



***LifeSize® Multipoint 230™
User Guide***

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ABOUT THIS MANUAL

The [LifeSize Multipoint 230 Installation Guide](#) describes how to install, configure, and monitor the LifeSize Multipoint 230.


RELATED DOCUMENTATION

The LifeSize Multipoint 230 documentation set is available on the LifeSize CD-ROM supplied with the product and includes manuals and online helps. The manuals are in PDF format.

Note You require Adobe Acrobat Reader version 6.0 or later to open the PDF files. You can download Acrobat Reader free of charge from www.adobe.com.

CONVENTIONS USED IN THIS MANUAL

The LifeSize Multipoint 230 is sometimes referred to as “the LifeSize Multipoint 230” in this manual. This manual uses the following conventions:

Convention	Description
Blue Headings in Upper Case	Level 1 headings introducing major sections.
	Pointing hand icon introduces a procedure.
orange link	Live links appear in orange.

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VIEWING LIFESIZE MULTIPOINT 230 STATUS INFORMATION

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VIEWING THE NUMBER OF CURRENT CONFERENCES



Procedure

- 1 Select **Status**.
- 2 Locate the Utilization section.

The Conferences box displays the number of conferences currently hosted on the LifeSize Gateway.

VIEWING THE NUMBER OF CONFERENCE PARTICIPANTS



Procedure

- 1 Select **Status**.
- 2 Locate the Utilization section.

The Participants box displays the current number of calls on the LifeSize Gateway.

VIEWING BOARD STATUS



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

A green tick next to the slot number indicates that the LifeSize Multipoint 230 board in the specified chassis slot is correctly installed and operational.

A red cross next to the slot number indicates that an installation or operational error has occurred for the board in the specified chassis slot.

VIEWING GATEKEEPER CONNECTION STATUS



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

A green arrow next to the Gatekeeper box indicates that the LifeSize Multipoint 230 is registered to a gatekeeper.

A red cross next to the Gatekeeper box indicates a gatekeeper registration error.

VIEWING SIP SERVER CONNECTION STATUS



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

A green arrow next to the SIP Server box indicates that the LifeSize Multipoint 230 is registered to a SIP server.

A red cross next to the SIP Server box indicates a SIP server registration error.

A dotted line to the SIP Server box without a tick or a cross indicates that the LifeSize Multipoint 230 has not attempted to register to a SIP server.

VIEWING ETHERNET CONNECTION STATUS



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

The Ethernet box indicates the status of the Ethernet connection.

The Ethernet connection speed is displayed below the Ethernet box.

VIEWING FAN OPERATION STATUS



Procedure

- 1 Select **Status**.
 - 2 Locate the Status Map section.
The Fan box indicates the operational status of the fan.
A green tick indicates normal operation.
A red cross indicates that one or more fans have failed. The Fan problem SNMP trap lists the specific fan affected.
The average speed for all fans is displayed below the Fan box.
-

VIEWING CHASSIS TEMPERATURE STATUS



Procedure

- 1 Select **Status**.
 - 2 Locate the Status Map section.
The Temperature box indicates the temperature status of the chassis.
A green tick indicates normal operation.
A red cross indicates the ambient chassis temperature has risen above the high temperature threshold.
The chassis temperature is displayed below the Temperature box.
-

VIEWING CHASSIS POWER SUPPLY STATUS



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

The PSU box indicates the operational status of the chassis power supply unit.

A green tick indicates normal operation.

A red cross indicates an error in at least one of the power supply units.

VIEWING LIFESIZE MULTIPOINT 230 RESOURCE USAGE



Procedure

- 1 Select **Status**.
- 2 Locate the Status Map section.

The CPU box indicates the percentage of LifeSize Multipoint 230 resources currently occupied.

We recommend that this value does not exceed 90 percent.

VIEWING CURRENT USERS



Procedure

- 1 Select **Status**.
- 2 Locate the Logged users section.

A list displays all of the users currently logged in to the.

VIEWING SYSTEM VERSION INFORMATION



Procedure

- 1 Select **Status**.
 - 2 Locate the Product Information section to view software serial number version, and MAC address information.
-

Viewing System Version Information

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CONFIGURING THE LIFESIZE MULTIPOINT 230 ENVIRONMENT

- [Setting the User Interface Language](#) on page 9
- [Setting the LifeSize Multipoint 230 Identifier](#) on page 10
- [Setting the Time and Date on the](#) on page 11
- [Changing Address Settings](#) on page 11
- [Configuring Security for the LifeSize Multipoint 230](#) on page 12
- [Creating and Importing a Web Server Certificate](#) on page 13
- [How to Manage SNMP Trap Servers](#) on page 13
- [Configuring and Viewing Quality of Service](#) on page 15

SETTING THE USER INTERFACE LANGUAGE

You can configure the language that the LifeSize Multipoint 230 supports. [Table 2-1](#) lists the languages that the LifeSize Multipoint 230 supports.

Note To view Chinese or Japanese fonts properly in the Administrator interface, the computer on which the web browser is running must support the relevant languages. On a Microsoft Windows operating system, you can set the default language in Control Panel > Regional and Language Options.

Table 2-1 Supported Languages in the LifeSize Multipoint 230 Interface

Language	Administrator Interface	Conference Control Interface	Text Overlay on Conference Video
English	*	*	*
Chinese (simplified)	*	*	*
Japanese	*	*	*
Portuguese	*	*	
Spanish	*	*	
Russian	*	*	



Procedure

- 1 Select **Configuration** in the LifeSize Multipoint 230 user interface.
- 2 Select **Setup**.
- 3 Locate the Basics section.
- 4 Select a language in the Default user interface language field.
- 5 Select **Apply**.

Note You set the text overlay language at Configuration > Customization. For more information, see the [Setting a Text Overlay Language](#) on page 33.

SETTING THE LIFESIZE MULTIPOINT 230 IDENTIFIER

You can set the LifeSize Multipoint 230 identifier. This identifies the LifeSize Multipoint 230 in the following situations:

- During gatekeeper/SIP registration.
- When inviting endpoints into a conference.



Procedure

- 1 Select **Configuration**.
- 2 Select **Setup**.

- 3 Locate the Basics section.
 - 4 Enter an identifier in the **Multipoint Identifier** field (up to a maximum of 32 characters). For example, “London office.”
 - 5 Select **Apply**.
-

SETTING THE TIME AND DATE ON THE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Basics section.
 - 4 (Optional) Select **Set manually** in the Date and time section.
 - 5 Select **Get local time** or click the calendar icon and set the required time settings.
 - 6 (Optional) Select **Set NTP server** to synchronize the time with a network server clock.
 - 7 Enter the IP address of the required NTP server.
 - 8 Select a time zone.
 - 9 Select **Apply**.
-

CHANGING ADDRESS SETTINGS

You can change IP address information, DNS information and Ethernet port speed and duplex settings for both Media Blades.



Procedure

- 1 Select **Configuration**.
- 2 Select **Setup**.
- 3 Locate the Network section.

- 4 Perform any of these steps to change an IP address setting:
 - a Enter the IP addresses you want to assign to either LifeSize Multipoint 230 in the **Primary IP address** and **Secondary IP address** fields.
 - b Enter the IP address of the router you want either LifeSize Multipoint 230 to use in the **Router IP** field.
 - c Enter the subnet mask you want either LifeSize Multipoint 230 to use in the **Subnet Mask** field.
- 5 To change or add DNS information, do the following steps:
 - a Enter the alias you want to assign to the current LifeSize Multipoint 230 in the **DNS suffix** field.
 - b Enter the IP address of the primary DNS server that you want the LifeSize Multipoint 230 to use in the **DNS server1** field.
 - c Enter the IP address of the back-up DNS server that you want the LifeSize Multipoint 230 to use in the **DNS server2** field.
- 6 Select Ethernet port and duplex speed value you want to set in the **Port settings** field.

Note We recommend that you set the Port settings option to “Auto”. Please make sure the directly connected switch is configured with the same settings.

- 7 Select **Apply**.
-

CONFIGURING SECURITY FOR THE LIFESIZE MULTIPOINT 230



You can configure the access that external programs have to the LifeSize Multipoint 230. These external programs include Telnet, Simple Network Management Protocol (SNMP), File Transfer Protocol (FTP) and ICMP (Internet Control Message Protocol or “ping”).

Procedure

- 1 Select **Configuration**.
- 2 Select **Setup**.
- 3 Locate the Security section.

- 4 Select the access level you want the LifeSize Multipoint 230 to support from the **Security mode** field.
 - ❑ Standard—Allows SNMP, Telnet, FTP, and ICMP to access the LifeSize Multipoint 230.
 - ❑ High (no Telnet or FTP)—Allows access to the LifeSize Multipoint 230 only through SNMP and ICMP.
 - ❑ Maximum (no Telnet, FTP, SNMP, or ICMP)—Disallows external programs to access the LifeSize Multipoint 230.
 - 5 Select **Apply**.
-

CREATING AND IMPORTING A WEB SERVER CERTIFICATE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Security section.
 - 4 Select **Manage** to create a web server certificate with the wizard, select **Import** to import an existing certificate, or select **Export** to save an existing certificate to a file.
 - 5 Select **Enable HTTPS**.
 - 6 Select **Apply**.
-

HOW TO MANAGE SNMP TRAP SERVERS

- [Viewing SNMP Trap Servers](#) on page 14
- [Configuring SNMP Trap Servers](#) on page 14
- [Modifying SNMP Trap Servers](#) on page 14
- [Deleting SNMP Trap Servers](#) on page 15

VIEWING SNMP TRAP SERVERS



Procedure

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Trap servers section to view all configured SNMP trap servers to which the LifeSize Multipoint 230 sends SNMP traps.
-

CONFIGURING SNMP TRAP SERVERS



Procedure

You can specify the IP address and port number for multiple SNMP trap servers to which the LifeSize Multipoint 230 sends SNMP traps.

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Trap servers section.
 - 4 Select **Add new server...**
 - 5 Enter the IP address and port for the SNMP trap server.
The default port for SNMP servers is 162.
 - 6 Select **Apply** to save your settings.
-

MODIFYING SNMP TRAP SERVERS



Procedure

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Trap servers section.
 - 4 Select the button in the Review column for the server you want to modify.
 - 5 Modify the required settings.
 - 6 Select **Apply** to save your settings.
-

DELETING SNMP TRAP SERVERS



Procedure

- 1 Select **Configuration**.
 - 2 Select **Setup**.
 - 3 Locate the Trap servers section.
 - 4 Select the button in the Review column for the server you want to delete.
 - 5 Select **Delete**.
 - 6 Select **Yes** to confirm the deletion.
-

CONFIGURING AND VIEWING QUALITY OF SERVICE

You can assign a Quality of Service (QoS) priority level to video and voice calls using either pre-configured system settings or by creating your own settings.

QoS settings involve configuring the LifeSize Multipoint 230 to add a QoS DiffServ Code Point value in the IP header of outbound packets. Routers on the network that support QoS can give preferential treatment for bandwidth, latency and jitter to such coded packets and facilitate the efficient transmission of packets. You can set QoS parameters on the LifeSize Multipoint 230 for voice calls, video calls or both.



Procedure

- 1 Select **Configuration**.
- 2 Select **Setup**.
- 3 Locate the QoS section.
- 4 Select **Enable QoS support**.
- 5 Set the required DiffServ Code Point value for each media type by selecting one of these options:
 - Auto attendant service—The system assigns the default DiffServ Code Point value for each media type. The default settings represent LifeSize recommendations.
 - Custom—The system assigns your own DiffServ Code Point value for each media type.
- 6 (Optional, if you selected Custom) Do the following:

Configuring and Viewing Quality of Service

- Enter a whole number from 0 to 63 in the **Voice priority** field of the Video calls section to set the DiffServ Code Point value of voice packets that the LifeSize Multipoint 230 sends out. The default value is 46.
- Enter a whole number from 0 to 63 in the **Video priority** field of the Video calls section to set the DiffServ Code Point value of video packets that the LifeSize Multipoint 230 sends out. The default value is 34.
- Enter a whole number from 0 to 63 in the **Voice priority** field of the Audio calls section to set the DiffServ Code Point value of voice packets that the LifeSize Multipoint 230 sends out. The default value is 46.

7 Select **Apply**.

3

CONFIGURING PROTOCOLS FOR THE LIFESIZE MULTIPOINT 230

CONFIGURING H.323 GATEKEEPER PROTOCOL SETTINGS

- [Configuring H.323 Gatekeeper Protocol Settings](#) on page 17
- [Configuring SIP Proxy Settings](#) on page 18

You can configure the protocol settings of an H.323 gatekeeper to set how the LifeSize Multipoint 230 and the gatekeeper interact.

Note

- Changing gatekeeper settings does not reset the LifeSize Multipoint 230, but might disconnect active calls.
 - You do need to reset the LifeSize Multipoint 230 to disable support for the H.323 protocol.
-



Procedure

- 1 Select **Configuration**.
- 2 Select **Protocols**.
- 3 Locate the H.323 section.
- 4 Select **H.323** to enable the LifeSize Multipoint 230 to operate with the H.323 protocol.

- 5 Enter the IP address and port number for the gatekeeper.
The default port is 1719.
 - 6 Select **Apply**.
-

CONFIGURING SIP PROXY SETTINGS



You can configure settings for SIP registrar profiles which set how the LifeSize Multipoint 230 and the registrar interact.

Procedure

- 1 Select **Configuration**.
- 2 Select **Protocols**.
- 3 Locate the SIP section.
- 4 Select **SIP** to enable LifeSize Multipoint 230 communication with the SIP proxy.
- 5 Enter the SIP domain of the LifeSize Multipoint 230 in the **Default SIP domain** field as defined in the SIP server.
The default is *multipoint.mycompany.com*.
- 6 Select **Locate automatically** to instruct the LifeSize Multipoint 230 to automatically locate one of the SIP proxy servers that are present in the domain,
or
Select **Specify** and enter the following:
 - An IP address or host name of the SIP proxy, for example *proxy.company.com*.
 - The communication port number of the SIP proxy address. The default port is 5060.
 - The transport connection type for sending messages to the SIP proxy according to the type supported by the SIP proxy—UDP or TCP.
This field is mandatory. The default is UDP.

Note The Locate automatically option works only if you have configured a valid IP address at Configuration > Setup > Network > DNS server1 or DNS server2.

