






Understanding Participants Status


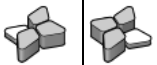


During the conference, messages and icons appear in the pane of specific participants. Refer to the table below for assistance interpreting these icons that appear on-screen.

| Icon | Meaning |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|  | The participant has been designated as "important", which gives the participant priority in the conference views. |
|   | The video quality from this participant is poor/good. |
|   | The audio quality from this participant is poor/good. |

Using Far-End Camera Controls

While in a conference, you might need to change the camera settings for one of the conference participants. To do this, you use the far-end camera controls (FECC) on your video endpoint. If your endpoint does not support FECC, you can use the numeric keypad instead to enter DTMF tones.

1. Enable FECC or DTMF tones, depending on your video endpoint.
2. Select the participant whose camera you want to control. Participant displays in a large panel. See "Selecting Participants".
3. Press zoom in or zoom out and use the navigation keys or keypad to navigate.
4. Refer to the table below for assistance interpreting the icons that appear on-screen.

| Icon | Meaning |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|  | You are now controlling the viewing angle of the far-end video camera. |
|  | You are moving the far-end video camera to the left or right. (If you are using the numeric keypad to navigate, use 4 for left and 6 for right). |
|  | You are moving the far-end video camera up and down. (If you are using the numeric keypad to navigate, use 2 for up and 8 for down) |
|  | You are zooming in and out with the far-end video camera. (If you are using the numeric keypad to navigate, use 1 to zoom in and 7 to zoom out). |

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Codian MCU 4200 Conference Quick Start

Calling into Conferences

Depending on how your system administrator has configured the MCU and conferences on it, you might be able to join conferences by simply dialing a phone number. Once connected to a conference, you may need enter the conference ID and PIN, if required.

Dialing in Using a Video Endpoint

Your system administrator can configure the MCU to allow you to use your video endpoint to directly connect with the conference by dialing a phone number. Or you may be able to dial by IP address and connect to the Auto Attendant. See "Using an Auto Attendant".

Dialing in Using an Audio-only Phone

If your phone system allows calls to the MCU, you can use your regular phone to join conferences as an audio-only contributor. You must enter the conference ID (and PIN).

If your regular phone is linked to your video endpoint, then when you use your phone to join a conference, the video portion of the conference automatically appears on your video endpoint's screen. You can continue to use your regular phone for the audio portion.

Controlling Your Video Endpoint in Conferences

Video endpoint vendors provide different methods for accessing controls you need during conferences. If your endpoint does not support far-end camera control (FECC), you can use DTMF tones to navigate in conferences (see "Using Far-End Camera Controls"). Also, if your video endpoint is not listed, refer to its documentation.

| Vendor | FECC | DTMF Tones |
|---------------------|---------------------------------------------------------------------------------------|-------------------------|
| Sony | Press the "far" button and use the arrow keys to set the "control" selection to "far" | Press the * key |
| Diink | Not available | Connect an analog phone |
| Polycom Viewstation | Press the FAR button | Press # |
| Tandberg | Press the Far End button | Dial the number |

Using an Auto Attendant

Your system administrator may have set up an auto attendant for you to use to join conferences. An auto attendant presents you with a series of menus from which you can choose a conference to join.

Calling an Auto Attendant

From your video endpoint, enter a phone number or IP address (or host name) as instructed by your system administrator.

Once you successfully connect to the MCU, the main menu displays on your video screen, and you should also hear the audio instructions playing.

Accessing the Main Menu

To navigate through the available options:

1. Enable FECC or DTMF tones, depending on your video endpoint.
2. Use the navigation keys (up/down) to toggle through menu options. Note that FECC is required to navigate the auto attendant menus. If your endpoint does not support FECC, use DTMF to join or create a conference
3. Press right to select a menu option.

Create New Conference

This option enables you to start a new conference that takes place immediately (an “ad hoc” conference). Follow the on-screen instructions to create a conference, or if you are using DTMF tones, press *. You'll need to add a conference ID and optional PIN (to restrict access to the conference). Other participants can then join the conference (see “Calling into Conferences”).

Your system administrator can disable this option so it may not be available for you.

Join a Conference

All permanent conferences or conferences scheduled to take place (at this time) display here, listed by the conference name. Select the conference, or if you are using DTMF tones, enter the conference ID. Your system administrator can limit the conferences that display here. If you do not see the conference you want to join, verify the conference name, start time, and verify that your system administrator has enabled the conference here.

Access Other Auto Attendant Menus

Your system administrator may allow this auto attendant to access additional auto attendants, giving you access to additional conferences.

Participating in the Conference

Once you join a conference, the in-conference controls and features are the same regardless how you joined the conference. See “Using In-Conference Features” .

Leaving a Conference

To exit a conference that you have joined using the auto attendant, simply hang up. You cannot return to the main menu. So, if you need to join another conference, you will need to make a new call to the auto attendant.

Using In-Conference Features

Once you join a conference, you can control conference features from your video endpoint.

Controlling Conference Views

Your video endpoint typically has navigation keys, such as up/down and left/right (on a keyboard or remote control), that allow you to control the camera viewing angles. When connected to a conference, you can use these controls to control in-conference settings.




Understanding Conference Views

When you join a conference, you can choose how to display the conference participants on your video screen. Typically you can choose from two primary types of views:

- Same-size panes — all conference participants display in panes of the same size on the video screen and thus have the same level of focus or importance.
- Variable-size panes — in these formats, conference participants display in various pane sizes on the video screen depending on their relative importance.

Choosing a Conference View


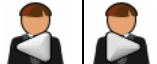
1. Enable FECC or DTMF tones, depending on your video endpoint.
2. Use the up/down navigation keys to toggle through the available format options.
3. Refer to the table below for assistance interpreting the icons that appear on-screen

| Icon | Meaning |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|  | You have stopped scrolling through the layout views. |
|   | You are scrolling up/down through the layout views. |

Selecting Participants

To choose which participant to display in the larger panes on the video screen:

1. Enable FECC or DTMF tones, depending on your video endpoint.
2. Choose a variable-size pane layout view as described above.
3. Use the left/right navigation keys to scroll through the participants. Audio-only participants might appear as a static picture in place of a video image
4. Refer to the table below for assistance interpreting the icons that appear on-screen.

| Icon | Meaning |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|  | Speaking participant has the focus. |
|  | You are scrolling through the participant list in a clockwise/counter-clockwise direction. |