



# Circuit Circuit Meeting Room V1R2, Configuration Guide

**Administrator Documentation**

P31003-A4012-M100-01-76A9

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Reference No.: P31003-A4012-M100-01-76A9

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## Contents

# 1 About this Manual

This manual describes the configuration instructions for the Circuit Meeting Room.

## 1.1 Target Group of this Manual

This manual addresses the following persons:

- Service personnel who configure a small size meeting and conferencing room solution based on the Circuit Meeting Room.
- Administration personnel who configure a small size meeting and conferencing room solution based on the Circuit Meeting Room.

To use information provided in this documentation, readers should only have general knowledge of the working methods and terms used in information technology and team communication and collaboration solutions.

## 1.2 This Manual's Content

This manual provides information about how to setup and configure a meeting and conferencing room solution that is based on the Circuit Meeting Room.

The manual is divided into the following sections:

- Introductory chapter with general notes on how to use the manual (current chapter)
- [Getting to Know your Circuit Meeting Room](#) (Chapter 2)
- [Setting up your Circuit Meeting Room Solution](#) (Chapter 3)
- [Setting up your Circuit Meeting Room Software](#) (Chapter 4)
- [Configuring your Circuit Meeting Room via Dashboard](#) (Chapter 5).

## 1.3 Representation Conventions

To highlight information in this manual, we use the following conventions.

### 1.3.1 Format and Display Forms

In this manual on hand the following conventions apply:

Purpose	Presentation	Example
User interface elements	Bold	Click <b>OK</b>
Menu sequence	>	<b>File &gt; Exit</b>
Special emphasis	Bold	<b>Do not delete</b> Name

Purpose	Presentation	Example
Path and file names	Monospace font, for example, Courier	C:\Program Files\... or Example.txt
User input and system output	Monospace font, for example, Courier	Enter LOCAL as the file name
Key combination	Monospace font, for example, Courier	<Ctrl>+<Alt><+Esc>

## 1.3.2 Notes

Critical notes and additional information are indicated in this manual in the following manner:

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**INFO:** Denotes useful notes to be special emphasized.

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**NOTICE:** Provides information that is essential to the completion of a task.

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**IMPORTANT:** Advises the reader that failure to take or to avoid a specific action could result in loss of data.

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## 1.4 Continuative Documentation

You find further information about the Circuit Meeting Room in the following places:

- *Circuit Meeting Room, Quick Solution Installation Guide.*
- Circuit Meeting Room FAQs in the Circuit Support Portal: <https://www.circuit.com/support>.

## 2 Getting to Know your Circuit Meeting Room

The Circuit Meeting Room is a device for providing audio and video conferencing experience in small and medium-sized meeting rooms and conference rooms, as well as in the meeting areas of individual offices, or in home offices.

It requires connectivity to the Circuit Cloud Service and a Circuit Meeting Room subscription.

### 2.1 Package Contents

Before setting up your Circuit Meeting Room, verify that the package contains the following items:



- A** FUJITSU ESPRIMO Q957 (mini PC) and accompanying documentation (*Safety/ Regulations*)
- B** Power cable
- C** *Circuit Meeting Room, Quick Solution Installation Guide*

Optional Accessories:

- D** Label cover assembly
- E** Screws and bolts
- F** Rubber pads

Notify your sales representative if any of the above items is missing or damaged.

## 2.2 Accessories

Circuit Meeting Room requires a web camera and a speaker phone. Only compatible products, such as Jabra Speak 410 speaker phone and Logitech C925e web cam, should be used. For additional compatible products please visit [wiki.unify.com/wiki/Devices/Circuit\\_Meeting\\_Room](http://wiki.unify.com/wiki/Devices/Circuit_Meeting_Room).



- G** Speaker phone Jabra Speak 410, packaged together with its *Getting Started, Warranty, and Safety / Regulations* documents.
- H** Web camera Logitech C925e, packaged together with its *Setup Guide and Important Information, Safety, Regulatory and Warranty* documents.

