



Operation Guide (Touch Panel)

V600R019



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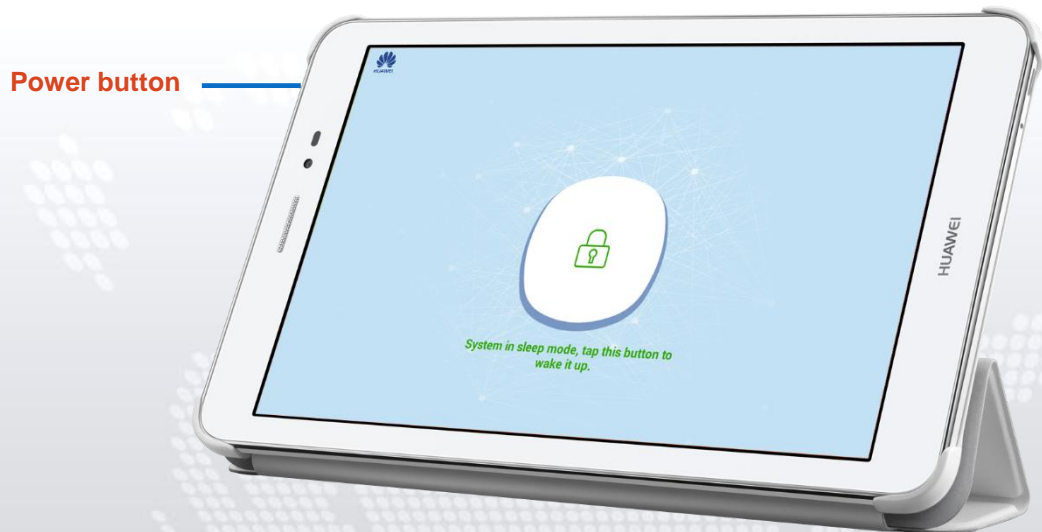
PART 01

Quick Start

- Touch Panel
- Touch Panel UI
- Share Content
- Invite a New Participant to a Conference



Touch Panel



About the Touch Panel

Using the touch panel, you can easily:

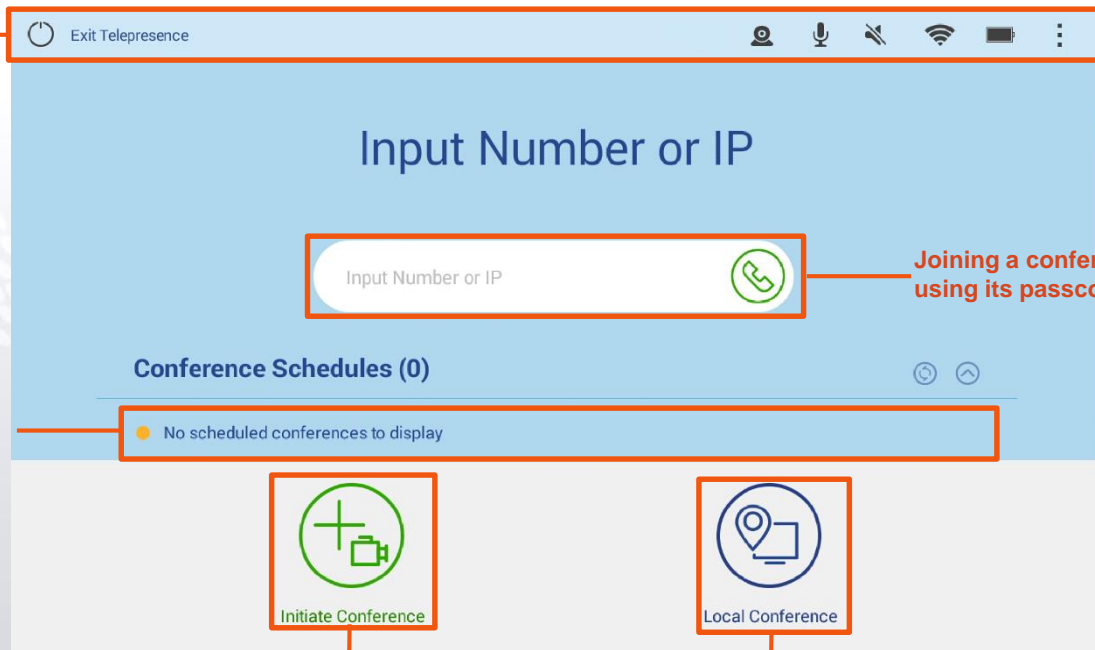
- Hold a conference
- Perform voice dialing
- Control a conference
- Control the microphone and speaker
- Select and control a camera

With the touch panel, you can join and control conferences by several taps.

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Touch Panel UI

Task bar




Joining a conference
using its passcode

Scheduled
conference list,
from which you
can search for and
join a scheduled
conference

Tapping it to display the
Address book, Keypad, and
Conference History menus

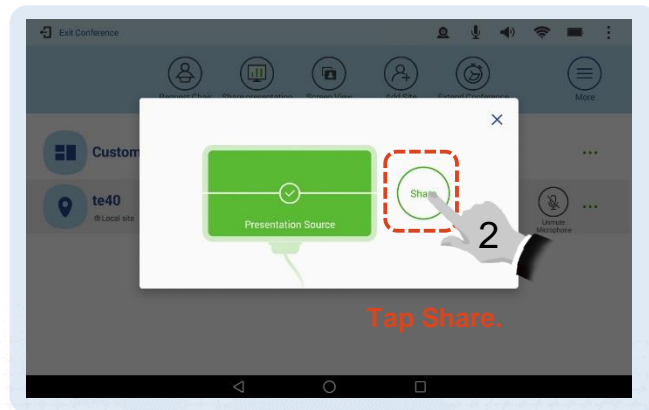
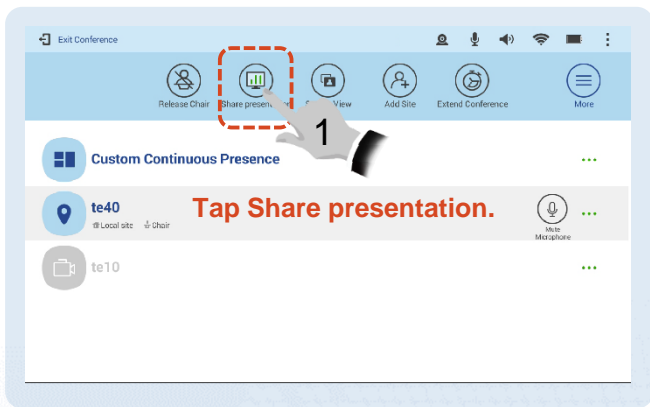
Tapping it to view local
video and presentation

Operating Tips

- Press the power button for about 2s to power on the tablet. Then press  to access the home screen of the telepresence system.
- On the home screen, you can use the passcode to join a conference. Alternatively, enter the access number of a conference to join it or call a site by its IP address. Select the method of joining a conference based on your actual needs.

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Share Content



About Presentation Sharing

The Air Content Sharing client can run on 32-bit and 64-bit Windows 7, Windows 8, and Windows 10 operating systems.

Before sharing a presentation from a PC, ensure that the PC is connected to the endpoint.

Connect the endpoint and PC.

- Using a cable:
Connect the video output port on the PC to the video input port on the endpoint through a video cable.
- Using the Air Content Sharing client:
 1. Open a browser on the PC, enter the endpoint's IP address in the address box, and press **Enter**.
 2. On the login page of the endpoint's web interface, click **Download Air Content Sharing** in the upper left corner to download the client. Then install it as prompted.
 3. On the PC desktop, double-click the icon of the Air Content Sharing client to start it.
- Then the shared content appears on the display connected to the endpoint.
- To stop presentation sharing, tap **Cancel**.

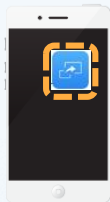
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Share a Presentation

About Sharing a Presentation

Select a method of sharing a presentation depending on your requirements.

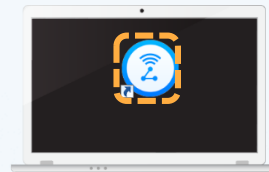
Share a presentation through one of the following methods:



AirPresence mobile



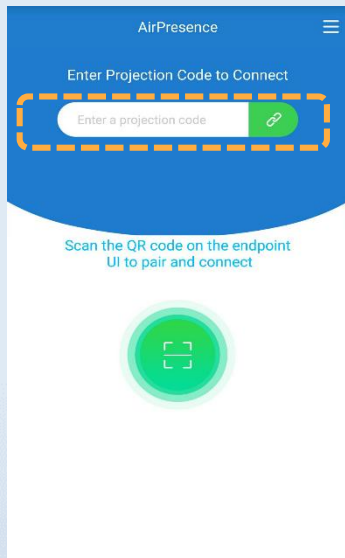
AirPresence Key



AirPresence PC

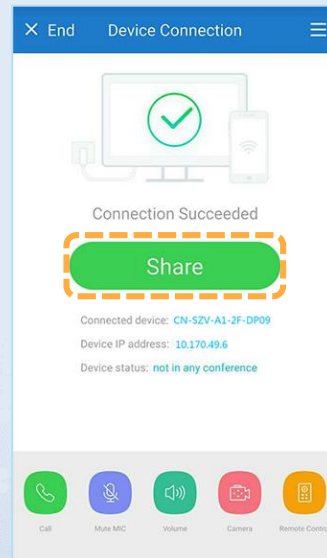
Share a Presentation Using the AirPresence Mobile Client

1



- Start the AirPresence client on your mobile device.
- Enter the projection code to connect to the endpoint.

2





After the connection is set up, tap **Share**. Then choose to share a document, image, or desktop.

About AirPresence

- AirPresence is a wireless projection client designed for the endpoint. It can be installed on a PC or mobile device.
- The projection code is available on the endpoint's user interface after **Projection code** is set to **Connection policy** under **System Settings > Security > Air Content Sharing** on the endpoint's web interface.

The AirPresence mobile client runs in:

-  Android 5.0 or later
-  iOS 7.0–11.0

Share a Presentation Using the AirPresence Key



AirPresence Key

- a. Plug the AirPresence Key into the USB port on the endpoint (TE40 in this example) for pairing.



- b. Plug the AirPresence Key into the USB port on the PC for pairing.
- c. Run the AirPresence Key program on the PC and complete the installation as prompted.
The PC can use the AirPresence Key only after having the AirPresence Key program installed. If you have installed the program, skip this task.
- After the installation is complete, a message is displayed on the PC desktop indicating that the connection is successful and you can press the button to start sharing.
- d. Press the button on the AirPresence Key to share the PC desktop.

To stop sharing, press the button again.

About the AirPresence Key

The AirPresence Key is a device used for wireless projection. After it is paired with an endpoint and then plugged into a PC, you can push the PC desktop to the endpoint by pressing just one button.

The AirPresence Key program is stored under:

- Windows: **Program > Computer > AirPresence > AirPresenceKey.exe**
- Mac: **Finder > Devices > AirPresence > AirPresenceKey.pkg**

To install the AirPresence Key program on a Mac, the operating system user name and password are required.

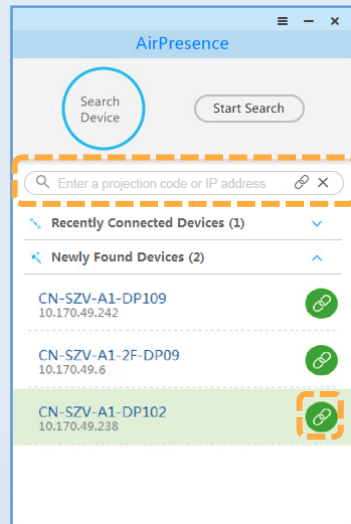
Q: The endpoint is running properly, but the PC desktop displays the message indicating that no endpoint is found and the connection has failed. What is the problem?

A: The pairing between the AirPresence Key and the endpoint is invalid. Pair them again.




For more operations related to the AirPresence Key and its indicator descriptions, see the *AirPresence Key Quick Start*.

