

Personal Conference Manager (PCM)

The *Personal Conference Manager (PCM)* interface enables the conference chairperson to control various conference features using his/her endpoint's remote control device.

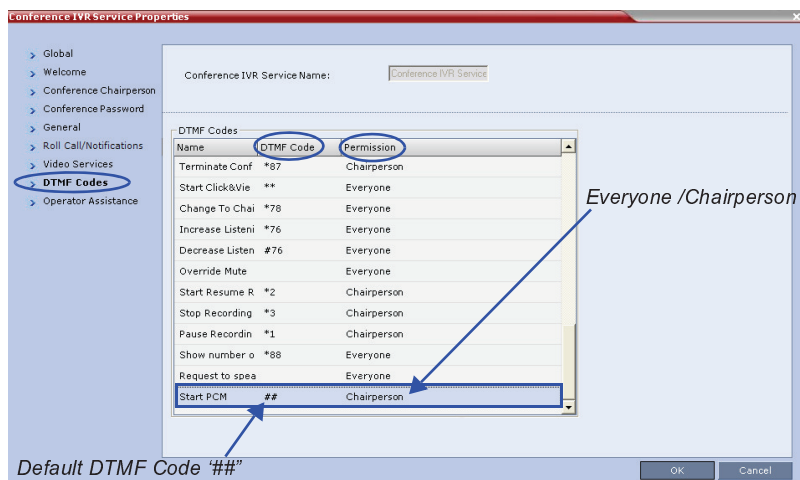
The following conference operations can be performed:

- Initiate **Polycom's Click&View™** application to change the local screen layout.
- Invite participants to connect to the conference.
- View and control the audio and video of each connected endpoint.
- Camera Control - control the camera of a remote endpoint using *Far End Camera Control (FECC)*.
- Control the camera of a connected endpoint.
- Video Force a specific participant to a specific window of the video layout.
- Initiate and control recording of the conference.
- Disconnect a participant.
- Terminate the conference.

Guidelines

- *PCM* is supported with *MPM+* and *MPMx* cards.
- *PCM* is supported in *H.323*, *SIP*, and *H.320* network environments.
- *PCM* is only available in *CP* conferences.
- Although the *RMX* can host up to a maximum of 800 conferences (depending on the *RMX* model) *PCM* can only be activated from 4 conferences per *MPM+* or *MPMx* card.
 - An *RMX 2000* with 2 *MPM+* or 2 *MPMx* cards installed can host a total of 8 *PCM* sessions while an *RMX 4000* with 4 *MPM+* or 4 *MPMx* cards installed can host a total of 16 *PCM* sessions.
 - If 4 *PCM* sessions are active on an *MPM+* /*MPMx* card and a chairperson of another conference, hosted on the same *MPM+*/*MPMx* card, attempts to start an additional *PCM* session, a message is displayed indicating that the requested *PCM* session cannot be activated because the maximum number of concurrent *PCM* sessions are already activated. *FECC* is then activated.
 - When *PCM* is active, *FECC* can only be performed by the chairperson using *PCM's Camera Control* menu.
- *FECC* is available to all *IP* participants in the conference with the exception of the chairperson that has an active *PCM* session.
- If enabled, *Message Overlay* is not displayed while *PCM* is active.
- Normal conference video is resumed after 4 seconds of inactivity within the *PCM* menu.
- If a chairperson with active *PCM* session is moved to another conference, the *PCM* session is automatically terminated.
- *PCM* cannot be activated from the chairperson's endpoint when connected with *QCIF* resolution.

- The **PCM_LANGUAGE System Flag** determines the language of the *PCM* interface.
 - Possible Values:** ENGLISH, CHINESE_SIMPLIFIED, CHINESE_TRADITIONAL, JAPANESE, GERMAN, FRENCH, SPANISH, KOREAN, PORTUGUESE, ITALIAN, RUSSIAN, NORWEGIAN
 - Default:** Current *RMX Web Client* language.
- The *Start PCM DTMF* code for initiating *PCM* is configured in the *DTMF Codes* tab of the *New Conference IVR Service* or *Conference IVR Service Properties* dialog box. The default *DTMF Code* is **##** and can be modified or if required. The default value of the *Permission* field is **Everyone**. It can be modified to **Chairperson**.



