

SCOPIA XT4000 Series

User Guide

Version 3.1

For Solution 7.7, 8.0



© 2000-2012 RADVISION Ltd. All intellectual property rights in this publication are owned by RADVISION Ltd and are protected by United States copyright laws, other applicable copyright laws and international treaty provisions. RADVISION Ltd retains all rights not expressly granted.

All product and company names herein may be trademarks of their registered owners.

This publication is RADVISION confidential. No part of this publication may be reproduced in any form whatsoever or used to make any derivative work without prior written approval by RADVISION Ltd.

No representation of warranties for fitness for any purpose other than what is specifically mentioned in this guide is made either by RADVISION Ltd or its agents.

RADVISION Ltd reserves the right to revise this publication and make changes without obligation to notify any person of such revisions or changes. RADVISION Ltd may make improvements or changes in the product(s) and/or the program(s) described in this documentation at any time.

If there is any software on removable media described in this publication, it is furnished under a license agreement included with the product as a separate document. If you are unable to locate a copy, please contact RADVISION Ltd and a copy will be provided to you.

Unless otherwise indicated, RADVISION registered trademarks are registered in the United States and other territories. All registered trademarks recognized.

For further information contact RADVISION or your local distributor or reseller.

User Guide for SCOPIA XT4000 Series Version 3.1, September 20, 2012

<http://www.radvision.com>

Table of Contents

1 About the SCOPIA XT Series

2 Getting Started

Using the XT Remote Control Unit.....	3
Pairing an XT Remote Control Unit with a XT Codec Unit.....	5
Installing and Activating your SCOPIA XT Series.....	7
Switching on the SCOPIA XT Series.....	7
Accessing SCOPIA XT Series Web Interface.....	9
Performing Basic Configuration.....	10
Setting the System Name and Language.....	10
Adjusting the Image Position.....	12
Configuring Network Settings.....	13
Configuring Gatekeeper Settings.....	15
Remotely Setting the Interface Language.....	16
Activating the Screen Saver.....	17
Managing the Phone Book.....	17
Adding Contacts from the Endpoint.....	18
Remotely Adding and Modifying Contacts in the Phone Book.....	18
Searching for a Contact in the Phone Book.....	20
Modifying a Contact in the Phone Book.....	21
Deleting a Contact from the Phone Book.....	22

3 Tailoring Your User Experience

Setting Call Answering Preferences.....	24
Confirming Call Disconnections.....	25
Enabling Do Not Disturb.....	26
Blocking Video Input by Default.....	27

4 Preparing for a Video Call or Videoconference

Saving a Camera Position.....	29
Saving a Camera Position from the Web Interface.....	31
Sharing Content	32
Connecting a Computer.....	33
Selecting the Computer Display Resolution.....	34
Start Sharing Content Automatically.....	35
Sharing Content in the Local Conference Room.....	36
Sharing Content during a Call.....	37
About Video Layouts.....	38
About Video Layouts in the SCOPIA XT Series Using One Monitor.....	39
About Video Layouts in the SCOPIA XT Series Using Two Monitors.....	40
What You Should Know About Participating in a Video Call.....	43
About Securing Your Calls and Videoconferences.....	43

5 Making Calls

Dialing a Number Directly from the Endpoint.....	44
Dialing a Number from the SCOPIA XT Series Web Interface.....	47
Answering and Ending a Video Call.....	48
Changing the Video Layout During the Call.....	49

6 Making Videoconference Calls

Starting a Videoconference.....	51
Remotely Setting an End Time for the Videoconference.....	52
Changing the Video Layout from the SCOPIA XT Series MCU Edition.....	52

Moderating the Videoconference from the SCOPIA XT Series MCU Edition.....	53
Joining a Videoconference.....	55
Managing the Videoconference from an SCOPIA XT Series Endpoint.....	56
Ending a Videoconference.....	57

7 Managing Calls and Videoconferences

Blocking Video From the SCOPIA XT Series.....	59
Managing the Audio.....	59
Adjusting the System or Ringing Volume.....	60
Muting the Microphone Pod.....	60
Blocking Incoming Calls.....	61

8 Troubleshooting

Viewing System Information for Customer Support.....	62
Resolving Monitor Display Problems.....	64
Resolving Problems with PC Presentations.....	65
Resolving XT Remote Control Unit Problems.....	65
Restoring Default User Settings.....	65

1

About the SCOPIA XT Series

The SCOPIA XT Series is a room system endpoint which incorporates state-of-the-art video technology for high definition (HD) conferencing, including support for dual stream HD video, high quality data sharing, high quality full band audio and a high capacity embedded MCU to host videoconferences (selected models).

The SCOPIA XT Series covers a number of different models:

- SCOPIA XT1000 Piccolo

Experience cost-effective true HD 720p videoconferencing at 30 frames per second (fps) with the SCOPIA XT1000 Piccolo. The wide angle Pan-Tilt-Zoom (PTZ) camera captures the whole conference room, while 5x zoom offers focus on individuals and details.

The SCOPIA XT1000 Piccolo supports high-resolution PC data sharing at 30fps, enabling presentations and video clips to be shared at high quality.

The SCOPIA XT1000 Piccolo provides full band audio encoding to ensure clear audio transmission with crisp quality. The 3-way Microphone Pod provides superb signal-to-noise ratios.

- SCOPIA XT4000 Series

Experience cost-effective true HD 720p videoconferencing at 60 frames per second (fps) with the SCOPIA XT4000 Series. Designed for small meeting rooms, this innovative system combines dual 720p/60fps video, which allows presentations and video clips to be shared in high quality. The wide angle PTZ camera captures the whole conference room.

To maintain high quality video and audio, the SCOPIA XT4000 Series uses H.264 Scalable Video Coding Technology (SVC). The SCOPIA XT4000 Series ensures high quality audio even during poor network conditions, using its 48 kHz sampling rate (full band) audio encoding capability.

- SCOPIA XT1200

The SCOPIA XT1200 supports two full HD 1080p video streams as standard, delivered at 30fps. The high quality camera features PTZ with 10x optical zoom for powerful viewing options, and an additional 4x digital zoom. The second video stream can be used with an additional 1080p camera for visual coverage or with a PC for data sharing, at 1080p delivered at 30fps. The 3-way Microphone Pod provides superb signal-to-noise ratios. You can also add a second microphone for unparalleled large room coverage.

- SCOPIA XT Telepresence

Experience the immersive feeling of telepresence using the SCOPIA XT Telepresence Platform. To give the feeling of an in-person meeting, the SCOPIA XT Telepresence incorporates state-of-the-art technology and support for:

- Full HD 1080p 30/60 fps video in each of the three cameras
- 20 kHz full band audio with 48 kHz sampling rate
- 1080p 30/60fps PC data sharing

- SCOPIA XT5000 Series

The SCOPIA XT5000 Series is the latest product of the SCOPIA XT Series which sets the standard for an exceptional conferencing experience: HD 1080p with 48 kHz sampling rate and 60fps for live video and PC data sharing. The SCOPIA XT5000 is designed for an end user and is very easy to setup and control.

The 3-way Microphone Pod provides superb signal-to-noise ratios. You can also add a second microphone for unparalleled large room coverage.

For an even better experience, the SCOPIA XT Series is enabled for Multi-Touch control via the Apple iPad (selected models).

The XT5000 and SCOPIA XT1200 can also host HD continuous presence videoconferences with their built-in MCU. Depending on your deployment, you can host videoconferences either with other H.323 and SIP endpoints, or you can extend participants to include both H.323/SIP endpoints and SCOPIA Desktop Clients:

- SCOPIA XT Series MCU Edition

This features your chosen XT Series model with the ability to host videoconferences with standard H.323 and SIP endpoints. You can choose a license of up to 4 or 9 participants.

- SCOPIA XT Series SMB Edition

This edition features your chosen XT Series model with the ability to host videoconferences with both H.323/SIP endpoints and/or SCOPIA Desktop Clients. It includes the software of the SCOPIA XT Desktop Server which must be deployed in the DMZ. In this deployment, you can choose a license that allows videoconferences with up to either 4 or 9 participants.

Note If your license allows 9 participants, you can include up to 8 remote endpoints.

If any participants in the videoconference connect from SCOPIA Desktop Clients (PC or mobile), you can include up to 7 remote endpoints, since one port is reserved for connecting to the SCOPIA Desktop Server.

For more information on the SMB Solution deployment, see [Features of the Small Medium Business Solution for Videoconferencing](#).

2

Getting Started

Congratulations on your purchase of the SCOPIA XT Series. To get started with video calls and videoconferences, activate the product and use the quick setup wizard to configure the basic settings of the unit.

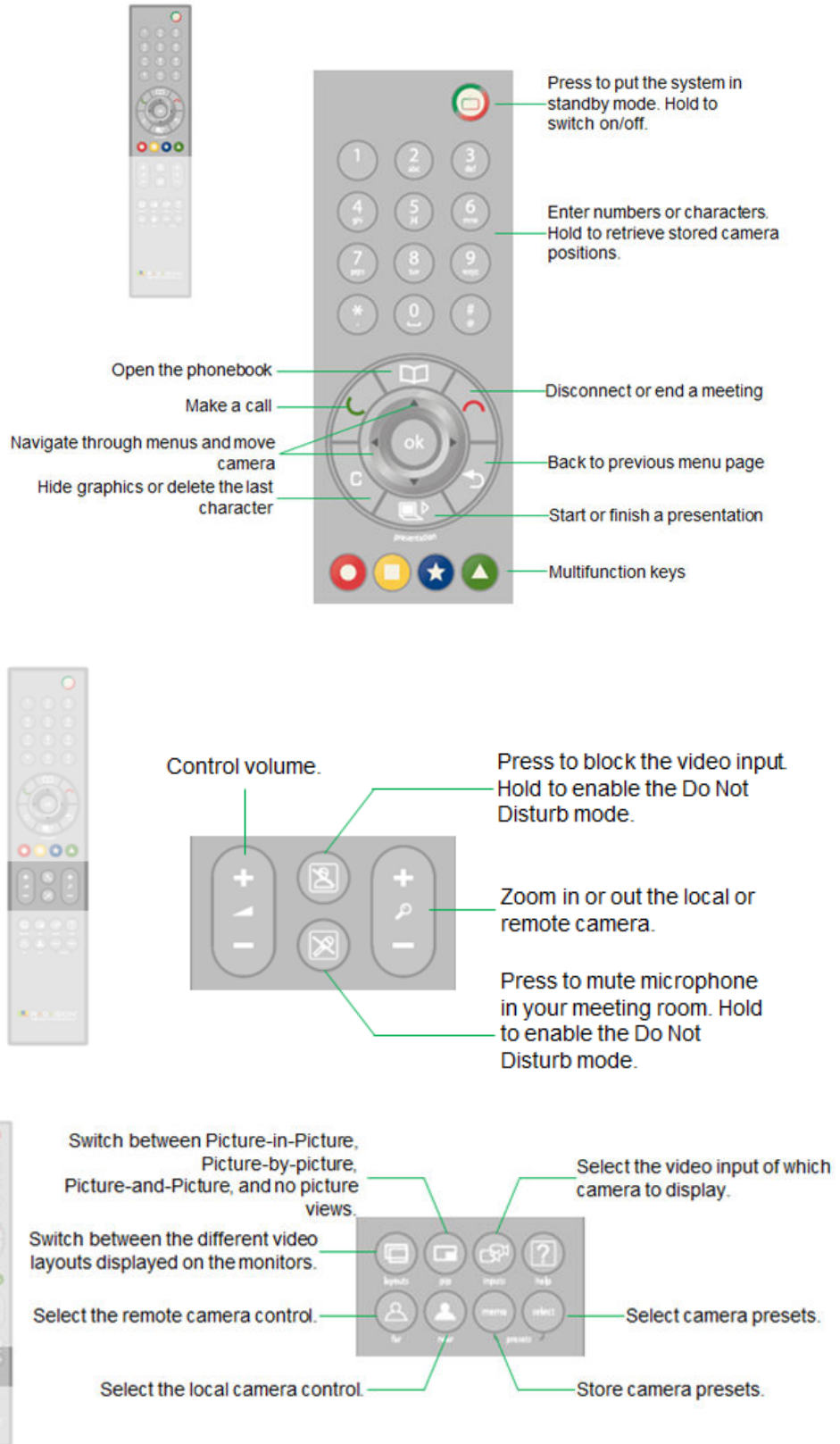
- [Using the XT Remote Control Unit](#) page 3
- [Installing and Activating your SCOPIA XT Series](#) page 7
- [Switching on the SCOPIA XT Series](#) page 7
- [Accessing SCOPIA XT Series Web Interface](#) page 9
- [Performing Basic Configuration](#) page 10
- [Remotely Setting the Interface Language](#) page 16
- [Activating the Screen Saver](#) page 17
- [Managing the Phone Book](#) page 17

Using the XT Remote Control Unit

This section explains how to use the XT Remote Control Unit and lists the function of each key.

[Figure 2-2 on page 4](#) describes the functions of the XT Remote Control Unit.

Figure 2-2 The XT Remote Control Unit



Use the XT Remote Control Unit to navigate through system menus, as follows:

- Scroll through menus and options using the arrow keys and pressing the ok key.

Note Use the ok key to select an item or a specific option, such as when choosing the interface language. If there are less than 5 options in a list, press ok repeatedly to scroll through the options.

- Use the XT Remote Control Unit keypad to enter letters and digits. The current input method is displayed in the field you are in:



The default input method is abc1: you must press the required character key on the XT Remote Control Unit repeatedly before entering a digit. To enter text in the XT Series interface, scroll to the input field and enter the required characters.

You can also select another input method that best suits the type of information you want to enter by pressing  while the cursor is in the input field. The input methods are displayed. Press  repeatedly to switch between ABC, abc, or 123 input methods.

Pairing an XT Remote Control Unit with a XT Codec Unit

Multiple XT Codec Units can be set up in the conference room and controlled with different XT Remote Control Units.

Each XT Remote Control Unit is dedicated to one XT Codec Unit by pairing them. This is done by configuring the same numeric code in your XT Remote Control Unit and the system software.

An XT Remote Control Unit is configured with code 01 by default.

Before you begin

Decide what numeric code you want to use for your monitor and the XT Codec Unit. You can choose any value between 1-99.