Share a Presentation Using the AirPresence PC Client

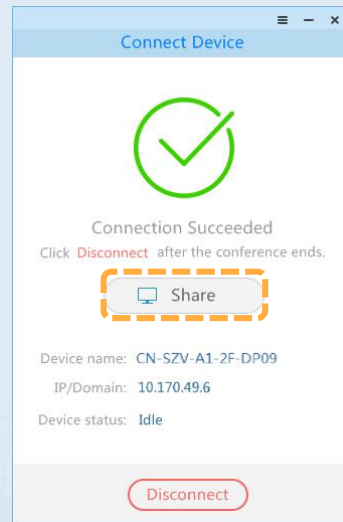
1



Connect the AirPresence PC client to an endpoint through one of the following methods:

- Enter the projection code found on the endpoint's user interface and click .
- Enter the endpoint's IP address and click . Then enter the connection password on the AirPresence client or accept the connection request from the endpoint's user interface.
- Find the endpoint in the **Newly Found Devices** list and click .

2



Tap **Share**.

About Sharing a Presentation

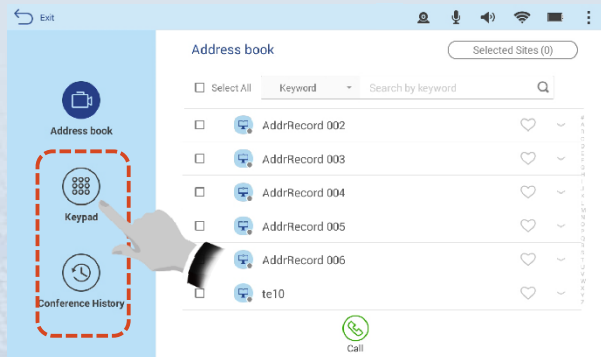
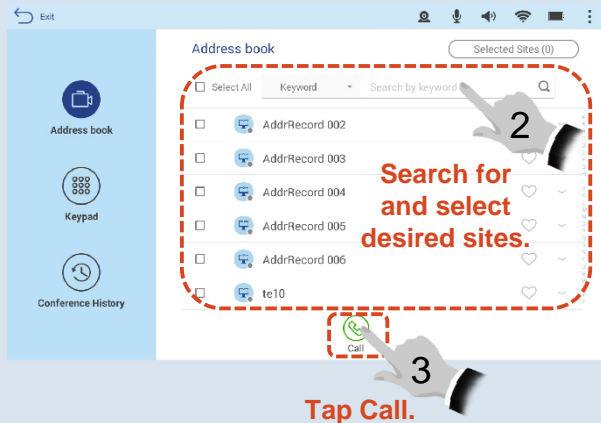
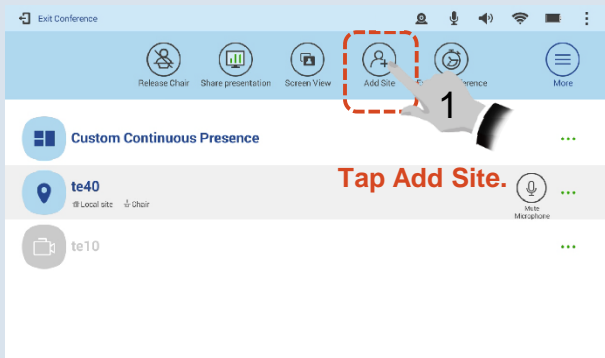
To stop sharing, click **Stop** or **Disconnect**.

Obtain the AirPresence PC client installation package from the endpoint's software package.

The AirPresence PC runs in:

- 32-/64-bit Windows 7 SP1/8.1/10
- 32-/64-bit OS X 10.7–10.11

Invite a New Participant to a Conference



About the Add Site and Call Site Functions

- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

About Adding a Site

Only the chair site can add sites. The Add Site menu is unavailable for non-chair sites.

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PART 02

Join a Conference

Select a method of joining a conference depending on your requirements.

- **Join a Conference Using the Conference Access Number/VMR Domain Name/Passcode**
- **Join a Conference from the Conference Schedules**

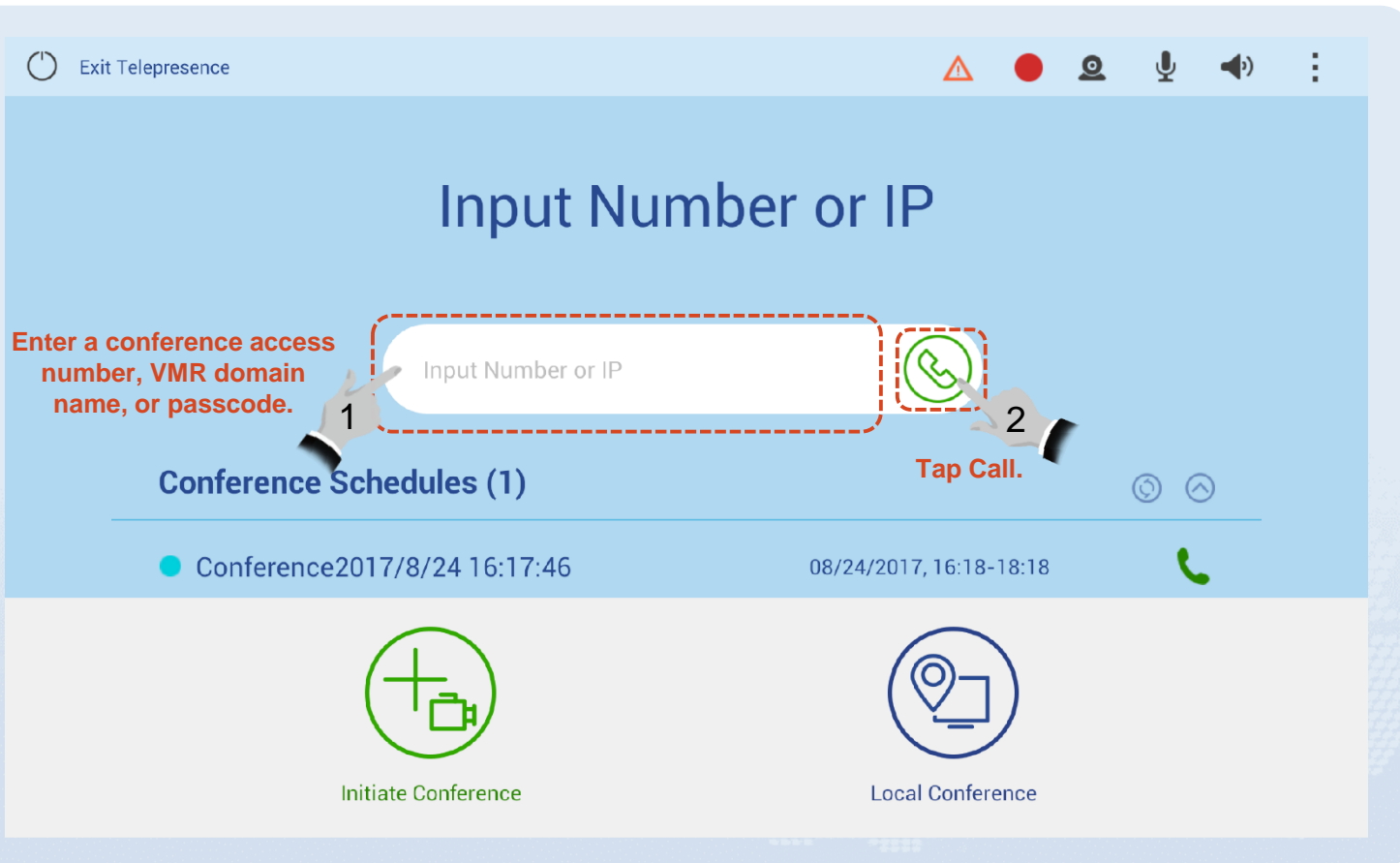


Join a Conference Using the Conference Access Number/VMR Domain Name/Passcode

About the Conference Access Number/VMR Domain Name/Passcode

You can join various types of conferences using this method, including IMS conferences, authentication conferences, and third-party cloud video conferences (on vendor-provided cloud platforms such as Videxio).

If the conference requires a password, enter the password, followed by the pound button (#).






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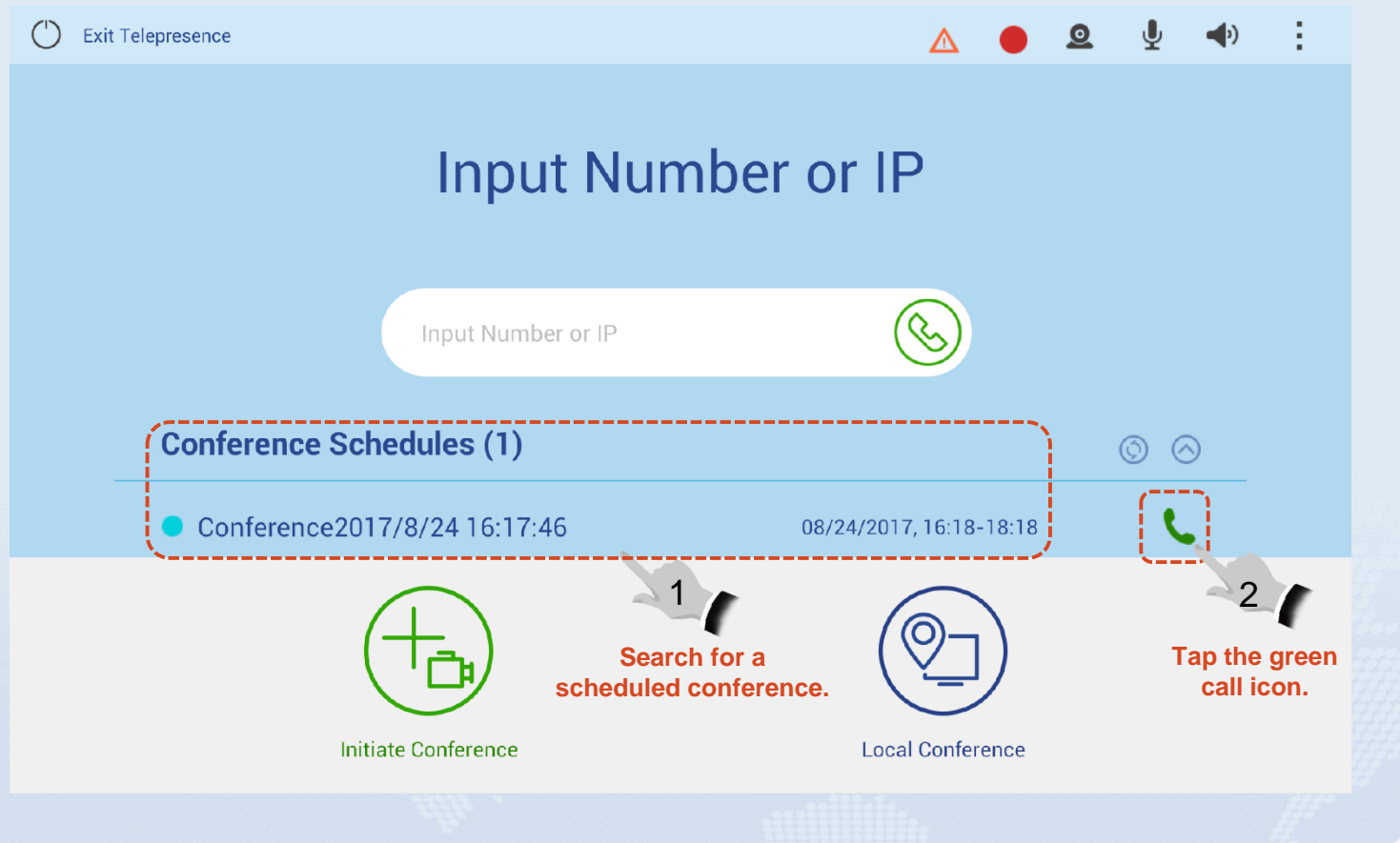
Join a Conference from the Conference Schedules

About the Conference Schedules

Conferences that have been scheduled in the service management system will be displayed in the **Conference Schedules**.

Status icons:

- : The conference is in progress.
- : The conference has not started.
- : No scheduled conference.



Exit Telepresence

Input Number or IP

Input Number or IP

Conference Schedules (1)

Conference2017/8/24 16:17:46 08/24/2017, 16:18-18:18

1

Search for a scheduled conference.

2

Tap the green call icon.