## 2.3 Connectors and Button

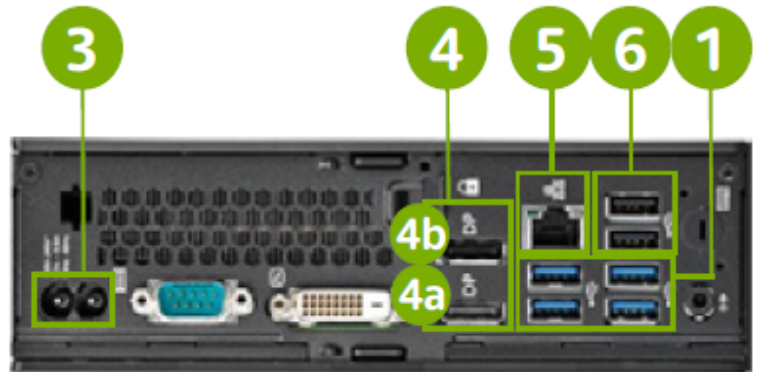
The following figures shows the front and rear panel of the FUJITSU ESPRIMO Q957 highlighting the connectors and button needed for operating the Circuit Meeting Room.

Front panel of the FUJITSU ESPRIMO Q957





Rear panel of the FUJITSU ESPRIMO Q957



- 1** USB 3.0 connectors
- 2** Power button
- 3** Power cable connector
- 4a** DisplayPort for primary display
- 4b** DisplayPort for secondary display
- 5** Network connector
- 6** USB 2.0 connectors

## 3 Setting up your Circuit Meeting Room Solution

Before you begin using your Circuit Meeting Room for audio and video conferencing in your conference room, you need to setup your solution.

This chapter covers the following topics:

- [Setup Requirements](#)
- [Circuit Meeting Room Solution Placement](#)
- [Getting Started](#)

### 3.1 Setup Requirements

#### Room setup and dimensions

Circuit Meeting Room is an effective and user-friendly video conferencing solution for use in small and medium-sized meeting rooms and conference rooms, as well as in the meeting areas of individual offices, or in home offices.

The conference room must have the following:

- Live Ethernet port
- AC power outlet for the Circuit Meeting Room and the display.

#### Network requirements

For HD video streams a minimum bandwidth of 2Mbps is required.

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**INFO:** By default, the Circuit Meeting Room works with HD video streams (up- and downlink). On low bandwidth, however, the quality of the video streams is adjusted accordingly.

---

#### Space requirements

For the FUJITSU ESPRIMO Q957 you must have a 186 x 191 x 59 mm / 7.32 x 7.49 x 2.30 inch (W x D x H) space available to mount the device or place it on/ under the conference table.

For the Speaker phone Jabra Speak 410, you must have at least 120 x 120 x 32.5 mm or 2.11 x 0.62 x 0.35 inch (L x W x H) space available to place the unit on the table.

The tripod-ready universal clip /base on the web camera Logitech C925e allows you to mount it on most of the standard monitors or place it on a tripod.

#### Display requirements

The display must have a DisplayPort or HDMI (used with DisplayPort to HDMI adapter or cable) input. For the best video quality, we recommend a resolution of 1920 x 1080 pixels.

### Connectors and accessories

An Ethernet cable is required.

Also, depending on your setup, you may need the following:

- Accessories to mount your Circuit Meeting Room
- DisplayPort to HDMI adapter or cable, if your display comes with an HDMI connector (purchased separately).
- USB extension cables for the web camera or speakerphone (purchased separately).

---

**NOTICE:** The web camera Logitech C925e comes with a USB cable of 6 feet (or 72 inch or 1.83 meters) long, and the speaker phone Jabra Speak 410 comes with a USB cable of 2.33 feet (or 28 inch or 0.71 meters) long. If your setup of the Circuit Meeting Room, display and peripherals requires longer distances, you need to purchase (Active) USB extension cables.