- Although *PCM* is successfully initiated on Microsoft Office Communications client or Lync client, since *FECC* feature is not available on these clients none of the *PCM* options are accessible as the only available keys are #, *, 1..9 and not the navigation keys ("LEFT", "RIGHT", etc.).

System Flag

The **PCM_FECC System Flag** determines whether the *DTMF Code*, **##**, the *Arrow Keys* (*FECC*) or both will activate the *PCM* interface. In addition, this flag can be used to disable the *PCM*.

Possible Values: YES / NO

Default: YES.

Table 3-11 summarizes the combined effect of the *DTMF Code* and **PCM_FECC System Flag** settings on the system.

Table 3-11 *PCM_FECC / DTMF Code*

PCM_FECC=	DTMF Code	Effect on System
YES	Defined	Both <i>DTMF Codes</i> and <i>Arrow Keys</i> will activate <i>PCM</i> .
	Deleted	Only the <i>Arrow Keys</i> can activate <i>PCM</i> . Once <i>PCM</i> is activated the <i>Arrow Keys</i> lose their <i>FECC</i> functionality.


Table 3-11 PCM_FECC / DTMF Code

PCM_FECC=	DTMF Code	Effect on System
NO	Defined	Only the <i>DTMF Code</i> can activate <i>PCM</i> . Once <i>PCM</i> is activated the <i>Arrow Keys</i> lose their <i>FECC</i> functionality.
	Deleted	<i>PCM</i> is disabled.

This *System Flag* must be added to the *System Configuration* file before it can be modified. For more information see the *RMX 1500/2000/4000 Administrator's Guide*, "Modifying *System Flags*" on page 21-1.

PCM Interface

Initiating PCM

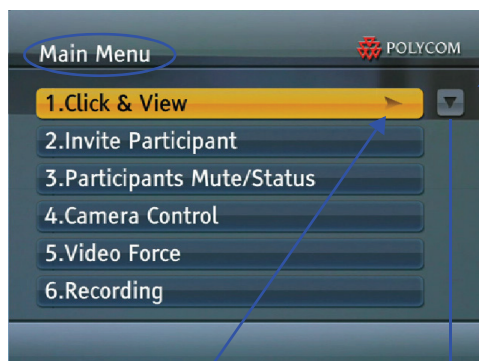
For IP endpoints: *PCM* is activated by pressing the *Far* key () followed by any of the *Arrow Keys* on the *Remote Control Device*.

For ISDN/PSTN endpoints: *PCM* is activated by pressing ## on the *Remote Control Device*.

If, after activation, no keys are pressed on the *Remote Control Device* within a period of 10 seconds, *PCM* is automatically deactivated.

When *PCM* becomes active, the top level of the *PCM Main Menu* is displayed on the conference chairperson's endpoint:

Main Menu - Level 1

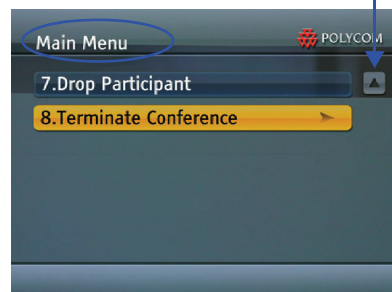


Arrow Indicator:
There are more menu options on the next page

Arrow Indicator:
There are menu options on the previous page

Right Arrow:
Corresponds to the *Remote Device's* *Right Arrow Key*
Action:
Go to *Sub-Menu* of *Selected Option* (*Click&View*)