Initiate Conference

Local Conference

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PART 03

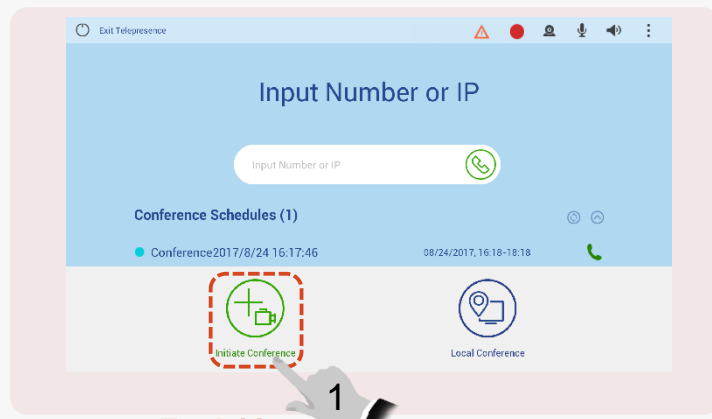
Create a Conference

P2P calls can be set up between TEX0s or between the TEX0 and the TE10, TE20, DP300, TE Mobile, TE Desktop, RP100, or RP200.

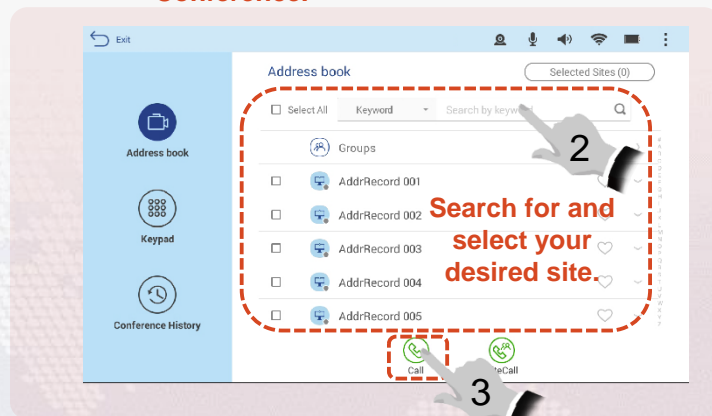
- **Create a Conference Using the Address Book**
- **Create a Conference Using the Site Number or IP Address**
- **Create a Conference Using the Call History**
- **Create a Local Conference**



Create a Conference Using the Address Book



Tap Initiate Conference.



Tap Call.

About the Address Book

The address book is divided into:

- Groups
- Contacts

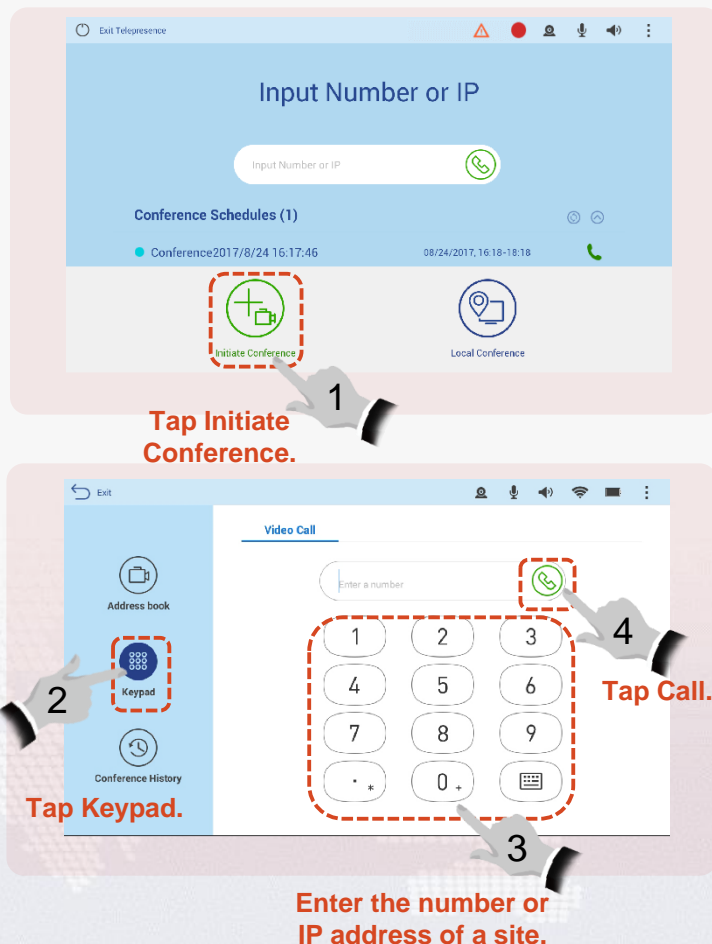
For the method of adding a contact to the address book, see the "Address Book Management" part in the *Web Online Help*.

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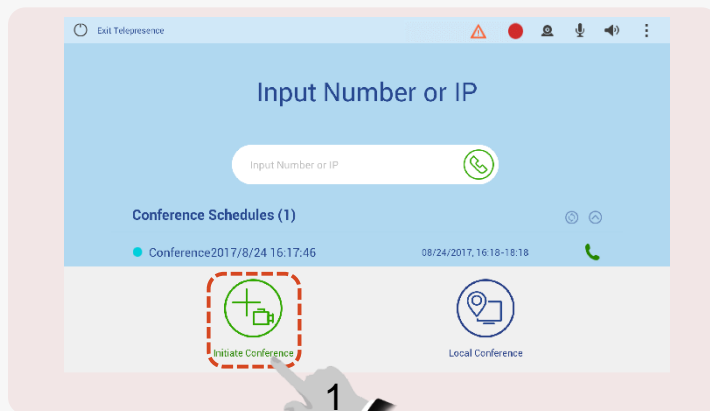
Create a Conference Using the Site Number or IP Address

About the Site Number/IP Address

If the site you want to call is not in your address book, you can call it by entering its number or IP address.



Create a Conference Using the Call History



Tap Initiate Conference.



Tap Conference History.

Find your desired record and tap the call icon of this record.

About the Call History

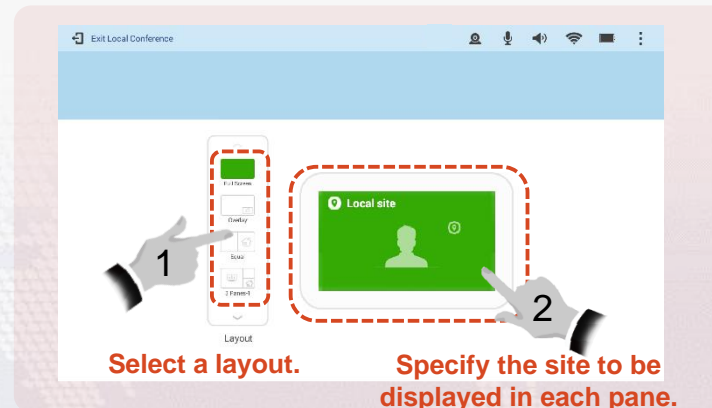
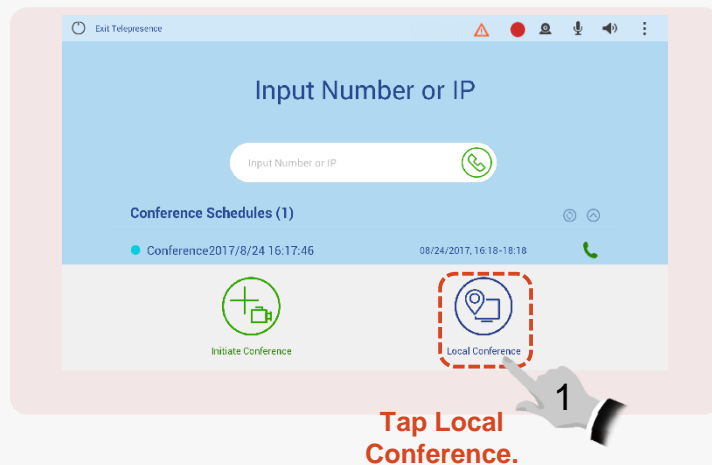
The **Conference History** includes:

- Dialed calls
- Answered calls
- Missed calls

You can select any record from the **Conference History** to initiate a call.

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Create a Local Conference



About Local Conference

If only one site exists in a conference, initiate a local conference and view video and presentation of the local site on the HD display.

Conference control is unavailable in a local conference.

PART 04

Control a Conference (Standalone MCU)

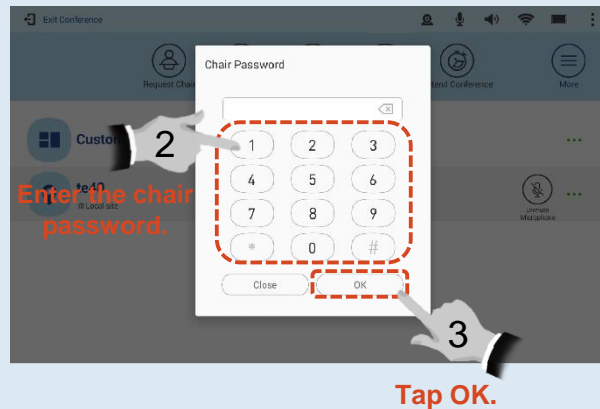
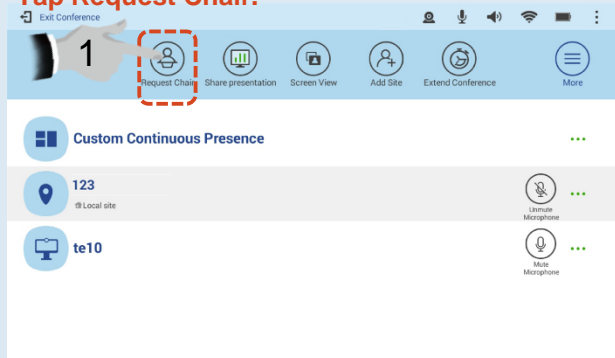
- Request/Release Chair Control Rights
- Select a Screen Layout
- Add a Site
- Extend a Conference
- Switch from One Conference to Another
- View Sites in Turn
- Enable Voice Activation
- Broadcast a Site
- Request the Floor
- Give the Floor
- Record a Conference
- Display Caption
- Set Continuous Presence
- Mute/Unmute the Microphone of a Site
- Disconnect a Site
- Call a Site
- Delete a Site



Request/Release Chair Control Rights

Tap Request Chair.

To request chair control rights:



About the Chair Password

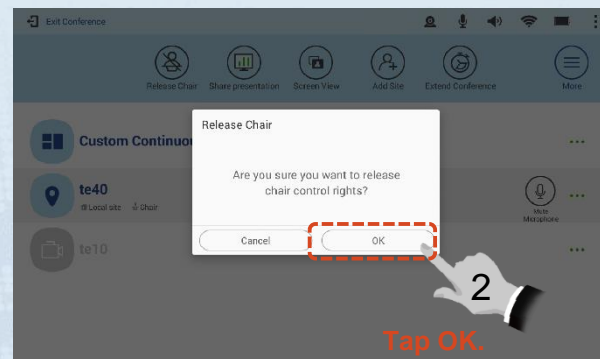
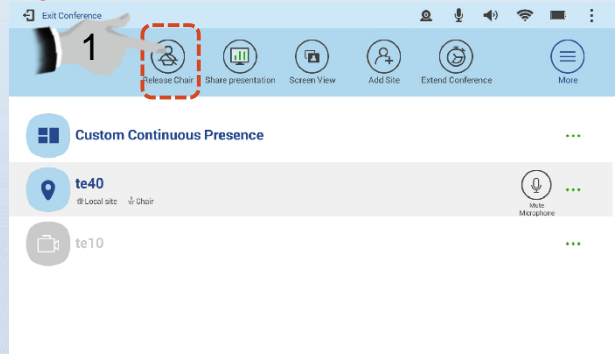
If a chair password has been set for a conference, you will be granted chair control rights only after entering the password. Obtain the chair password from the SMC administrator or conference organizer.

About Releasing Chair Control Rights

Applying for the chair role is allowed only when no chair site exists in the conference.

