

## Quick Reference



### Activating and Getting Started With Cisco TelePresence Movi on Windows and Macintosh Systems

This document contains quick reference information about activating and getting started with the Cisco TelePresence Movi client.

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## System Requirements

Cisco TelePresence Movi (*hereafter referred to as Movi*) requires the following minimum hardware and software versions.



**Note** To ensure expected behavior and a high quality user experience, make sure that your system meets the minimum requirements.

### Minimum Software Requirements

#### Operating System

- Microsoft Windows XP with Service Pack 2 (SP2)
- Microsoft Windows Vista Service Pack 1 (SP1)
- Microsoft Windows 7
- Apple Macintosh OS X 10.6 with the latest security updates

### Minimum Hardware Requirements

#### Processor

- Intel x86 processor, Core 2 Duo @ 2GHz with 2 MB L2 cache per core with SSE3 extensions
- AMD Athlon 64 X2 @ 2GHz or above with SSE3 support (Windows only)

#### Memory

- 512 MB of RAM

#### Camera, Graphics, and Sound Cards

- Cisco TelePresence PrecisionHD USB Camera (recommended)
- Built-in laptop cameras or USB external web cameras
- OpenGL version 1.2
- Hardware support for DirectX 8 (Windows only)
- Any standard sound card (full-duplex, 16-bit capable minimum)

## Connectivity

- IP network connection (broadband, LAN, or wireless), with recommended minimum requirement of 128 kbps for video.

## Downloading the Movi Software

Locate the email that contains your Movi subscription video number and activation code.

These credentials serve as your user name and password during the registration process.

Download the appropriate Movi client for your operating system by following the link that is included in your email.

## Installing Movi and Launching the Client

To install the Movi software, perform the following procedure for your specific operating system.

### Microsoft Windows

1. Double-click the Windows .exe file for Movi. The InstallShield Wizard displays.
2. Click **Next**.
3. On the End User License Agreement window, click **I accept the terms in the license agreement**; then, click **Next**.
4. To accept the default path for the install directory, click **Next**. To modify the path, click **Change** and follow the prompts.
5. To proceed with the installation, click **Install**.
6. After the installation has completed, click **Finish** to launch Cisco TelePresence Movi. The Movi application launches.
7. From the email that you received, locate your login credentials:
  - a. Enter the **Movi video number** in the user name field.
  - b. Enter the **activation code** in the password field.

8. To complete the activation process and register your Movi client to the Cisco TelePresence Callway service network, click **Sign in**.

Your Movi client is now enabled to place and receive calls.

### Apple Macintosh

1. Double-click the Macintosh .pkg file for Movi. The Installation Utility displays.
2. Click **Continue**.
3. On the End User License Agreement window, click **Continue**; then, click **Agree** to accept the agreement.
4. On the Select a Destination window, choose **Install for all users of this computer**; then, click **Continue**.
5. To accept the default path for the install directory and begin the installation, click **Install**. To modify the path, click **Change Install Location** and follow the prompts.
6. After the installation has completed, the success window displays. To complete the installation, click **Close**.
7. Navigate to the **Applications** folder (or another folder if you modified the path during installation), and launch the application.
8. From the email that you received, locate your login credentials:
  - a. Enter the **Movi video number** in the user name field.

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- b. Enter the **activation code** in the password field.
9. To complete the activation process and register your Movi client to the Cisco TelePresence Callway service network, click **Sign in**.  
Your Movi client is now enabled to place and receive calls.

## Signing In/Out of Movi

- By default, Movi starts automatically when you log in to your operating system.
- To sign in, open Movi and enter your user name (video number) and password (activation code). Click **Sign in** or press Enter.
- To sign out, click **Sign Out** from the Status menu.
- To exit Movi completely, right-click the Movi icon in the system tray and click **Exit**. For Macintosh, navigate to the **Cisco TelePresence Movi > Quit Cisco TelePresence Movi** option.

## Placing a Call

To place a call from your Movi client, perform the following procedure:

1. In the search field, enter the name of the person or endpoint that you want to call.  
In this field, you can search by name but not by video address.
2. From the search results, select the desired entry by using the mouse or arrow keys.
3. To display the video window, take one of the following actions:
  - c. Click **Start**.
  - d. Press **Enter**.
  - e. Double-click an entry.

You can also place a call by using one of the following methods:

- Click **Favorites** and select a name from your list.
- Click **History** and select a name from that list.

- Enter an endpoint video address (SIP URI). The video address displays in the format of *phonenumber@callway.net*.



**Tip**

To see your own video address, click your name that displays at the top of the Movi control window.

## Receiving a Call

- To answer an incoming call, click **Answer**.
- To reject the call, click **Reject**.
- To ignore the call without being visible to the caller, click **Close**.

## Connecting to the MeetMe Bridge

To connect to the MeetMe bridge from your Movi client, perform the following procedure:

1. In the search field, enter either **m** or **meetme**. Alternatively, you can enter the video address for the MeetMe bridge.
2. From the list that displays, select the desired entry for the MeetMe bridge.
3. Initiate the call by taking one of the following actions:
  - Click **Start** (applicable only to Windows).
  - Press **Enter**.
  - Double-click an entry for the MeetMe bridge.
4. To enter the conference ID, take one of the following actions:
  - From the video info bar, click the **Keypad** icon. The keypad displays. Enter the conference ID by using the mouse.
  - After the Interactive Voice Response (IVR) system is finished, enter the conference ID by using the keyboard.

You are now connected to the MeetMe bridge.

## Navigating the Popup Toolbar

When you position the cursor over the video window while in a call, a popup toolbar displays. Move the cursor away from the toolbar to make it disappear.

Task	Steps to Complete
See yourself on camera	Click the <b>Selfview</b> button.
Turn camera on or off	Click the <b>Camera</b> button.
Turn microphone on or off	Click the <b>Microphone</b> button.
Set call to mute or adjust speaker volume	Click the <b>Speaker Volume</b> button to mute or drag the slider to adjust.
Use entire screen for video	Click the <b>Maximize</b> button.
Share an application window	Click the <b>Presentation Sharing</b> button.
Hang up	Click the <b>End Call</b> button.

## Setting Your Status

To manually change your status, click the **Status** button, which is located next to your name in the control window.

Status	Description
Online	Your status is available.
Away	Your status is set to away.
Busy	Your status is set to busy. This status may also turn off the ring tone.
Appear Offline	You remain logged in but appear offline to other users.
Sign Out	To sign out, click <b>Sign out</b> .

## Tips and Guidelines for Using Movi

- Click the **Settings** button at the top of the Movi control window, or navigate to the Preferences menu, to make changes to your settings. To save changes, click **OK**.
- Click the **Pin** button, which displays at the top of the Movi control window, to keep Movi visible while using other applications.
- The keypad feature relies on the Cisco TelePresence Callway MeetMe service, which is an additional feature and may not be part of your setup.
- To see your own video address, click your name near the top of the Cisco TelePresence Callway Movi control window.
- Plug in your camera before launching Movi.
- If you turn off the camera while you are in a call, Movi continues to display the last video frame as a still image to other call participants.
- If another application is using the camera, Movi displays an error message stating that the camera cannot be connected. However, you can still place and receive calls.
- When the video window is open with no active call, only the full screen and selfview controls are enabled. Toggling selfview off closes the video window.
- If bandwidth/system resources are limited, turn off your camera during a presentation to improve quality.

## Related Documentation

For user guides and additional information, go to <https://supportforums.cisco.com/community/netpro/small-business/callway?view=overview>

## Accessing Support

To access support, visit the Cisco TelePresence Callway Support website at <http://support.callway.com/>.