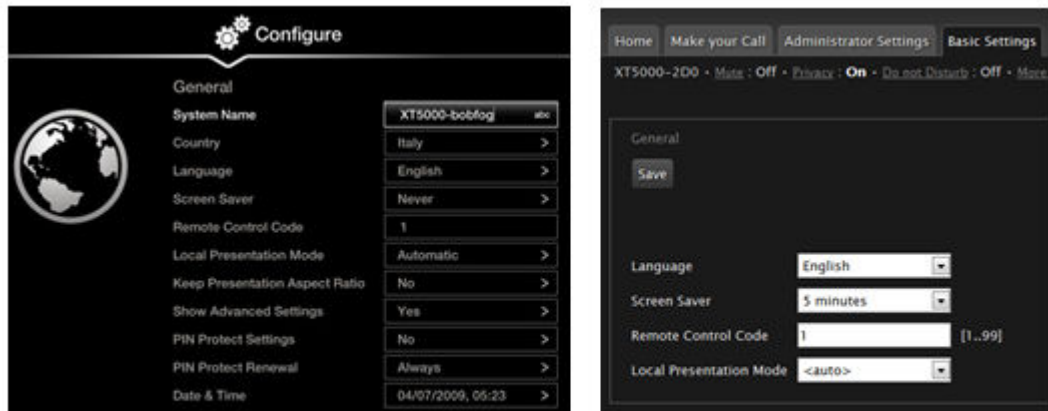
Procedure

Step 1

Access the general settings, as follows:

- From the web interface, navigate to:
Basic Settings > General.
- From the endpoint itself, access the Main menu and navigate to:
Configure > General.

Figure 2-4 Setting the XT Remote Control Unit Code



Configuring from Endpoint

Configuring from Web Interface

Step 2 Enter the numeric code in the Remote control code field. You can choose any value between 1-99.

Step 3 In the web interface, select Save.

Note From the endpoint interface, it is saved automatically.

Step 4 On the XT Remote Control Unit, press the  and  simultaneously.
The On/Off key on the XT Remote Control Unit turns red.

Figure 2-5 Setting the code on the XT Remote Control Unit



Step 5 Using the keypad, type the number you just entered in the Remote control code field.

Note You must always use two digits for a code. For example, to set the code to “1”, enter “01”.

The code of the XT Remote Control Unit is changed and the Remote Control  icon with the new Remote Control code appear at the top-right corner of the screen:



Note The code and icon do not appear when the default code, 01, is used.

Step 6

In the web interface, select Finish.

Note From the endpoint interface, your changes are automatically saved.

Installing and Activating your SCOPIA XT Series

For installation and product activation of the SCOPIA XT Series, consult the documentation enclosed in the delivery package:

- SCOPIA XT Series *Quick Setup Guide*
- SCOPIA XT Series *Safety Instructions leaflet*
- SCOPIA XT Series *Installation Guide*

The *Quick Setup Guide* explains the simplest configuration necessary for the system to work properly.

Your system administrator may have customized certain features described in this guide to suit the environment of your company. Ask your service administrator for details on your system's customization.

Switching on the SCOPIA XT Series

After switching on the SCOPIA XT Series, the Main menu appears and you can do the following:

- Make audio and video calls
- View contacts in the phone book
- Start sharing content from your computer
- Adjust the camera position. You can also store the position to retrieve it later.
- Perform basic configuration, such as setting the interface language
- Set your preferences, such as activating the Do Not Disturb feature
- Check the system status

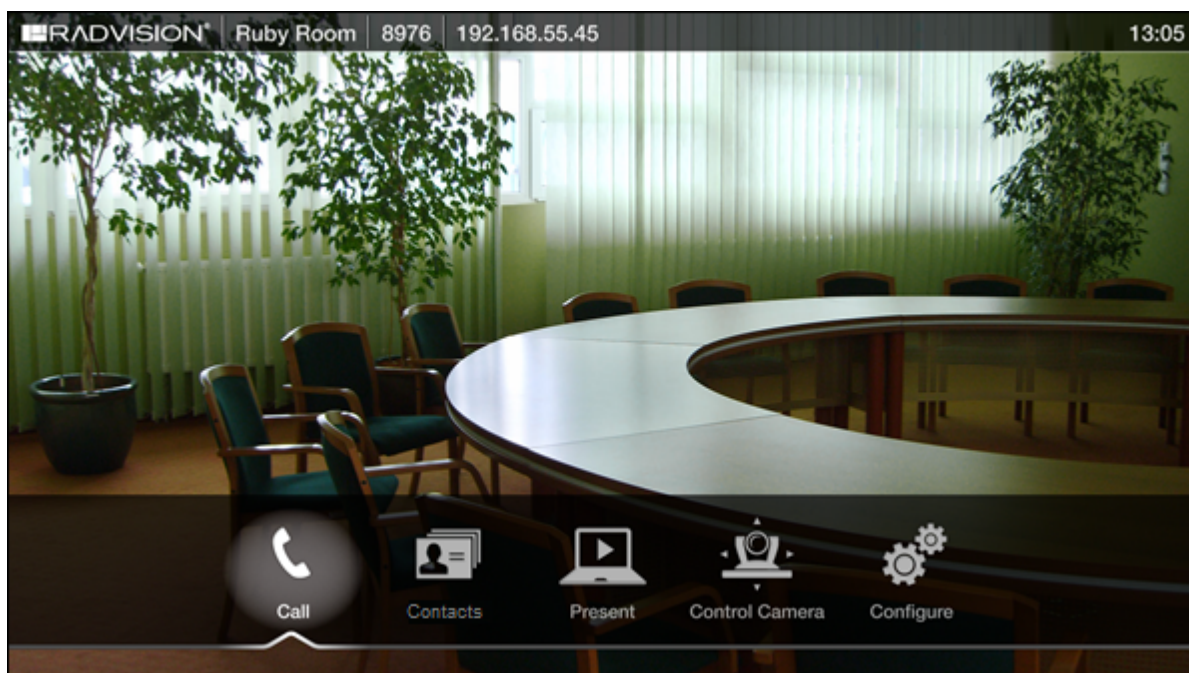
You navigate SCOPIA XT Series menus using arrow keys and pressing the OK key on the XT Remote Control Unit (for details, see [“Using the XT Remote Control Unit” on page 3](#)).

Procedure

- Step 1 Verify that the LED on the front panel of the XT Codec Unit is blinking.
- Step 2 Turn on the XT Codec Unit by pressing the On/Off key on the XT Remote Control Unit.
- Step 3 The system home page appears on the monitors, and you can access the following:
- Call—making audio and video calls
 - Contacts—access to the phonebook
 - Present—start sharing content from your computer
 - Control Camera—adjust camera position
 - Configure—perform basic configuration and check the system status

Note When you access the system for the first time, the Quick Setup wizard is displayed; otherwise the Main menu appears.

Figure 2-6 Main menu



- Step 4 Select one of the options using the arrow keys of the XT Remote Control Unit.

Accessing SCOPIA XT Series Web Interface

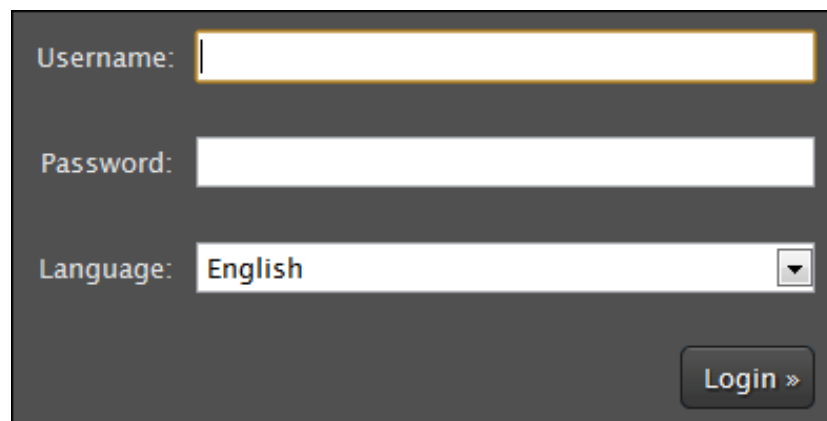
This procedure describes how to access the SCOPIA XT Series web interface. The SCOPIA XT Series supports the following internet browsers:

- Internet Explorer version 7 or later
- Google Chrome version 11 or later
- Mozilla Firefox version 3.6 or later
- Apple Safari version 5 or later
- Opera version 11 or later

Procedure

- Step 1** Open any of the supported internet browsers and enter the XT Codec Unit IP address. For example, `http://192.168.185.25/`. The SCOPIA XT Series login page opens.

Figure 2-7 Logging into the SCOPIA XT Series web interface



- Step 2** Enter the username and password. The default credentials for remote access are:
- Username - Admin
 - Password - 1234

Note We recommend changing the default credentials after logging in for the first time, as described in the *Administrator Guide*.

- Step 3** (Optional) Select the web interface language from the Language list.
- Step 4** Select Login.

Performing Basic Configuration

During this configuration you define some basic settings for your SCOPIA XT Series, such as the system's language, the name of this endpoint, and network settings.

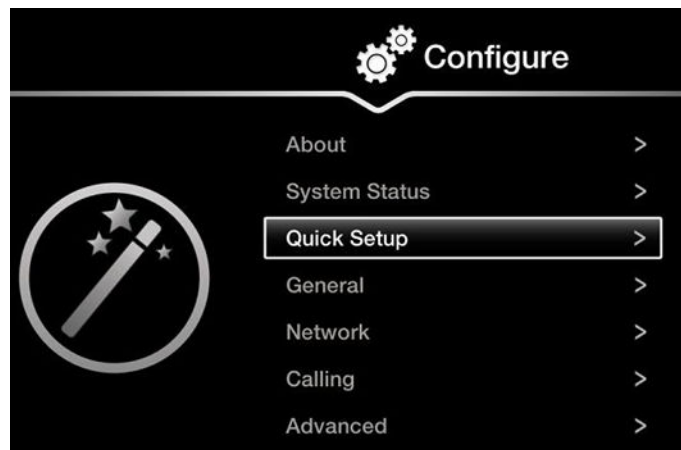
Note

Your system administrator might already have set these parameters for you. If your administrator set up password protection, you need the PIN number before continuing with the configuration.

In addition to fresh installations, you need to use the quick setup wizard after restoring default settings and re-installing software.

The quick setup wizard guides you through these basic configuration tasks:

Figure 2-8 Accessing the Quick Setup



- [Setting the System Name and Language page 10](#)
- [Adjusting the Image Position page 12](#)
- [Configuring Network Settings page 13](#)
- [Configuring Gatekeeper Settings page 15](#)

The tasks appear in this section in the order they are presented in the quick setup wizard.

The quick setup wizard automatically appears when you turn the Quick SetupXT Codec Unit on for the first time. If the quick setup wizard is not displayed automatically, select Configure > Quick Setup from the Main Menu.

Setting the System Name and Language

You can select the name of your XT Codec Unit, to be displayed on the monitors participating in the videoconference call (for example: Hong-Kong, or 9th-Floor-Room, or NY-Office).

You can also select the country in which the system is located and the language in which the system menus are displayed.

Before you begin

Turn on the SCOPIA XT Series unit to start the quick setup wizard.

or

If the quick setup wizard is not displayed automatically, select Configure > Quick Setup from the Main menu ([Figure 2-8 on page 10](#)).

Note

After initial setup, you can modify these settings by selecting Configure > General > Language from the Main menu.

Procedure

- Step 1** Enter the name of the SCOPIA XT Series in the System Name field using the alphanumeric keys of the XT Remote Control Unit (for more information, see [“Using the XT Remote Control Unit” on page 3](#)).

Figure 2-9 Setting Country and Language



- Step 2** Select the required country from the Country list using the arrow keys and press **ok**. The system menu and the Language field automatically change to the language used in the selected country.
- Step 3** If you want to change the language of the system menus, select Language and press **ok**. The list of languages is displayed. Scroll to the preferred language and press **ok**.
- Step 4** Continue with one of the following:
- To adjust the image on your monitor, select Next and continue with [“Adjusting the Image Position” on page 12](#).
 - To exit the quick setup wizard, select Close.

Adjusting the Image Position

If your monitor does not center the image correctly, perform this procedure.

Before you begin

This procedure is performed as part of the Quick Setup Wizard, after [“Setting the System Name and Language” on page 10](#).

Start the Quick Setup Wizard by selecting Configure > Quick Setup from the Main menu.

Note

This can be done from the endpoint itself only.

Procedure

Step 1

Examine the image on the monitor to decide if you need to adjust the image position.

The triangles in the top left corner and bottom right corner must be fully visible so that the white border of the triangle is fully visible on all sides.

If the image is centered correctly, skip this procedure and select Next.

Figure 2-10 Examining the image position



Step 2

Press 1 to align the top left corner.

Figure 2-11 Adjusting the image position



- Step 3 Use the arrow keys on the XT Remote Control Unit to position the image, and then press OK.
- Step 4 Press 2 to align the bottom right corner.
- Step 5 Use the arrow keys on the XT Remote Control Unit to position the image, and then press OK.
- Step 6 Continue with one of the following:
- To configure network settings, select Next and continue with [“Configuring Network Settings” on page 13](#).
 - To exit the quick setup wizard, select Close.

Configuring Network Settings

This procedure describes how to set up the network settings and the IP address the system uses for placing a call.

Consult with your network administrator to configure these fields.

Note

If you are modifying the network settings after initial setup, navigate to Configure > Network > GLAN 1 from the Main menu.

Before you begin

This procedure is performed as part of the Quick Setup Wizard, after [“Adjusting the Image Position” on page 12](#).

Start the Quick Setup Wizard by selecting Configure > Quick Setup from the Main menu.

Procedure

Step 1

Press **ok** and select one of the following from the IP Address Mode list:

- **Automatic:** (Default) Select this option if the system gets its IP address automatically (using DHCP).
The IP address, SubNet mask, Gateway, and DNS fields appear as read-only. See [Table 2-1 on page 15](#) for a description of these fields.
- **Manual:** Select this option if you require a static public IP address. This is required, for example, if the XT5000 Series is connected directly to the Internet, without any address translation. Enter the fields as described in [Table 2-1 on page 15](#).