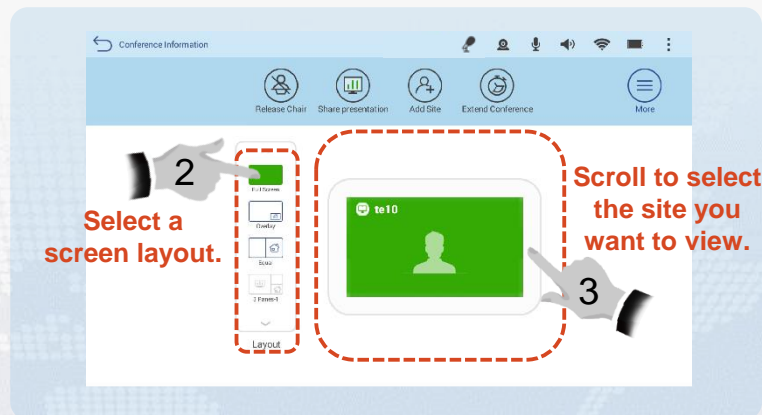
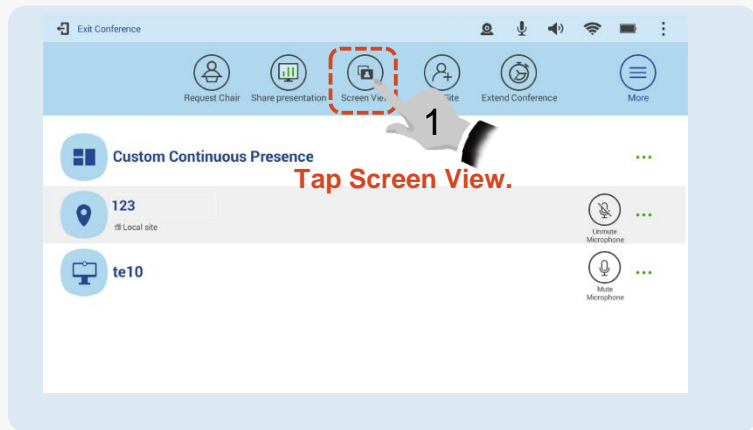
Tap Release Chair.

To release chair control rights:



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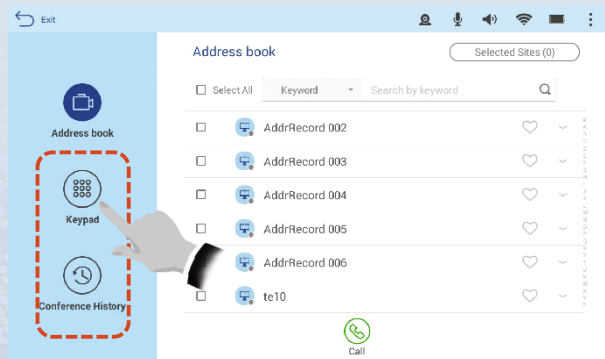
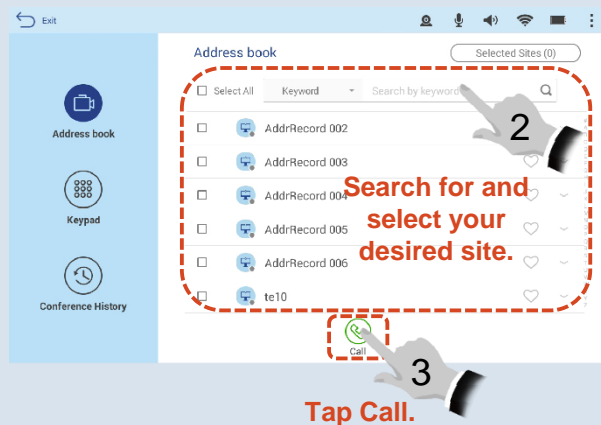
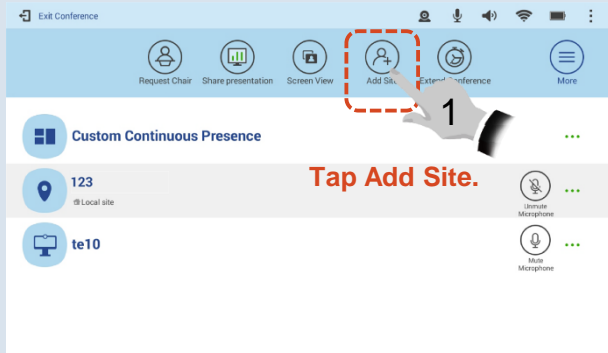
Select a Screen Layout



About Viewing a Site

- A site can choose to view a specified site or continuous presence. The content viewed by other sites remains unchanged.
- If you are the chair site, you can select **In Turn**, select two or more sites, set **Interval(s)**, and select **Start** to view the selected sites in turn. To stop viewing sites in turn, select **Stop**.

Add a Site



If the site you want to add is not found in the address book, you can add it through the keypad or conference history.

About the Add Site and Call Site Menu Items

- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

About Adding a Site

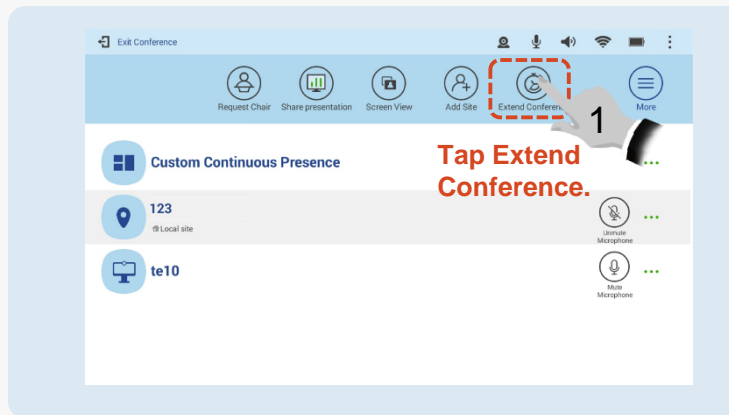
Only the chair can add sites. If a non-chair site taps **Add Site**, the message asking the site to request chair control rights will be displayed.

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Extend a Conference

About Extending a Conference

- Only the chair site can extend a conference.
- It is recommended that you extend a conference by 30 minutes at a time.



Tap Extend Conference.

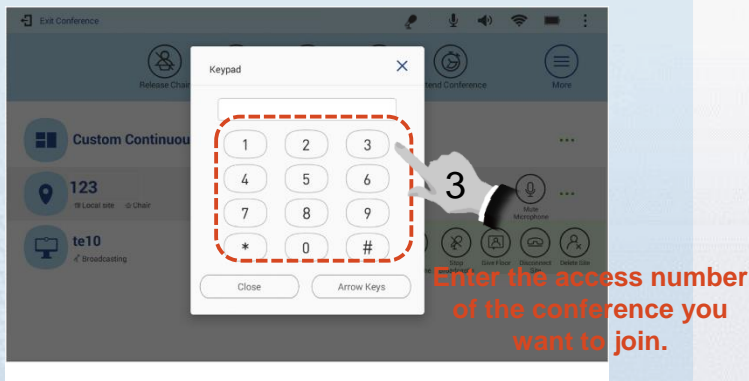
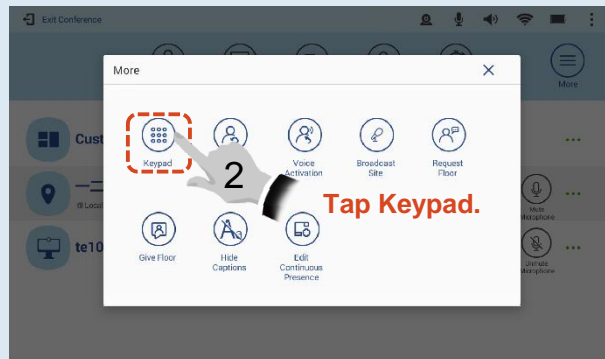
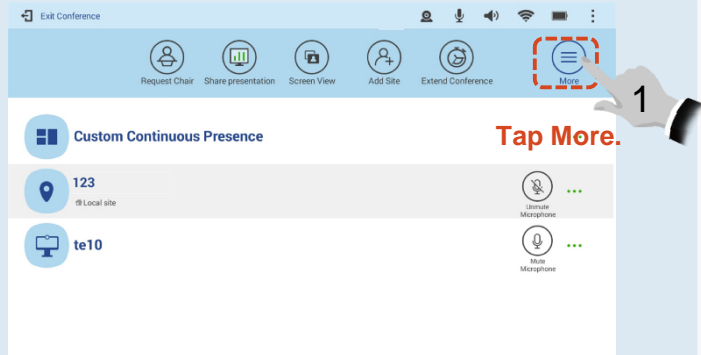
Scroll to select the duration of extension.



Tap OK.

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Switch from One Conference to Another

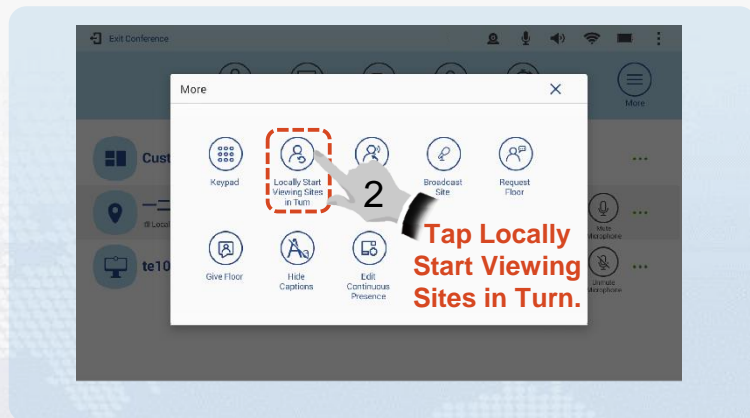
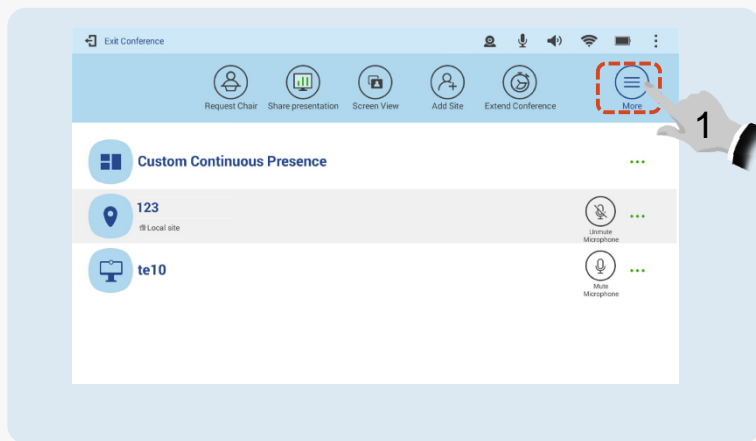


To quickly switch from one conference to another:


Use the keypad to enter the access number of the target conference and enter the conference password if asked.

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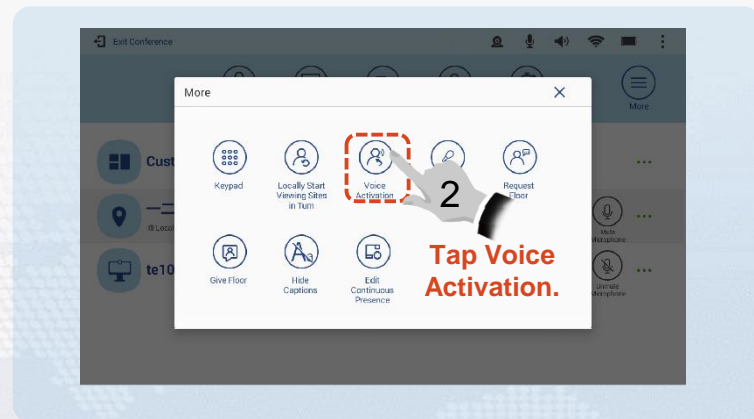
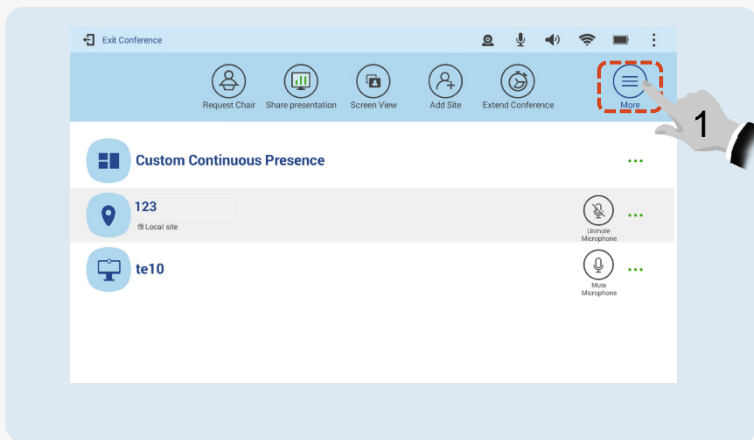
View Sites in Turn



About Viewing Sites in Turn

- The chair site can view all other sites in turn at a predefined interval. This function takes effect only for the chair site after being enabled.
- To set the interval at which the chair site views sites in turn, tap  on the home screen, choose **More** > **Setting** > **Advanced Settings** > **Conference Settings**, and set **Interval**.