Main Menu - Level 2





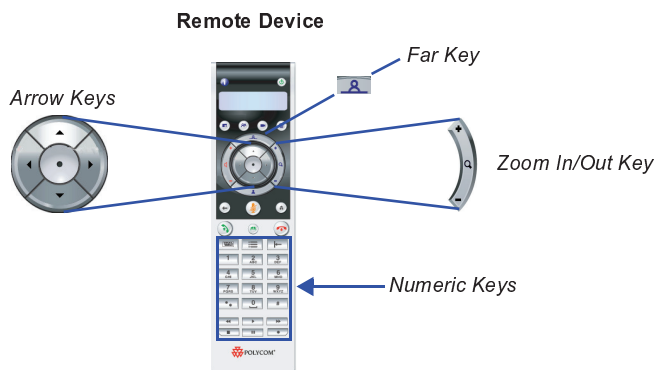
PCM Main Menu - Level 2 can only be viewed and accessed by ISDN endpoints by using DTMF Codes 7 and 8.

Remote Control Device Keys

PCM facilitates user interaction with the RMX using DTMF Codes and the Arrow (FECC) keys of the endpoint's remote control device.

Menu Navigation - Arrow and Zoom Keys

The PCM Menu is navigated using the Remote Device's Arrow Zoom Keys which are defined as follows:

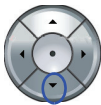




They are defined as follows:

Table 3-12 PCM - Menu Navigation

Arrow Key	Description
<p>Left</p>	<ul style="list-style-type: none"> Go up one menu level. Delete the character to the left of the cursor when entering data. Exit the PCM menu and return to normal conference video (from PCM the top level menu.) Select the video window to the left when navigating a video layout. Initiate PCM from a conference.
<p>Right</p>	<ul style="list-style-type: none"> Go down one menu level. Confirm current selection in the PCM menu. Select the video window to the right when navigating a video layout. Initiate PCM from a conference.
<p>Up</p>	<ul style="list-style-type: none"> Cycle upward through the displayed menu options. Select the video window above when navigating a video layout. Initiate PCM from a conference.

Table 3-12 PCM - Menu Navigation

Arrow Key	Description
Down 	<ul style="list-style-type: none"> • Cycle downward through the displayed menu options. • Select the video window below when navigating a video layout. • Initiate PCM from a conference.
Zoom in (+) 	<ul style="list-style-type: none"> • Confirm current selection in the PCM menu. • Zoom in on the remote camera when using FECC.
Zoom out (-) 	<ul style="list-style-type: none"> • Exit PCM Menu. • Zoom out on the remote camera when using FECC.

DTMF Codes - Numeric Keys



Before using the shortcut number keys 0-9, enable the DTMF function of the endpoint according to that endpoint's configurations.

DTMF codes are entered using the *Remote Device Numerics Keys* and are defined as follows:

Table 3-13 PCM - DTMF Codes

Numeric Key	Description
0	<ul style="list-style-type: none"> • Number input. • Shortcut key to a numbered menu option - when conference video or the PCM menu is displayed.
1-9	<ul style="list-style-type: none"> • Number input. • Shortcut key to a numbered menu option - when the conference video or the PCM menu is displayed. • Initiate PCM session on ISDN/PSTN endpoint (1 is the default for the <i>Start PCM DTMF Code</i>).
*	<ul style="list-style-type: none"> • Initiate DTMF mode (with Polycom endpoints) - during a conference or when the PCM menu is displayed. • Enter a period "." - while entering an IP address.
#	Confirm selection and send information to the RMX.

PCM Main Menu - Level 1

Click&View

With the *Click&View* application, participants can change their *Personal Layouts* using the *Arrow Keys* or *DTMF* codes entered using the *Numeric Keys* of their endpoints.

For a full description of *Click&View* see "*Personal Layout Selection with Click&View*" on page 3-68.