- 7 Select **Use registrar** to instruct the LifeSize Multipoint 230 to register with a SIP registrar and to send service information to the registrar.
- 8 Enter the following information:
 - The IP address or the host name of the SIP registrar in the **IP address** field.
This field is mandatory.
 - The communication port number of the SIP registrar address.
 - The transport connection type for sending registration requests to the registrar according to the type supported by the SIP registrar—UDP or TCP.
This field is mandatory. The default is UDP.
- 9 Select **More**.
- 10 Enter the number of the signaling port on which the LifeSize Multipoint 230 communicates with the SIP proxy.
The default is 5060.
- 11 Select **Use proxy digest authentication** to enable LifeSize Multipoint 230 authentication with a SIP proxy server using user name and password.
Authentication is performed as defined in RFC 2617. This field is disabled by default.
Enter the LifeSize Multipoint 230 user name and password.
The user name and password must match the name and password defined on the SIP proxy server.
- 12 Select **Use registrar digest authentication** to enable LifeSize Multipoint 230 authentication with a SIP registrar using user name and password.
Authentication is performed as defined in RFC 2617. This field is disabled by default.
Enter the LifeSize Multipoint 230 user name and password.
The user name and password must match the name and password defined on the SIP proxy server.
- 13 Select **Use 'Empty Invite' when sending Invite messages to endpoints** to enable the remote endpoint to indicate preferred audio and video channels.

Configuring SIP Proxy Settings

- 14 Select **Using Microsoft OCS** to enable the LifeSize Multipoint 230 to work with Microsoft Office Communications Server (OCS).
 - 15 Select **Apply**.
-

4

CONFIGURING CONFERENCE MANAGEMENT SETTINGS FOR THE LIFESIZE MULTIPOINT 230

- [Dialing Directly to the LifeSize Multipoint 230](#) on page 21
- [Defining Conference Creation Options](#) on page 22
- [Defining Ad Hoc Conference Termination Options](#) on page 23
- [Configuring Dynamic LifeSize Multipoint 230 Layouts](#) on page 23
- [How to Manage Services on the LifeSize Multipoint 230](#) on page 24
- [How to Customize Services](#) on page 26

DIALING DIRECTLY TO THE LIFESIZE MULTIPOINT 230

You can allow users to dial directly to the LifeSize Multipoint 230 IP address via the “auto-attendant” mechanism without the need to register to an H.323 gatekeeper or SIP registrar.

Users specify the conference they want to create or join via the LifeSize Multipoint 230 IVR.

If the LifeSize Multipoint 230 is already registered to an H.323 gatekeeper or SIP registrar, you can still allow users to access the auto-attendant mechanism by specifying an auto-attendant number which is registered with the appropriate H.323 gatekeeper or SIP registrar. Any call that the LifeSize Multipoint 230 cannot route to a valid conference is sent to the auto-attendant.



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Conference Control section.
- 4 Select Enable auto attendant.
- 5 Enter an auto-attendant number.

Use this option if the LifeSize Multipoint 230 is already registered to an H.323 gatekeeper or SIP registrar.

- 6 (Optional) Select **Prompt for conference PIN during conference creation** if you want the LifeSize Multipoint 230 to prompt users for a PIN when accessing a conference using this auto-attendant number.
 - 7 Select **Apply**.
-

DEFINING CONFERENCE CREATION OPTIONS

You can determine how participants are allowed to create a conference.



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Conference Control section.
- 4 Select **More**.
- 5 Select a method by which users can create conferences in the **Users can create conference using** field.
 - Scheduler only—Enables conference creation only using a conference scheduling application
 - Scheduler, Web and Control API—Enables conference creation using a conference scheduling application, the Conference Control interface, or an external application that uses the LifeSize Multipoint 230 API.

- Scheduler, Web and Control API and Dial-in (default)—Enables all the conference creation methods listed above, as well as dial-in for ad-hoc conference creation.

6 Select **Apply**.

DEFINING AD HOC CONFERENCE TERMINATION OPTIONS



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Conference Control section.
 - 4 Select **More**.
 - 5 Select a method through which dial-in (ad hoc) conferences terminate in the **Terminate ad hoc conference when** field.
 - Last participant leaves—The conference terminates when the last participant leaves the conference.
 - Conference creator leaves—The conference terminates when the conference creator leaves the conference.
 - 6 Select **Apply**.
-

CONFIGURING DYNAMIC LIFESIZE MULTIPOINT 230 LAYOUTS



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Conference Control section.
- 4 Select **More**.

You can define dynamic meeting layouts for video callers. A dynamic meeting layout changes automatically as participants join or leave the meeting.

- 5 Select a set of dynamic layouts from the **Select a set of dynamic layouts for all services** field.
 - Enlarged main view—Selects a set of layouts in which the main video frame is the largest frame in the display.
 - Same-sized view—Selects a set of layouts in which all video frames are the same size.
 - Customized set—Enables you to create your own set from the available layouts.

You can change the layouts included in your customized set via the Change link.
 - 6 Select **Apply**.
-

HOW TO MANAGE SERVICES ON THE LIFESIZE MULTIPOINT 230

- [Services Overview](#) on page 24
- [Creating a New Service](#) on page 24
- [Configuring the Auto Attendant Service](#) on page 25
- [Deleting a Service](#) on page 26

SERVICES OVERVIEW

A service can be regarded as a conference template. A service is the mechanism that defines the qualities and capabilities of a conference. A service is identified by its prefix. The service prefix number is incorporated into the conference ID to specify the service for the conference. A description of the service indicates the main attributes of the service or the target use for the service.

CREATING A NEW SERVICE

A new service has default settings which are suitable for most conferences and usually no further configuration is needed.



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Services list section.
- 4 Select **Add new service**.

- 5 Enter a prefix for the service and a description of the service in free text.

Note The service prefix is used as part of the dialing plan of your enterprise. Ensure that the prefix does not conflict with other prefixes used in your network.

- 6 (Optional) Select **Audio only** to force the conference to be audio-only.
 - 7 (Optional) Select **Display welcome screen** and enter your text in the welcome screen window.
 - 8 (Optional) Enter the string \$DESC to display the conference description in the welcome screen.
You define the conference description in the Conference Control web user interface at Create Conference > Conference Description.
If you do not define a conference description, the \$DESC string displays the conference ID by default.
 - 9 (Optional) Enter the string \$ID to display the conference ID in the welcome screen.
 - 10 Select **Apply**.
-

CONFIGURING THE AUTO ATTENDANT SERVICE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Select **Review** for the service you want to use as the Auto attendant service.
 - 5 Select the **Set as Auto attendant service** link.
 - 6 Select **OK**.
-

DELETING A SERVICE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Select the arrow in the Review column for the service that you want to delete.
 - 5 Select **Delete**.
 - 6 Select **Yes** in the message that appears.
The service is removed from the services list.
-

HOW TO CUSTOMIZE SERVICES

- [Configuring the Default Layout](#) on page 26
- [Enabling Personal Layouts](#) on page 27
- [Displaying Participant Names](#) on page 27
- [Configuring Presentation View](#) on page 28
- [Configuring Encryption Support](#) on page 29
- [Muting Participants on Joining a Conference](#) on page 30
- [Automatically Reconnecting Conference Participants](#) on page 30
- [Configuring PIN Settings](#) on page 31

CONFIGURING THE DEFAULT LAYOUT



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Services list section.
- 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
- 5 Select **More**.

- 6 Perform these steps to enable the conference layout to change automatically as participants join or leave:
 - a Select **Dynamically adjusted**.
 - b Select the maximum number of participants to which the conference layout expands from the **Max displayed streams** field.
 - c Select **OK**.
 - 7 Perform these steps to define a fixed layout for the conference:
 - a Select **Static** to define a fixed layout for the conference.
 - b Select **Select**.
 - c Select the required layout and select **OK**.
 - d Select **OK** again.
 - 8 Select **Apply**.
-

ENABLING PERSONAL LAYOUTS

System administrators can enable conference participants to create a personalized layout during a conference. Personalized layouts do not affect the layouts of any other conference participant. When this feature is disabled, neither the operator nor the participant can create or control personal layouts in conferences that use this service.



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Enable personal layout**.
 - 7 Select **OK**.
 - 8 Select **Apply**.
-

DISPLAYING PARTICIPANT NAMES

System administrators can enable conference participants with Moderator-level access to display a participant's name at the bottom of each sub-frame when the conference starts.

This feature is enabled by default.



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Display participants names**.
 - 7 (Optional) Select **Constantly** to display the participant name continuously.
 - 8 (Optional) Select **On location changes for** and an interval in seconds to continue to display the participant name after the location of the participant video frame changes during a conference.
 - 9 Select **OK**.
 - 10 Select **Apply**.
-

CONFIGURING PRESENTATION VIEW

You can configure a service to support presentation view (H.239).



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Enable presentation view** and a presentation video codec.
 - 7 Select **OK**.
 - 8 Select **Apply**.
-

CONFIGURING ENCRYPTION SUPPORT

The LifeSize Multipoint 230 supports encrypted calls over IP networks. You can configure the service to be encrypted and the encryption mode required.

The encryption conforms to the H.235 standard and supports the AES encryption algorithm with an encryption key of 128 bits.

Encryption on the LifeSize Multipoint 230 can operate in one of the following modes:

- Disabled—No encryption. The supported capability for this mode is Priority 1: no encryption.
- Best effort—This mode implements a “best effort” encryption algorithm. If an endpoint supports encryption, it connects with encryption. If not, it connects without encryption. The supported capabilities for this mode are AES 128 keys of lengths 512 bits or 1024 bits:
 - Priority 1: AES 128
 - Priority 2: No encryption
- Strong encryption required—This mode only allows AES 128 encrypted calls. Endpoints that do not support AES 128 are not allowed to connect. The supported capability for this mode is AES 128 keys of 1024 bits.

These channels support encryption:

- Audio channel
- Video channel
- Far End Camera Control (FECC)

Note All channels (audio, video, FECC, incoming, and outgoing) on the same call must have the same encryption levels. If the encryption on all channels cannot be achieved, the call disconnects.



Procedure

- 1 Select **Configuration**.
- 2 Select **Conferences**.
- 3 Locate the Services list section.
- 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
- 5 Select **More**.
- 6 Select **Encryption**.

- 7 Select the type of encryption from the Encryption mode field.
 - Best effort
 - Strong encryption required
 - 8 Select **OK**.
 - 9 Select **Apply**.
-

MUTING PARTICIPANTS ON JOINING A CONFERENCE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Auto mute joining participant** to instruct the LifeSize Multipoint 230 to initially mute all participants joining the conference. Once the conference begins, the conference Moderator can unmute selected participants. This is useful for lectures.
 - 7 (Optional) Deselect **Auto mute first joining participant** to instruct the LifeSize Multipoint 230 to initially mute all conference participants except the first participant that joins the conference.
 - 8 Select **OK**.
 - 9 Select **Apply**.
-

AUTOMATICALLY RECONNECTING CONFERENCE PARTICIPANTS

You can instruct the LifeSize Multipoint 230 to automatically call disconnected terminals to attempt a reconnection.

The LifeSize Multipoint 230 attempts reconnection three times.

**Procedure**

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Automatically reconnect dropped participants**.
 - 7 Select **OK**.
 - 8 Select **Apply**.
-

CONFIGURING PIN SETTINGS

You can define a policy for the use of PINs for accessing a conference. PINs can contain up to 32 characters.

**Procedure**

- 1 Select **Configuration**.
 - 2 Select **Conferences**.
 - 3 Locate the Services list section.
 - 4 Locate the service that you want to modify in the Services list section or select **Add new service**.
 - 5 Select **More**.
 - 6 Select **Force conference PIN protection** if you want the user to enter a PIN when creating or entering a conference using this service.
 - 7 Select **Ask for conference PIN on invite** if you want invitees to enter a PIN when they join a conference.
Leave deselected if you want only dial-in participants to enter the conference PIN.
 - 8 Select **OK**.
 - 9 Select **Apply**.
-

How to Customize Services

5

CONFIGURING INTERACTIVE RESPONSE MESSAGES FOR THE LIFESIZE MULTIPOINT 230

- [Setting a Text Overlay Language](#) on page 33
- [How to Manage Audio Messages](#) on page 33

SETTING A TEXT OVERLAY LANGUAGE



Procedure

- 1 Select **Configuration**.
 - 2 Select **Customization**.
 - 3 Locate the Video display messages section.
 - 4 Select the required language.
Set to English by default.
 - 5 Select **Apply**.
-

HOW TO MANAGE AUDIO MESSAGES

- [Saving All Audio Messages](#) on page 34
- [Uploading Individual Audio Messages](#) on page 34

- [Uploading Audio Messages](#) on page 35
- [Available LifeSize Multipoint 230 Messages](#) on page 36

SAVING ALL AUDIO MESSAGES

You can save all audio messages currently in use on the LifeSize Multipoint 230 and download them to your computer in a single zip file.



Procedure

- 1 Select **Configuration**.
 - 2 Select **Customization**.
 - 3 Locate the Audio messages section.
 - 4 Select **Save** next to the Save messages pack file field to save the zip file containing the audio messages to a specified location on your computer.
-

UPLOADING INDIVIDUAL AUDIO MESSAGES

You can upload individual audio messages from your computer to the LifeSize Multipoint 230.

Files must be in the following formats:

- .wav file
- G.711 (CCITT)
- μ -Law
- 8-bit
- Sampling rate 8 kHz
- Mono



Procedure

- 1 Select **Configuration**.
- 2 Select **Customization**.
- 3 Locate the Audio messages section.
- 4 Locate the Message files section.
- 5 Locate the audio message that you want to save.
- 6 Select the arrow in the Review column.
- 7 Select **Browse**.

- 8 Navigate to the file that you want to save and select **Save**.
 - 9 Select **Apply**.
-

UPLOADING AUDIO MESSAGES

You can upload audio message packs from your computer to the LifeSize Multipoint 230.

Files must be in the following formats:

- .wav file
- G.711 (CCITT)
- μ -Law
- 8-bit
- Sampling rate 8 kHz
- Mono

Note The maximum file size is 3MB.



