for multi-site
- Cancel system interactions



#### Input Selection:

- DVD
- Auxiliary

#### Controls:

- Toggle Presentation on/off
- Zoom controls
- Menu/confirmation
- Arrow/navigation/camera control pad
- Toggle self-view layouts

### Cisco TelePresence C-Series

#### Input Buttons:

- Programmable smart keys

#### Controls:

- Toggle Mute on/off
- Volume control
- Layouts for multi-site
- Cancel system interactions



#### Controls:

- Toggle Presentation on/off
- Confirmation
- Zoom controls
- Arrow/navigation/camera control pad
- Toggle self-view layouts



The Far End mode controls the far end video conference codec. Only those controls available to the local user will be highlighted and unavailable functions will be shaded out. In most cases, far end controls will be limited to controlling far end camera panning, tilt and zoom.