Enable Voice Activation



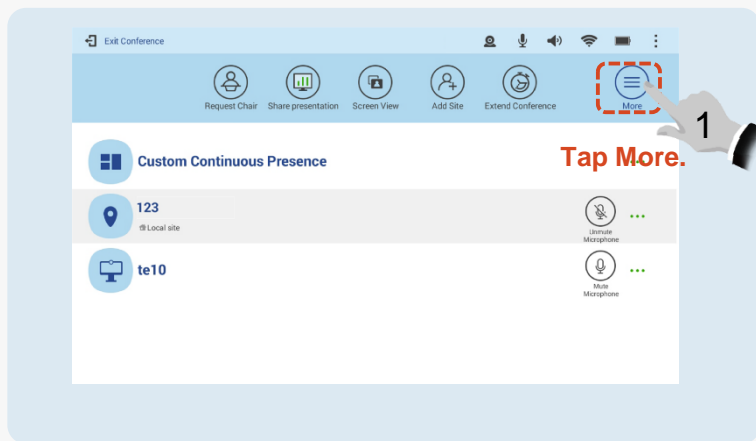
About Voice Activation

This function is used in a discussion to display video of the participant who is speaking loudest to all the other participants. After voice activation is enabled:

- If one or more participants are speaking at the volume higher than the threshold, video of the participant who is speaking loudest will be broadcast to all the other participants.
- If no participant is speaking at the volume higher than the threshold, no video will be broadcast.

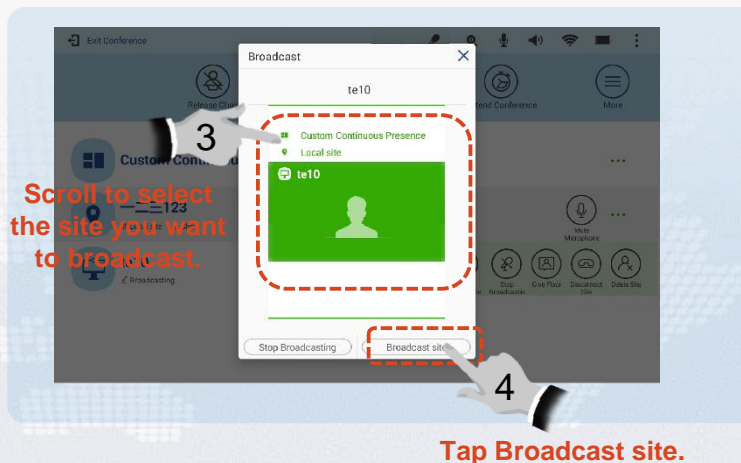
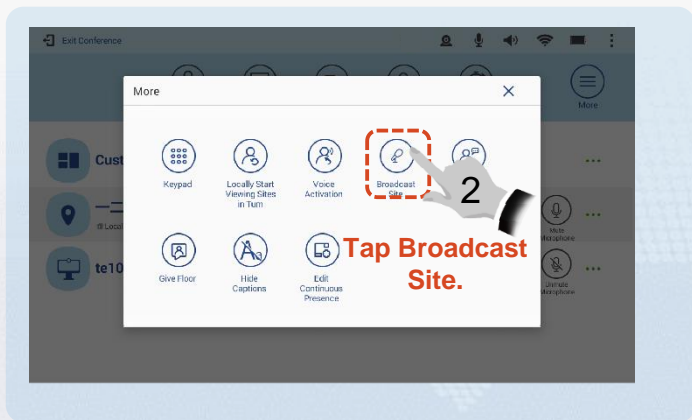
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Broadcast a Site

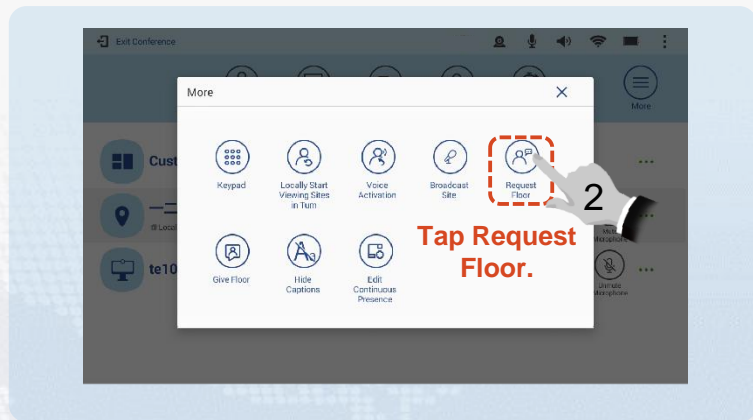
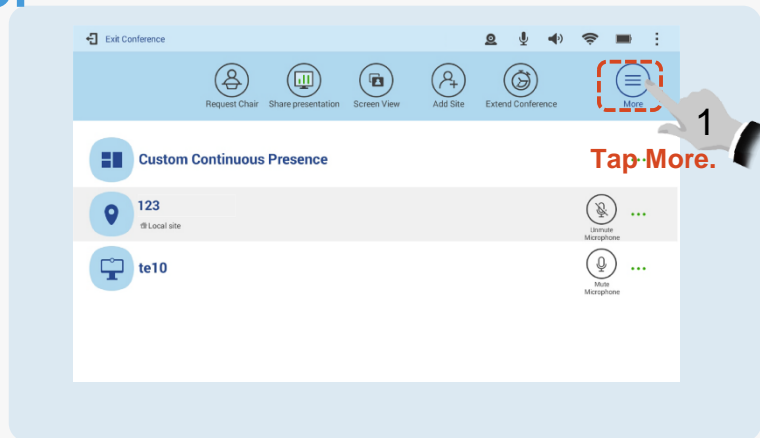


About Broadcasting a Site

- When a site is broadcast, all non-chair sites (except the site being broadcast) can view only the broadcast site, while the chair site can view any site in the conference.
- The chair site can broadcast any sites or broadcast multiple sites (including itself) in turn at a preset interval.



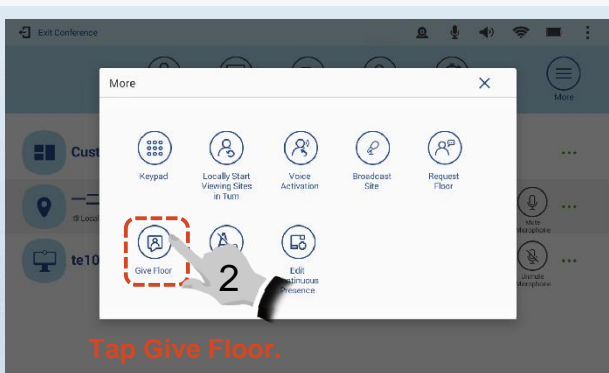
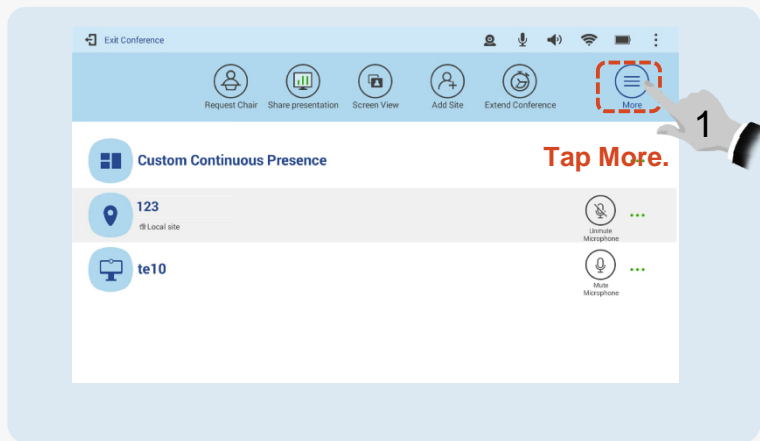
Request the Floor



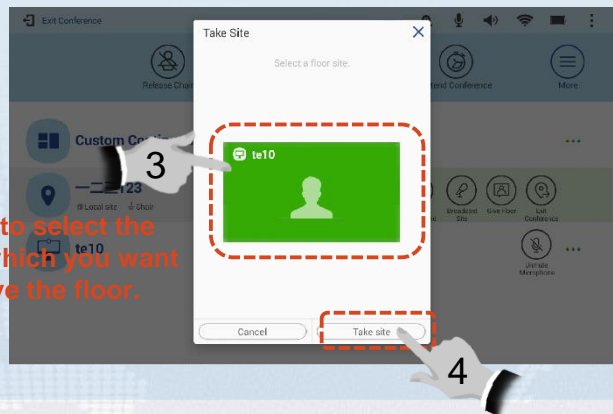
About Requesting the Floor

If a conference has the chair site, non-chair sites can request the floor from the chair site to speak in the conference. Once a site has the floor, other sites in the conference can view and hear that site.

Give the Floor



Scroll to select the site to which you want to give the floor.

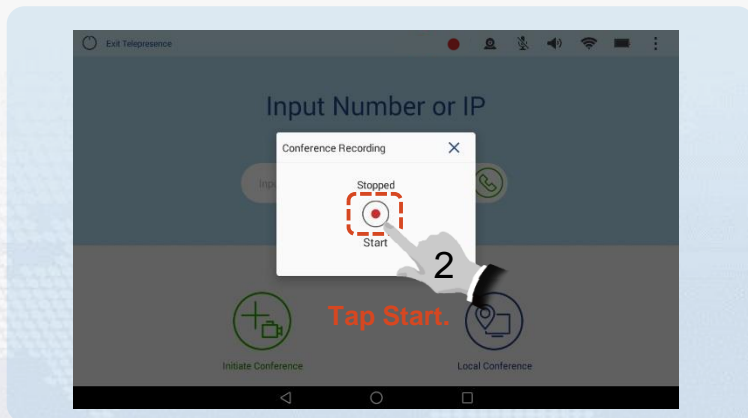


About Giving the Floor





If a site is given the floor, its audio and video will be broadcast. The microphones of all the other sites are muted, excepting for those of the broadcast site and the chair site.

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Record a Conference

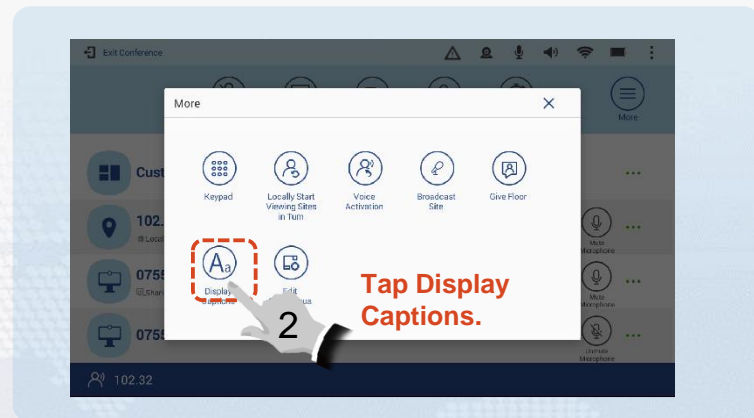
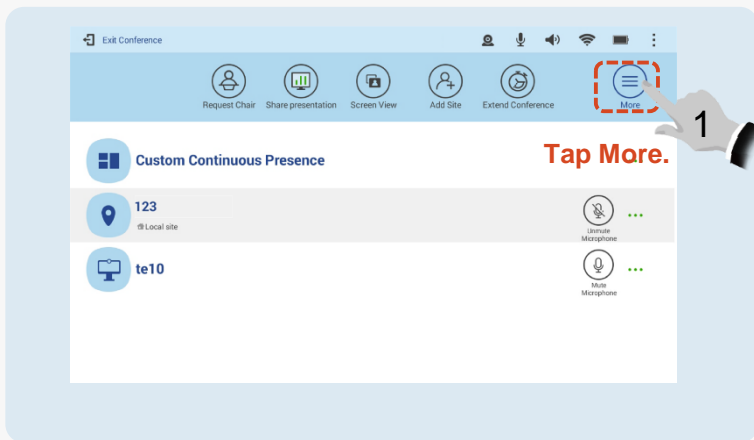


About Conference Recording

- When a recording server is configured and the multipoint conference supports and has enabled network recording, the chair site can start, stop, pause and resume conference recording.
- To record an ongoing conference, choose **More > Recording**, and then you can:
 - ✓ tap  to start recording.
 - ✓ tap  to stop recording.
 - ✓ tap  to pause recording.
 - ✓ tap  to continue recording.