Figure 2-12 Defining IP Settings

The screenshot shows a configuration screen titled 'Configure TCP/IP (GLAN 1)'. At the top, there is a 'Configure' header with a gear icon. Below the header, the title 'Configure TCP/IP (GLAN 1)' is centered. The main content area contains a table with the following fields and values:

IP Address Mode	Automatic >
IP address	192.168.187.30
SubNet mask	255.255.255.0
Gateway	192.168.187.254
DNS	192.168.188.1

At the bottom of the screen, there are three buttons: 'Close', 'Back', and 'Next'.

Step 2

If you selected Manual, configure the following, as instructed by the system administrator:

Table 2-1 Configuring IP addresses

Field Name	Description
IP address	Enter the system static IP address here, used for accessing and managing the system. If the system retrieves its IP address automatically, this field displays the IP address assigned to the system.
SubNet mask	Enter the subnet mask associated with the IP address. If the system retrieves its IP address automatically, this field displays the subnet mask that has been assigned.
Gateway	Enter the default gateway static IP address. The gateway is used to route information between two subnets, for example, between the headquarters and a partner site. If the system gets its IP address automatically, this field displays the gateway IP address assigned to the system.
DNS	Enter the DNS server IP address. The DNS server in your network resolves domain names in your network and translates them into IP addresses. If the system gets its IP address automatically, this field displays the assigned DNS server IP address.

Step 3

Continue with one of the following:

- To configure your gatekeeper's settings, select Next and continue with [“Configuring Gatekeeper Settings” on page 15](#).
- To exit the quick setup wizard, select Close.

Configuring Gatekeeper Settings

Gatekeepers are used to manage and route endpoint-initiated calls and point-to-point calls (H.323). If your SCOPIA XT Series works in conjunction with a gatekeeper, configure gatekeeper-related settings as described in this procedure.

This procedure completes the basic system configuration.

Before you begin

This procedure is performed as part of the basic configuration after [“Configuring Network Settings” on page 13](#). Consult with your network administrator to configure these fields.

Start the Quick Setup Wizard by selecting Configure > Quick Setup from the Main menu.

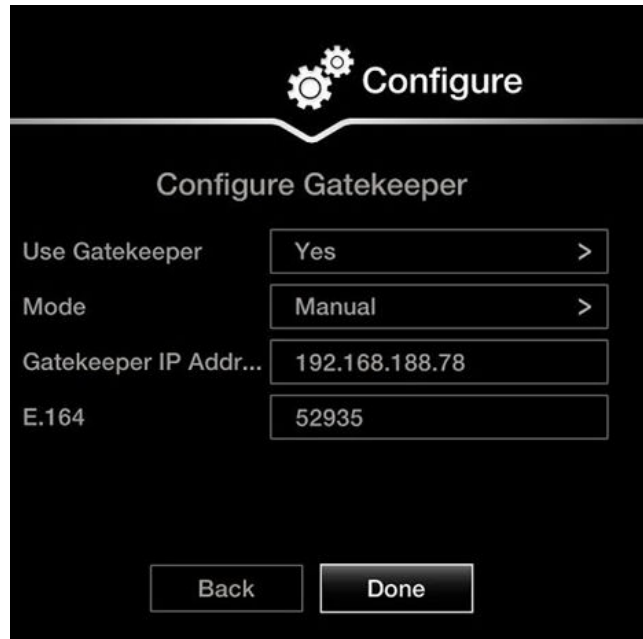
Note

If you are modifying these settings after initial setup, navigate to Configure > Network > H.323 from the Main menu.

Procedure

- Step 1 Set the Use Gatekeeper list to Yes.

Figure 2-13 Gatekeeper settings



Configure Gatekeeper	
Use Gatekeeper	Yes >
Mode	Manual >
Gatekeeper IP Addr...	192.168.188.78
E.164	52935
Back Done	

- Step 2 Set the Mode list to Manual.

Note If the gatekeeper is configured to be automatically detected by endpoints, select Automatic (depends on the type of gatekeeper). Consult the network administrator.

- Step 3 Enter the IP address of the gatekeeper in the Gatekeeper IP address field.

- Step 4 Enter the H.323 number required to dial the XT Codec Unit in the E.164 field.

- Step 5 Select Done.

The basic configuration of your SCOPIA XT Series is complete.

Remotely Setting the Interface Language

This procedure describes how to set the language of the endpoint from the SCOPIA XT Series web interface. You can also do this from the endpoint itself, as described in [“Setting the System Name and Language” on page 10](#).

Procedure

- Step 1 Access the SCOPIA XT Series web interface.

Step 2 Select the Basic Settings tab.

Figure 2-14 Basic Settings page

Step 3 Select the required language from the Language list.

Step 4 Select Save.

Activating the Screen Saver

The screen saver helps protect your monitor from burn-in without switching it off.

Your administrator may have configured the screen saver to start automatically when SCOPIA XT Series is not used for some time.

You can activate the screen saver at any moment by pressing the On/Off key on the XT Remote Control Unit.

Managing the Phone Book

This section details how to manage the contact information stored in the SCOPIA XT Series:

- [Adding Contacts from the Endpoint](#) page 18
- [Remotely Adding and Modifying Contacts in the Phone Book](#) page 18
- [Searching for a Contact in the Phone Book](#) page 20
- [Modifying a Contact in the Phone Book](#) page 21
- [Deleting a Contact from the Phone Book](#) page 22

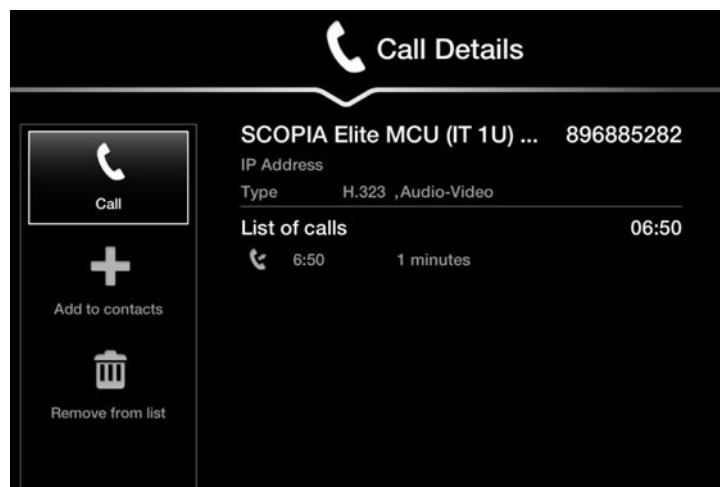
Adding Contacts from the Endpoint

Use the endpoint to add contacts from your list of recent calls. To add a new contact and modify contact details from the web interface, see [“Remotely Adding and Modifying Contacts in the Phone Book” on page 18](#).

Procedure

- Step 1 Select Call from the Main menu.
- Step 2 Select the number you would like to add to your contacts.
- Step 3 Press the right arrow button from your XT Remote Control Unit.
- Step 4 Press the right arrow button from your XT Remote Control Unit.
The Call Details screen appears.

Figure 2-15 Call details screen



- Step 5 Select Add to contacts.
- Step 6 Press **OK**.
- Step 7 Edit contact details from the web interface, as described in [“Remotely Adding and Modifying Contacts in the Phone Book” on page 18](#).

Remotely Adding and Modifying Contacts in the Phone Book

You can add a new contact to the phonebook and modify details at any time from the web interface. To add a new contact from recent calls, see [“Adding Contacts from the Endpoint” on page 18](#).

Procedure

- Step 1 Access the SCOPIA XT Series web interface.

- Step 2 Select the Make your call tab.
- Step 3 Select Contacts on the left.

Figure 2-16 The Contacts page



- Step 4 Select Add Contact.

Figure 2-17 Entering general contact information

- Step 5 Enter the required information, as described in [Table 2-2 on page 19](#).

Table 2-2 Entering contact's basic information

Field Name	Description
Contact type	Select the type from the list: • Person - Or • Conference
Last Name/ Conference Name	Enter a name to identify the contact, either by last name, or conference name.
First Name	This is only relevant if the contact is a person.
Company	This is only relevant if the contact is a person.

- Step 6 Select the Plus button next to Insert number.

Figure 2-18 Entering contact dialing information

The screenshot shows a web interface titled 'Contacts > Modify Contact > Insert number'. At the top left are 'Save' and 'Back' buttons. Below are five labeled input fields: 'Label' with the text 'Office', 'Number' (empty), 'Type' with a dropdown menu showing 'H.323', 'Call Type' with a dropdown menu showing 'Audio-Video', and 'Rate' with a dropdown menu showing '6144K'.

Step 7 Enter the required information, as described in [Table 2-3 on page 20](#).

Note You can also manually define the Type, Call Type, and Rate each time you place a call, as described in [“Dialing a Number Directly from the Endpoint” on page 44](#) and [“Dialing a Number from the SCOPIA XT Series Web Interface” on page 47](#).

Table 2-3 Entering advanced information for a contact

Field Name	Description
Label	Define the contact's label. The purpose of label is provide a short description of the contact, for example: home, office or virtual room.
Number	Enter the number or alias.
Type	Select the protocol from the list.
Call Type	Select whether the call is Audio-Video or Audio-Only.
Rate	Select the default call rate from the field. SCOPIA XT Series will always use this rate calling this contact.

Step 8 Select Save.

Searching for a Contact in the Phone Book

If you know the name of the contact you want to find in the phonebook, you can search using the name or surname. If you are not sure what is the name of the contact you need to find, you can display all contacts to review them.

Procedure

- Step 1 Access the SCOPIA XT Series web interface.
- Step 2 Select the Make your call tab.

Step 3 Select Contacts on the left.

Figure 2-19 The Contacts page



Step 4 Enter the name or surname of the contact you want to find in the Search field.

Or

Step 5 Enter the asterisk symbol (*) in the Search field to display all contacts.

Step 6 Select the Search button.

Modifying a Contact in the Phone Book

Use this function to keep your phone book up to date with the latest changes in your contact's information.

Procedure

Step 1 Access the SCOPIA XT Series web interface.

Step 2 Select the Make your call tab.

Step 3 Select Contacts on the left.

Figure 2-20 The Contacts page



Step 4 Search for the contact you want to modify.

The contact information is displayed.

Figure 2-21 Contact information

Contacts » Modify Contact

Save Back

Contact type Person

Last name/Conference name Simon

First name John

Company Company

Insert number +

Label	Number	Type	Rate
Office	55555	H.323	6144K

Modify number Delete number

- Step 5 Select Modify number.
- Step 6 Edit fields as necessary.
- For more information, see [“Remotely Adding and Modifying Contacts in the Phone Book” on page 18.](#)
- Step 7 Press Save to save the modified contact.

Deleting a Contact from the Phone Book

Use this function to remove unused contacts from your phone book.

Procedure

- Step 1 Access the SCOPIA XT Series web interface.
- Step 2 Select the Make your call tab.
- Step 3 Select Contacts on the left.

Figure 2-22 The Contacts page

Basic Options - Contacts

Add Contact

Search

Server

- Step 4 Search for the contact you want to modify.

The contact information is displayed.

Figure 2-23 Contact information

Contacts » Modify Contact

Save

Back

Contact type

Person

Last name/Conference name

Simon

First name

John

Company

Company

Insert number

+

Label	Number	Type	Rate	
Office	55555	H.323	6144K	Modify number Delete number

- Step 5

Select Delete number.
- Step 6

Select Yes to confirm.

3

Tailoring Your User Experience

This section explains how to configure your SCOPIA XT Series so that your user experience is optimal. All configurations in this section are optional; you can perform them in any order and at any time.

- [Setting Call Answering Preferences](#) page 24
- [Confirming Call Disconnections](#) page 25
- [Enabling Do Not Disturb](#) page 26
- [Blocking Video Input by Default](#) page 27

Setting Call Answering Preferences

This procedure describes how to define your preferences when receiving calls. By default, the endpoint never answers calls automatically. You can configure the system to, for example, always automatically answer calls when you are available. If you enable automatic answering, you can define the number of rings until the system automatically answers the call.

Define these settings either from the endpoint or the XT Series web interface.

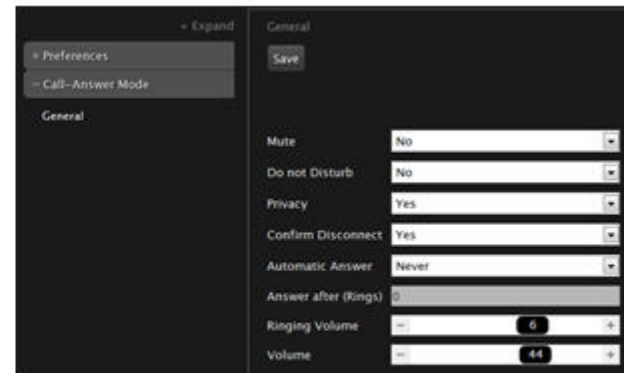
Procedure

Step 1

Access the call settings, as follows:

- From the web interface, navigate to:
Basic Settings > Call-Answer Mode > General.
- From the endpoint, access the Main menu and navigate to:
Configure > Calling.

Figure 3-1 Calling preferences



Configuring from Endpoint

Configuring from Web Interface

- Step 2 Select the required option from the Automatic answer list:
- Yes always: Enables automatic answer to an incoming call. The system will not prompt you to accept a call if the display shows the Home page.
 - Never: Disables automatic answer to an incoming call. The system will always prompt you to accept a call.
 - Yes if not in a call (available only for XT Series with a built-in MCU): Enables automatic answer only if the system is not in a call. If the system is in a call, it displays a notification about another incoming call, allowing you to accept it. When you are already in a call and accept an incoming call, the built-in MCU is activated, adding the caller to a videoconference.
- Step 3 (Optional) Enter the number of rings in the Answer after (Rings) list to specify after how many rings the system accepts a call. This option is relevant only if automatic answering is enabled.
- Step 4 In the web interface, select Save.

Note In the endpoint interface, your changes are automatically saved.

