

# Conferencing



*(Standard Phone)*



Cisco Unified IP Standard Phone (model 8945)

Copyright © 2013 Australia  
By Griffith University

Version Control  
Last Update: 25/6/2013  
Version Number: 8945-2.1

Contact details:  
Griffith University

Web: [www.griffith.edu.au/unifiedcollaboration](http://www.griffith.edu.au/unifiedcollaboration)

First Published in April 2013

Screen Shots © 2013 Griffith University. All rights reserved.

#### Disclaimer

Every effort has been made to provide accurate and complete information. However, Griffith University assumes no responsibility for any direct, indirect, incidental, or consequential damages arising from the use of information in this document. Data and case study examples are intended to be fictional. Any resemblance to real persons or companies is coincidental.

#### Copyright Notice

This publication is protected in accordance with the provisions of the Copyright Act. Apart from permissions expressed in the Copyright Act pertaining to copying for study, review, or research, no part of this publication may be reproduced in any form, or stored in a database or retrieval system, or transmitted or distributed in any form by any means, electronic, mechanical photocopying, recording, or otherwise without written permission from Griffith University.



# Table of Contents

<b>Video Camera</b> .....	<b>3</b>
Enable Auto Transmit Video .....	3
Self-View Video .....	3
Camera Brightness.....	3
Video Screen Features.....	4
<b>Conference</b> .....	<b>7</b>
Add another party to your call .....	7
Swap between calls before completing a Conference.....	7
View Conference participants .....	7
Remove Conference Participants .....	7
Call a video Conference Room .....	8



---

# Video Camera

*This chapter covers:*

- Enabling auto transmit video
- Self-View video
- Adjusting the video camera brightness
- 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 button directly underneath the soft key.





## Video Camera

The Standard Cisco Unified Video Phone (model 8945) has a camera attached that allows you to make a video call with one or more other video phones at the University.

### Enable Auto Transmit Video

You can transmit your video automatically whenever a call is initiated or accepted. If a video transmission is in progress, the light next to the camera turns green, and when on video mute it turns red. The light next to the camera is turned off when the camera is not in use.



1. Press the **Applications** button.
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Camera Settings > Auto Transmit Video** option.
4. Select **Yes** to enable automatic video transmission or **No** to disable the feature.
5. Press the '**Apply**' soft key to apply the feature, or press the **Return** soft key to return to the Set-up screen.



### 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. Tilt the lens up or down to correct the display.
3. Press the **Exit** soft key when finished.

### 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 **Preferences** (use the *Navigation* pad and *Select* button to
3. Select **Brightness** and perform one of the following:
  - **To increase brightness:** Press the up arrow on the *Navigation* pad.
  - **To decrease brightness:** Press the down arrow on the *Navigation* pad.
4. Press the **Save** soft key.
5. Press the  soft key followed by the **Exit** soft key return to the home screen.

*The brightness is set.*

## Video Screen Features

From a video call, you can do the following:

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

### Enable Full Screen Video

1. Press the **Swap** soft key (you may need to press the **'More'** soft key first).
2. Press the **Swap** soft key to return to the original view.

### Mute the Video



1. Press the **Mute Video** button. The light next to the camera will turn red.
2. Press the **Mute Video** button to unmute the video. The light next to 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 **Swap** 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 button directly underneath the soft key.



## 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 **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 left side of the phone.
2. Press the **View Details** soft key.

### Remove Conference Participants



1. While in a conference, press the green session button on the left side of the phone.
2. Press the **View Details** soft key.
3. 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.