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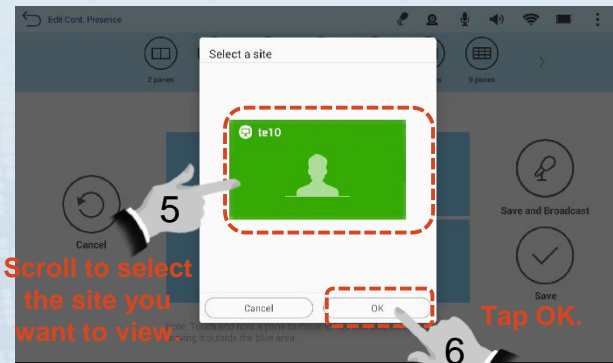
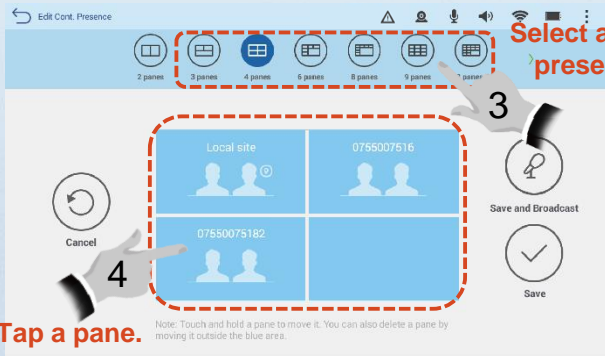
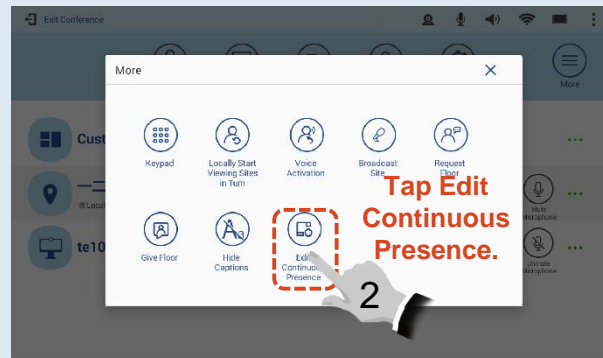
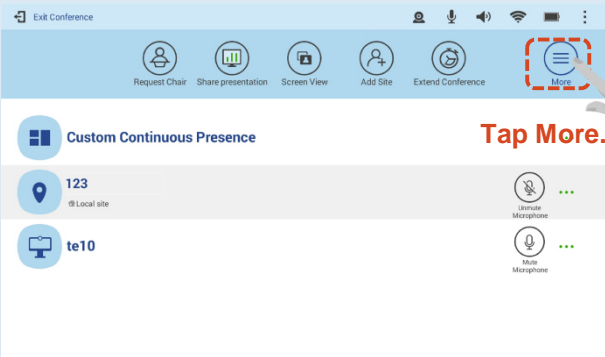
Display Caption



About Displaying/Hiding Caption

- If a conference supports T.140, you can determine whether to display caption for the conference on the screen connected to the TEX0.
- To hide caption, tap **Hide Captions**.

Set Continuous Presence



About Setting Continuous Presence

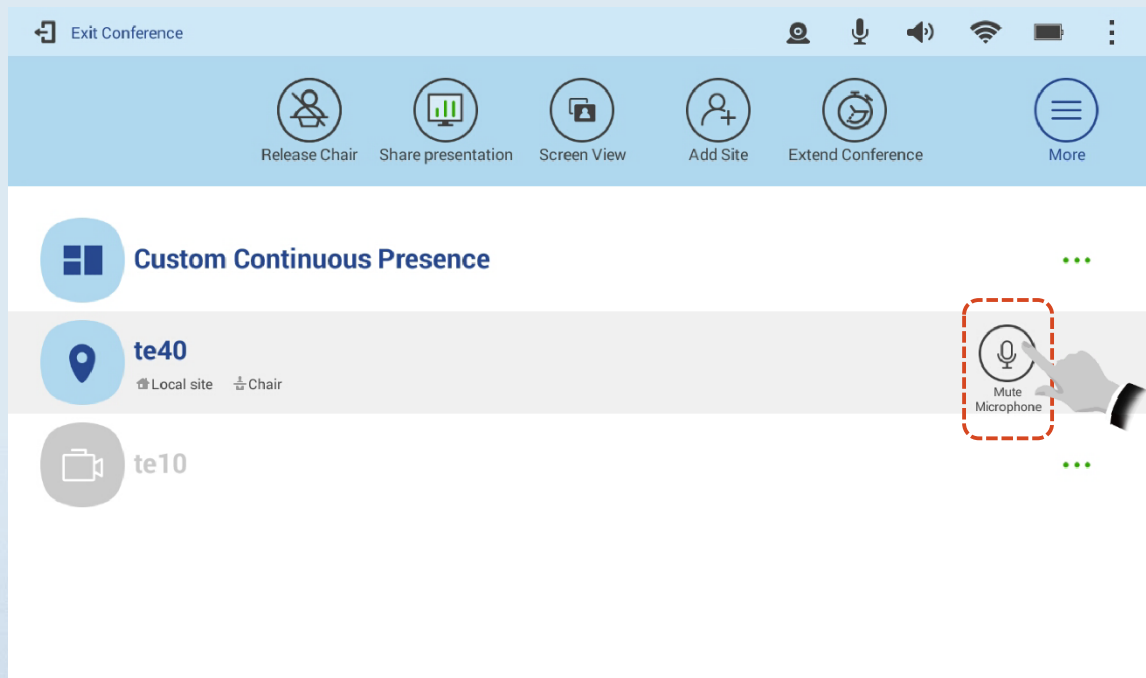
On the **Edit Continuous Presence** screen, tap and hold a pane and then move it by dragging and dropping.

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Mute/Unmute the Microphone of a Site

About Muting/Unmuting the Microphone of a Site

The chair site can mute and unmute the microphone of a site to control whether it can be heard by other sites.

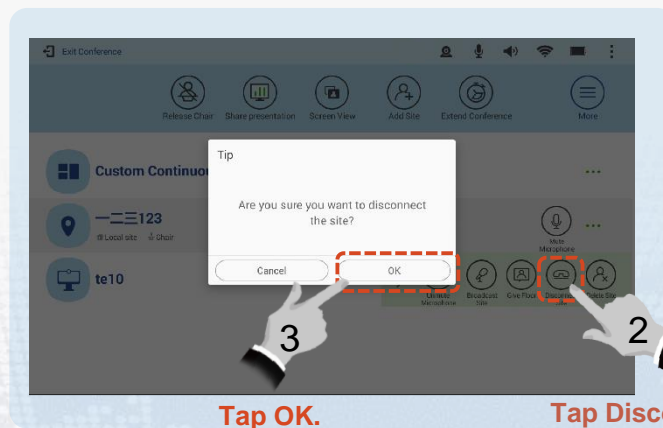
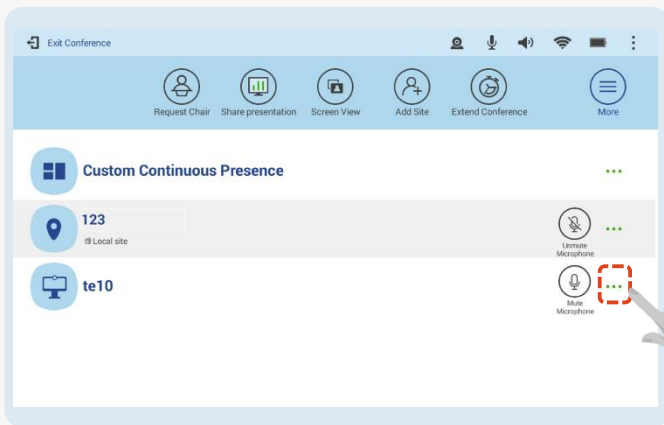


Tap here to mute the microphone of the site.

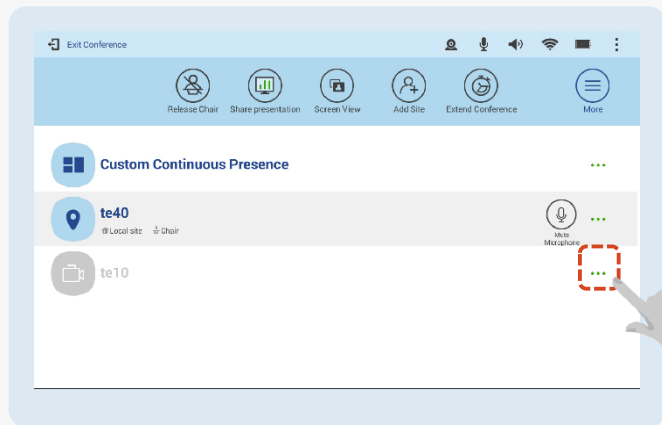
Disconnect a Site

About Disconnecting a Site

After a site is disconnected, it leaves the conference automatically, but it still exists in the site list. The disconnected site can be invited by the chair site to the conference again from the **Call Site** screen.

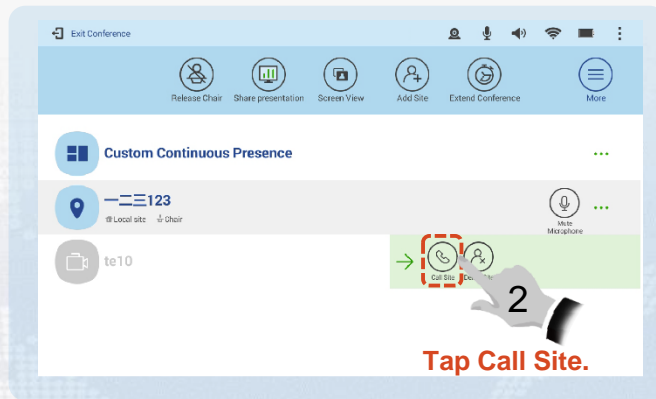


Call a Site



Tap here.

1



Tap Call Site.

About the Add Site and Call Site Menu Items

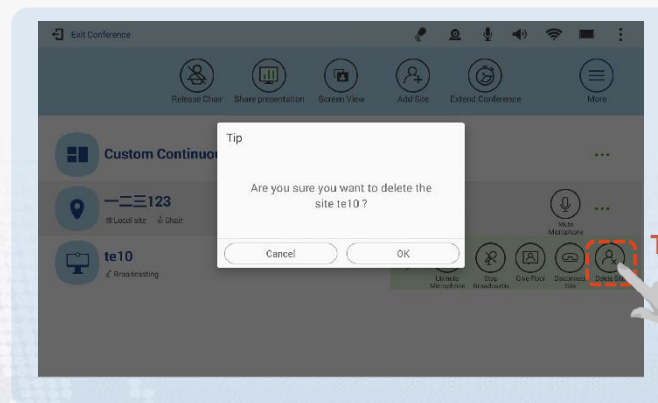
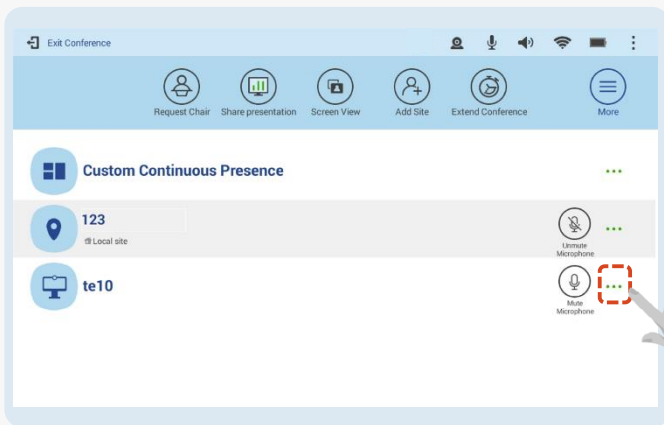
- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

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Delete a Site

About Deleting a Site

- Only the chair site can delete other sites from the site list no matter whether they have joined the conference or not.
- The deleted sites can be invited by the chair site to the conference again from the **Add Site** screen.