Confirming Call Disconnections

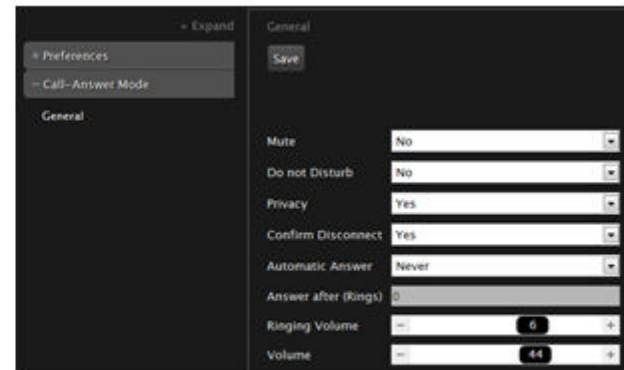
To prevent accidental disconnection from a call, you can configure the system to confirm before a call is disconnected. By default, calls are disconnected when a participant ends the call, without requiring a confirmation.

Procedure

- Step 1 Access the call settings, as follows:
- From the web interface, navigate to:
Basic Settings > Call-Answer Mode > General.

- From the endpoint itself, navigate to:
Configure > Calling.

Figure 3-2 Calling preferences



Configuring from Endpoint

Configuring from Web Interface

- Step 2 Set Confirm Disconnect to Yes.
- Step 3 In the web interface, select Save.

Note If configuring from the endpoint, your changes are automatically saved.

Enabling Do Not Disturb

You can configure the SCOPIA XT Series to block all incoming calls by enabling the Do Not Disturb (DND) feature if you do not want to answer incoming calls.

When the Do Not Disturb feature is enabled:

- The system blocks notifications of incoming calls.
- The  icon appears in the system information area of the monitor display.
- When the remote endpoint calls, the system informs it that the endpoint they are trying to call is busy. The calling endpoint is automatically disconnected.

You can also block incoming calls manually as described in [“Blocking Incoming Calls” on page 61](#).

Even when the system is set to blocking incoming calls by default, you can temporarily enable/disable the DND feature as follows:

Press and hold the Mute key  on the XT Remote Control Unit.

Procedure

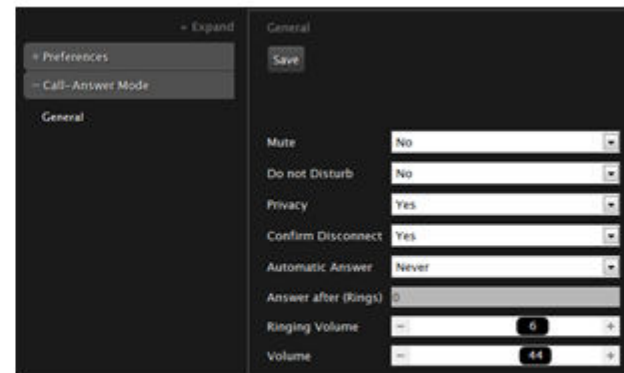
- Step 1 Access the call settings, as follows:

- From the web interface, navigate to:
Basic Settings > Call-Answer Mode > General.
- From the endpoint itself, navigate to:
Configure > Calling.

Figure 3-3 Calling preferences



Configuring from Endpoint



Configuring from Web Interface

- Step 2 Set Do Not Disturb to Yes.
- Step 3 In the web interface, select Save.

Note If you are configuring from the endpoint, your changes are automatically saved.

Blocking Video Input by Default

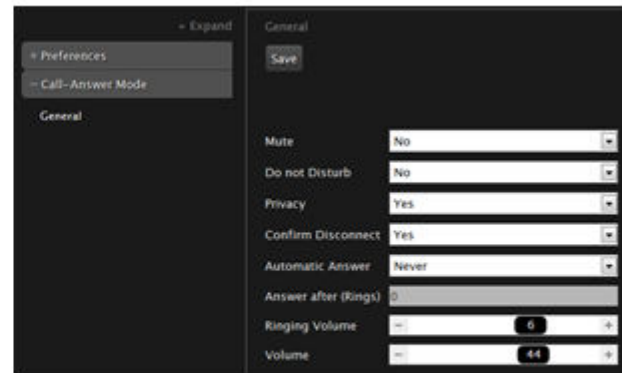
You can configure the SCOPIA XT Series to transmit audio only by default at the start of each call. You can do this to ensure privacy, or to save bandwidth. This can be done from the endpoint itself or the web interface.

When configured in this way, the system sends a pre-defined image to the remote endpoint. The  icon appears on your display, indicating that the remote endpoint no longer receives video from your local endpoint.

Procedure

- Step 1 Access the call settings, as follows:
- From the web interface, navigate to the Call-Answer Mode settings by selecting:
Basic Settings > Call-Answer Mode > General.
 - From the endpoint itself, navigate to the Calling settings as follows:
Configure > Calling.

Figure 3-4 Call settings



Configuring from Endpoint

Configuring from Web Interface

- Step 2 Block video by default by doing the following:
- From the web interface, set Privacy to Yes, and select Save.
 - From the endpoint's interface, set Video Privacy to Yes.
- Step 3 In the XT Series web interface, select Save.

Note If you are configuring from the endpoint, your changes are automatically saved.

4

Preparing for a Video Call or Videoconference

This section gives recommendations on how to prepare your meeting room and your SCOPIA XT Series for a video call or videoconference:

- [Saving a Camera Position](#) page 29
- [Saving a Camera Position from the Web Interface](#) page 31
- [Sharing Content](#) page 32
- [About Video Layouts](#) page 38
- [What You Should Know About Participating in a Video Call](#) page 43
- [About Securing Your Calls and Videoconferences](#) page 43

In addition to performing these tasks, you may need to do the following:

- Verify all lights are switched on in your meeting room.
- If you need an additional HD camera, make sure it is correctly connected as described in the *Installation Guide for SCOPIA XT Series*.

Saving a Camera Position

You can change the camera position before or during a call and save that position for later use as one of several presets.

To move the camera to a previously saved position, press and hold the number corresponding to the camera position on the XT Remote Control Unit. The camera moves to the stored position.

This procedure describes how to position your local camera or another SCOPIA XT Series endpoint's camera, and store up to 10 camera positions from the endpoint. You can store many more positions from the web interface, as described in [“Saving a Camera Position from the Web Interface” on page 31](#).

Note

You can control a remote camera when connected to it, as long as it is configured to be remotely managed.

Procedure

Step 1

Position the camera:

- a. Select Control Camera from the Main menu (or from the In-Call menu, during a call).

Note To position the remote camera, press **ok** and select Control Far.

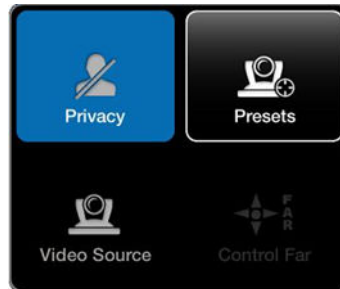
- b. Move the camera position using the arrow keys, alter the zoom with the zoom keys, or change the input source to switch to an alternative camera on the XT Remote Control Unit.

Step 2

To save this position for future use:

- a. Press **ok** on the XT Remote Control Unit and select Presets (Figure 4-1 on page 30).

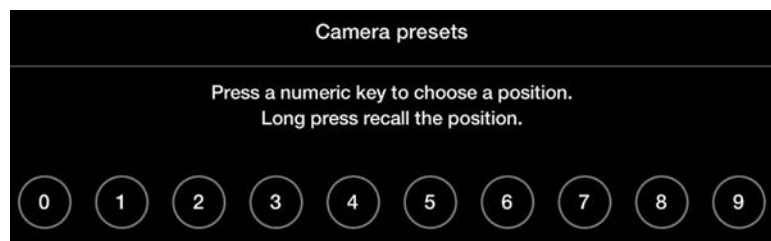
Figure 4-1 Storing camera presets



- b. Press a number between 0-9 on the XT Remote Control Unit to store a position.

Note If you need to delete a previously stored position, press its ID and the C key using the XT Remote Control Unit.

Figure 4-2 Selecting the camera position

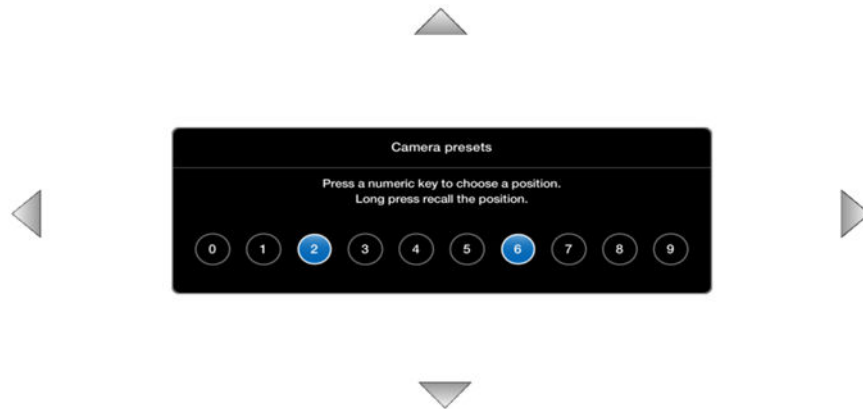


Step 3

Press **ok**.

The number of the preset is now blue, indicating that it was successfully stored. Use the camera position ID in the future to quickly adjust your camera.

Figure 4-3 Camera position stored successfully



Saving a Camera Position from the Web Interface

You can change the camera position before or during a call and save that position for later use as one of several presets.

This procedure describes how to position your local camera, and store dozens of camera positions from the web interface. You can store up to 10 positions from the endpoint interface, as described in [“Saving a Camera Position” on page 29](#).

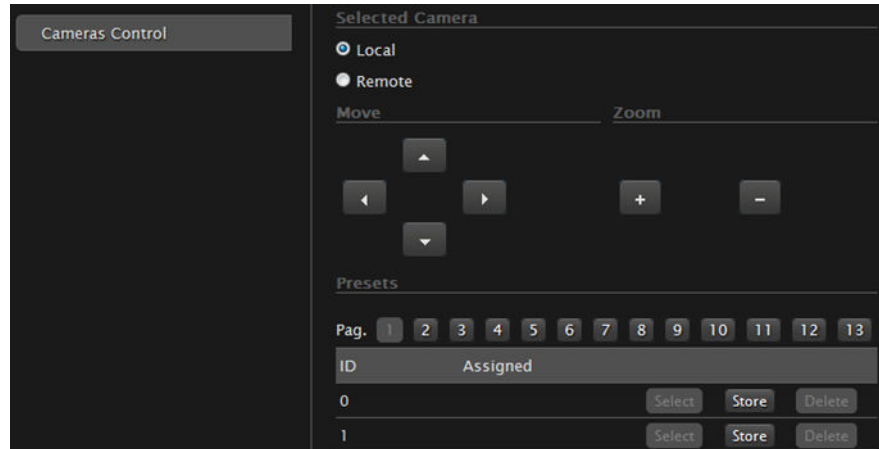
Note

You can control another SCOPIA XT Series endpoint's camera when connected to it, as long as it is configured to be remotely managed.

Procedure

- Step 1 Access the web interface.
- Step 2 Select More Actions > Camera Control.

Figure 4-4 Camera Control page



- Step 3 To move the camera to a previously saved position, choose the ID of the camera position and choose Select.
- The camera moves to the preset position.
- Step 4 Move the camera position using the arrow and zoom buttons.
- Step 5 To store the position, select a number between 0-121 to identify the camera position, and select Store.
- The position is now stored. Use the camera position ID in the future to quickly adjust your camera.

Sharing Content

This section details how to share a presentation or any other file from a PC.

Typically, a conference room can have one or two monitors. Depending on the conference room configuration, the presentation is shown either on the same monitor as the live remote video or on the monitor of its own. For more information see [“About Video Layouts in the SCOPIA XT Series Using One Monitor” on page 39](#) and [“About Video Layouts in the SCOPIA XT Series Using Two Monitors” on page 40](#).

You can share content in your local conference room only or with all conference rooms and endpoints participating in a call. Local presentation mode is an SCOPIA XT Series feature that allows to easily connect a PC laptop to the DVI connector of the XT Codec Unit and immediately display a presentation or any other PC content on the monitors (see [“Start Sharing Content Automatically” on page 35](#) for details).

- [Connecting a Computer](#) page 33
- [Selecting the Computer Display Resolution](#) page 34
- [Start Sharing Content Automatically](#) page 35
- [Sharing Content in the Local Conference Room](#) page 36
- [Sharing Content during a Call](#) page 37

Connecting a Computer

Use a computer to share a presentation or other PC content during a call. This procedure describes how to connect computers that are equipped with a DVI-out or VGA-out connector.

The XT Codec Unit supports many DVI input resolutions, listed in [Table 4-1 on page 33](#).

Table 4-1 DVI input formats supported by XT Codec Unit

Name	Resolution
1080p	1920x1080
SXGA	1280x1024
HD+ (900p)	1600x900
WSGA	1440x900
UVGA	1280x960
WXGA	1280x768
720p	1280x720
XGA	1024x768
SVGA	800x600
VGA	640x480

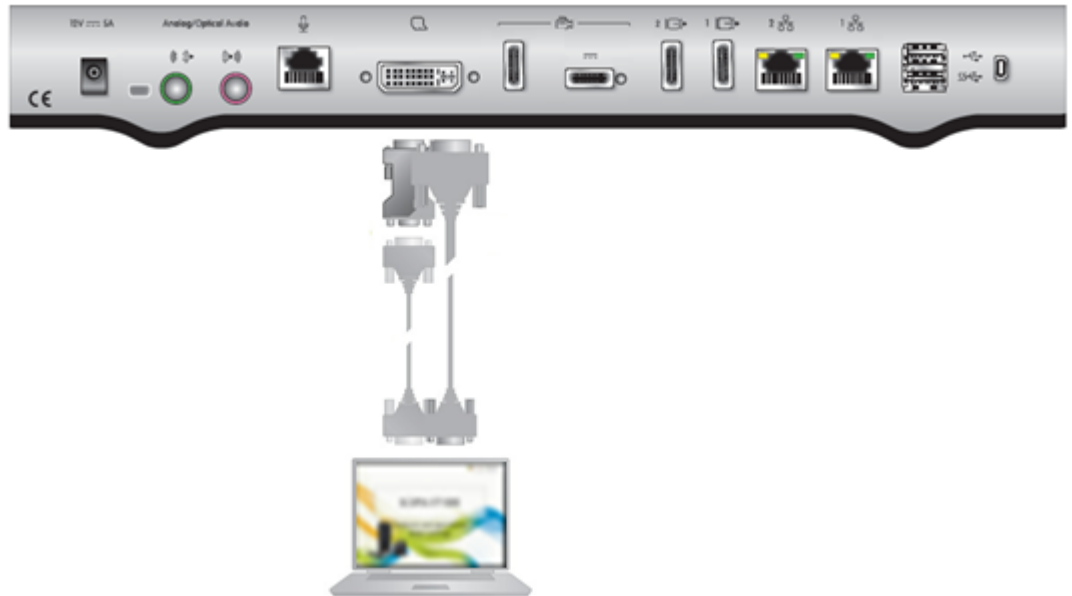
Procedure

Step 1

Connect your computer to the XT Codec Unit:

- For computers and laptops with a DVI out connector, connect the DVI cable to the DVI-I socket of the XT Codec Unit and connect the other end of the cable to the computer.