Procedure

- 1 Select **Configuration**.
 - 2 Select **Customization**.
 - 3 Locate the Audio messages section.
 - 4 Locate the Messages pack section.
 - 5 Select **Browse** in the Update messages pack file field and navigate to the message pack file that you want to upload.
 - 6 Select **Open**.
 - 7 Select **Apply**.
-

AVAILABLE LIFESIZE *Table 5-1* *LifeSize Multipoint 230 Audio Messages*
MULTIPOINT 230
MESSAGES

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Connected indication	Sound		Single participant	a participant first connects to a meeting
Enter meeting PIN	Thank you for attending the meeting. Enter the meeting PIN followed by the pound sign.	Enter PIN code	Single participant	a participant connects to a PIN-protected meeting (played after the <i>Connected indication</i> sound)
Wrong PIN, disconnecting	Incorrect PIN. Disconnecting.	Incorrect PIN code. Disconnecting...	Single participant	a participant tries to join a PIN-protected meeting after entering the wrong PIN three times in a row
Wrong PIN, enter a valid one.	Incorrect PIN. Enter the correct PIN followed by the pound sign.	Incorrect PIN code. Enter PIN code.	Single participant	a participant tries to join a PIN-protected meeting after entering the wrong PIN (less than three times in a row)
First participant in meeting	Thank you for attending the meeting. You are the first participant. Please hold.		Single participant	the first participant joins the meeting (after the <i>Connected Indication</i> and the <i>Enter meeting PIN</i> messages)
First participant and moderator	Thank you for attending the meeting. You are the first participant. You have moderation privileges.		Single participant	the first participant joined the meeting using the moderator PIN instead of the meeting PIN
New participant joined	Tone		All participants	a new participant has joined the meeting
Participant left	Tone		All participants	a participant has left the meeting
Success indication	Tone		Single participant	a DTMF command has succeeded

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Enter party number	To dial out, please dial the number of the party you wish to invite to the meeting, followed by the pound sign.		Single participant	you are in invite mode (after dialing *8 via DTMF) and you do not dial any number for a period of time
Error indication	Tone		Single participant	a DTMF command has failed
Moderator privileges required	This action requires moderator privileges.		Single participant	you perform a DTMF command that requires moderator privileges without first becoming a moderator
Another moderator exists	Another participant is already moderating the meeting.		Single participant	you try to become the moderator via DTMF, but there is already another moderator for the meeting
Meeting control menu	To return to the meeting – press pound. To become the moderator – press 1. To mute or unmute your line – press 2. To control the volume of your line – press 3. To show or hide participants’ names - press 4.		Single participant	you are in DTMF command mode (after dialing * or ** via DTMF) and you do not enter any command for a period of time
Meeting control menu (personal layout disabled)	To return to the meeting - press pound. To become the moderator - press 1. To mute or unmute your line - press 2. To control the volume of your line - press 3.		Single participant	you are in DTMF command mode (after dialing * or ** via DTMF) and you do not enter any command for a period of time
Enter moderator PIN	Enter the moderator PIN followed by the pound sign.		Single participant	you try to become the moderator via DTMF and a moderator PIN is defined

How to Manage Audio Messages

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Moderator menu	To return to the meeting - press pound. To stop moderating - press 1. To mute or unmute your line - press 2. To control the volume of your line - press 3. To show or hide participants' names - press 4. To terminate the meeting - press 5. To change the main video layout - press 6. To block admission to the meeting - press 7. To dial out - press 8. To mute/unmute all lines except yourself - press 9.		Single participant	you are in DTMF moderator mode (i.e. after becoming the moderator via DTMF) and you do not enter any command for a period of time
Moderator menu (blocked meeting)	To return to the meeting - press pound. To stop moderating - press 1. To mute or unmute your line - press 2. To control the volume of your line - press 3. To show or hide participants' names - press 4. To terminate the meeting - press 5. To change the main video layout - press 6. To allow admission to the meeting - press 7. To dial out - press 8. To mute/unmute all lines except yourself - press 9.		Single participant	you are in DTMF moderator mode (i.e. after becoming the moderator via DTMF) in a meeting whose admission is blocked and you do not enter any command for a period of time
Join sub-conference	You have joined a sub-conference.		Single participant	a participant joins a sub-conference

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Leave sub-conference	You have left the sub-conference.		Single participant	a participant leaves a sub-conference
Reserved				For future use
Reserved				For future use
Meeting terminating	The meeting is about to terminate.		All participants	a meeting is about to terminate
Organizer not yet joined	Please wait for the meeting moderator.		Single participant	you join a meeting in a waiting room mode before the moderator has joined
Organizer joined, meeting starts	The meeting will now begin.		All participants	the moderator joins a meeting in waiting room mode
Organizer left, meeting paused	You have been moved to the waiting room, please wait.		All participants	the moderator leaves a meeting in waiting room mode
Organizer back, meeting resumed	The meeting will now resume.		All participants	the moderator returns to a meeting in waiting room mode
Wrong moderator PIN	You have entered an incorrect moderator PIN.		Single participant	you have entered the wrong moderator PIN
You are the moderator	You are now the moderator.		Single participant	you have become the moderator of the meeting via DTMF
Muted	Muted		Single participant	you mute yourself via DTMF
Unmuted	Unmuted		Single participant	you unmute yourself via DTMF

How to Manage Audio Messages

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Volume control menu	To decrease the volume, press zero. To increase, press one.		Single participant	you are in volume control mode (after dialing *3 via DTMF) and you do not enter any command for a period of time
Meeting admission blocked	Admission to the meeting is now blocked.		Single participant	you block admission to the meeting via DTMF
Meeting admission allowed	Admission to the meeting is now allowed.		Single participant	you allow admission to the meeting via DTMF
Dialing	Dialing.		Single participant	you invite a participant via DTMF
Invalid input	Invalid input.		Single participant	you press an invalid key during a DTMF command
Stopped moderating	You are no longer the meeting moderator.		Single participant	you have stopped moderating the meeting via DTMF
Change layout menu	Change layout. Please enter the number of participants to be seen on the screen or press zero for automatic layout.		Single participant	you are in change layout mode (after dialing *6 via DTMF) and you do not enter any command for a period of time
Mute/Unmute All menu	To mute all participants except yourself, press zero. To un-mute all participants, press 1.		Single participant	you are in mute/unmute all mode (after dialing *9 via DTMF) and you do not enter any command for a period of time
All muted	All participants are now muted.		Single participant	you mute all participants via DTMF
All unmuted	All participants are now unmuted.		Single participant	you unmute all participants via DTMF

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Silent				
Meeting selection	Thank you for calling. To create a new meeting or join by ID, press nine. To select a meeting from the list, press the entry number.		Single participant	you dial the LifeSize Multipoint 230 Auto Attendant (with video)
Enter meeting ID	Enter the meeting ID followed by the pound sign.	Enter meeting ID	Single participant	you choose to create or join a meeting by ID during an Auto Attendant session, or when you dial the LifeSize Multipoint 230 Auto Attendant with audio only
Invalid meeting ID	You have entered an incorrect meeting ID.	The meeting ID is invalid.	Single participant	you enter an invalid meeting ID during an Auto Attendant session
Create meeting PIN	To create a PIN code to protect this meeting, enter a PIN code followed by the pound sign. Enter only the pound sign if you do not want PIN protection.	Creating a new meeting Enter PIN code (optional)	Single participant	you choose to create a new meeting during an Auto Attendant session
Create meeting failed	Failed to create a meeting.	Failed to create a meeting –[reason]. To join an existing meeting enter meeting ID Reason is one of: <ul style="list-style-type: none"> ■ No resources ■ Not allowed ■ Other When the reason is “other”, no reason is displayed.	Single participant	in Auto Attendant session, a meeting creation fails. Possible reasons: No resources —LifeSize Multipoint 230 is out of resources Not allowed —LifeSize Multipoint 230 is configured to disallow meeting creation by dial-in.

How to Manage Audio Messages

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Create meeting – invalid PIN code	You have entered an invalid PIN. Enter a valid PIN using digits only followed by the pound sign.	The PIN code is invalid. Enter valid PIN code.	Single participant	in an Auto Attendant session, when creating a new meeting and entering an invalid meeting PIN code (PIN code should be digits only)
Failed to connect to the meeting	Failed to connect to the meeting. Disconnecting.	Failed to connect to the meeting –[reason]. Reason is one of: <ul style="list-style-type: none"> ■ No endpoint support ■ Other When the reason is “other”, no reason is displayed.	Single participant	in an Auto Attendant session, after user has selected a meeting, when the transfer to the selected meeting fails
Invalid meeting ID - try again	You have entered an incorrect meeting ID. Please enter your meeting ID followed by the pound sign.		Single participant	in an Auto Attendant session, after user has entered an invalid meeting ID
Create meeting failed - reenter meeting	Failed to create a meeting. To join an existing meeting, enter your meeting ID followed by the pound sign.		Single participant	in an Auto Attendant session, after meeting creation has failed (audio only caller)
Meeting ends in 10 min	The meeting is about to end in less than ten minutes.			in a scheduled conference, 10 minutes before the meeting is about to end
Meeting ends in 5 min	The meeting is about to end in less than five minutes.			in a scheduled conference, 5 minutes before the meeting is about to end
Meeting ends in 2 min	The meeting is about to end in less than two minutes.			in a scheduled conference, 2 minutes before the meeting is about to end

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Meeting end in 1 min	The meeting is about to end in less than one minute.			in a scheduled conference, 1 minute before the meeting is about to end
Disconnecting	Disconnecting			in an auto-attendant session, when the user is expected to enter an input, no input has been detected and the user is being disconnected from the session
No Input from user	I did not hear your entry.			in an auto-attendant session, when the user is expected to enter an input and no input has been detected
No video resources, connected as audio only	You are connected with audio only due to resource limitations. Please contact your system administrator if needed.			there are no video resources and the participant connected using audio only
Termination due to failure	The meeting is about to terminate due to a temporary failure. Please redial the meeting ID and report the incident to your system administrator.			in a scheduled conference, when a failure has occurred and the meeting is terminated
Meeting extended automatically	The meeting has been automatically extended.			in a scheduled conference, when the meeting has been automatically extended
Meeting extended by moderator	The meeting has been extended by the moderator.			in a scheduled conference, when the meeting has been extended by the moderator

How to Manage Audio Messages

Message Name	Recorded Message	Displayed Message	Played for ...	Played when ...
Please hold	Thank you, please hold.			in an auto-attendant session, when the user is being transferred to the chosen conference

6

MANAGING LIFESIZE MULTIPOINT 230 EVENTS

- [Available MCU Events](#) on page 45
- [Viewing the Events Log](#) on page 53
- [Viewing the Alarms Log](#) on page 53
- [Viewing Security Events](#) on page 53
- [Setting Event Security Levels](#) on page 54
- [Sending a Trap on a Specified Event](#) on page 55
- [Viewing Event Descriptions](#) on page 55
- [Viewing Alarm History](#) on page 55
- [Using the Event Display Filter](#) on page 56

AVAILABLE MCU EVENTS

[Table 6-1](#) lists trap event indications by category.

[Table 6-2](#) lists trap event indications by ID number.

Table 6-1 *LifeSize Multipoint 230 Events by Category*

Category	ID	Type	Trap is sent when...
Info	1	Power up	The LifeSize Multipoint 230 has begun operation.
Info	2	Power down	The LifeSize Multipoint 230 is shutting down.
Info	3	Link down	Standard SNMP MIB trap indicating that the network connection is down with details about the cause and time of connection loss.
Info	4	Link up	Standard SNMP MIB trap indicating that the network connection has been reestablished.
Info	7	Warm start	The LifeSize Multipoint 230 has been reset via the Administrator interface.
Info	8	Cold start	The LifeSize Multipoint 230 has been reset using the button on the front panel.
Info	10	CPU usage	CPU usage reaches the 90 percent threshold set in the LifeSize Multipoint 230.
Info	13	Abnormal disconnection	A call disconnects for a reason other than normal, busy, or no answer.
Info	16	General alarm	A system failure is detected.
Info	17	Corrupt web data	Corrupt web files are present in the LifeSize Multipoint 230.

Category	ID	Type	Trap is sent when...
Info	18	Incompatible sw burn attempt	An attempt to burn a version of the LifeSize Multipoint 230 software onto incompatible hardware occurs.
Info	19	MP registration blocked	The media processor registration to the LifeSize Multipoint 230 failed.
Info	27	TFTP connection failed	The LifeSize Multipoint 230 fails to connect to a Cisco TFTP server.
Info	33	Low memory	Memory usage reaches the 90 percent threshold set in the LifeSize Multipoint 230.
Alarm	5	Gatekeeper registration state change	A change occurs in the registration status of the LifeSize Multipoint 230 with the gatekeeper.
Alarm	6	Ethernet state change	The network returns after going down. Indicates the time at which the network was restored.
Alarm	9	MP connection	Communication with a registered media processor has broken.
Alarm	11	Network problem	A problem occurs on the network.
Alarm	12	Hot swap	A blade has been removed from the LifeSize Multipoint 230 chassis under power or inserted into the LifeSize Multipoint 230 chassis under power.

Available MCU Events

Category	ID	Type	Trap is sent when...
Alarm	15	Over heating	The configured temperature thresholds for the device are exceeded. Overheating can cause serious damage to the functioning of the device.
Alarm	31	Fan problem	A problem occurs with one of the chassis fans.
Alarm	32	Power supply problem	A problem occurs with one of the power supply units.
Security	14	Service table changed	The service table has been modified.
Security	20	User logged in	A user successfully logs in to the system via the web interface.
Security	21	User logged out	A user logs out of the system via the web interface.
Security	22	Authentication failed	A user tries to log in to the web interface and authentication fails.
Security	23	Configuration changed	A configuration change is uploaded from the web interface.
Security	24	Configuration export	Configuration is exported via the web interface.
Security	25	Configuration import	Configuration is imported via the web interface.
Security	26	User account locked	A user account is disabled.





Category	ID	Type	Trap is sent when...
Security	28	Audio prompts uploaded	A user uploads a new set of audio messages via configuration > Customization > Audio messages > Update messages pack file, or a user modifies an existing message file.
Security	29	Version update	A user selects the Update software option via the  icon.
Security	30	Default configuration restored	A user selects the Restore factory defaults option via the  icon.

Table 6-2 *LifeSize Multipoint 230 Events by ID*

Category	ID	Type	Trap is sent when...
Info	1	Power up	The LifeSize Multipoint 230 has begun operation.
Info	2	Power down	The LifeSize Multipoint 230 is shutting down.
Info	3	Link down	Standard SNMP MIB trap indicating that the network connection is down with details about the cause and time of connection loss.
Info	4	Link up	Standard SNMP MIB trap indicating that the network connection has been reestablished.
Alarm	5	Gatekeeper registration state change	A change occurs in the registration status of the LifeSize Multipoint 230 with the gatekeeper.
Alarm	6	Ethernet state change	The network returns after going down. Indicates the time at which the network was restored.
Info	7	Warm start	The LifeSize Multipoint 230 has been reset via the Administrator interface.
Info	8	Cold start	The LifeSize Multipoint 230 has been reset using the button on the front panel.
Alarm	9	MP connection	Communication with a registered media processor has broken.
Info	10	Cpu usage	CPU usage reaches the 90 percent threshold set in the LifeSize Multipoint 230.