Invite Participant

To invite a participant to connect to the conference:

- 1 Use the **Up/Down** arrow keys to select **Invite Participant** in the *Main Menu* and then press the **Right** arrow or **#** key to confirm your selection.

or

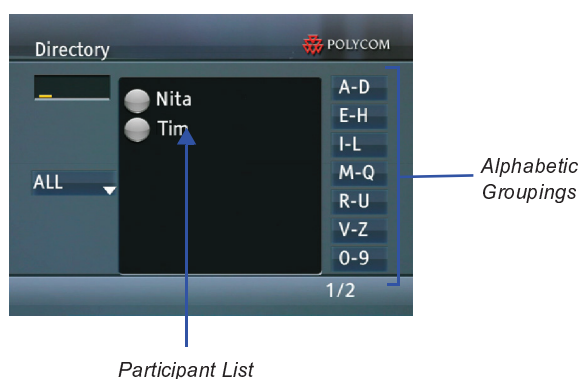
Press the **2** key on the *Remote Device*.

The *Invite Participant* sub menu is displayed.



- 2 Use the *Numeric Keys* to enter the number of the participant's endpoint.
- 3 Press the **#** key to initiate the call.
- 4 **Optional.**
 - a Use the **Down** arrow to browse to and change the selection of the dialing method from **Auto** to one of the following:
 - H.323
 - SIP
 - VoIP
 - ISDN
 - PSTN
 - b Press the **#** key to initiate the call.
- 5 **Optional.**
 - a Use the *Arrow Keys* to browse to the **Directory** button and select the *Alphabetic Grouping* sub menu.

The *Local Directory* is displayed.



- b** Use the *Numeric Keys* to enter the number of the participant's endpoint.
 - c** Press # or the **Zoom In** key to initiate the call.
- or
- d** Use the **Up/Down** arrow keys to select a **Participant** from the displayed list or use the **Up/Down** and **Left/Right** arrow keys to display other directory listings.
A message, *Press # or Zoom In to select*, is displayed.
 - e** Press # or the **Zoom In** key to initiate the call.

Optional. To display all participants:

- Use the **Down** arrow and the to select the **ALL** button.
- Use the **Zoom In** key to display the global directory.
- Use the **Up/Down** and **Left/Right** arrow keys to select a **Participant**.
- Press # or the **Zoom In** key to initiate the call.

Participants Mute/Status

The chairperson can view and control the audio and video status of each participant's endpoint. The chairperson can:

- View the audio and video status of participants.
- Mute, block, unmute, unblock participant audio.
- Suspend or allow participant video.
- Mute all (except chairperson and lecturer).

To view and change the Participants Mute/Status:

- 1** Use the **Up/Down** arrow keys to browse to **Participants Mute/Status** entry in the *Main Menu* and then press the **Right** arrow or # key to confirm your selection.
- or
- Press the **3** key on the *Remote Device*.

The *Participants Mute/Status* sub menu is displayed.



The sub menu displays the *Muted*, *Blocked* and *Video Suspended* status of all participants' endpoints. **ALL** can be selected to mute and unmute all participant endpoints with the exception of the conference chairperson and lecturer.

- 2 Use the **Up/Down/Left/Right** arrow keys to select a *Mute*, *Block* or *Suspend* status icon.
- 3 Use the **Zoom In** key to toggle the state of the audio and video channels of the participants' endpoints.

The status icons are summarized in Table 3-14.

Table 3-14 *Participants Mute/Status - Icons*

Status Icon	Description
	Audio output from this endpoint is allowed. Other conference participants can hear the audio from this endpoint.
	The endpoint is muted. Other conference participants will not hear audio from this endpoint.
	The audio input to this endpoint is allowed. This endpoint can hear the conference audio.
	The audio output to this endpoint is blocked. This endpoint cannot receive the conference audio.
	Video output from the endpoint is allowed. Other conference participants can see video from this endpoint.
	Video output from the endpoint is suspended. Other conference participants cannot see video from this endpoint.
	The endpoint is neither muted nor blocked.
	The endpoint is both muted and blocked.

Camera Control

This function is not available to chairpersons using *PCM* with *ISDN* endpoints.

