

# Codian MCU

## MCU 4200 Series

Getting Started: Accessing Conferences



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## Calling in to conferences

Depending on how your system administrator has configured the MCU and the conferences on it, you might be able to join conferences simply by dialing a telephone number.



On all endpoints, always press the pound/hash key (#) after entering a conference ID or PIN.

### Dialing in using a video endpoint

Using a video endpoint, you can join conferences in one of two ways:

- ▶ Dial the number provided by your system administrator that connects directly to your conference. Enter the conference PIN if there is one
- ▶ Dial the number, IP address, or host name provided by your system administrator that connects you to the auto attendant (refer to Calling an auto attendant on page 4). Select the conference (refer to Joining a conference on page 5) and enter the PIN if there is one

### Dialing in using an audio-only telephone

If your telephone system allows calls to the MCU, you can use your regular telephone to join conferences as an audio-only contributor. Dial the telephone number provided by your system administrator that will either connect you to an auto attendant (where you will need to enter the conference ID) or directly into your conference. After connecting to a conference, enter the PIN if required.

### Participating in a conference

After you have joined a conference, the in-conference controls and features are the same regardless how you joined the conference (refer to Using in-conference features on page 6).

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## Using an auto attendant

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

### Calling an auto attendant

From your video endpoint, dial the telephone number, IP address, or host name as provided by your system administrator.

After you have successfully connected to the MCU, the auto attendant menu displays on your video screen, and you hear the audio instructions.

### Using the auto attendant menu



Note that you can use either Far-End Camera Control (FECC) or Dual Tone Multi Frequency (DTMF) tones to navigate the auto attendant menus.

To navigate through the options:

- 1 Enable FECC or DTMF tones on your endpoint.
- 2 Use the navigation keys to toggle through menu options:
  - for FECC, use the up, down, left, and right keys
  - for DTMF tones, use the number keys 2, 8, 4, and 6 for up, down, left and right respectively
- 3 Press right to select a menu option.

### Creating a new conference

The option: **Create new conference** may be available to enable you to start a new conference that takes place immediately, known as an “ad hoc” conference. To create a new conference, select that option (note that if you are using DTMF tones, to select the option, press \*). You will need to add a conference ID and optional PIN (to restrict access to the conference). If you do not want to enter a PIN, press the pound/hash key (#) at the enter PIN voice prompt.

When you have created the conference, other participants can join (refer to Calling in to conferences on page 3).

## Joining a conference

The auto attendant's menu displays a list of all permanent conferences and any conference that is scheduled to take place at this time. Conferences are listed by name. Select your 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 that you want to join, verify the conference name, start time, and that your system administrator has enabled the conference on the auto attendant. If your conference does not appear on the auto attendant and you know the conference ID, you can type the conference ID to join the conference.

## Accessing other auto attendant menus

The auto attendant may have links to one or more auto attendants giving you access to additional conferences.

## Leaving a conference and returning to the auto attendant

When you want to leave a conference, you can either simply hang up, or if you joined the conference from an auto attendant and want to return to the auto attendant:

- ▶ if you are using FECC, press zoom out. A menu is displayed; choose **Return to auto attendant**
- ▶ if you are using DTMF tones, press 7-8-8-8-8-6

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## Using in-conference features

When you are participating in a conference, you can control conference features from your video endpoint.

### Controlling conference views

When connected to a conference, use Far-End Camera Control (FECC) or Dual Tone Multi Frequency (DTMF) tones to control in-conference settings.



If you use DTMF tones, 2, 8, 4, and 6 are used for up, down, left, and right respectively.

### 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 types of view:

- ▶ Same-size panes — all conference participants display in panes of the same size on the video screen. The participant with the focus is the one in the top left pane
- ▶ Variable-size panes — conference participants display in various pane sizes on the video screen depending on their relative importance. Often, the default setting is that the person who is talking is displayed in the largest pane

### Choosing a conference view

- 1 Enable FECC or DTMF tones, depending on your video endpoint.
- 2 Use the up and down keys to scroll through and select from the available format options.

The table below describes the icons that appear on-screen.

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Icon	Meaning
A small icon showing a 2x2 grid of squares, representing a stopped scrolling state.	You have stopped scrolling through the layout views
A small icon showing a white upward-pointing triangle on a blue background, representing scrolling up.	You are scrolling up/down through the layout views
A small icon showing a white downward-pointing triangle on a blue background, representing scrolling down.	




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## 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 Use the left and right keys to shuffle the order in which the participants appear within the conference view. Audio-only participants might appear as a static picture in place of a video image.

The table below describes 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

## Understanding participants' status

During the conference, messages and icons appear in the pane of specific participants. The table below describes these icons.

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

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## Controlling another participant's camera

During a conference, you might need to change the camera settings for one of the conference participants. To do this, use FECC or DTMF tones.

- 1 Enable FECC or DTMF tones, depending on your video endpoint.
- 2 Select the participant whose camera you want to control. Refer to Selecting participants on page 7.
- 3 Press zoom in (or 1 if using DTMF tones) to enter the mode which passes the navigation and zoom controls through to the participant's camera.
- 4 Use FECC or DTMF tones to control the participants camera. For more information, see the table below.

The table below describes the icons that appear on-screen.

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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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## The zoom out menu

Access the following options by pressing zoom out if you are using FECC, or 7 on a DTMF keyboard:

- ▶ wide screen mode
- ▶ borders
- ▶ mute audio
- ▶ mute video
- ▶ return to auto attendant