Category	ID	Type	Trap is sent when...
Alarm	11	Network problem	A problem occurs on the network.
Alarm	12	Hot swap	A blade has been removed from the LifeSize Multipoint 230 chassis under power or inserted into the LifeSize Multipoint 230 chassis under power.
Info	13	Abnormal disconnection	A call disconnects for a reason other than normal, busy, or no answer.
Security	14	Service table changed	The service table has been modified.
Alarm	15	Over heating	The configured temperature thresholds for the device are exceeded. Overheating can cause serious damage to the functioning of the device.
Info	16	General alarm	A system failure is detected.
Info	17	Corrupt web data	Corrupt web files are present in the LifeSize Multipoint 230.
Info	18	Incompatible sw burn attempt	An attempt to burn a version of the LifeSize Multipoint 230 software onto incompatible hardware occurs.
Info	19	MP registration blocked	The media processor registration to the LifeSize Multipoint 230 failed.
Security	20	User logged in	A user successfully logs in to the system via the web interface.
Security	21	User logged out	A user logs out of the system via the web interface.

Available MCU Events

Category	ID	Type	Trap is sent when...
Security	22	Authentication failed	A user tries to log in to the web interface and authentication fails.
Security	23	Configuration changed	A configuration change is uploaded from the web interface.
Security	24	Configuration export	Configuration is exported via the web interface.
Security	25	Configuration import	Configuration is imported via the web interface.
Security	26	User account locked	A user account is disabled.
Info	27	TFTP connection failed	The LifeSize Multipoint 230 fails to connect to a Cisco TFTP server.
Security	28	Audio prompts uploaded	A user uploads a new set of audio messages via configuration > Customization > Audio messages > Update messages pack file, or a user modifies an existing message file.
Security	29	Version update	A user selects the Update software option via the  icon.
Security	30	Default configuration restored	A user selects the Restore factory defaults option via the  icon.
Alarm	31	Fan problem	A problem occurs with one of the chassis fans.
Alarm	32	Power supply problem	A problem occurs with one of the power supply units.

Category	ID	Type	Trap is sent when...
Info	33	Low memory	Memory usage reaches the 90 percent threshold set in the LifeSize Multipoint 230.

VIEWING THE EVENTS LOG

The LifeSize Multipoint 230 displays up to 100 events.



Procedure

- 1 Select **Events**.
 - 2 Select **All**.
-

VIEWING THE ALARMS LOG



Procedure

- 1 Select **Events**.
 - 2 Select **Alarms**.
-

VIEWING SECURITY EVENTS




Procedure

- 1 Select **Events**.
 - 2 Select **Security**.
-

SETTING EVENT SECURITY LEVELS




Procedure

- 1 Select **Events**.
 - 2 Select **All**, **Alarms** or **Security** and select the link in the Type column for the event that you want to configure,
or
Select **All** and select the  icon.
 - 3 Select the arrow in the Review column for the event that you want to modify.
 - 4 Select an option from the list in the Severity column.
 - Cleared—One or more previously reported alarms have been cleared.
 - Info—Notification of a non-erroneous event.
 - Critical—A service-affecting event has occurred and requires immediate corrective action.
 - Major—A service-affecting event has occurred and requires corrective action to prevent the condition becoming more serious.
 - Minor—A non-service-affecting event has occurred and requires corrective action to prevent the condition becoming more serious.
 - Warning—A potential or impending service-affecting event has been detected, but no significant events have occurred yet. Action should be taken to further diagnose and correct the problems to prevent the condition becoming more serious.
 - 5 Select **Apply**.
 - 6 Select **Close**.
-

SENDING A TRAP ON A SPECIFIED EVENT



Procedure

- 1 Select **Events**.
 - 2 Select **All, Alarms** or **Security**.
 - 3 Select the link in the Type column for the event that you want to configure or select the  icon.
 - 4 Select the arrow in the Review column for the event that you want to modify.
 - 5 Select the box in the Trapped column.
 - 6 Select **Apply**.
 - 7 Select **Close**.
-

VIEWING EVENT DESCRIPTIONS



Procedure

- 1 Select **Events**.
 - 2 Select **All, Alarms** or **Security**.
 - 3 Select the icon in the Info column for the event description that you want.
-

VIEWING ALARM HISTORY



Procedure

- 1 Select **Events**.
- 2 Select **Alarms**.

Using the Event Display Filter

- 3 Select the **Show history** box.
When Show history is selected, the Alarms tab displays all alarm events.
When Show history is deselected, the Alarms tab displays only alarm events that are still current.
-

USING THE EVENT DISPLAY FILTER



Procedure

- 1 Select **Events**.
 - 2 Select **All**.
 - 3 Select **Filter settings**.
 - 4 Select the information that you want to display on the events log.
 - 5 Select **Apply**.
-

7

MANAGING LIFESIZE MULTIPPOINT 230 USER PROFILES

- [LifeSize Multipoint 230 User Types](#) on page 57
- [Viewing User Profiles](#) on page 58
- [Adding a User Profile](#) on page 59
- [Modifying a User Profile](#) on page 59
- [Enabling a User Profile](#) on page 59
- [Removing a User Profile](#) on page 60

LIFESIZE MULTIPPOINT 230 USER TYPES

Users must have authorization to access the LifeSize Multipoint 230.

Users are either Administrators or Operators. [Table 7-1](#) describes each access level.

Table 7-1 *LifeSize Multipoint 230 Access Levels*

Access Level	Privileges
Administrator	<ul style="list-style-type: none"> ■ Full access to the LifeSize Multipoint 230 Administrator interface. ■ Full Operator-level access to the Conference Control interface. ■ Telnet access to the LifeSize Multipoint 230. ■ You can assign Administrator authorization to up to ten users.
Operator	<ul style="list-style-type: none"> ■ Access to the Conference Control interface using the Create Conference window. ■ Access to view details of all conferences hosted on the LifeSize Multipoint 230 and to cascaded conferences hosted on participating LifeSize Multipoint 230. ■ Ability to create a new conference from the Conference Control access window, the Create Conference window, or the Conference Control interface. ■ Moderator-level access to all conferences while moderator controls are simultaneously held by other users. ■ Ability to invite other participants to a conference. ■ You can assign Operator authorization to up to 50 users.

VIEWING USER PROFILES



Procedure

- 1 Select **Users**.
- 2 Select the arrow in the Review column for the user profile you want to

view.

ADDING A USER PROFILE



Procedure

- 1 Select **Users**.
 - 2 Select **Add new user**.
 - 3 Select an authority level for the new user—Administrator or Operator.
 - 4 Enter a password and confirm it.
 - 5 Select **Apply**.
-

MODIFYING A USER PROFILE



Procedure

- 1 Select **Users**.
 - 2 Select the arrow in the Review column for the user profile you want to modify.
 - 3 Modify the required settings.
 - 4 Select **Apply**.
-

ENABLING A USER PROFILE



You must enable a user profile before that user can access the LifeSize Multipoint 230 web user interface.

Procedure

- 1 Select **Users**.
 - 2 Select the Active box for the user profile you want to enable.
 - 3 Select **Apply**.
-

REMOVING A USER PROFILE



Procedure

- 1 Select **Users**.
- 2 Select the arrow in the Review column for the user profile you want to remove.
- 3 Select **Delete**.
- 4 Select **Yes** in the message that appears.

The user profile is removed from the authorized users list.

8

CONFIGURING ADVANCED MAINTENANCE SETTINGS FOR THE LIFESIZE MULTIPOINT 230

- [Backing Up Your LifeSize Multipoint 230 Configuration](#) on page 61
- [Restoring Your LifeSize Multipoint 230 Configuration](#) on page 62
- [Restoring Factory Default Settings](#) on page 63
- [How to Work with Advanced Commands for the LifeSize Multipoint 230](#) on page 63
- [How to Manage LifeSize Multipoint 230 Software](#) on page 65
- [Restarting the LifeSize Multipoint 230](#) on page 66
- [Contacting Customer Support](#) on page 66
- [Viewing Active Conferences](#) on page 67
- [Creating a New Conference](#) on page 67


BACKING UP YOUR LIFESIZE MULTIPOINT 230 CONFIGURATION

You can save LifeSize Multipoint 230 configuration settings to a file and then export this file to a storage device on your network. You can use the saved configuration file to restore the settings to the current LifeSize Multipoint 230 or to configure a similar LifeSize Multipoint 230.

The exported file is a .zip file that includes a .val file and an .xml file.



Procedure

- 1 Select the  icon.
 - 2 Select **Backup configuration**.
 - 3 Save the configuration settings file to your chosen location.
The .zip extension is automatically appended to the file name.
-


RESTORING YOUR LIFESIZE MULTIPOINT 230 CONFIGURATION

You can import the settings of a saved LifeSize Multipoint 230 configuration file from a storage device on your network. You can use the saved configuration file to restore the settings to the current LifeSize Multipoint 230 or to configure another LifeSize Multipoint 230.

The imported file is a .zip file that includes a .val file and an .xml file.




Procedure

- 1 Select the  icon.
 - 2 Select **Restore configuration**.
 - 3 Select **Browse**.
 - 4 Navigate to and select the configuration file you want to import.
The file must have an .ini extension.
 - 5 Select **Restore**.
 - 6 Select **Continue** to upload the new configuration settings.
The restore procedure causes all current configuration to be permanently lost.
The system shuts down for a few minutes and then restarts automatically.
All active conferences are disconnected.
 - 7 Select **OK** to complete the restore procedure.
-

RESTORING FACTORY DEFAULT SETTINGS



Procedure

- 1 Select the  icon.
- 2 Select **Restore factory defaults**.
- 3 Select **Continue** to upload the new configuration settings, or select **Cancel** to abort the restore procedure.

The restore procedure causes all current configuration to be permanently lost.

The system shuts down for a few minutes and then restarts automatically. All active conferences are disconnected.

- 4 Select **OK** to complete the restore procedure.
-

HOW TO WORK WITH ADVANCED COMMANDS FOR THE LIFESIZE MULTIPOINT 230

You can send text-based commands used for the enhanced control of the LifeSize Multipoint 230.

Note We recommend that only advanced users or users who have consulted with LifeSize Customer Support perform actions involving advanced commands.

- Viewing Available Advanced Commands on page v
- Modifying Advanced Commands on page v
- Sending Advanced Commands on page v

VIEWING AVAILABLE ADVANCED COMMANDS




Procedure

- 1 Select the  icon.
 - 2 Select **Advanced parameters**.
-

MODIFYING ADVANCED COMMANDS




Procedure

- 1 Select the  icon.
 - 2 Select **Advanced parameters**.
 - 3 Select the arrow in the Review column for the advanced command that you want to modify.
 - 4 Modify the value for the parameter in the **Value** field.
 - 5 Select **Apply**.
-

SENDING ADVANCED COMMANDS



Procedure

- 1 Select the  icon.
 - 2 Select **Advanced parameters**.
 - 3 Locate the CLI section and select **More**.
 - 4 Enter a command in the **Command** field.
 - 5 Enter a parameter value for the command (where applicable) in the **Parameter** field.
 - 6 Enter a value for the parameter (where applicable) in the **Value** field.
 - 7 Select **Execute**.
-


HOW TO MANAGE LIFESIZE MULTIPOINT 230 SOFTWARE

- [Upgrading LifeSize Multipoint 230 Software](#) on page 65
- [Restoring a Previous Software Version](#) on page 65

UPGRADING LIFESIZE MULTIPOINT 230 SOFTWARE





Procedure

- 1 Select the  icon.
 - 2 Select **Update software**.
 - 3 Select **Browse** and navigate to required LifeSize Multipoint 230 upgrade package.
 - 4 Select **Update**.
The system shuts down for a few minutes and then restarts automatically. All active conferences are disconnected.
 - 5 Select **Continue**.
 - 6 As soon as the update process has finished, the LifeSize Multipoint 230 reboots and reloads with the new software version.
-

RESTORING A PREVIOUS SOFTWARE VERSION



Procedure

- 1 (Recommended) Save the current MCU custom configuration by performing these steps:
 - a In the web MCU web user interface, click the maintenance icon .
 - b Select **Backup configuration** and save the generated .zip file.
- 2 In the web MCU web user interface, click the maintenance icon .
- 3 Select **Update software**.


- 4 Click **Roll back**.
- 5 After reset, the previous release is installed on the MCU.
The downgrade process returns the MCU configuration back to the previous version—with the values used prior to the last upgrade.

Note Do not import the saved configuration to the MCU, after the downgrade. An older version of the MCU configuration might not support the new configuration values.

RESTARTING THE LIFESIZE MULTIPOINT 230




Procedure

- 1 Select the  icon.
 - 2 Select **Restart unit**.
The system shuts down for a few minutes and then restarts automatically.
All conferences are disconnected.
 - 3 Select **Continue**.
-

CONTACTING CUSTOMER SUPPORT



Procedure

- 1 Select the  icon.
- 2 Select **Contact Customer Support**.
The Contacting Customer Support window displays the Customer Support contact details.

- 3 (Optional) Select **Create** to create a snapshot file of bundled logs and configuration files which you can send to LifeSize Customer Support for debugging purposes.

The snapshot file contains the last 24 hours of LifeSize Multipoint 230 activity and is approximately 10 MB in size, depending on the amount of traffic. The snapshot file contains the following information about the LifeSize Multipoint 230 system:

- ❑ Inventory file
 - ❑ Configuration files
 - ❑ Log files for the previous 24 hours
 - ❑ All initialization log files
 - ❑ All exception log files
 - ❑ Events and alarms logs
-

VIEWING ACTIVE CONFERENCES




Procedure

- 1 Select **Manage Conferences**.
 - 2 Select the link in the Conference ID column for the conference you want to view.
-

CREATING A NEW CONFERENCE



Procedure

- 1 Select **Manage Conferences**.
 - 2 Select the  icon.
 - 3 Follow the procedure described in the “Creating a New Meeting” section on page 1-1.
-

Creating a New Conference

9

DIALING WITH THE LIFESIZE MULTIPOINT 230

- [Meeting Participation using the LifeSize Multipoint 230](#) on page 69
- [About Making an Ad Hoc Call](#) on page 70
- [Controlling Meetings with DTMF](#) on page 75
- [Controlling Personal Video Layouts with DTMF](#) on page 76

MEETING PARTICIPATION USING THE LIFESIZE MULTIPOINT 230

You can participate in video meetings hosted on the LifeSize Multipoint 230 from any phone, terminal, or endpoint on any type of network to which the LifeSize Multipoint 230 connects. The LifeSize Multipoint 230 can accept calls from H.323 and Session Initiation Protocol (SIP) endpoints, and with gateway support, from phones and terminals on H.320 and PSTN networks in the same meeting.