Figure 4-5 Connecting a computer to SCOPIA XT Series



- For computers with a VGA output connector, use the included DVI to VGA adapter.
 - a. Connect the DVI-VGA adapter to the DVI-IN socket of the XT Codec Unit.
 - b. Connect a VGA cable to the adapter. This cable is not supplied with the system.
 - c. Connect the VGA cable to the PC/Laptop VGA out socket.

Step 2

Connect the computer audio to the XT Codec Unit.

Since audio input is not included in the DVI-I port to XT Codec Unit connection, you need to make a separate audio connection from the computer's audio output port into the audio input port of the XT Codec Unit.

Note The audio input port supports both analog and digital optical audio.

Step 3

Continue with setting the display resolution, as described in [“Selecting the Computer Display Resolution” on page 34](#).

Selecting the Computer Display Resolution

For optimal display quality, and to prevent the screen from flickering during the videoconference, set the computer display to one of the supported picture resolutions and refresh frequencies. This procedure assumes computers running Microsoft Windows.

Procedure

Step 1

From the Windows Control Panel, navigate to the screen resolution settings.

Step 2

Select the desired screen resolution. See [Table 4-2 on page 35](#) for the list of resolutions supported by the XT Codec Unit.

- Step 3 Select Apply.
- Step 4 Select the refresh frequency rate from the Screen refresh rate field. See [Table 4-2 on page 35](#) for the supported resolution and refresh rates.

Table 4-2 Resolution and Refresh Frequencies

Name	Resolution	Digital Refresh Frequency (Hz)	Analog Refresh Frequency (Hz)
1080p	1920x1080	60	60
SXGA	1280x1024	60, 75	60, 75
HD+ (900p)	1600x900	60	N/A
WSGA	1440x900	60	60
UVGA	1280x960	60, 85	60, 85
WXGA	1280x768	60	N/A
720p	1280x720	60	60
XGA	1024x768	60, 70, 75	60, 70, 75
SVGA	800x600	60, 72, 75	60, 72, 75
VGA	640x480	72, 75	72, 75

- Step 5 Select Apply.

Start Sharing Content Automatically

By default, your XT Series automatically starts presenting PC content on the monitors to others in the same room when you connect a PC laptop. When local presentation mode is enabled, the XT Series:

- Automatically starts presenting when you connect a PC to the DVI connector on the XT Codec Unit, if there is no active call.
- Does not automatically accept incoming calls.
- When you have an incoming call, local presentation mode is suspended and you are asked how to handle the call (accept/reject/do not disturb).
- Video input switches to DVI and the audio settings associated to DVI are automatically used.

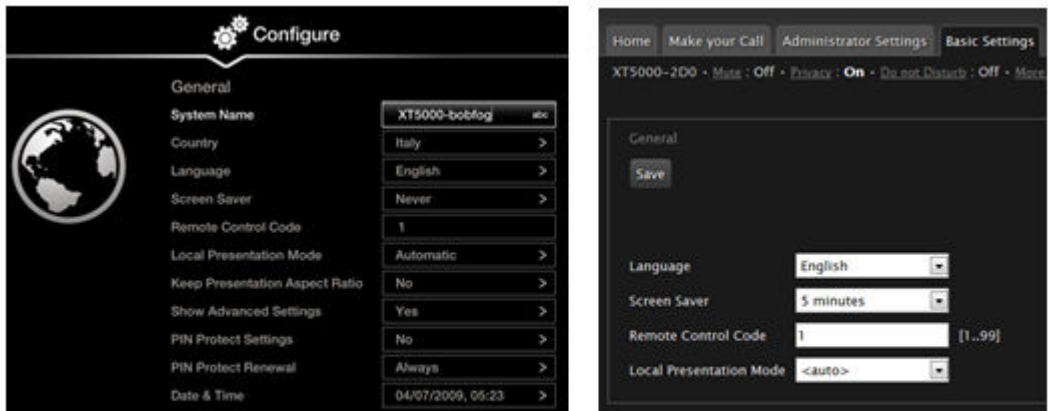
Alternatively, you can manually start presenting content using the XT Remote Control Unit (for details, see [“Sharing Content during a Call” on page 37](#) and [Sharing Content in the Local Conference Room](#)).

Procedure

- Step 1 Access the general settings, as follows:
- From the web interface, select Basic Settings.
 - From the endpoint, access the Main menu and navigate to:

Configure > General.

Figure 4-6 General settings



Configuring from Endpoint

Configuring from Web Interface

- Step 2 Select Auto from the Local presentation mode list.
- Step 3 In the XT Series web interface, select Save.

Note In the endpoint, your changes are automatically saved.

Sharing Content in the Local Conference Room

You can share the content of your computer screen with other participants in the local conference room when the SCOPIA XT Series is not in a call. This mode is called local presentation. When in the local presentation mode, the XT Series:

- Does not automatically accept incoming calls.
- When you have an incoming call, local presentation mode is suspended and you are asked how to handle the call (accept/reject/do not disturb).

Before you begin

You must setup your computer and the XT Codec Unit before starting the presentation:

- Verify that the SCOPIA XT Series is not in a call.
- Configure your computer to the resolution and refresh rates supported by the system. See [“Selecting the Computer Display Resolution” on page 34](#) for detailed information.
- To hear the PC input locally and remotely, you need to route PC audio through the input audio port:

Navigate to Administrator settings > I/O connections > Audio - Inputs > Analog audio > Audio selection and select one of the following options:

- Analog audio associated to DVI: Select to transmit audio only when the using the DVI camera as the video source.
- Analog audio always: Select to always transmit audio, whether using the DVI or HD1 camera as the video source.
- To enable audio from the PC in the local conference room, navigate to Administrator settings > I/O connections > Audio - Outputs > Analog audio > Analog Audio to output and select one of the following options:
 - All: Select to enable audio from all sources HD1, HD2, digital, and analog audio.
 - HD1+Digital audio+Analog audio: Select to enable only HD1, digital, and analog audio.

Procedure

- Step 1** If your SCOPIA XT Series is configured to enter the local presentation mode automatically, connect your computer to the DVI-I connector of the XT Codec Unit. The content appears on the monitors of your local conference room. For more information about automatically entering local presentation mode, see [“Start Sharing Content Automatically” on page 35](#).
For information about connecting your computer, see the *Quick Setup Guide* for installation instructions.
- Step 2** If your SCOPIA XT Series is not configured to enter the local presentation mode automatically, perform these steps:
- a. Share PC content by pressing the Presentation key , or Present from the Main menu.
The XT Codec Unit saves the live camera and switches to DVI mode.
Menus are hidden.
 - b. End local presentation mode in one of the following ways:
 -  or the Back key  from the XT Remote Control Unit
 - Present from the Main menu
 The XT Codec Unit switches back to the previously used live camera.

Sharing Content during a Call

Once a call has been established, you can share your computer screen with the remote endpoint.

If the remote endpoint supports presentation mode, the XT Codec Unit sends both live video and presentation without switching to DVI mode.

If the remote endpoint does not support presentation mode, the XT Codec Unit can send only one video stream. The XT Codec Unit sends the presentation in place of live video and switches automatically to DVI mode. When the presentation mode ends, the XT Codec Unit switches back automatically to the live camera.

By default, the total available bandwidth is evenly divided between live video and presentation. In most cases it ensures the best content sharing experience. If necessary, your

system can change the bandwidth dedicated to live video and presentation to suite your network requirements.

Before you begin

Before sharing content, proceed as follows:

- Configure your computer to the resolution and refresh rates supported by the system. See [“Selecting the Computer Display Resolution” on page 34](#) for detailed information.
- Connect your computer to the DVI-I connector of the XT Codec Unit. See the *Quick Setup Guide* for installation instructions.
- To hear the PC input locally and remotely, you need to route PC audio through the input audio port:

Navigate to Administrator settings > I/O connections > Audio - Inputs > Analog audio > Audio selection and select one of the following options:

- Analog audio associated to DVI: Select to transmit audio only when the using the DVI camera as the video source.
- Analog audio always: Select to always transmit audio, whether using the DVI or HD1 camera as the video source.
- To enable audio from the PC in the local conference room, navigate to Administrator settings > I/O connections > Audio - Outputs > Analog audio > Analog Audio to output and select one of the following options:
 - All: Select to enable audio from all sources HD1, HD2, digital, and analog audio.
 - HD1+Digital audio+Analog audio: Select to enable only HD1, digital, and analog audio.

Procedure

Step 1 During the call, start sharing the presentation in one of the following ways:

- Press  on the XT Remote Control Unit.
- Press OK on the XT Remote Control Unit and select Present from the call menu.

Step 2 Repeat the previous step to stop sharing the presentation.

Note If you are not in a call, you can share your presentation with participants in the local conference room. See [“Sharing Content in the Local Conference Room” on page 36](#).

About Video Layouts

A video layout is what windows appear and how they are arranged on the monitor during point-to-point calls.

Video layouts of your XT Series depend on whether it uses one or two monitors. The layouts are preconfigured by the administrator so that a set of default layouts is available for you.

You can change the video layouts on your XT Series during a call to optimize your videoconferencing experience, as described in [“Changing the Video Layout During the Call”](#) on page 49.

- [About Video Layouts in the SCOPIA XT Series Using One Monitor](#) page 39
- [About Video Layouts in the SCOPIA XT Series Using Two Monitors](#) page 40

About Video Layouts in the SCOPIA XT Series Using One Monitor

You see the video and hear the audio on the connected monitor.

Note

If you connect another monitor to the free HD socket and the monitor is configured to Auto by the Administrator, the additional monitor is automatically used to show local video or a presentation (local or remote). See the SCOPIA XT Series Installation Guide for information.

When you are not in a call, the monitor displays the system menus and the video taken by the local camera.

In a call, the monitor can split the screen to show the system menus, video (remote, local) and presentation (remote, local) in different windows. You can arrange the monitor layout and content by using the PIP and Layout keys on the XT Remote Control Unit.

[Figure 4-7 on page 39](#) pictures the monitor default layout during a call. In this example, the display shows the remote video, presentation, and system menus.

The overlapping image you see in the screen is called a PIP (Picture In Picture) view. The PIP view shows the remote presentation in the main part of the screen, and the remote video in the small image. If the remote terminal does not show any content, the display shows the remote video in the main part of the screen, and the local presentation in the small image.

Figure 4-7 Showing the monitor in PIP view



[Figure 4-8 on page 40](#) depicts a PaP (Picture and Picture) view in which two images are presented side by side and at the same size.

Figure 4-8 Showing the monitor in PaP view



Figure 4-9 on page 40 depicts a PoP (Picture out Picture) view in which two images of different size are presented side by side.

Figure 4-9 Showing the monitor in PoP view



You can use PIP, PaP or PoP views only if your system administrator has configured them in your XT Codec Unit.

About Video Layouts in the SCOPIA XT Series Using Two Monitors

When you are not in a call, one monitor shows the system menus; both monitors display the video taken by the local camera.

In a call, one monitor contains the system menus; the available video streams (local video, remote video, local or remote presentation) are distributed on the two monitors according to the selected monitor configuration. You can further arrange the monitor layouts and content by using Layout and PIP keys on the XT Remote Control Unit.

Your system administrator configures the monitors to show one of these layouts when you are in a call:

- Configuring to HD1 (Menu & Video Rx) + HD2 (Present). See [Figure 4-10 on page 41](#). The main monitor (HD1) shows the system menus, the received video, and local video. The local video is in a small overlapping window, also called a PIP (Picture in Picture) view. The auxiliary monitor (HD2) shows the presentation (local or remote), if available. The audio is enabled on HD1. This is the default configuration.

Figure 4-10 Menu, received video, and local video on HD1 and presentation on HD2



- Configuring to HD1 (Menu & Present) + HD2 (Video Rx). See [Figure 4-11 on page 41](#). HD1 shows the system menus, the presentation (local or remote) if available, and the local video in a small overlapping window. HD2 shows the received video. The audio is automatically enabled on HD1.

Figure 4-11 Menu, presentation, and local video on HD1 and received video on HD2



- Configuring to HD1 (Present) + HD2 (Menu & Video Rx). See [Figure 4-12 on page 42](#). HD1 shows the presentation (local or remote), if available. HD2 shows the system menus, the received video, and the local video in a small overlapping window.

Figure 4-12 Presentation on HD1, and menu, received video, and local video on HD2



- Configuring to HD1 (Video Rx) + HD2 (Menu & Present). See [Figure 4-13 on page 42](#). HD1 shows the received video. HD2 shows the system menus, the presentation (local or remote) if available, and the local camera image in a small overlapping window.

Figure 4-13 Received video on HD1 and local video, presentation, and menu on HD2



Seeing two images side by side and at the same size in one monitor is called PaP (Picture and Picture) view. See [Figure 4-8 on page 40](#) for a picture of the PaP view.

You can use PIP or PaP views only if your system administrator has configured them in your XT Codec Unit.

Note

When there is no call, you can reset the monitors to the default configuration by pressing  and then 0 on the XT Remote Control Unit.

What You Should Know About Participating in a Video Call

There are several general recommendations you should follow to optimize your videoconferencing experience.

We recommend that you read this section before participating in a videoconference for the first time.