The endpoint to be controlled must support *Far End Camera Control* (FECC).

Using the arrow keys of the remote control device, the chairperson can control the direction, zoom and focus of a remote endpoint's camera.

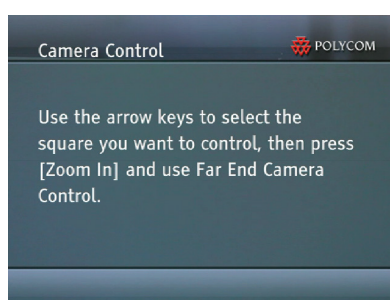
To control a far camera:

- 1 Use the **Up/Down** arrow keys to select **Camera Control** in the *Main Menu* and then press the **Right** arrow or **#** key to confirm your selection.

or

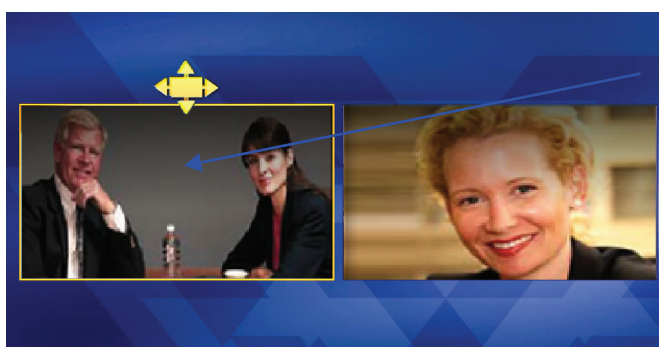
Press the **4** key on the *Remote Device*.

The *Camera Control* sub menu is displayed.



- 2 Use the **Up/Down/Left/Right** arrow keys to select the far camera to be controlled. A colored frame is displayed around the selected cell in the video layout.
- 3 Use the **Zoom In** key to activate FECC.

Following a 10 second delay, the *FECC* active icon () is displayed in the video image of the selected site.



Selected Cell for Far End Camera Control

If no camera control keys are pressed on the *Remote Control Device* within a period of 5 seconds, the previous menu (*Camera Control*) menu is automatically displayed.

- 4 Use the **Up/Down/Left/Right/Zoom In/Zoom Out** arrow keys to control the remote camera.
- 5 Use the **Zoom Out** key on the remote control to return to the *PCM Main Menu*.

Video Force

This function is not available to chairpersons using *PCM* with *ISDN* endpoints.

Video Force enables the chairperson to force the video of a specific participant to a specific window of the video layout.

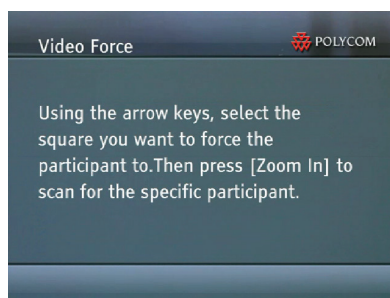
To Video Force a participant's video:

- 1 Use the **Up/Down** arrow keys to select **Video Force** in the *Main Menu* and then press the **Right** arrow or **#** key to confirm your selection.

or

Press the **5** key on the *Remote Device*.

The *Video Force* sub menu is displayed.



- 2 Use the **Up/Down/Left/Right** arrow keys to select the window of the video layout that you want the specific participant to be displayed in.
- 3 Press the **Zoom In** key to cycle the display of all participants in the selected video window until the participant you want to be displayed appears.
- 4 Press the **Right** arrow or **#** key to confirm your selection.

Recording

This function is not available to chairpersons using *PCM* with *ISDN* endpoints.

If a *Recording Link* has been set up in the *Conference Profile*, the conference chairperson can use the *PCM* interface to start, pause, resume and stop recording. If no *Recording Link* exists, this function appears grayed out and cannot be selected.

In *MPMx* mode a *Recording* or *Recording Paused* indication is displayed in the upper left corner of the video layout of all conference participants.