You can participate in a meeting by dialing from a phone, from an endpoint application, or by using the LifeSize Multipoint 230 Meeting Control interface.

With appropriate access rights, you can also create meetings, invite other participants and meetings, and use an extensive range of meeting control features for enhancing the video conferencing experience.

The Auto Attendant feature allows you to access the video Interactive Voice Response (IVR) mechanism by dialing the IP address of the LifeSize Multipoint 230 from your endpoint.

When the LifeSize Multipoint 230 works with a gatekeeper, you can configure a leading number in the LifeSize Multipoint 230 web interface at **Configuration > Conferences > Auto attendant number**. Dialing this number allows direct access to the video IVR.

ABOUT MAKING AN AD HOC CALL

You can create or join an ad hoc (also called dial-in) meeting by dialing the meeting number. Users can invite single or multiple participants in the same operation.

Alternatively, you can use the “auto-attendant” mechanism to dial directly from an H.323 or SIP endpoint to the LifeSize Multipoint 230 using the LifeSize Multipoint 230 IP address or the number configured at **Configuration > Conferences > Auto attendant number** (set to 1800 by default). When you dial using the auto-attendant mechanism, you do not need to register to an H.323 gatekeeper or SIP registrar.

Users can initiate multi-point meetings that run unattended and do not require advance configuration. Users simply dial a number and the LifeSize Multipoint 230 automatically sets up the meeting. Anyone else who dials that number can join the meeting at any time, provided that network resources are available. All that the user requires is a suitable service number—that an Administrator supplies—to combine with a unique number for the meeting. A common practice is to use the telephone extension number of the meeting creator as the unique number.

- [How to Dial from the LifeSize Multipoint 230 to H.323 Endpoints](#) on page 70
- [How to Dial from the LifeSize Multipoint 230 to SIP Endpoints](#) on page 72
- [Dialing from any IP Endpoint](#) on page 74
- [Starting or Joining an Ad Hoc Meeting with H.323 Endpoints](#) on page 71
- [Inviting Multiple H.323 Endpoints with a Single Dial String](#) on page 71

HOW TO DIAL FROM THE LIFESIZE MULTIPOINT 230 TO H.323 ENDPOINTS

STARTING OR JOINING AN AD HOC MEETING WITH H.323 ENDPOINTS



Procedure

- 1 Verify the meeting ID number and the service prefix.
The meeting ID number is composed of a service prefix number and a unique number (or numbers) identifying the meeting.
For example, you can dial 711234 where
71 is the service prefix.
1234 is the unique meeting number.
 - 2 Dial in to the meeting using the meeting ID number.
As soon as the LifeSize Multipoint 230 accepts the call, you are connected to the existing meeting, or the LifeSize Multipoint 230 creates a new meeting with this meeting identifier.
-

INVITING MULTIPLE H.323 ENDPOINTS WITH A SINGLE DIAL STRING



Procedure

- 1 Dial this string to invite a single participant:
<meeting ID number> + <*> + <invited participant number>
- 2 Dial this string to invite multiple participants in one action.
<meeting ID number> + <*> + <invited participant number 1>+ <*>
+ <invited participant number 2>+ <*> + <invited participant number 3>

Note You invite further multiple participants in one action by using the invite sign to separate each individual participant number.

HOW TO DIAL FROM THE LIFESIZE MULTIPPOINT 230 TO SIP ENDPOINTS

- [Starting or Joining an Ad Hoc Meeting with SIP Endpoints](#) on page 72
- [Inviting Multiple SIP Endpoints with a Single Dial String](#) on page 72
- [Dialing into the LifeSize Multipoint 230 Configured as a SIP-compliant Endpoint](#) on page 73
- [Dialing into the LifeSize Multipoint 230 Configured as a Separate SIP Domain](#) on page 74

STARTING OR JOINING AN AD HOC MEETING WITH SIP ENDPOINTS



Procedure

- 1 Verify the meeting ID number and the service prefix.
The meeting ID number is composed of a service prefix number and a unique number (or numbers) identifying the meeting.
For example, you can dial 711234 where
71 is the service prefix.
1234 is the unique meeting number.
 - 2 Verify the LifeSize Multipoint 230 domain name.
 - 3 Dial in to the meeting using the meeting ID number and the LifeSize Multipoint 230 domain name in this format:
<meeting ID number> @ <mcu.domain.com>
As soon as the LifeSize Multipoint 230 accepts the call, you are connected to the existing meeting, or the LifeSize Multipoint 230 creates a new meeting with this meeting identifier.
-

INVITING MULTIPLE SIP ENDPOINTS WITH A SINGLE DIAL STRING

You can dial from a SIP endpoint and invite an H.323 or SIP endpoint when the inviting SIP endpoint is registered in the LifeSize Multipoint 230 domain. The LifeSize Multipoint 230 adds the default domain to the dialed string when a user name is dialed without a domain:



Procedure

- 1 Dial this string to invite a single participant:
 <meeting ID number> + <*> + <invited participant and SIP domain>
 where the invited participant and SIP domain are in the format
 user@mcu.domain.com
- 2 Dial this string to invite multiple participants in one action.
 <meeting ID number> + <*> + <invited participant number 1>+ <*>
 + <invited participant number 2>+ <*> + <invited participant number
 3>

Note You invite further multiple participants in one action by using the invite sign to separate each individual participant number.

DIALING INTO THE LIFESIZE MULTIPOINT 230 CONFIGURED AS A SIP-COMPLIANT ENDPOINT

Administrators can configure the LifeSize Multipoint 230 as a SIP-compliant endpoint. Users can start or join an ad hoc meeting by dialing into this LifeSize Multipoint 230 from their SIP endpoint. This procedure assumes that the SIP Proxy responsible for the network is capable of routing calls according to the dialed prefix. Check with your SIP Proxy vendor for compliance.



Procedure

- 1 Dial a meeting on the LifeSize Multipoint 230 from a SIP endpoint by dialing the meeting ID.
 - 2 Add the default domain to the dial string.
 For example, dial
 711234@default.domain
 where
 712134 is the LifeSize Multipoint 230 meeting ID (service prefix + unique meeting identifier).
 default.domain is the default domain of the LifeSize Multipoint 230 on which the meeting is hosted.
-

DIALING INTO THE LIFESIZE MULTIPOINT 230 CONFIGURED AS A SEPARATE SIP DOMAIN

Administrators can configure the LifeSize Multipoint 230 as a separate SIP domain. Users can start or join an ad hoc meeting by dialing into this LifeSize Multipoint 230 from a SIP-compliant endpoint.



Procedure

- 1 Dial the meeting ID.
- 2 Add the unique LifeSize Multipoint 230 domain as defined in the proxy or Domain Name Server (DNS) server to the dial string.

For example, dial
meeting.id@mcu.domain.com

DIALING FROM ANY IP ENDPOINT

You can start or join an ad hoc meeting from any IP-based endpoint. When dialing from an IP endpoint, configure the dialing software, IP phone, or other device with the appropriate network configuration details (H.323 gatekeeper IP address or SIP proxy IP).

To start or join a meeting with an IP endpoint, select one of the following steps:



Procedure

- 1 To start or join a meeting, dial the meeting ID number.
For example, dial 711234.
As soon as the LifeSize Multipoint 230 accepts the call, you connect to the existing meeting or the LifeSize Multipoint 230 creates a new meeting with this meeting identifier.
–or–
- 2 To start or join a meeting and invite a participant, dial the meeting ID number followed by the invite sign (**) and the number of the participant you want to invite.
For example, dial 711234**5678
As soon as the LifeSize Multipoint 230 accepts the call, you connect to the existing meeting or the LifeSize Multipoint 230 creates a new meeting with this meeting identifier.
–or–

- 3 To start or join a meeting and invite a participant on the Integrated Services Digital Network (ISDN), Public Switched Telephone Network (PSTN) or cell phone network, dial the meeting ID number followed by the invite sign (**), the appropriate gateway service prefix, and the ISDN line number.

For example, dial 711234**867655001 (<Meeting ID number> + <**> + <Gateway service prefix + line number>).

As soon as the LifeSize Multipoint 230 accepts the call, you are connected to the existing meeting or a new meeting is created with this meeting identifier.

–or–

- 4 Access the LifeSize Multipoint 230 Auto Attendant by dialing from the endpoint to the LifeSize Multipoint 230 IP address, or to the number configured at **Configuration > Conferences > Auto attendant number** (set to 1800 by default).

Select **0** to create a new meeting, or to select a meeting to join from the list of existing meetings.

CONTROLLING MEETINGS WITH DTMF

You can control LifeSize Multipoint 230 meetings using Dual Tone Multi-Frequency (DTMF) signals from your endpoint remote control or key pad. You may need to enable touch tone mode for DTMF entry on some remote controls.

Depending on how the administrator sets the DTMF forwarding advanced command, the LifeSize Multipoint 230 passes out-of-band DTMF signals to all endpoints in the meeting, to gateways only, or does not pass DTMF signals.

The gateway inserts in-band signals on receiving the DTMF from the LifeSize Multipoint 230. The audio bridge receives these in-band signals and responds accordingly.

[Table 9-1](#) shows available DTMF control signals.

Table 9-1 *DTMF Controls*

During a meeting press * followed by:	
*	Listen to available options
1	Become Moderator/stop moderating
2	Mute/unmute your line
3	Control your volume
4	Show/hide participant names (Moderator only)
5	Terminate the meeting (Moderator only)
6	Change the main video layout for the meeting (Moderator only)
7	Block/unblock admission to meeting (Moderator only)
8	Invite a new participant (Moderator only)
9	Mute/unmute all participants (Moderator only)
#	Return to the meeting

CONTROLLING PERSONAL VIDEO LAYOUTS WITH DTMF



Procedure

- 1 Click **0** on your endpoint remote control to activate the personal video layout mechanism.
- 2 Continue to click **0** to rotate through these personal video display options:
 - Enlarged Main View
 - Same Sized View
 - Full screen

- Fixed 4 Participants
 - Fixed 6 Participants
 - Fixed 9 Participants
- 3 Stop clicking to select the option that you require.
 - 4 (Optional) Click # to shrink the size of the video display to better fit your endpoint screen.
-

Controlling Personal Video Layouts with DTMF

10

USING THE LIFESIZE MULTIPOINT 230

This section describes how to create, join and manage video conferences on the LifeSize Multipoint 230.

- [LifeSize Multipoint 230 Access Levels](#) on page 79
- [Conference List Window](#) on page 81
- [Viewing Existing Meetings](#) on page 82
- [Monitoring a Specific Meeting](#) on page 83
- [Creating a New Meeting](#) on page 83
- [Conference Control Interface](#) on page 84
- [Refreshing the Conference Control Interface](#) on page 91
- [Controlling Conference Settings](#) on page 91
- [How to Configure Participant Settings](#) on page 93
- [Viewing Conference Statistics](#) on page 102
- [How to Use Advanced Invitation Settings](#) on page 102
- [About Cascading Conferences](#) on page 105
- [Defining Conference Views](#) on page 107
- [Terminating Conferences](#) on page 109
- [Signing Out of a Conference](#) on page 109

LIFESIZE MULTIPOINT 230 ACCESS LEVELS

There are four access levels by which you can interact with the LifeSize Multipoint 230 user interfaces:

- Administrator
- Operator

LifeSize Multipoint 230 Access Levels

- Moderator
- User

Table 10-1 describes each access level.

Table 10-1 *LifeSize Multipoint 230 Access Levels*

Access Level	Privileges
Administrator	<ul style="list-style-type: none"> ■ Full access to the LifeSize Multipoint 230 Administrator interface. ■ Full Operator-level access to the Conference Control interface.
Operator	<ul style="list-style-type: none"> ■ Access to the Conference Control interface using the Create Conference window. ■ Access to view details of all conferences hosted on the LifeSize Multipoint 230 and to cascaded conferences hosted on participating LifeSize Multipoint 230s. ■ Ability to create a new conference from the Conference Control access window, the Create Conference window, or the Conference Control interface. ■ Moderator-level access to all conferences while moderator controls are simultaneously held by other users. ■ Ability to invite other participants to a conference.
Moderator	<ul style="list-style-type: none"> ■ Access to view conference details of conferences hosted on the LifeSize Multipoint 230 and to cascaded conferences hosted on participating LifeSize Multipoint 230s for which access authorization is granted. ■ Moderator-level access to conferences when the user has a valid Moderator PIN or no other user is a Moderator. ■ Ability to invite other participants to a conference.
User	<ul style="list-style-type: none"> ■ View-only access to conferences hosted on the LifeSize Multipoint 230 for which authorization is granted. ■ Ability to invite other participants to a conference.

CONFERENCE LIST WINDOW

All users can access the Conference List window where they can join an existing conference or create a new conference. Administrator or Operator-level users can use the Conference List window to select conferences to monitor and control from the list of conferences currently running, or create a new conference.

Viewing Existing Meetings

The number of currently-running conferences appears in the Number of Conferences field. The Conference List window displays information about each conference in a table format with the following columns:

- Conference ID—Conference ID number. Each ID number is a hyperlink that you can select to display the Conference Control interface for that conference.
- Description—Description of the conference entered by the user who created it.
- Participants—The number of participants currently attending the conference.
- Media Types—Icons indicate the type of media supported by the conference: voice, video and data.
- Encryption—Indicates the level of encryption currently in use for the conference: best effort or strong encryption required.
- Actions—Indicates the actions that can be taken.

VIEWING EXISTING MEETINGS



Procedure

- 1 Launch your browser and enter the IP address of the LifeSize Multipoint 230.
The LifeSize Multipoint 230 login window appears.
 - 2 Enter your name and password.
 - 3 Select **Go**.
 - 4 Select **Manage Conferences**.
The list of current meetings appears in the Conference List window.
-

MONITORING A SPECIFIC MEETING



Procedure

- 1 Launch your browser and enter the IP address of the LifeSize Multipoint 230.
The LifeSize Multipoint 230 login window appears.
 - 2 Select the Create link.
 - 3 Enter the ID and PIN (if necessary) for the meeting you require.
 - 4 Select **Go**.
 - 5 Select the meeting you require from the Conference List window.
-

CREATING A NEW MEETING



Procedure

- 1 Launch your browser and enter the IP address of the LifeSize Multipoint 230.
The LifeSize Multipoint 230 login window appears.
 - 2 Select the **Create** link.
 - 3 Select **Create Conference**.
 - 4 Select a service prefix from the list.
 - 5 Enter an ID number for this meeting in the Unique Number field.
-

Note You cannot use an existing meeting number.