- If you are using a laptop during a meeting, do not place it too close to the microphone pods. Noise produced by the computer cooling system may interfere with audio quality.
- Use natural gestures and speak normally as in a real meeting.
- Place chairs so that you and other participants appear in the middle of the monitors. Adjust the camera zoom so that the background does not take up too much space.
- Place the Microphone Pod on the table in front of people.
- Use 2 Microphone Pods for large conference tables (selected models).
- Do not place papers or other objects in front of the Microphone Pod.
- Do not rustle papers or tap on the conference table or the Microphone Pod.
- Mute the Microphone Pod before moving it.
- Avoid using your cellular phones during your meeting to avoid EMI (electromagnetic interference).

About Securing Your Calls and Videoconferences

The system can manage secure videoconference sessions via encrypted connections, in both point-to-point sessions and videoconferences. You can have up to three remote encrypted participants in a videoconference.

If your system administrator enabled encryption in your system and your call is secured, an icon showing a padlock  appears on your display.

Note

Using encryption is subject to local regulation, in some countries it is restricted or limited for usage. Please consult your local reseller for further details.

5

Making Calls

You can make a video call on the SCOPIA XT Series in several ways. This chapter outlines how to dial to other endpoints in different modes, and how to answer and end a call.

- [Dialing a Number Directly from the Endpoint](#) page 44
- [Dialing a Number from the SCOPIA XT Series Web Interface](#) page 47
- [Answering and Ending a Video Call](#) page 48
- [Changing the Video Layout During the Call](#) page 49

Dialing a Number Directly from the Endpoint

This section describes how to dial a number from the endpoint itself. You can also do this remotely, from the SCOPIA XT Series web interface (see [“Dialing a Number from the SCOPIA XT Series Web Interface”](#) on page 47).

From your endpoint, you can dial a number in the following ways:

- Using the XT Remote Control Unit
- Dialing a contact in the phone book (to add a contact to the phone book, see [“Remotely Adding and Modifying Contacts in the Phone Book”](#) on page 18)
- Dialing a number from the recent calls list

Once you dial a new number it is added to the list of recent calls. The system allows you to view the last 100 calls. These icons appear next to a contact number or name:

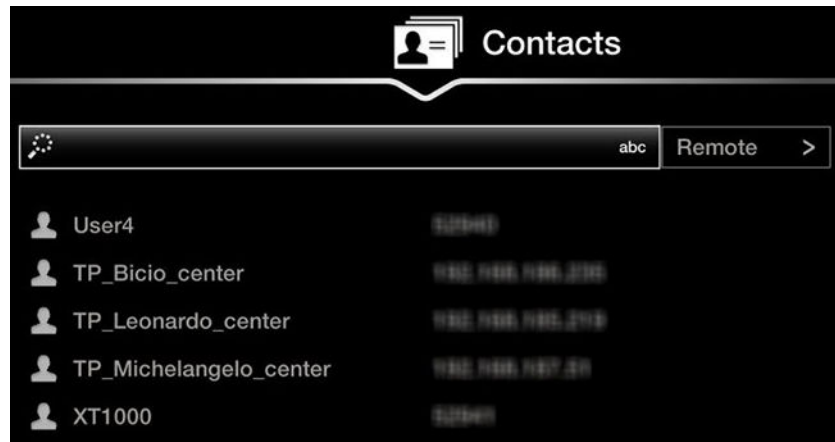
-  — Received call
-  — Dialed call
-  — Missed call

Procedure

- Step 1 Access the endpoint's Main menu.
- Step 2 Select the number you want to call in one of the following ways:

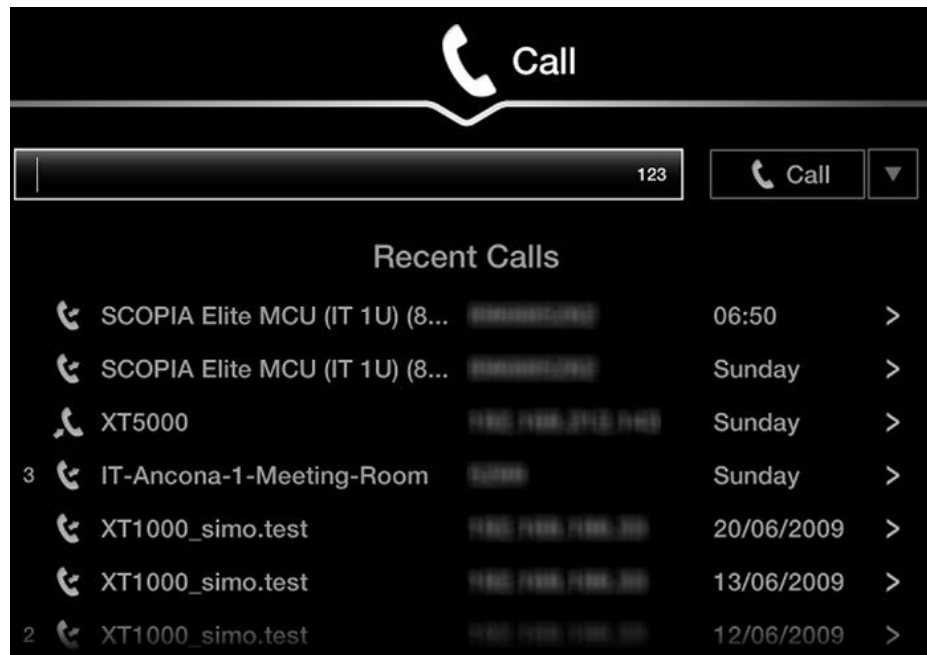
- Dial the number using the numeric keys on the XT Remote Control Unit.
- Dial a contact in the phone book by selecting Contacts, and enter the name of the contact.

Figure 5-1 Dialing a contact



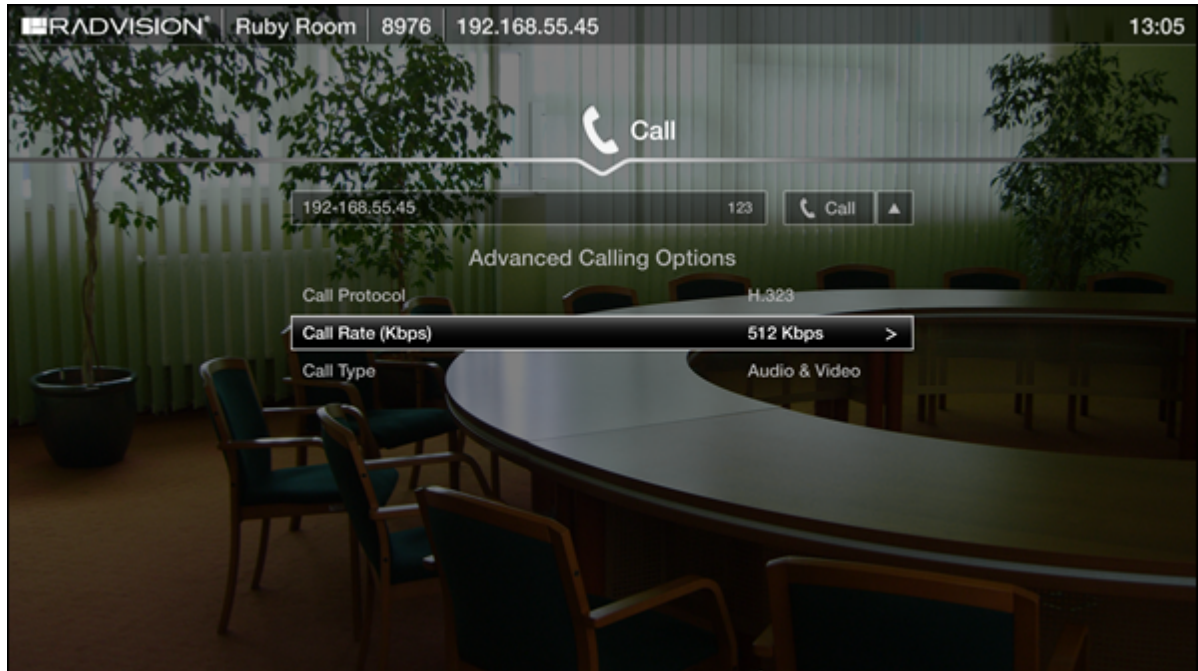
- Dial a number from the list recent calls by selecting Calls. The Recent calls list appears.

Figure 5-2 List of recent calls



- Step 3 (Optional) If necessary, change the call settings, for example set the call as audio only:
- Select Advanced Calling Options .

Figure 5-3 Changing advanced call settings



- b. Select options using arrow keys on the XT Remote Control Unit and confirm your chosen values using the ok/menu key.

You can change these default call settings:

Table 5-1 Advanced Calling Settings

Field Name	Description
Call protocol	If necessary, select the protocol to use for this call, depending on the endpoint you are calling, or the type of conference you are joining: • H.323 • SIP • ISDN (if enabled)
Call rate	By default, the system uses the maximum available bandwidth.
Call type	Choose the call type: • Audio-Video • Audio

Step 4

Using the XT Remote Control Unit, press , or select Call and press .

Dialing a Number from the SCOPIA XT Series Web Interface

This procedure describes how to dial a number remotely, from the SCOPIA XT Series web interface. You can also do this from the endpoint interface (see [“Dialing a Number Directly from the Endpoint” on page 44](#)).

Once you dial a new number it is added to the list of recent calls. The system allows you to store up to 100 recent calls.

Procedure

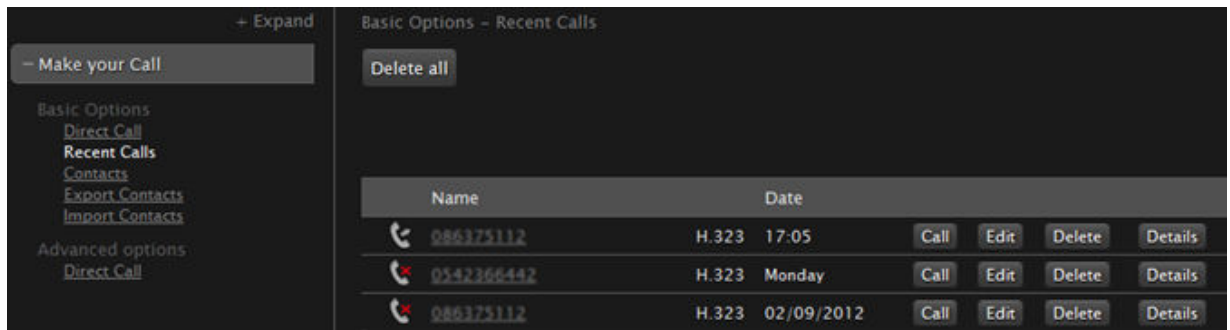
Step 1 Access the SCOPIA XT Series web interface.

Step 2 Select the number you want to call in one of the following ways:

- Dial a new number by selecting Make your call > Basic Options > Direct Call.
- Dial a contact in the phone book by selecting Make your call > Basic Options > Contacts.
- Dial a number from the list recent calls by selecting Make your call > Recent calls.

The Recent calls list appears.

Figure 5-4 Dialing numbers from the SCOPIA XT Series web interface



Step 3 (Optional) If necessary, change the default call settings, for example set the call as audio only:

- a. Select Advanced Calling Options > Direct call. If you are dialing from the Recent Calls page, select Edit next to the number you are calling.
- b. Modify the necessary call settings as described in [Table 5-2 on page 48](#).

Table 5-2 Advanced Calling Settings

Field Name	Description
Call protocol	If necessary, select the protocol to use for this call, depending on the endpoint you are calling, or the type of conference you are joining: • H.323 • SIP • ISDN (if enabled)
Call rate	By default, the system uses the maximum available bandwidth.
Call type	Choose the call type: • Audio-Video • Audio

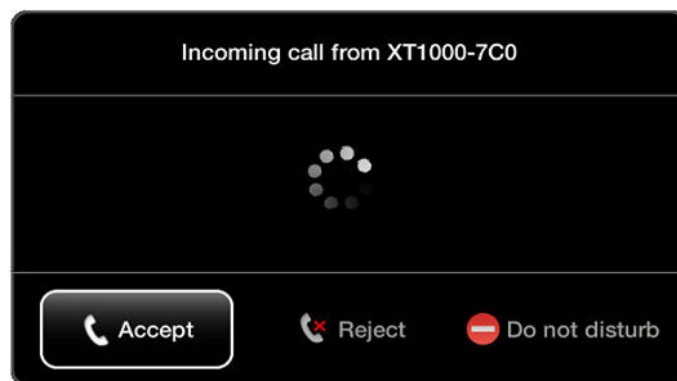
Answering and Ending a Video Call

You can answer calls manually or set the system to answering the call automatically.

If you set your system to automatic answering, the endpoint answers after the predefined number of rings (see [“Setting Call Answering Preferences”](#) on page 24 for details).

If you set your system to manual answering, you can either accept or reject the incoming call. When there is an incoming call, the system displays a window with these options ([Figure 5-5](#) on page 48):

Figure 5-5 Answering a video call



- To accept the call, press  Accept or  on the XT Remote Control Unit.
- To reject the call, select the Reject option on the screen by pressing the right arrow key and  on the XT Remote Control Unit.

- To reject the call and set the system to automatically reject all further incoming calls without asking any more, select the Do not disturb option on the screen by pressing the right arrow key twice and **ok** on the XT Remote Control Unit.
- Disconnect the call by pressing  on the XT Remote Control Unit. If your system is set to Confirm disconnection, press **ok** to confirm (see [“Confirming Call Disconnections” on page 25](#) for details).

For information about setting the system to answering calls automatically, see [“Setting Call Answering Preferences” on page 24](#).

Changing the Video Layout During the Call

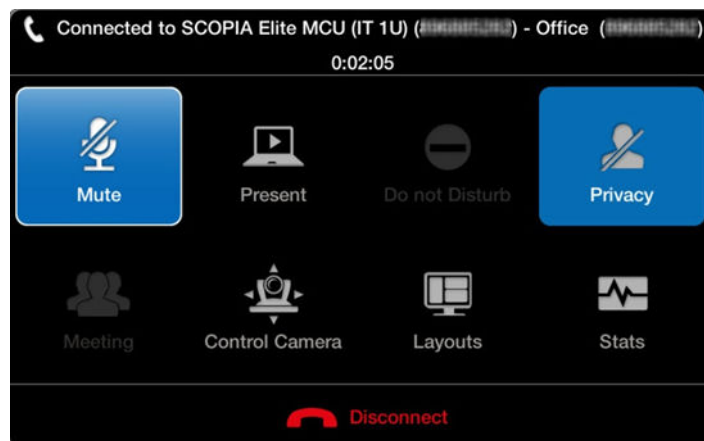
During the call, you can change your monitor’s current layout. To change the video layout for all participants when you are hosting a videoconference from a SCOPIA XT Series MCU Edition, see [“Changing the Video Layout from the SCOPIA XT Series MCU Edition” on page 52](#).