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More details on the room setup can be found in the guideline available at: [http://wiki.unify.com/wiki/Circuit\\_Meeting\\_Room#.C2.A0\\_English](http://wiki.unify.com/wiki/Circuit_Meeting_Room#.C2.A0_English)

## 3.2 Circuit Meeting Room Solution Placement

### Circuit Meeting Room Mounting/Placement

You can mount your Circuit Meeting Room behind the display. The Circuit Meeting Room integrates a VESA mount and mounting accessories (rubber pads, screws and bolts) comes included with your Circuit Meeting Room package.

Otherwise place it on or under the conference table. You may also put the label cover assembly, which comes included with your package, to the bottom side of your Circuit Meeting Room.

### Camera placement

Place your web camera rather high: mount it on the display or place it on a tripod.

### Speaker phone placement

The audio unit should be placed on the conference table.

More details on the solution placement can be found in the guideline available at: [http://wiki.unify.com/wiki/Circuit\\_Meeting\\_Room#.C2.A0\\_English](http://wiki.unify.com/wiki/Circuit_Meeting_Room#.C2.A0_English)

## 3.3 Getting Started

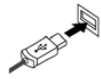
Connect your Circuit Meeting Room to required accessories and peripherals.

## Setting up your Circuit Meeting Room Solution

### Getting Started

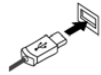
#### Step by Step

##### 1) Connect the web camera



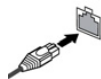
Plug in the USB cable of the web camera **H** to an available USB connector **6**.

##### 2) Connect the speaker phone



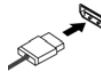
Plug in the USB cable of the speaker phone **G** to an available USB connector **6**.

##### 3) Connect the network cable



Connect a network cable to the network connector **5**.

##### 4) Connect the display



Connect the display to a DisplayPort connector **4** and turn the display on.

**IMPORTANT:** For displays with an HDMI connector, please use a DisplayPort to HDMI adapter or cable.

**IMPORTANT:** For a dual display configuration, connect the primary display to DisplayPort connector **4a** and the secondary one to DisplayPort connector **4b**.

##### 5) Connect the power cable



Connect the power cable **B** to the power cable connector **3**.

##### 6) Turn on your Circuit Meeting Room



Press the power button **2** of your Circuit Meeting Room.

## 4 Setting up your Circuit Meeting Room Software

A Setup Wizard will guide you through the initial configuration process of the Circuit Meeting Room.

This chapter covers the following topics:

- [Using the Setup Wizard](#)
- [Registering your Circuit Meeting Room to Circuit.](#)

### 4.1 Setup Requirements

You can setup the Circuit Meeting Room software as long as the following requirements are fulfilled:

- Dashboard is accessible.  
Dashboard (or Circuit Meeting Room Administration Dashboard) is the configuration interface for configuring your Circuit Meeting Room to work properly with Circuit.  
Dashboard is accessed either locally, by using a USB keyboard and mouse connected to a USB connector (1), or remotely by entering the IP address shown on the Circuit Meeting Room display into a web browser on your computer: `https://<ip-address>`.
- Network connection and internet access are available.

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**NOTICE:** Please check the network setup before installation (DHCP available, proxy configuration).

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**INFO:** In its factory default configuration, the Circuit Meeting Room expects an IPv4 network, which delivers an IP address, subnet mask and default gateway address dynamically via DHCP. Therefore, if DHCP is provided in your network and no proxy is required to access the web, Circuit Meeting Room is able to connect to your LAN without requiring any further configuration.