- 6 (Optional) Enter a PIN for accessing the meeting in the Conference Password field.

- 7 (Optional) Enter a PIN for moderating the meeting in the Moderator Password field.

Note You can also configure a default moderator PIN for a service profile in the Administrator interface.

- 8 (Optional) Enter a description of the meeting in the Conference Description field.
 - 9 (Optional) Select **Advanced** to configure additional settings for the meeting such as conference duration, time-out and dialing policy settings.
 - 10 Select **Create** to launch your meeting.
-

CONFERENCE CONTROL INTERFACE

From the LifeSize Multipoint 230 Conference Control interface, you can:

- View active conferences hosted on the LifeSize Multipoint 230 or on cascaded LifeSize Multipoint 230s.
- View conference participant details.
- Create conferences.
- Control conference connections.
- Monitor and manage conference behavior.

While all users can use the Conference Control interface, access to conference management features is controlled by authorization access levels: Administrator, Operator, Moderator and User.

Note The Conference Control interface is best viewed in full screen mode (1024 x 768 fps).

Note You can view multiple Conference Control interface browser windows at the same time to monitor different conferences. We recommend, however, that you close windows you are not currently viewing to avoid confusion and carrying out operations in the wrong conference.

Figure 10-1 shows the Conference Control interface.

Figure 10-2 to Figure 10-5 show the elements of the Conference Control interface in more detail.

Table 10-2 lists these elements in numerical order of the labels in Figure 10-2 to Figure 10-5.

Figure 10-1 Conference Control Interface Elements

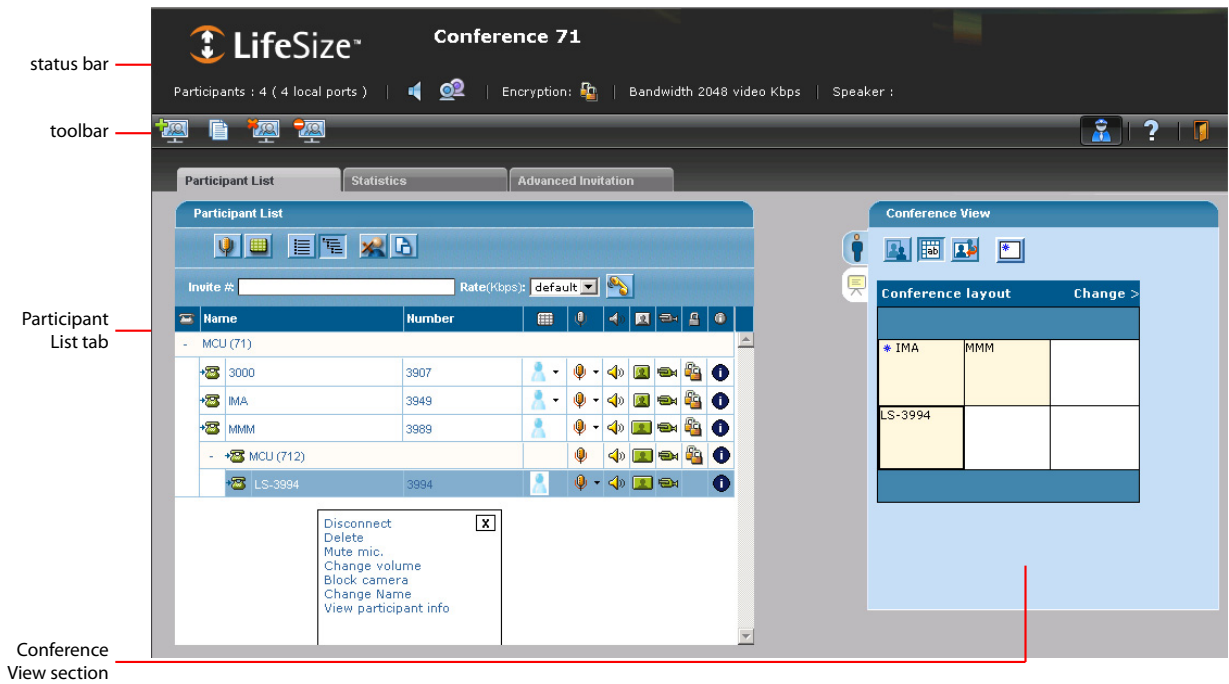


Figure 10-2 Conference Control Status Bar

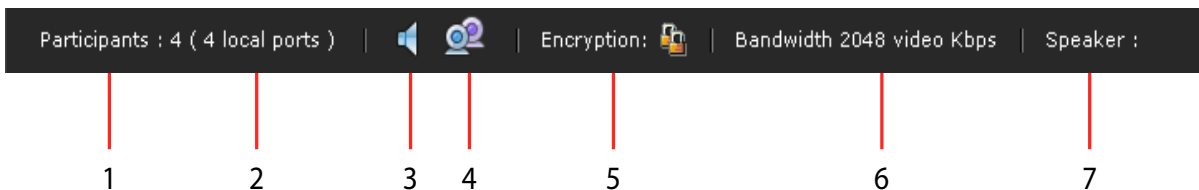


Figure 10-3 Conference Control Toolbar

Figure 10-4 Conference Control Participant List Tab

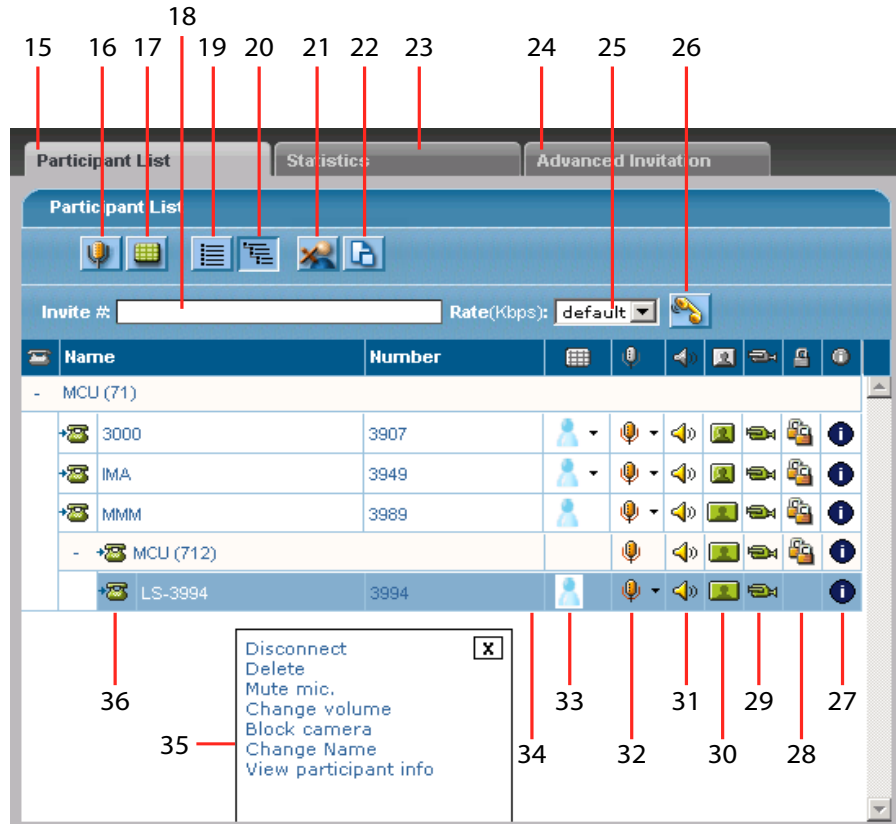


Figure 10-5 Conference Control Conference View

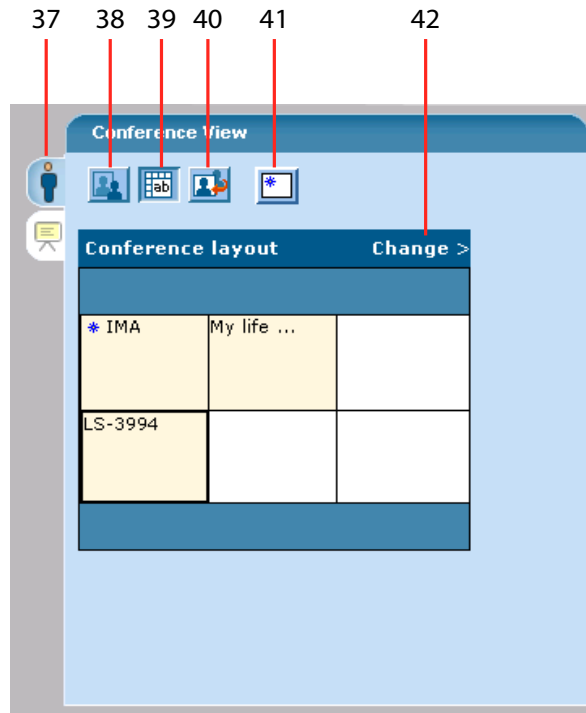


Table 10-2 *Conference Control Interface Elements*

Numbered Label	Description
1	Participants field. Displays the number of participants in the current conference.
2	Local ports field. Displays the number of ports on this LifeSize Multipoint 230 allocated to this conference.
3	Media type icon indicating that this conference supports audio. An error symbol appears if a media processing error occurs in the LifeSize Multipoint 230.
4	Media type icon indicating that this conference supports video. An error symbol appears if a media processing error occurs in the LifeSize Multipoint 230.
5	Encryption field. Displays the level of encryption for this conference.
6	Bandwidth field. Displays the bandwidth the current conference is using.
7	Speaker field. Displays the participant currently speaking in the conference.
8	Create Conference button.
9	View Conference List button. Select to view the Create Conference window.
10	Terminate Conference button.
11	Conference Admission button.
12	Become Moderator/Stop Moderating button.
13	Help button.
14	Sign out button.
15	Participant List tab.
16	Mute/Unmute button.

Numbered Label	Description
17	Change Participant View button.
18	Invite # field. Enter the number of the participant you wish to invite to the conference. You can invite multiple participants at the same time by separating each number with the invite sign (**). The invite sign is configurable.
19	Normal View. Select to display all conference participants in a single level list. Cascaded participants are displayed without any indication of the cascaded LifeSize Multipoint 230 connection. Available only when a conference is cascaded.
20	Tree View. Select to display conference participants in an expandable tree showing cascaded LifeSize Multipoint 230 connections to the conference. Select the plus sign (+) next to the name of the cascaded LifeSize Multipoint 230 to expand the tree showing the cascaded conference participant details. Available only when a conference is cascaded.
21	Delete Participant button.
22	Move participants to sub-conference button. Select to view the Select sub-conference dialog box.
23	Statistics tab (including an Update button).
24	Advanced Invitation tab.
25	Rate(Kbps) field.
26	Invite button. Select to invite the number entered in the Invite # field.
27	Participant info column. Select the icon
28	Encryption column. Displays the level of encryption that the endpoints require.

Numbered Label	Description
29	<p>Video Image column.</p> <p>Displays video image icons that indicate whether the video stream from the participant to the LifeSize Multipoint 230 is enabled or blocked.</p> <p>Displays video quality warning icons—medium or poor video quality—that indicate the current quality of the IP network video connection for the participant.</p>
30	<p>Video Display column.</p> <p>Displays video display icons that indicate whether the conference video display sent to the participants is enabled or blocked.</p> <p>Displays video quality warning icons—medium or poor video quality—that indicate the current quality of the IP network video connection for the participant.</p> <p>Different icons used to indicate standard definition and high definition participants.</p>
31	<p>Audio Out column. Displays Audio Out icons that indicate whether the conference audio connections to the participants are enabled or muted.</p>
32	<p>Audio In column.</p> <p>Displays Mute icons for participants whose audio is not muted and Unmute icons for participants whose audio is muted.</p> <p>These icons are selectable by Moderator to mute/unmute audio channel of remote speakers of a participant.</p> <p>Icon indicates the active speaker.</p>
33	<p>Location in View column. Indicates whether the conference layout or the personal layout is displayed for the specified participant.</p>
34	<p>Number column. Displays the endpoint numbers of the conference participants.</p>
35	<p>Actions pop-up</p>
36	<p>Participant connection status icons: Connected, Disconnecting or Disconnected.</p>

Numbered Label	Description
37	Main layout display frame.
38	Enable self-see button. Select to enable the self-see feature.
39	Display participants name in frame button. Select to display the name of endpoints or participants in specific positions of the video layout frame.
40	Auto-switch button. The auto-switch mode displays all the participants of a large conference in Continuous Presence (CP) mode display in the video layout on a rotating basis.
41	Voice activated frame button. Drag and drop the icon to the preferred position of the voice-activated image in the video display layout.
42	Change Participant View button. Select to display a list of layouts available in the current conference. Select the required layout. The conference view layout adjusts according to your selection.

REFRESHING THE CONFERENCE CONTROL INTERFACE

By default, the Conference Control interface refreshes itself every 2 seconds to provide updated information. To refresh information instantly, select the tab in the interface that you are viewing. You can configure the refresh interval by using the Conference control Web refresh interval advanced command.

Note Do not select Refresh in your web browser. This closes the Conference Control interface and returns you to the access window.

For Microsoft Windows systems, if you have enabled the Start Navigation sound, and a continuous selecting sound is heard when the Conference Control interface automatically refreshes, disable this setting in the Sounds and Multimedia section of the Control Panel.

CONTROLLING CONFERENCE SETTINGS

With Moderator-level access, for conferences already in progress, you can control conference activity and initiate events such as inviting participants. When you are a Moderator, you can edit participant connections, create new

conferences, and audio sub-conferences, and change video layout and the position of participant images. You can block conference admission, block audio and video streams, and terminate the conference. You can split the existing conference and transfer some participants to the new conference.

Moderator-level access also provides additional viewing and configuration options in the Conference Control interface.

The following sections describe the tasks that users with appropriate access levels can perform to control conference activities in the Conference Control interface:

- [Becoming a Moderator and Stopping Moderation](#) on page 92
- [Creating Conferences from the Conference Control Interface](#) on page 92

BECOMING A MODERATOR AND STOPPING MODERATION

Moderator access can be PIN-protected. Administrators and Operators can jointly be moderators simultaneously.