For more information about video layouts in point-to-point calls, see [“About Video Layouts” on page 38](#).

You can change the layout as follows:

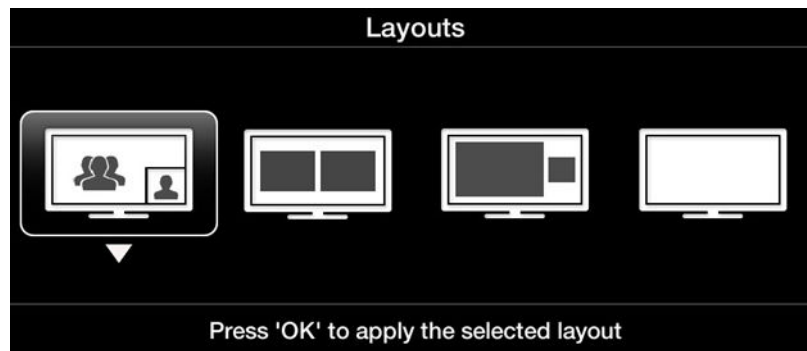
- To change the position of a PIP view on the monitor, show a PaP or PoP view, or display a full screen view of one of the images, press  repeatedly.
- When you are in PIP, Pap or PoP view, you can change its content by pressing  repeatedly.
- When you are in full presentation view, you can change its content by pressing  repeatedly.
- During a call, press **ok** and select Layouts from the In-call menu ([Figure 5-6 on page 49](#)).

Figure 5-6 In-Call menu



Use the arrows to browse through the layouts ([Figure 5-7 on page 50](#)), and select the desired layout.

Figure 5-7 Available meeting layouts



System menus automatically disappear from the display after a few seconds in a call. You can also remove them manually by pressing **C**. To bring back the system menus, press **C** again or Back key again.

6

Making Videoconference Calls

More than a room system, some models of the SCOPIA XT Series also includes an embedded MCU which enables you to host videoconferences with more than two participants. This functionality is only enabled when you purchase the optional MCU license, enabling you to host a videoconference of up to four or nine participants, depending on your license.

- [Starting a Videoconference](#) page 51
- [Remotely Setting an End Time for the Videoconference](#) page 52
- [Changing the Video Layout from the SCOPIA XT Series MCU Edition](#) page 52
- [Moderating the Videoconference from the SCOPIA XT Series MCU Edition](#) page 53
- [Joining a Videoconference](#) page 55
- [Managing the Videoconference from an SCOPIA XT Series Endpoint](#) page 56
- [Ending a Videoconference](#) page 57

Starting a Videoconference

To host a videoconference with more than two participants, you must purchase the optional MCU (Multi Conference Unit) license. Depending on your license, you can host a videoconference of up to four or nine participants.

In addition, it is possible to integrate an external MCU that provides additional capabilities. Consult your system administrator for more details about the dial plan, to determine if you need to dial one or more prefixes before the number you wish to dial.

Procedure

- Step 1** Call the first participant (see [“Dialing a Number Directly from the Endpoint”](#) on page 44 or [“Dialing a Number from the SCOPIA XT Series Web Interface”](#) on page 47).
- Step 2** You can add participants in one of several ways:
- Call the next participant by pressing  on the XT Remote Control Unit
 - Select Meeting > Add Participant

- Select Meeting > Contacts
- Answer a call

Step 3 Repeat steps according to the number of participants allowed in your system.

Step 4 Continue with:

- To manage the videoconference, see [“Moderating the Videoconference from the SCOPIA XT Series MCU Edition” on page 53.](#)
- To choose the video layout, see [“Changing the Video Layout from the SCOPIA XT Series MCU Edition” on page 52.](#)

Remotely Setting an End Time for the Videoconference

When you are hosting a videoconference with your SCOPIA XT Series MCU Edition, you can set an end time. You can do this from the web interface only.

For more information on managing videoconferences with an SCOPIA XT Series MCU Edition, see [“Moderating the Videoconference from the SCOPIA XT Series MCU Edition” on page 53.](#)

Procedure

Step 1 Access the web interface.

Step 2 Select Make your call > Conference > Settings > Scheduling.

The Scheduling page appears.

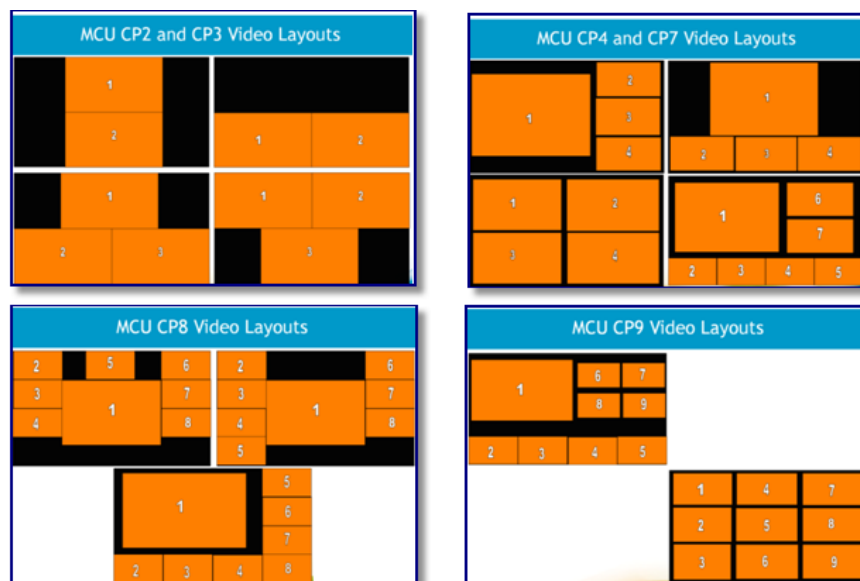
Figure 6-1 Setting end date and time

Step 3 Enter the end time and date in the Day, Month, Year, Hour, and Minutes fields.

Changing the Video Layout from the SCOPIA XT Series MCU Edition

Having multiple participants in a videoconference always requires careful consideration to lay out many windows inside one screen. The SCOPIA XT Series has a number of available video layouts: full screen, Continuous Presence (CP) 2, CP3, CP4, CP7, CP8, and CP9.

Figure 6-2 Video Layouts



The embedded MCU sends the same video layout to all the participants.

By default, the embedded MCU chooses the best video layout based on the number of participants in the call. You can change the video layout from the embedded MCU. The change affects all participants in the call.

Procedure

- Step 1 While in a videoconference, select Meeting > Layouts.
- Step 2 Select the desired layout according to the number of participants.

Note Select Auto to restore the default layout.

Moderating the Videoconference from the SCOPIA XT Series MCU Edition

When you use the SCOPIA XT Series as an MCU to host your videoconference, you are the moderator of conferences hosted on this XT Series.

Alternatively, to use the SCOPIA XT Series as an endpoint, see [“Managing the Videoconference from an SCOPIA XT Series Endpoint” on page 56](#).

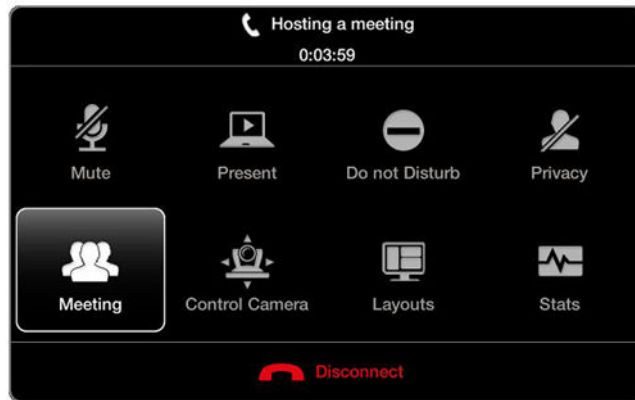
You can manage meetings from the endpoint itself, or remotely using the web interface.

Procedure

- Step 1 Access the meeting settings as follows:
 - From the endpoint, press **ok** > Meeting during a videoconference.

- From the web interface, select Make your call > Meeting.

Figure 6-3 Managing the Conference from the endpoint

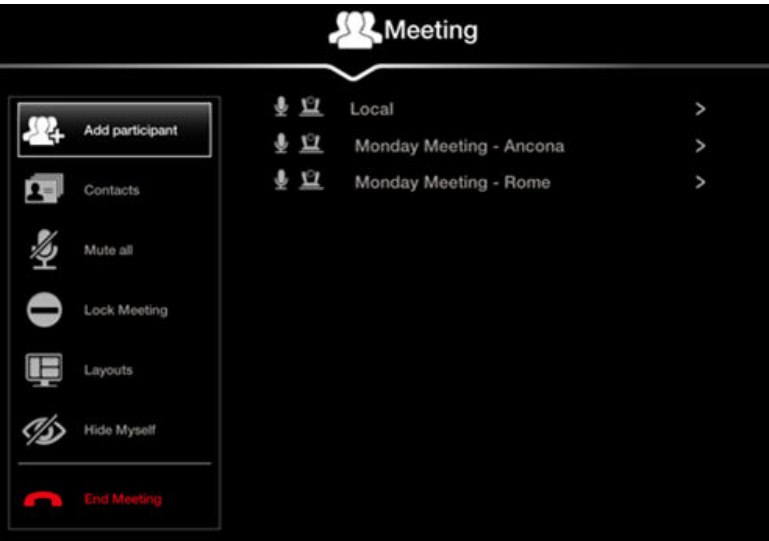


Step 2

You can manage the conference by doing the following:

- Add participants to the videoconference
- Mute all participants
- Activate Do Not Disturb (see [“Blocking Incoming Calls” on page 61](#) for more details about this feature)
- Change the meeting layout (for more information, see [“Changing the Video Layout from the SCOPIA XT Series MCU Edition” on page 52](#))
- Manage your own video and audio:
 - Block your video (for more information, see [“Blocking Video From the SCOPIA XT Series” on page 59](#))
 - Mute your microphone so that participants cannot hear you (for more information, see [“Muting the Microphone Pod” on page 60](#))

Figure 6-4 Meeting menu displayed on the endpoint



Step 3

Select an endpoint to manage:

- Disconnect: Disconnects the selected endpoint.
- Mute: Mutes the selected endpoint.
- Make Lecturer: Assigns the participant as the lecturer. All participants in the conference can see only this endpoint's video.

You can view detailed information about this endpoint, such as it's name, dialing number and call rate.

Figure 6-5 Managing other participants from the endpoint



Joining a Videoconference

To join a videoconference, dial the number of the SCOPIA XT Series hosting the videoconference.

Managing the Videoconference from an SCOPIA XT Series Endpoint

When you use the SCOPIA XT Series as an endpoint, you can manage conferences hosted by another endpoint. This functionality is only available if the hosting endpoint supports remote videoconference management via H.243.

You can manage videoconferences from the endpoint itself, or remotely using the web interface.

Note

If the endpoint hosting the meeting does not support H.243, required to remotely manage the videoconference, the Meeting option in the in-call menu is not available (see [Figure 5-6 on page 49](#)).

Alternatively, to use the SCOPIA XT Series as an MCU, see [“Moderating the Videoconference from the SCOPIA XT Series MCU Edition” on page 53](#).

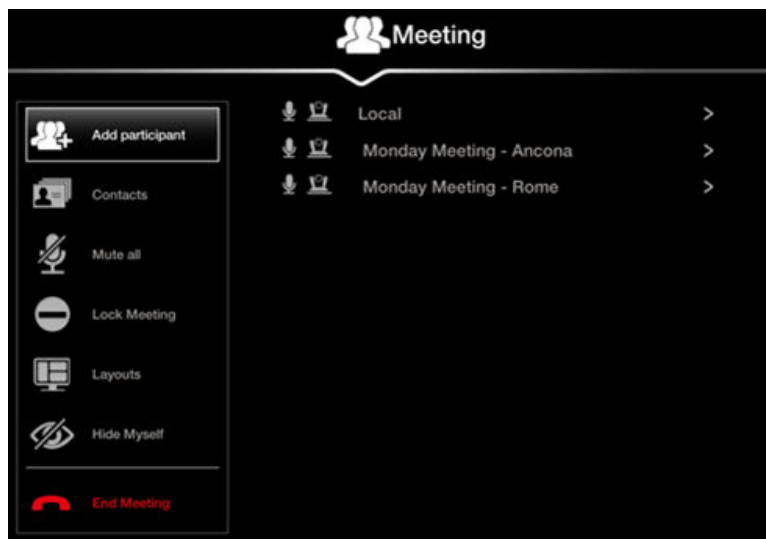
Procedure

Step 1

Access the meeting settings as follows:

- From the endpoint, press **ok** > Meeting.
- From the web interface, select Make your call > Meeting.

Figure 6-6 Meeting menu displayed on the endpoint



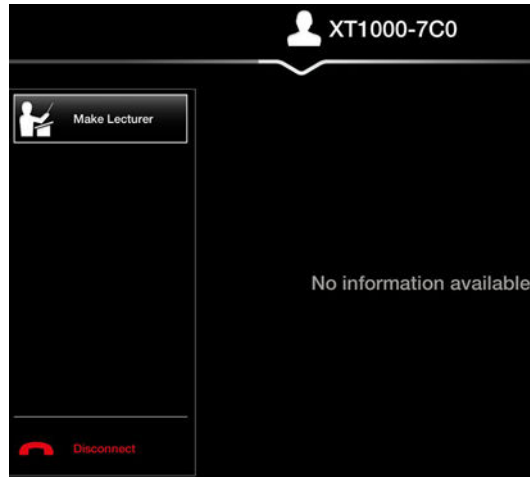
Step 2

Select an endpoint to manage:

- Select Make Lecturer to broadcast the video of the endpoint like a lecturer. All participants see only the video of the selected endpoint.
- Select Disconnect to disconnect the endpoint.

- For your endpoint, you can also mute your endpoint and view information such as the call rate.