PART 05

Control a Conference (Built-in MCU)

- **Enable or Disable Chair Control**
- **Lock a Conference**
- **Set the Conference Mode**

Tips:

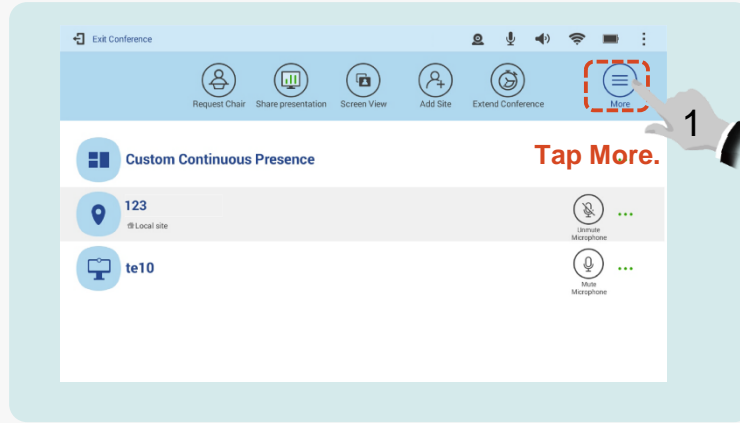
No matter whether the standalone or built-in MCU is used, the following operations are performed in the same way and will not be described in this chapter:

- [Add a Site](#)
- [Select a Screen Layout](#)
- [Display Caption](#)

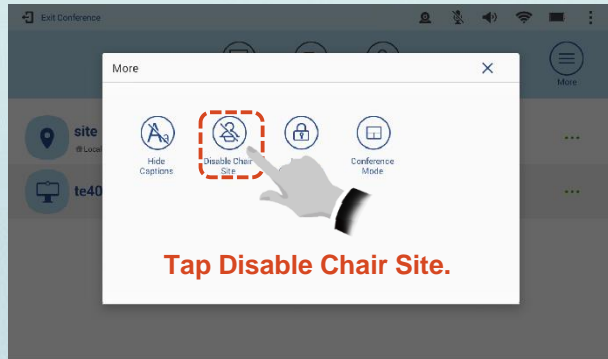
Enable or Disable Chair Control

About Enabling and Disabling Chair Control

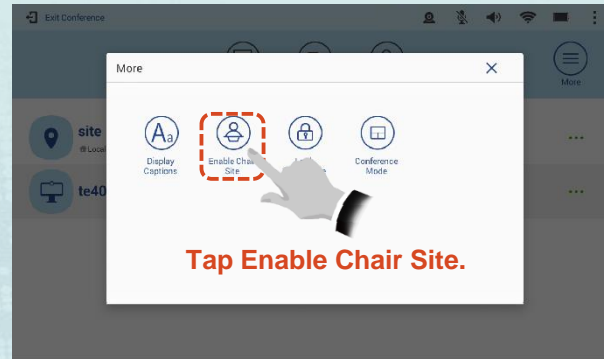
Sites can apply for the chair role only after chair control is enabled.



To disable chair control:

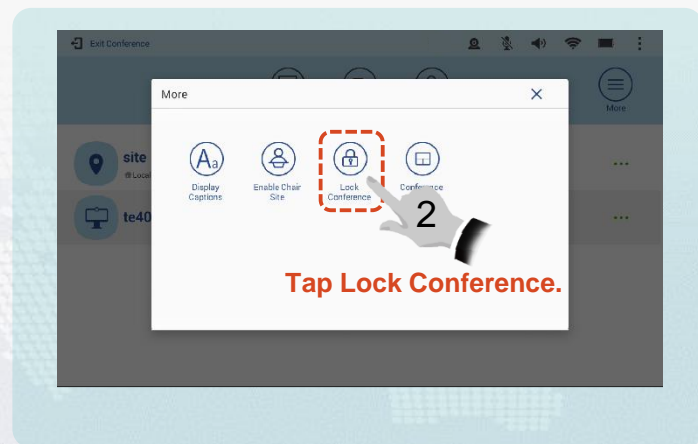
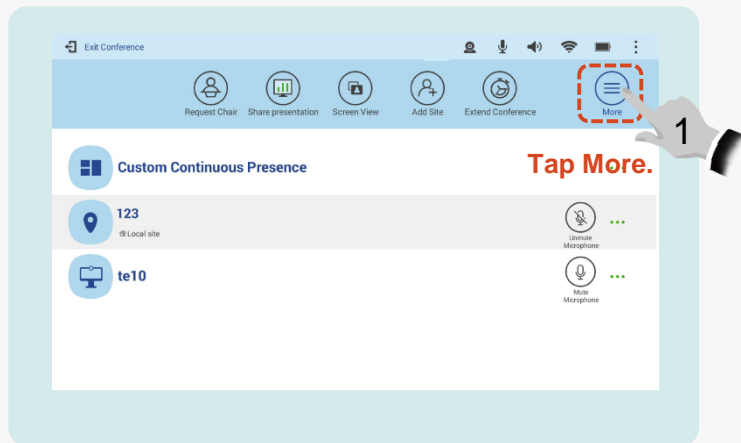


To enable chair control:



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Lock a Conference

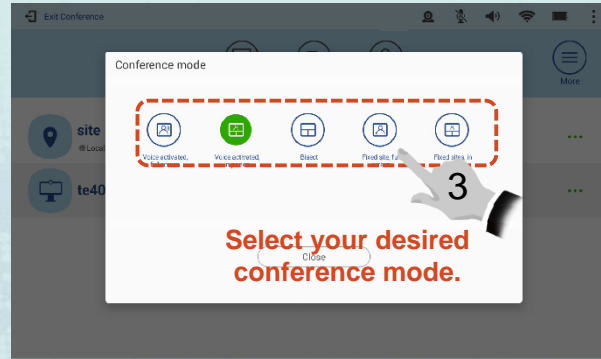
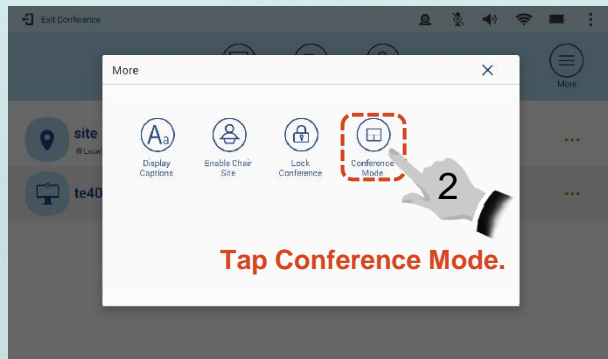
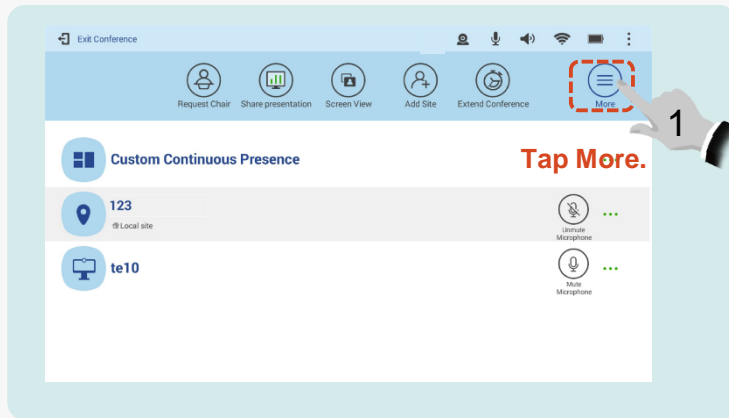


About Locking a Conference

After a conference is locked, the endpoint with a built-in MCU can invite the endpoint without any built-in MCU to the conference, but the endpoint without any built-in MCU cannot join the conference by placing a call to the endpoint with a built-in MCU.

The endpoint without any built-in MCU can join the conference by placing a call to the endpoint with a built-in MCU only after you unlock the conference.

Set the Conference Mode



About Conference Modes

- Voice activated, full screen: The video of the site with the highest volume is displayed to all the other sites in full screen mode.
- Voice activated, in panes: The continuous presence is displayed with video of the site with the highest volume in the main pane and the video of other sites in the other panes.
- Bisect: The video of the other sites is displayed in bisect mode. The site with the highest volume is highlighted. The shared presentation cannot be displayed in the continuous presence in bisect mode.
- Fixed site, full screen: The video of a specified site is displayed in full screen mode.
- Fixed sites, in panes: The continuous presence is displayed with the video of a specified site in the main pane and the video of other sites in other panes.

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PART 06

Advanced Functions

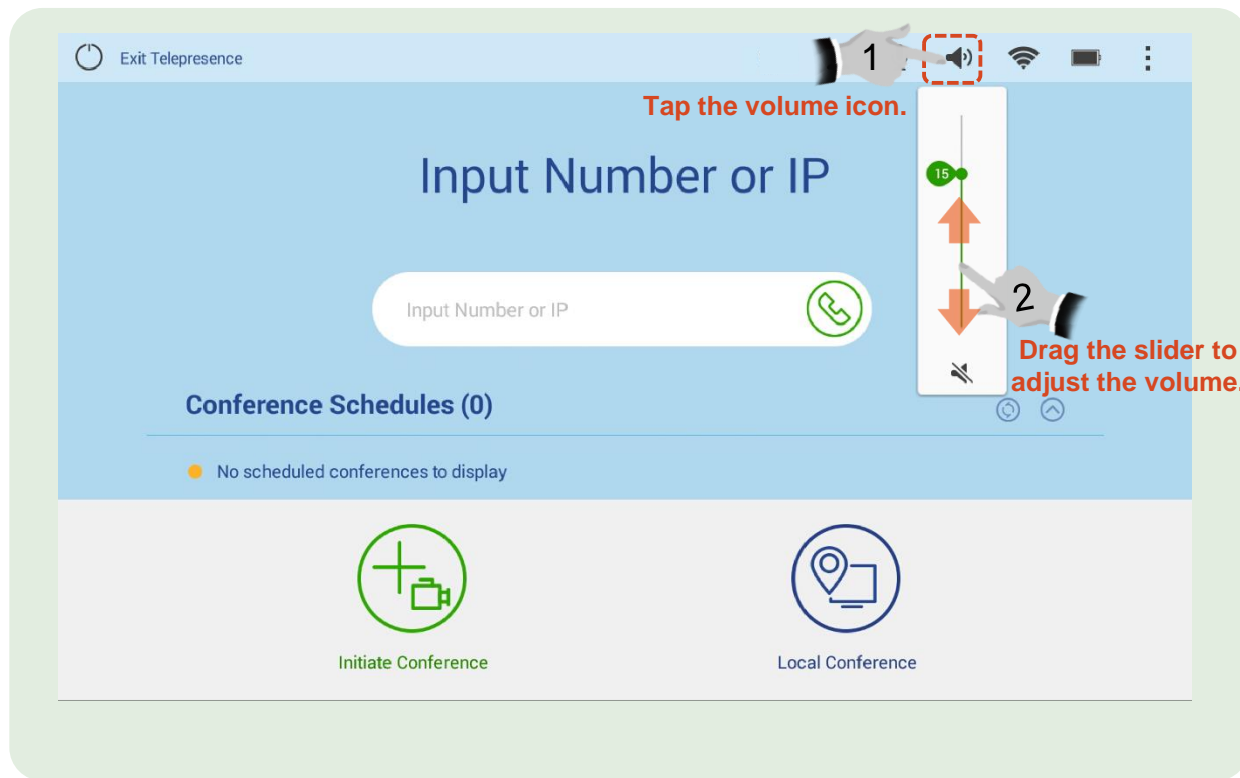
- Adjust the Volume at Your Site
- Mute/Unmute the Local Microphone
- Enable DND
- Multipoint Convergence (1/2)
- Multipoint Convergence (2/2)