Procedure

- 1 In the Conference Control interface, select **Become Moderator** (12 in [Figure 10-3](#) on page 86) to take control of that conference.
 - 2 A dialog box requesting a PIN might appear if Moderator access is PIN-protected. Enter the PIN.
 - 3 To release control of the conference, select **Stop Moderation**.
-

CREATING CONFERENCES FROM THE CONFERENCE CONTROL INTERFACE

Moderators, Operators, and Administrators can create a new conference from the Conference Control interface.



Procedure

- 1 In the Conference Control interface, select **Create Conference** (8 in [Figure 10-3](#) on page 86).
 - 2 Follow the steps in [Creating a New Meeting](#) on page 83.
-

HOW TO CONFIGURE PARTICIPANT SETTINGS

- [Muting and Unmuting All Participants Audio Connections](#) on page 93
- [Muting and Unmuting Individual Participants Audio Connections](#) on page 93
- [Reconnecting Participants](#) on page 94
- [Blocking Conference Admission](#) on page 94
- [Deleting Conference Participants](#) on page 95
- [Changing the Volume](#) on page 95
- [Changing Participant Views](#) on page 96
- [Configuring Sub-conferences](#) on page 96
- [Blocking the Video Stream](#) on page 97
- [Changing a Participant Name](#) on page 98
- [Viewing Participant Call Information](#) on page 98
- [Configuring Outgoing Bandwidth Settings](#) on page 102

MUTING AND UNMUTING ALL PARTICIPANTS AUDIO CONNECTIONS



In the Participant List tab, users with moderator-level access can mute or enable the audio connection to the conference of all participants in the conference.

Procedure

- 1 Access the Conference Control interface.
- 2 On the control bar, select **Mute/Unmute** (16 in [Figure 10-4](#) on page 86) to mute all participants or enable the audio connection for all participants.

Users with moderator-level access can also mute or enable the audio connection of an individual participant in a conference.

MUTING AND UNMUTING INDIVIDUAL PARTICIPANTS AUDIO CONNECTIONS

Users with moderator-level access can also mute or enable the audio connection of an individual participant in a conference.



Procedure

- 1 Access the Conference Control interface.
 - 2 In the Participants List section, select a participant.
 - 3 Right select and select **Mute mic** from the pop-up (35 in [Figure 10-4](#) on page 86).
or
 - 4 Select the microphone icon (32 in [Figure 10-4](#) on page 86) in the Participant List row.
-

RECONNECTING PARTICIPANTS

If participants are disconnected from a conference, users with moderator-level access can reconnect them in the Participant List tab.

Note When the Enable auto-reconnect option is configured in the conference service, then the LifeSize Multipoint 230 automatically calls disconnected terminals to attempt a reconnection.



Procedure

- 1 Access the Participant List tab.
 - 2 Select **Disconnect** (icon 21 in [Figure 10-4](#) on page 86) to attempt a reconnection.
-

BLOCKING CONFERENCE ADMISSION

Users with moderator-level access can block the admission of additional participants in a conference in the Conference Control interface.



Procedure

- 1 Access the control bar.
 - 2 Select **Conference Admission** (11 in [Figure 10-3](#) on page 86).
No further participants can join the conference. To readmit participants, select **Conference Admission** again.
-

DELETING CONFERENCE PARTICIPANTS

In the Participant List tab, users with moderator-level access can remove participants from conferences.



Procedure

- 1 In the Participants List section, select the participant you want to remove.
 - 2 On the control bar, select **Delete Participant** (21 in [Figure 10-4](#) on page 86).
–or–
 - 3 In the Participants List section, select a participant.
 - 4 Right select and select **View participant info** from the pop-up (35 in [Figure 10-4](#) on page 86).
-

CHANGING THE VOLUME

In the Conference Control interface, users with moderator-level access can control the volume of participating endpoints (manual gain control) in a conference. For a regular conference, your setting only affects the location that is connected to a specific LifeSize Multipoint 230 port. In a cascaded conference, changing this setting affects all remote participants on other LifeSize Multipoint 230. Once you change this setting, the new setting remains in effect until that endpoint leaves the LifeSize Multipoint 230.



Procedure

- 1 In the Participant List tab, select the participant whose volume you want to change.
 - 2 Right select and select **Change volume** from the pop-up (35 in [Figure 10-4](#) on page 86).
The gain control scroll bar dialog box appears, with a gain span of -5 to +5.
 - 3 Drag the scroll bar to the right to increase the gain; drag the slide bar to the left to decrease the gain.
 - 4 Close the gain control slide bar dialog box.
-

CHANGING PARTICIPANT VIEWS

In the Participant List tab, if a conference supports multiple views, users with moderator-level access can change the conference view layout for an individual conference participant or all conference participants while the conference is in progress.

Note Multiple view are not available to high definition participants. High definition participants can only see the main participant layout.



Procedure

- 1 If you wish to change the conference view for specific conference participants only, select those participant(s) in the Participant List table.
 - 2 Select **Change Participants View** (17 in [Figure 10-4](#) on page 86).
 - 3 Select **Selected Participants** to change the conference view layout for the conference participants you selected in 1
–or–
Select **All** to change the conference view layout for all conference participants.
 - 4 Select **OK**.
-

CONFIGURING SUB-CONFERENCES

In the Participant List tab, users with moderator-level access can create a sub-conference within a conference. The LifeSize Multipoint 230 supports audio sub-conferences to which the Moderator can divert selected participants in the existing conference to a private audio sub-conference session. The connection to the main conference remains active.

Note The LifeSize Multipoint 230 can support up to three sub-conferences per conference according to the service configuration.

The LifeSize Multipoint 230 hides sub-conference session participants from the other participants in the video layout. They can return to the conference at any time and reoccupy any previously held positions in the main conference video display. While in a sub-conference, participants can continue viewing the main conference.

Note This option is available only when a conference is configured to support sub-conferences



Procedure

- 1 Select the required participant in the Participant List tab.
- 2 Select **Move participants to sub-conference** (22 in [Figure 10-4](#) on page 86).

The Select sub-conference dialog box appears.

- 3 From the list, select the required sub-conference.
- 4 Select **OK**.

A new Sub-conf column appears in the Participant List with a list of all available sub-conferences for that participant.

- 5 In the Sub-conf column, select a sub-conference for that participant.
- 6 To return the participant to the main conference, in the Sub-conf list, select **Main**.

When all participants return to the main conference and none remain in the sub-conference, the **Sub-conf** column disappears from the Participant List.

BLOCKING THE VIDEO STREAM

In the Participant List tab, users with moderator-level access can block the video stream sent by a participant to a conference. For example, a participant video connection might affect conference processing and degrade performance. You can block the participant's video until problems at the participant's endpoint are resolved.



Procedure

- 1 In the Participant List tab, select the participant that you want to block.
 - 2 Right select and select **Block camera** from the pop-up (35 in [Figure 10-4](#) on page 86)
–or–
Select **Video Image** (29 in [Figure 10-4](#) on page 86).
-

CHANGING A PARTICIPANT NAME

In the Participant List tab, users with moderator-level access can change the name of conference participants.



Procedure

- 1 In the Participant List tab, select the participant whose name you want to change.
 - 2 Right select and select **Change Name** from the pop-up (35 in [Figure 10-4](#) on page 86).
 - 3 Enter the new name in the **Change name** field.
 - 4 Select **OK**.
-

VIEWING PARTICIPANT CALL INFORMATION

Users with moderator-level access can view a comprehensive set of participant call statistical information.



Procedure

- 1 Select the required participant in the Participant List tab.
 - 2 Right select and select **View participant info** from the pop-up (35 in [Figure 10-4](#) on page 86).
–or–
 - 3 Select the information icon in the Participants List section for the selected participant.
The Call Information dialog box for the specified participant appears.
-

[Table 10-3](#) lists the statistics displayed.

Table 10-3 *Participant Information Statistics*

Group	Field	Description
Endpoint Information	Type	Participant endpoint type.
	IP address	Participant endpoint IP address.
	Description	Participant description (displays the endpoint vendor identifier, if available).
	Connect time	Time at which the participant connected to the conference.
Basic Call Information		
Audio	Audio Codec	Audio codecs sent to and received by the participant.
	Audio rate	Total audio bandwidth sent and received by the participant.
	Audio Packets loss count	Total lost audio packets sent to and received by the participant.
	Audio Jitter (curr/min/max)	Accumulated audio packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant.

How to Configure Participant Settings

Group	Field	Description
Video	Video codec	Video codecs sent to and received by the participant.
	Video resolution	Picture size of video sent and received by the participant.
	Video frame rate	Frame rate of video sent to and received by the participant.
	Video rate	Total video bandwidth sent and received by the participant.
	Video packets loss count	Total lost video packets sent to and received by the participant.
	Video jitter (curr/min/max)	Accumulated video packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant.
	2nd video codec	The second video codec sent to and received by the participant (if used).
Data	Data protocol	Indicates whether the protocol used if the participant is participating in data sharing.
Advanced Call Information		

Group	Field	Description
Audio	Audio out of order packets count	Total audio packets sent to and received from the participant out of sequence.
	Audio packets count	Total audio packets sent and received by the participant.
	Audio bytes count	Total audio bytes sent and received by the participant.
	Audio IP address	IP address and port to which audio is sent to the participant.
Video	Video out of order packets count	Total video packets sent to and received from the participant out of sequence.
	Video fast update requests count	Total Video Fast Update (VFU) requests sent and received by the participant.
	Video packets count	Total video packets sent and received by the participant.
	Video bytes count	Total video packets sent and received by the participant.
	Video IP address	IP address and port to which video is sent to the participant.
	Qualivision state	Encryption level used.
Data	Data IP address (Local/Remote)	IP address of the participant data sharing terminal.
	FECC	Indicates whether Far End Camera Control is in use.

CONFIGURING OUTGOING BANDWIDTH SETTINGS

Users with moderator-level access can configure the bandwidth rate at which they invite other participants to the conference.



Procedure

- 1 In the Participant List tab
 - a Enter the alias or number of the participant being invited in the Invite field (18 in [Figure 10-4](#) on page 86).
 - b Select the required bandwidth in the Rate(Kbps) field (25 in [Figure 10-4](#) on page 86).
 - c Select **Invite** (23 in [Figure 10-4](#) on page 86).–or–
 - 2 In the Advanced Invitation tab
 - a Enter the alias or number of the participant being invited in the Invite field.
 - b Select the required bandwidth in the Kbps field.
 - c Select **Invite**.
-

VIEWING CONFERENCE STATISTICS

Users with moderator-level access, can view a comprehensive set of statistical information in the Statistics tab. Statistics frequently update automatically and enable you to monitor conference performance.



Procedure

- 1 In the Participants List section, select **Statistics** (23 in [Figure 10-4](#) on page 86) to view conference statistics.
 - 2 Select **Update** to refresh the information displayed.
-

HOW TO USE ADVANCED INVITATION SETTINGS

The following sections describe the tasks that users with appropriate access level can perform in the Advanced Invitation tab:

- [Using Quick Invites to Invite Conference Participants](#) on page 103
- [Inviting Participants Using Advanced Settings](#) on page 103

USING QUICK INVITES TO INVITE CONFERENCE PARTICIPANTS

In the Participant List tab of the Conference Control interface, all users can use the quick invite feature to send an invitation to participate in a conference.



Procedure

- 1 In the Invite # field, enter the participant number you want to invite. You can invite multiple participants by separating them with the invite sign (**).
 - 2 (Optional) You can select a bandwidth rate lower than the current conference rate at which the invited participant joins the conference. You can thus invite individual participants with lower connection capabilities.
Select a new bandwidth rate in the Rate(kbps) field.
 - 3 Select **Invite** (26 in [Figure 10-4](#) on page 86).
-

INVITING PARTICIPANTS USING ADVANCED SETTINGS

All users can invite multiple participants into a conference at the same time in the Advanced Invitation tab of the Conference Control interface. As each invite field can accommodate multiple participant numbers with separators, you can use this tab to invite a large number of participants at the same time. All users can also select a lower bandwidth rate with which to connect individual participants.

In the Advanced Invitation tab, all users can also drag and drop participant images into preferred positions in the layout of each conference view that the conference supports. All users can also set the layout which invited participants see when joining a conference.



Procedure

- 1 Select **Advanced Invitation** (24 in [Figure 10-4](#) on page 86) in the Conference Control interface.
- 2 Enter the participant contact numbers in the first **Invite #** field. You can enter multiple numbers separated by the invite sign (**).
- 3 Enter the name you want to appear when the participant enters the conference in the **Display Name** field.

- 4 Select the bit rate in the **Kbps** field that the LifeSize Multipoint 230 uses when inviting a participant to a conference.
Select **default** for optimal bit rate performance.
- 5 Select a cascaded LifeSize Multipoint 230 conference in the **Multipoint** field to which invited participants connect.

Note This step is only for cascaded conferences.

- 6 (Optional) To configure advanced features, follow these additional steps;
Additional control features appear in the Advanced Invitation tab (24 in [Figure 10-4](#) on page 86).
 - Select **Change** (42 in [Figure 10-5](#) on page 87) in the Conference View section.
A dialog box appears displaying a list of the current layouts available in the current conference.
 - Drag and drop the **Voice activated frame** button (41 in [Figure 10-5](#) on page 87) into the preferred position in the Layout display frame that appears in the Conference View section.

Note You can set a position for the participant image in all layouts that the conference currently supports.

- At the end of each participant row, choose from the list the number of the conference video layout you want to display to the participant upon entry into the conference.
- 7 Repeat [Step 1](#) to [Step 6](#) for each Invite # field until you configure all required the participant invites.
 - 8 Select **Invite** (26 in [Figure 10-4](#) on page 86) to send the invitations.
-

ABOUT CASCADING CONFERENCES

Users with moderator-level access can increase LifeSize Multipoint 230 call capacity by cascading LifeSize Multipoint 230. This option supports the bridging of several separate conferences to create very large conferences through IP connections (H.323 and SIP) and also through ISDN/PSTN connections (H.320) when operating in conjunction with a gateway.

In the Conference Control interface, cascading a conference works the same way as inviting a single participant into an existing conference. Once you create a cascaded conference, you can use the LifeSize Multipoint 230 to set the conference to which invited participants are connected, providing precision control of resources. In a cascaded conference, you can view participants in a tree view that displays each participant according to the conference to which each is connected.