Figure 6-7 Managing remote participants from the endpoint



Step 3 To end the videoconference, select End Meeting.

Ending a Videoconference

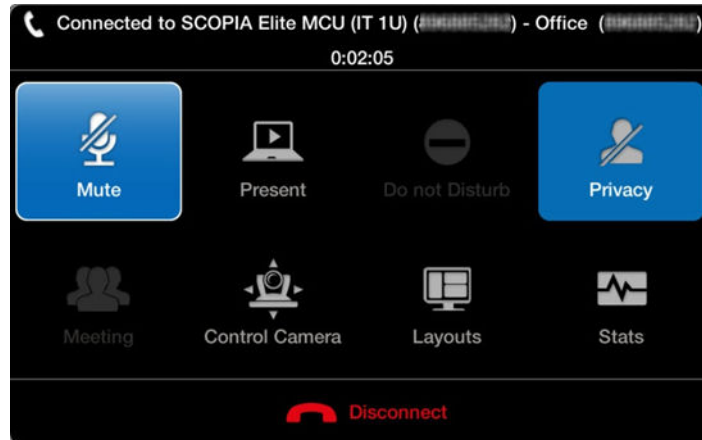
If you are hosting a conference, you can disconnect one endpoint or all endpoints in the videoconference.

Procedure

Step 1 Disconnect the videoconference as follows:

- From the endpoint, press  on the XT Remote Control Unit, or select Disconnect in the Meeting menu.
Press **OK** to confirm, if your system is set to Confirm disconnection (see [“Confirming Call Disconnections” on page 25](#) for details).
- From the web interface, select Disconnect.

Figure 6-8 Ending a videoconference



Step 2 To disconnect a specific endpoint, choose the endpoint and select Disconnect.

Figure 6-9 Disconnecting specific endpoints



7

Managing Calls and Videoconferences

This chapter details the configurations you can make on your SCOPIA XT Series to control the way the video is displayed, to control the audio output and input, encryption support and managing contacts.

- [Blocking Video From the SCOPIA XT Series](#) page 59
- [Managing the Audio](#) page 59
- [Blocking Incoming Calls](#) page 61

Blocking Video From the SCOPIA XT Series

While in a call, you can block video from your local SCOPIA XT Series. Press  on the XT Remote Control Unit. The system sends a pre-defined image to the remote endpoint. The  icon appears on your display, indicating that the remote endpoint no longer receives video from your local endpoint.

You can configure your SCOPIA XT Series to block video input from your local endpoint by default at the start of each call. For more information see [“Blocking Video Input by Default” on page 27](#).

Managing the Audio

You can change the volume of calls, call ringing, and the volume of the microphone pod.

- [Adjusting the System or Ringing Volume](#) page 60
- [Muting the Microphone Pod](#) page 60

Adjusting the System or Ringing Volume

Press  + or - on the XT Remote Control Unit to adjust the sound you hear when receiving a call and during a videoconference.

To change the default speaker volume, perform the procedure in this section. This can be done from the endpoint or the web interface.

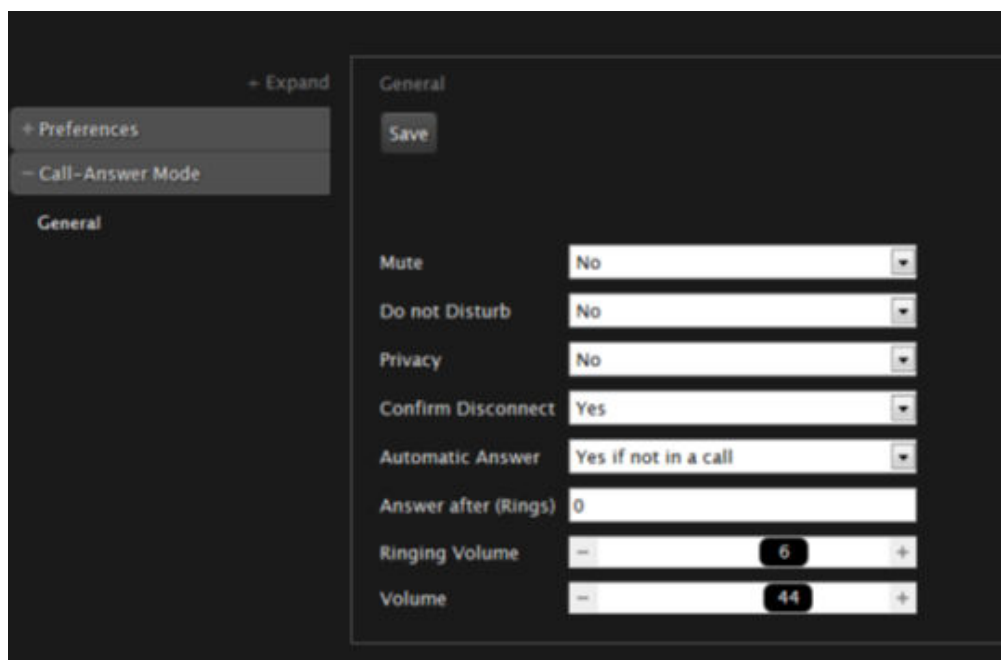
Procedure

Step 1

Access the volume settings, as follows:

- From the endpoint, select Configure > Calling from the Main menu.
- From the web interface, select Basic Settings > Call-Answer mode > General.

Figure 7-1 Call-Answer settings



Step 2

Drag the Volume slider to set the value.

Step 3

In the web interface, select Save.

Note If you are modifying from the endpoint, the changes are automatically saved.

Muting the Microphone Pod

You can mute the Microphone Pod in your room if you do not want participants at the remote site to hear you.

Press  on the XT Remote Control Unit or press the Mute button on the Microphone Pod. The  icon appears on the display.

The  icon shows that the Microphone Pod of the remote endpoint is muted.

Note

To unmute, press the  on the XT Remote Control Unit or press the Mute button on the Microphone Pod. The icon disappears from the display.

Blocking Incoming Calls

You can block an incoming call using the Do Not Disturb feature if you do not want to answer. When a remote endpoint calls and you block an incoming call, the XT Series rejects the incoming call and the call is disconnected. The  icon appears in the system information area of the monitor display. The caller receives a message to indicate that your endpoint is currently busy.

To block an incoming call, press and hold the Privacy  or Mute key on the XT Remote Control Unit.

When you block an incoming call as described in this section, the system rejects all incoming calls until you disable the feature by pressing and holding the Privacy  or Mute key again. You can configure the XT Series to automatically block all incoming calls, if you want this to be the default behavior. For more information, see [“Enabling Do Not Disturb” on page 26](#).

8

Troubleshooting

This section covers troubleshooting problems that may occur when setting up and using the SCOPIA XT Series.

- [Viewing System Information for Customer Support](#) page 62
- [Resolving Monitor Display Problems](#) page 64
- [Resolving Problems with PC Presentations](#) page 65
- [Resolving XT Remote Control Unit Problems](#) page 65
- [Restoring Default User Settings](#) page 65

Viewing System Information for Customer Support

When contacting customer support or your system administrator, you may need to provide information about the system. This procedure describes how to view the following system information:

- Software version
- User code (MAC address)
- IP addresses
- Serial number
- System name and model
- Licenses
- Network, gatekeeper, and SIP settings

Note

If you need the system serial number, you can also look on the label at the back of the XT Codec Unit.

Procedure

Step 1

View system information as follows:

- From the endpoint's Main menu, select Configure > About using the XT Remote Control Unit.

Note If your system is currently in a call, press **ok** and select Stats > Configure > About.

- From the web interface, log in. The system information is displayed in the Home tab.

Figure 8-1 Viewing system information

System	SCOPIA XT5000	Remote Control Code	2
H.323 Name	XT5000-2D0	Software Version	03.01.00.0015 V3_1_0_15B
GLAN 1	172.16.90.67	GLAN 1 MAC Address	00:03:D6:01:82:D0
GLAN 2	0.0.0.0 (No cable)	GLAN 2 MAC Address	00:03:D6:01:82:D1
E.164	9408	SIP Name	XT5000-2D0
Use Gatekeeper	172.20.73.51	Use SIP Proxy	No
Gatekeeper State	Registered	Use SIP Registrar	No

Viewing information from the web interface

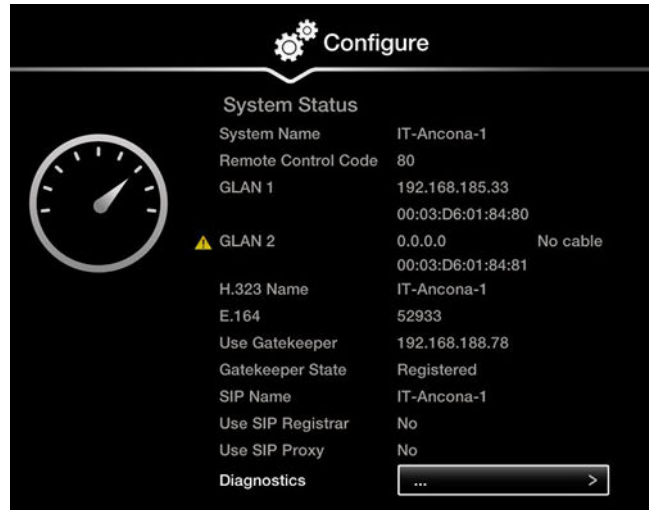


Viewing information from the endpoint

Step 2

To view additional system information such as IP addresses and the gatekeeper's registration status from the endpoint, press the back button and select System Status.

Figure 8-2 Viewing system network information



Resolving Monitor Display Problems

- | | |
|----------|--|
| Problem | The system displays a flickering or blank screen. |
| Solution | <p>The rear panel of the XT Codec Unit features 2 HD outputs for connecting a main and auxiliary screen. For cabling, see the cabling diagram in the <i>Quick Setup Guide</i>.</p> <p>Your system administrator must configure the system for correct video resolution.</p> <p>When you are not in a call, you can set the refresh frequency of the monitor display:</p> <ul style="list-style-type: none">• Set to 50 Hz by pressing  then 5.• Set to 60 Hz by pressing  then 6. |
| Problem | The system displays a blank screen. |
| Solution | Verify the power cord of the XT Codec Unit is connected properly at both ends. |
| Solution | Verify the monitor's power cord is connected properly at both ends. |
| Solution | Check that the monitor power switch is set to ON. |
| Solution | Verify the XT Codec Unit's LED is on. If the LED is blinking, press  on the XT Remote Control Unit. |
| Solution | Make sure the XT Codec Unit output is properly connected to the monitor input. Make sure the monitor/DVI cable is connected properly at both ends. |
| Problem | The screen layout appears to be cropped. |
| Solution | <p>Configure the monitor layout:</p> <ol style="list-style-type: none">1. In the Main menu select Configure > Quick Setup.2. Select Next to navigate to the Configure Monitor page. |

3. Follow the instructions on the screen to adjust the image.

If necessary, refer to *the Installation Guide for SCOPIA XT Series* for operational information.

Resolving Problems with PC Presentations

Problem	I cannot send a presentation from my PC.
Solution	Make sure the VGA/DVI cable is properly connected between the PC and the XT Codec Unit.
Solution	Make sure the resolution of the PC output is supported by the XT Codec Unit (see <i>the User Guide</i>).

Resolving XT Remote Control Unit Problems

Problem	The XT Remote Control Unit does not function.
Solution	Replace the battery. When the XT Remote Control Unit's battery power is low, an icon appears in the system menus letting you know that you should replace the battery: •  Half-charged Battery •  Low Battery
Solution	If the battery power is not low, configure the XT Remote Control Unit code on the XT Codec Unit to the same number that it is set on the XT Remote Control Unit (for details, see “Pairing an XT Remote Control Unit with a XT Codec Unit” on page 5).

Restoring Default User Settings

This procedure explains how to restore the default settings if necessary.

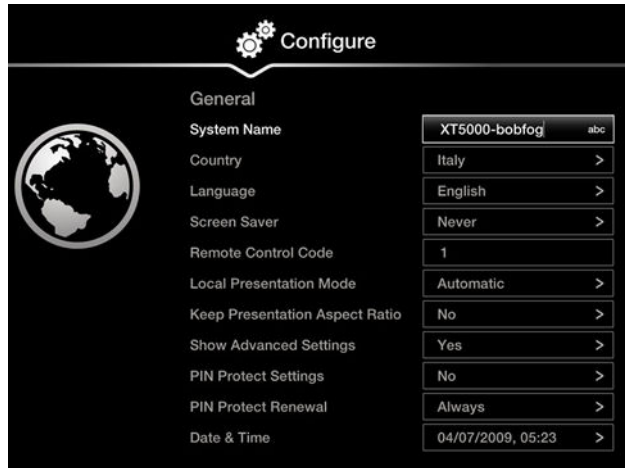
Before you begin

- Turn on the SCOPIA XT Series unit.
- Verify that you have the four-digit PIN code required to make changes to the system settings. The default PIN code is 1234.

Procedure

- Step 1 Select Configure > General.

Figure 8-3 Enabling advanced settings



- Step 2 Set Show Advanced Settings to Yes.
- Step 3 Press the  back key on the XT Remote Control Unit.
- Step 4 Select Advanced.
- Step 5 Enter your four-digit PIN code, and press . The default PIN code is 1234.
- Step 6 Select Utilities > Restore System > Factory Defaults.

Figure 8-4 Restoring factory default settings



- Step 7 Press , and select Yes.
The default settings are restored.



www.radvision.com

About RADVISION

RADVISION (NASDAQ: RVSN) is the industry's leading provider of market-proven products and technologies for unified visual communications over IP and 3G networks. With its complete set of standards based video networking infrastructure and developer toolkits for voice, video, data and wireless communications, RADVISION is driving the unified communications evolution by combining the power of video, voice, data and wireless – for high definition video conferencing systems, innovative converged mobile services, and highly scalable video-enabled desktop platforms on IP, 3G and emerging next generation networks. For more information about RADVISION, visit www.radvision.com

USA/Americas

T +1 201 689 6300

F +1 201 689 6301

infoUSA@radvision.com

EMEA

T +44 20 3178 8685

F +44 20 3178 5717

infoUK@radvision.com

APAC

T +852 3472 4388

F +852 2801 4071

infoAPAC@radvision.com

