

Conferencing



(Premium Phone)

Cisco Unified IP Premium Phone (model 9971)

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By Griffith University

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Video Camera

This chapter covers:

- The video camera lens shutter
- Self-View video
- Adjusting the video camera brightness
- Adjusting the video camera viewing area
- Video screen features



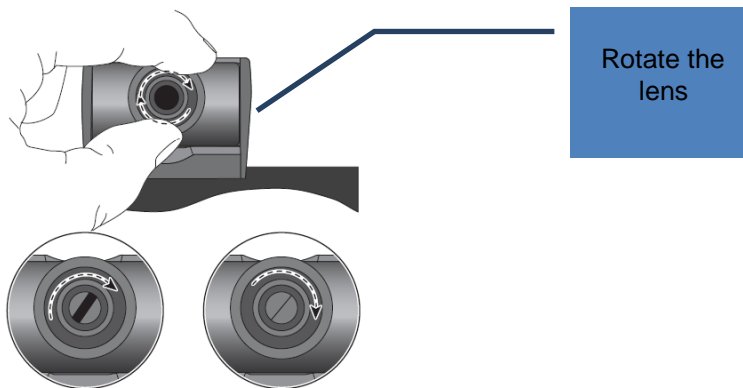
When using your phone, different buttons will display on the screen at various times. In the manual, these are referred to as soft keys. To use them, you need to press the soft key on the screen.

Video Camera

The Premium Cisco Unified Video Phone (model 9971) has a camera attached that allows you to make a video call with one or more other video phones at the University.

Turn off the Camera lens shutter

1. Rotate the lens Clockwise to close the shutter.
2. Rotate the lens Counter-clockwise to open the shutter.



Self-View Video

Self-View Video allows you to see the view from your camera when you are not in a video call. Use Self-View video before making video calls to help set up and position your camera effectively.

1. Press the **Self-View** soft key (you may need to press **More** soft key first).
2. Adjust the lens up or down to correct the display.

Camera Brightness

The Brightness setting affects the quality of the video that you transmit to others; it does not affect video that you receive from other parties.

Adjust the Camera Brightness



1. Press the **Applications** button.
2. Select **Accessories** (use the **Navigation** pad and **Select** button to scroll and select or touch the **Accessories** icon on the screen).
3. Select **Cisco Unified Video Camera**.
4. Press the **Setup** soft key.
5. Select **Brightness** and perform one of the following:
 - **To increase brightness:** Press the right or up arrow on the **Navigation** pad or drag and hold the brightness bar on the screen.
 - **To decrease brightness:** Press the left or down arrow on the **Navigation** pad or drag and hold the brightness bar on the screen.
6. Press the **Save** soft key.

The brightness is set.

Adjust the Camera View Area



1. Press the **Applications** button.
2. Select **Accessories** (use the **Navigation** pad and **Select** button to scroll and select or touch the **Accessories** icon on the screen).
3. Select **Cisco Unified Video Camera**.
4. Select **View Area** and perform one of the following;
 - **To increase** the camera viewing area, press the right or up arrow on the **Navigation** pad or drag and hold the view bar on the screen.
 - **To decrease** the camera viewing area, press the left or down arrow on the **Navigation** pad or drag and hold the view bar on the screen.
5. Press the **Save** soft key.

The contrast is set.

Video Screen Features

From a video call, you can do the following:

- Hide the Video
- Enable Full Screen Video
- Mute the Video
- Swap between views
- Adjust the Picture-in-Picture (PIP) position

Hide or Show the Video

1. Press the **Hide Video** soft key.
2. Press the **Show Video** soft key to view the video screen.

Enable Full Screen Video




1. Press the **Full Screen** soft key.
2. Press the **Minimize** soft key to return to the original view.

Mute the Video



1. Press the **Mute Video** soft key. The light on top of the camera goes red.
2. Press the **Unmute Video** soft key to unmute the video. The light on top of the camera will turn green.

Swap between Views

You can find your '**Self View**' (the image that your camera transmits to others) displayed by default in the picture-in-picture (PIP) window in a corner of your phone screen. From the 'full-screen' view, you can press the  soft key to display '**Self View**', '**Full Screen**' and to move the other party's image to the picture-in-picture view window.

Adjust the Picture-in-Picture Position (PIP)



1. Press the **Picture-in-Picture** soft key to move the PIP window to a different quadrant of the screen (you may need to press **More** soft key first).
2. To disable PIP, press the **Picture-in-Picture** soft key **five times**

Conferencing

This chapter covers:

- Add another participant to your call
- Swap between calls before completing a conference
- View and remove a participant from a conference call
- Call a video conference room



When using your phone, different buttons will display on the screen at various times. In the manual, these are referred to as soft keys. To use them, you need to press the soft key on the screen.

Conference

Conference allows you to talk simultaneously with multiple people. When you are talking on a call, use Conference to dial another person and add them to the call.

Add another party to your call



1. Start with a connected call that is not on hold.

2. Press the **Conference** button.

3. Enter the recipient's phone number

4. Wait for the party to answer.



5. Press the **Conference** button or the **Conference** soft key.

The conference call begins. If required repeat steps 2 to 5 to add more parties.

Note: If your caller does not wish to be added to the conference, you can swap back to the conference call.

Swap between calls before completing a Conference

1. After calling a new conference participant, but before adding the participant to the conference, press the **Swap** soft key to toggle between the two calls.

This allows you to consult privately with the party or parties on each call before combining the calls into a conference.

View Conference participants



1. While in a conference, press the green session button on the right side of the phone.

Remove Conference Participants

1. While in a conference, press the green session button on the right side of the phone.

2. Highlight the participant that you want to remove, then press the **Remove** soft key.

Call a video Conference Room

1. To call a video conference room perform **one** of the following:

- Lift the handset and enter phone number.

OR



- Press the **Speaker Phone** button and enter phone number.

OR



- Press the **Headset** button and enter phone number.



OR

- Press the **Applications** button, then select **Call History**, then use **Navigation pad** and **Select** button to scroll and select.

OR

- With the handset On-Hook, enter phone number (the On-Hook Dialling screen displays) or use the **Navigation pad** to scroll through Call History. Press **Call**, lift the handset, or press the **Speakerphone** or **Headset** button.