---

### 4.2 Using the Setup Wizard


The first time the Circuit Meeting Room is turned on (or after a Factory Reset) the starting page of the Dashboard appears. Login to the Dashboard to use the Setup Wizard in order to:

- confirm End User License Agreement (EULA) information for the software components shipped with the Circuit Meeting Room (which are the Operating System, the Dashboard and the Circuit App);
- change the administration password for the Dashboard;

## Setting up your Circuit Meeting Room Software

### Using the Setup Wizard

- configure your Circuit Meeting Room for Internet connection, if no connection is detected;
- update the Circuit Meeting Room software, if a new version is detected.

The wizard is presented as a series of steps to be completed sequentially. As each step is completed successfully, it is ticked with a green tick .

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**INFO:** If the Circuit Meeting Room software setup is not finished, the Setup Wizard appears every time you login to the Dashboard and resumes from where it left off.

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### Step by Step

- 1) Login to the Dashboard using the default administrator password:  
Admin%123
  - a) On the upper right side of the Dashboard's window, enter the default administrator password in the **Password** field.
  - b) Click **Login**.The Setup Wizard starts.
- 2) **EULA:** Read the End User License Agreement (EULA) for the pre-installed Unify software and click **Accept**.

#### Setup wizard

- EULA ←
- Password
- Internet connection
- Check for update
- Update device

#### Additional license terms for the use of software by end users (EULA)

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For:

---

**NOTICE:** If you select to **Decline** the EULA, you will be warned that the device will be powered off. Click **Decline EULA** to confirm your selection (your Circuit Meeting room will be, then, shut down) or **Return** to go back.

---

- 3) **Password:** Change the password for accessing the Dashboard:

### Setup wizard

- EULA ✓
- Password ←
- Internet connection
- Check for update
- Update device

New password:

Minimum length 8 (max. 20), at least 1 digit, 1 uppercase character, 1 lowercase character, 1 special character

Confirm new password:

Submit

- a) Enter the new password in the **New password** field and then repeat this entry in the **Confirm new password** field.

---

**INFO:** As long as the two entries do not match one another or the password policy, the fields are highlighted in red. Once the two entries are identical and match the password policy, the fields turn back to white.

---

- b) Click **Submit**.

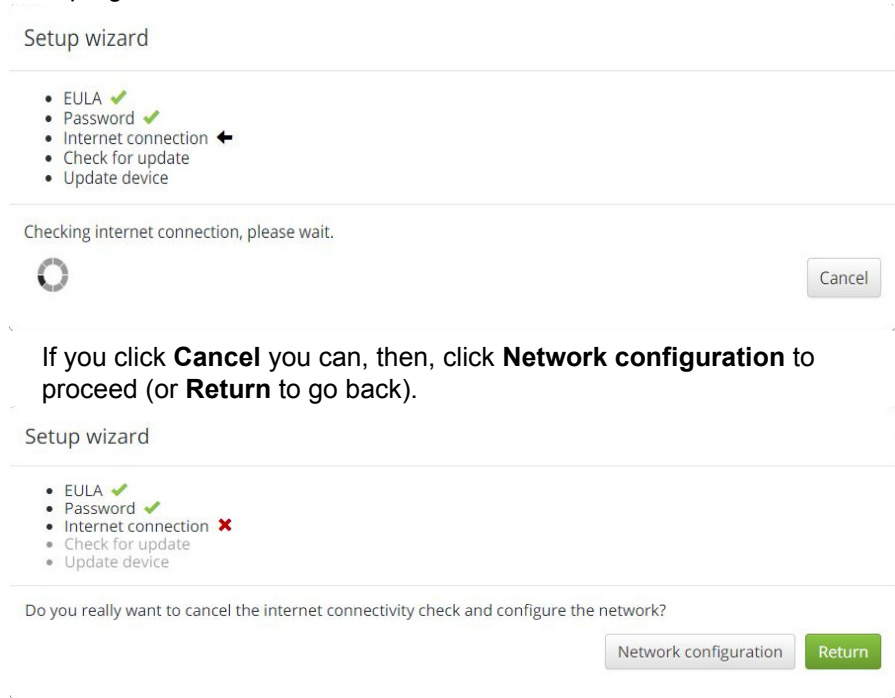
Your password has changed.