Note If a failure occurs in a cascaded conference, local LifeSize Multipoint 230 users can see this status in the Create Conference window or Conference Control interface. This status, however, only appears if it was the local LifeSize Multipoint 230 that was lost. If the slave LifeSize Multipoint 230 is lost, then the user of the master LifeSize Multipoint 230 can view which participants are without audio/video in the Participant List tab. If the master LifeSize Multipoint 230 is lost, then slave LifeSize Multipoint 230s do not receive any indication that there has been a failure.

- [Creating a Cascaded Conference](#) on page 106
- [Inviting Participants to a Cascaded Conference](#) on page 106
- [Viewing Participants in a Cascaded Conference](#) on page 106

CREATING A CASCADED CONFERENCE



Procedure

- 1 Access the Participant List tab.
- 2 Invite another conference on the host LifeSize Multipoint 230 or on another LifeSize Multipoint 230 by typing the number in the Invite # field and selecting **Dial**.

The invited conference and connected participants appear in the host conference participant list in the Participant List tab.

INVITING PARTICIPANTS TO A CASCADED CONFERENCE



All users can invite participants to a cascaded conference in the Advanced Invitation tab of the Conference Control interface.

Procedure

- 1 Select **Advanced Invitation** (24 in [Figure 10-4](#) on page 86) in the Conference Control interface.
 - 2 In the **Multipoint** column, select the conference to which the invited participant connects upon acceptance of the conference invite.
-

VIEWING PARTICIPANTS IN A CASCADED CONFERENCE

In the Conference Control interface, you can view participants in a cascaded conference in a hierarchical display in one of the following two ways:

- **Normal View**—All conference participants appear in a single list. Cascaded participants appear without any indication of the cascaded LifeSize Multipoint 230 connection.
- **Tree View**—Conference participants appear in an expandable tree view showing cascaded LifeSize Multipoint 230 connections to the conference. Select the plus sign (+) next to the name of the cascaded LifeSize Multipoint 230 to expand the tree showing cascaded conference participant details.

**Procedure**

- 1 Access the Participant List tab.
 - 2 Select **Normal View** (19 in [Figure 10-4](#) on page 86) to display cascaded conference participants in a single list or **Tree View** (20 in [Figure 10-4](#) on page 86) to display conference participants in a tree view.
-

DEFINING CONFERENCE VIEWS

The following sections describe the tasks that users with appropriate access level can perform in the Conference View section:

- [Enabling or Disabling Dynamic Layouts](#) on page 107
- [Changing the Main Conference Layout](#) on page 108
- [Changing a Personal Conference Layout](#) on page 108
- [Displaying Participant Names in Frames](#) on page 108
- [Enabling or Disabling Auto-Switch Mode](#) on page 109

ENABLING OR DISABLING DYNAMIC LAYOUTS

Users with moderator-level access can enable or disable dynamic layouts for a conference. A dynamic layout seamlessly switches the conference video image between a wide range of layouts to correspond with the number of participants in attendance at any given time during the conference. The video image switches to a layout with frames equal to the number of participant images, to a maximum of 16. The layout changes accordingly as participants join or leave a conference.

A dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimum use of the video image for displaying participant images. This type of layout switching is suitable for a conference with a high rate of participant traffic joining and leaving the conference or an adaptive service used for a variety of conference sizes.

**Procedure**

- 1 Access the Conference View section of the Participant List tab.
 - 2 Select **Change** (42 in [Figure 10-5](#) on page 87).
A pop-up appears, displaying a list of currently available layouts for the current conference.
 - 3 Select **Dynamic Layout** to enable (if not selected) or disable (if already selected) dynamic layout for this conference.
-

CHANGING THE MAIN CONFERENCE LAYOUT

In the Conference View section, users with moderator-level access can change the main layout for the current conference.



Procedure

- 1 In the Conference View section of the Participant List tab, select **Change** (42 in [Figure 10-5](#) on page 87).
A pop-up appears, displaying a list of currently available layouts for the current conference.
 - 2 Select the layout of your choice.
The conference adjusts to the new selection.
-

CHANGING A PERSONAL CONFERENCE LAYOUT

In the Conference View section, users with can change their own personalized layout for the current conference.



Procedure

- 1 Select the required participant in the Participant List tab.
 - 2 Select **Location in View** (22 in [Figure 10-4](#) on page 86).
 - 3 Select **Personal layout** and select the required video display from the listed options.
-

DISPLAYING PARTICIPANT NAMES IN FRAMES

In the Conference View section, users with moderator-level access can optionally display the name of endpoints or participants in specific positions of the video layout frame.

Note This feature is visible when you configure text overlay in the service.

**Procedure**

- 1 Access the Conference View section of the Participant List tab.
 - 2 Select **Display participant names in frame** (39 in [Figure 10-5](#) on page 87).
-

**ENABLING OR
DISABLING
AUTO-SWITCH MODE**

In the Conference View section, users with moderator-level access can enable the auto-switch mode for a conference. The auto-switch mode displays all the participants of a large conference in Continuous Presence (CP) mode display in the video layout on a rotating basis. Participant images can be replaced at preset intervals.

**Procedure**

- 1 Access the Conference View section of the Participant List tab.
 - 2 Select **Auto-switch** (40 in [Figure 10-5](#) on page 87) to enable (if not already selected) or disable (if already selected) auto-switch mode.
-

**TERMINATING
CONFERENCES**

You can disconnect an inactive or unused conference in the Create Conference window.

**Procedure**

- 1 Access the Create Conference window.
 - 2 Select **Terminate Conference** next to the conference name to end the conference.
-

**SIGNING OUT OF A
CONFERENCE**

When you finish configuring or viewing details of the current conference, you can sign out.

**Procedure**

- 1 Access the control toolbar.
 - 2 Select **Sign out** (14 in [Figure 10-3](#) on page 86).
-

Signing Out of a Conference

11

TROUBLESHOOTING THE LIFESIZE MULTIPOINT 230

- [Resolving LifeSize Multipoint 230 Failure to Register with the Gatekeeper](#) on page 111
- [Resolving Front Panel LED Issues](#) on page 112
- [Resolving LifeSize Multipoint 230 Conference Initiation Failure](#) on page 113
- [Resolving Conference Access Failure](#) on page 114
- [Resolving Cascading Failure](#) on page 114
- [Resolving Quality Issues in Cascaded Conferences](#) on page 115
- [Resolving Endpoint Disconnection Issues](#) on page 115
- [Resolving Unexpected Conference Termination](#) on page 116
- [Resolving Presentation Issues](#) on page 116
- [Resolving Unexpected SIP Call Disconnection](#) on page 117
- [Recovering the Password](#) section on page 117

RESOLVING LIFESIZE MULTIPOINT 230 FAILURE TO REGISTER WITH THE GATEKEEPER

This section describes what to do if the LifeSize Multipoint 230 fails to register with the LifeSize Gatekeeper.

Possible Causes	Verification Steps
The gatekeeper address is set incorrectly.	Verify the gatekeeper IP address settings.

Possible Causes	Verification Steps
TCP/IP setup issue.	Verify that the LifeSize Multipoint 230 is assigned a unique IP address. Verify that the subnet mask and default gateway subnet mask are set correctly. Attempt to ping the LifeSize Multipoint 230 from the gatekeeper to verify whether the LifeSize Multipoint 230 is reachable. Ensure the IP address assigned to the LifeSize Multipoint 230 is unique and not duplicated anywhere on the network.
LAN or cable problem	Verify the switch port settings. Verify that the Ethernet cable is straight through. Try another Ethernet cable. Verify if the switch port LEDs show Link and Activity.
LifeSize Gatekeeper is in Predefined mode.	Verify that the LifeSize Multipoint 230 is predefined in the LifeSize Gatekeeper.

RESOLVING FRONT PANEL LED ISSUES

This section describes what to do if LifeSize Multipoint 230 module front panel LEDs are off at all times, including during the power off, power on cycle.

Symptom

Front panel LEDs are off at all times.

Recommended Action

- Check the AC cable and fuse, and then verify that the power supply LED is green.
- Verify that the LifeSize Multipoint 230 module is inserted correctly in the N/A, or that the back plane pins are not bent as follows:



Procedure

- 1 Open the telecom latch screws and extract the LifeSize Multipoint 230 module from its slot.
- 2 Verify that there are no bent pins on the back plane (using a flashlight, if necessary).

- 3 Re-insert the LifeSize Multipoint 230 module carefully closing the latches.

RESOLVING LIFE SIZE MULTIPOINT 230 CONFERENCE INITIATION FAILURE

This section describes what to do if LifeSize Multipoint 230 conference initiation fails.

Possible Causes	Verification Steps
In ad hoc conferences, the LifeSize Gatekeeper is set to reject all calls.	Verify that the Accept calls option is checked in Gatekeeper > Settings > Calls.
The LifeSize Multipoint 230 is set to work with an external authorization server, but no authorization server is configured.	Verify that the External conference authorization policy option is set to None in Maintenance > Advanced parameters > External conference policy authorization.
The LifeSize Multipoint 230 is set to work with an external authorization server, but the authorization server is not configured properly to work with the LifeSize Multipoint 230.	Verify that the LifeSize Multipoint 230 IP address is correctly configured in the authorization server.
In ad hoc conferences, the initiating LAN endpoint is not registered with the LifeSize Gatekeeper.	Verify that the initiating endpoint appears in the LifeSize Gatekeeper Endpoints table correctly.
In ad hoc conferences, the LifeSize Multipoint 230 service is not defined in the LifeSize Gatekeeper Services table.	Verify that the service is defined in the LifeSize Multipoint 230. Verify that the LifeSize Multipoint 230 service prefix appears in the LifeSize Gatekeeper Services table. If it does not, add it manually. Verify that the service prefix is not a subset of another service prefix.
There are not enough LifeSize Multipoint 230 resources available for the desired conference.	Verify that current calls are not utilizing all resources by checking the available LifeSize Multipoint 230 capacity and then trying to disconnect other calls in order to find the problem.

RESOLVING CONFERENCE ACCESS FAILURE

This section describes what to do if an endpoint cannot be invited to a conference or dial into the conference.

Possible Causes	Verification Steps
The LifeSize Gatekeeper is set to reject all calls.	Verify that the Accept calls option is checked in Gatekeeper > Settings > Calls.
The endpoint is not registered with the LifeSize Gatekeeper.	Verify that the invited/dialing endpoint appears in the LifeSize Gatekeeper table of registered endpoints. Verify that the endpoint is online.
The LifeSize Multipoint 230 is configured to work with an authorization server, but the endpoint is not authorized and therefore the authorization server rejects the call.	Check if the endpoint is authorized in the authorization server.
The endpoint is currently in a call.	Confirm that the endpoint is not busy/in a call.
There are not enough LifeSize Multipoint 230 resources available for the desired conference.	Remove one of the current participants to verify that the endpoint can join successfully. Verify whether cascading is enabled and if the meeting is scheduled for cascading.

RESOLVING CASCADING FAILURE

This section describes what to do if LifeSize Multipoint 230 conference cascading fails.

Possible Causes	Verification Steps
The invited conference does not exist, and the remote LifeSize Multipoint 230 is not in Ad Hoc (Scheduler, Web, Control API and dial-in) mode.	If ad hoc conferencing is not allowed for the remote LifeSize Multipoint 230, and the remote conference does not exist, create the conference and then cascade it (web/dial invite).
Service prefixes are not unique and there is service prefix conflict.	Verify that all cascaded LifeSize Multipoint 230 modules have unique service prefixes.

Possible Causes	Verification Steps
The remote LifeSize Multipoint 230 module is not registered with its gatekeeper.	Verify proper registration of all LifeSize Multipoint 230 modules with their respective gatekeepers.
Not enough ports are available to accomplish cascading.	Check on the Status web page that the number of free ports on each LifeSize Multipoint 230 used is not zero.
Note Cascading requires one port from each conference.	
Services are not synchronized.	Verify that service definitions do not include differences such as H.235 being enabled on one conference only.

RESOLVING QUALITY ISSUES IN CASCADED CONFERENCES

This section describes what to do if a cascaded conference suffers long delays or bad lip synchronization.

Possible Causes	Verification Steps
Unsuitable topology used (for example, chain topology used unnecessarily).	One single central LifeSize Multipoint 230 should invite all other cascaded LifeSize Multipoint 230s. We recommend that you do not have more than one level of cascaded LifeSize Multipoint 230s. Use a star topology, where the central LifeSize Multipoint 230 is in the center of the star, and other cascaded LifeSize Multipoint 230 modules are on the arms of the star.

RESOLVING ENDPOINT DISCONNECTION ISSUES

This section describes what to do if endpoints unexpectedly drop out of the LifeSize Multipoint 230 conference.

**RESOLVING
UNEXPECTED
CONFERENCE
TERMINATION**

Possible Causes	Verification Steps
Unreliable network link.	Check network link quality (round trip time should be less than 300 msec).

This section describes what to do if a conference on the LifeSize Multipoint 230 unexpectedly terminates.

Possible Causes	Verification Steps
The LifeSize Multipoint 230 unexpectedly drops out of the LifeSize Gatekeeper endpoints database.	Uncheck the Check that endpoint is online every n seconds option in Gatekeeper > Settings > Advanced. Uncheck the Check that call is alive every n seconds option in Gatekeeper > Settings > Calls. Uncheck the TTL option in Gatekeeper > Settings > Advanced.
The Ad hoc conferences terminate when option at Configuration > Conferences is set to Conference creator leaves and the conference creator has left the conference.	Set the Ad hoc conferences terminate when option at Configuration > Conferences to Last participant leaves.

**RESOLVING
PRESENTATION
ISSUES**

This section describes what to do if you cannot start or receive a presentation during a conference.

Possible Causes	Verification Steps
H.239 functionality is not enabled on your endpoint.	Verify that H.239 is enabled on the endpoint. Make a point-to-point call to another endpoint and verify that you can start a presentation.

Possible Causes	Verification Steps
Presentation is not configured in the LifeSize Multipoint 230 service used in your conference.	Configure the service to support presentation at Configuration > Conferences > Services list > More > Enable presentation views .
LifeSize Multipoint 230 presentation definitions in the service are not supported by your endpoint (frame rate, frame size, codec).	Check that your endpoint supports the frame size, frame rate and video codec as defined in the service.

This section describes what to do if a SIP call unexpectedly disconnects after 30 seconds.

Possible Causes	Verification Steps
DNS is not fully configured on the LifeSize Multipoint 230 and user agents.	Verify that DNS is configured on user agent and LifeSize Multipoint 230.

If you forget your password, you can recover it. For operational information, see the [Changing the Global User Name and Password](#) section on page 11.

RESOLVING UNEXPECTED SIP CALL DISCONNECTION

RECOVERING THE PASSWORD

Recovering the Password

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