Adjust the Volume at Your Site


About Adjusting the Speaker Volume

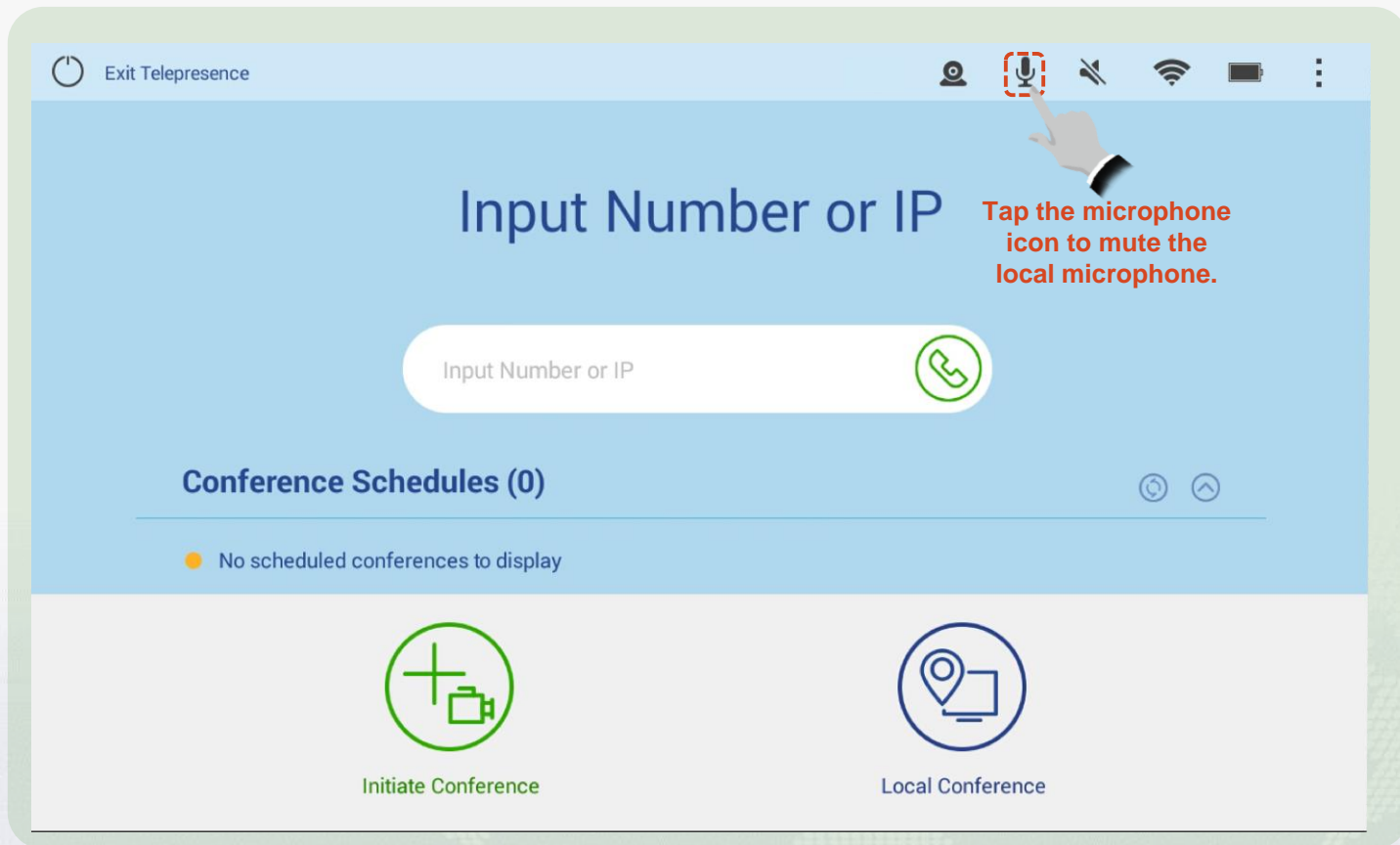
You can use the remote control to adjust the sound heard by the local site.



Mute or Unmute the Local Microphone

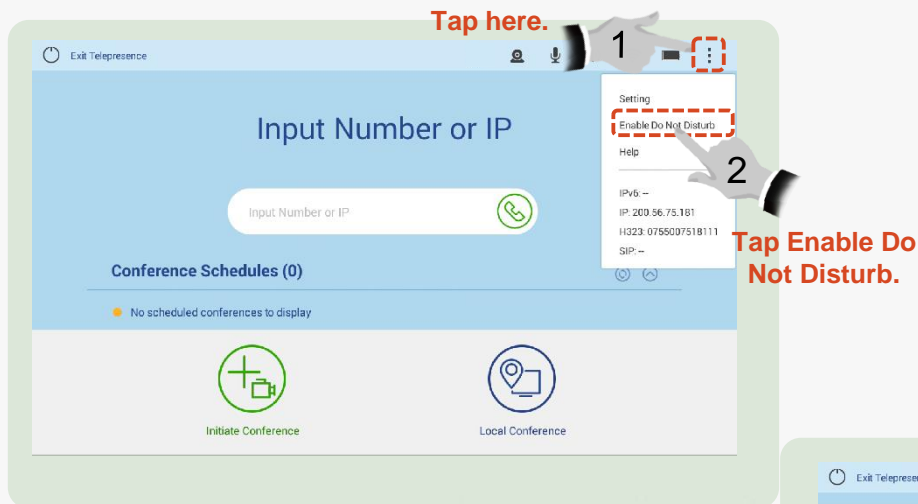
About Muting or Unmuting the Local Microphone

Tap  to mute or unmute the microphone.

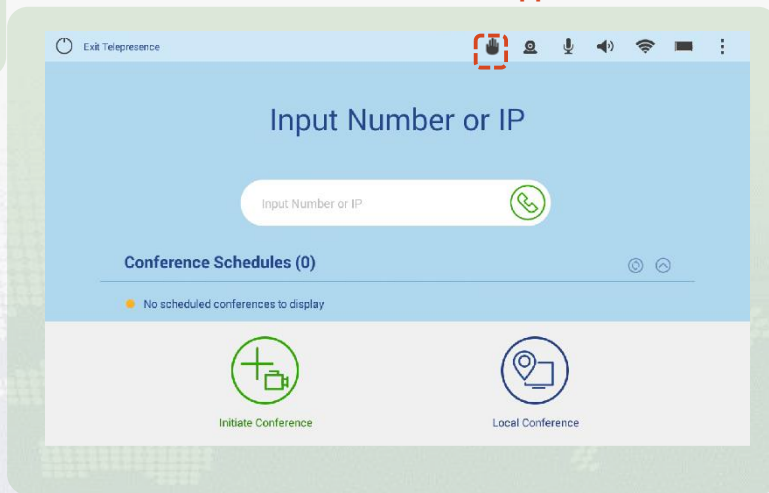


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Enable DND



The icon indicating that DND is enabled appears.



About DND

If you do not want to be disturbed by incoming calls, you can enable the Do Not Disturb (DND) function. Once DND has been enabled, no incoming call will be received at your site. When placing a call to a site with DND enabled, you will be told that the site cannot be reached at the moment.

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Multipoint Convergence (1/2)

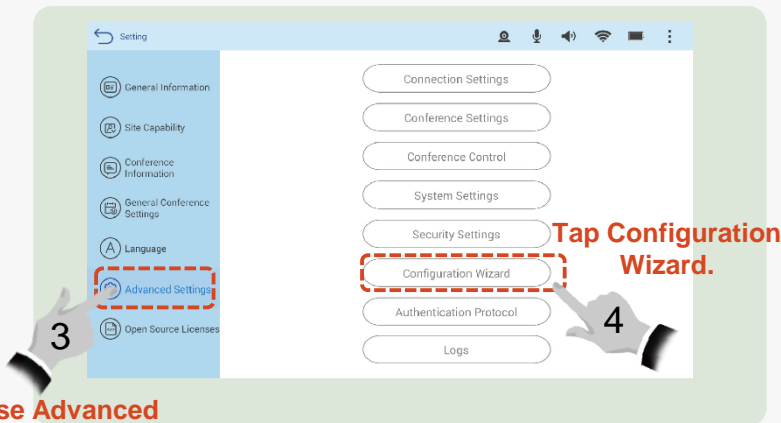
About Multipoint Convergence

- Multipoint convergence is unavailable for the TX50 after it has the H.265 4K x 2K license imported.
- Multipoint convergence works properly only when the SMC2.0 and MCU versions are V500R002C00 or later.
- To access the Setting screen, you must enter the administrator password (default: **12345678**). Obtain the password from the administrator.

Tap here.

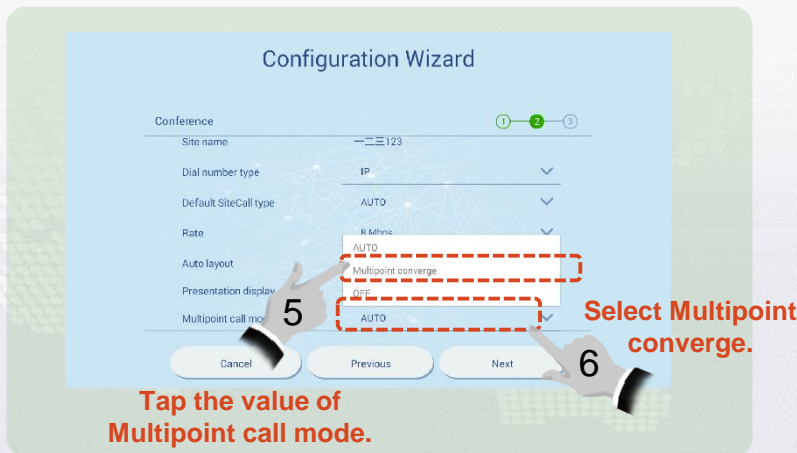


Tap Setting.



Tap Configuration Wizard.

Choose Advanced Settings. Then enter the administrator password.

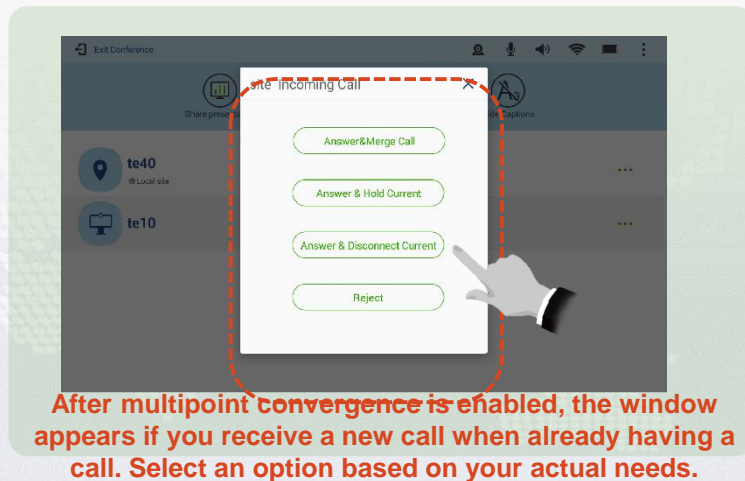
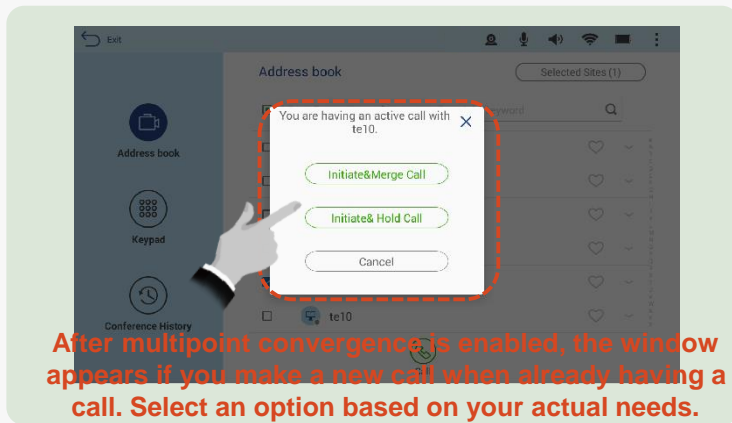


Select Multipoint converge.

Tap the value of Multipoint call mode.

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Multipoint Convergence (2/2)





To learn more, visit the information center.



Scan the QR code or click the desired model:

- [TE30](#)
- [TE50](#)
- [TX50](#)
- [TE40](#)
- [TE60](#)

The UI screenshots provided in this guide are for your reference only.

Actual UIs may differ in appearance.

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