#### 4) Internet connection:

- If a connection to the internet is available, the Setup Wizard automatically proceeds to the following step.

## Setting up your Circuit Meeting Room Software Using the Setup Wizard

- If no connection is available, click **Cancel** while the connectivity check is in progress or click **OK** afterwards.



The Setup Wizard will take you to the **Network** configuration page of the Dashboard so as to adapt the network settings.

**a)** Edit the network settings as follows:

- (i) If DHCP is provided, make sure the **DHCP** option is turned on. Otherwise, make sure the **DHCP** option is turned off and enter the static **IP address, Subnet mask, Default gateway, Primary DNS, and Secondary DNS** (optional).
- (ii) If no proxy is required to access the web, make sure the **Proxy** option is turned off. Otherwise, make sure the **Proxy** option is turned on and specify the Proxy **Server address** and a **username** and **password** if required.
- (iii) If Circuit operates in a private cloud and a proxy has been configured to access the web, you can have Circuit traffic bypass the proxy so that it remains on the private network. It is enough just to turn the **Circuit no proxy** option on.
- (iv) Click **Submit**.

You see a message that IP address is changing.

If you access Dashboard locally (by using a USB keyboard / mouse): If the **DHCP** option was switched from ON to OFF, the Dashboard reloads automatically and you need to login again to the Dashboard. If it was switched the opposite way, press <F5> to see the status page.

When Dashboard is accessed remotely: make sure that your browser points to the IP address, which has just been configured. Otherwise, you will not be able to connect to the Circuit Meeting Room!

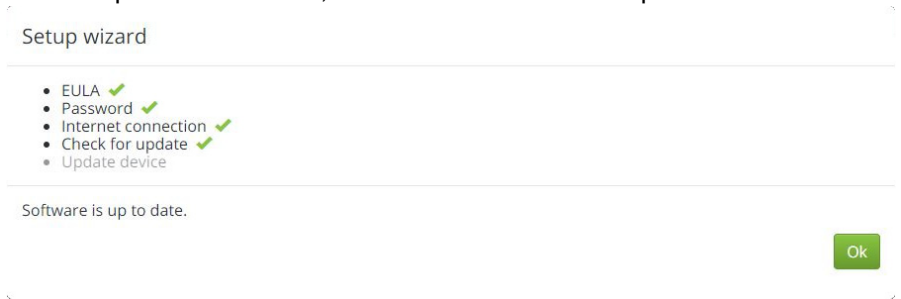
**b)** Login again to the Dashboard, if required.



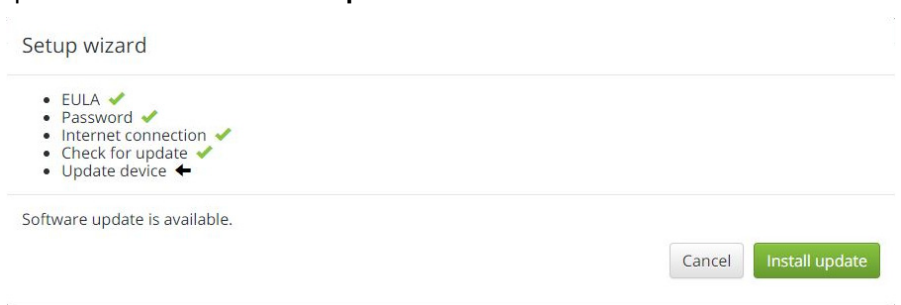
The Setup Wizard resumes from where it left off.

**5) Check for update:**

- If an update is available, the Setup Wizard automatically proceeds to the following step.
- If no update is available, click **OK** to finish the Setup Wizard.



**6) Update device: Click Install update.**



The installation process will take some time to complete, depending on your available network bandwidth.

The Setup Wizard finishes.

**Next steps**

Register your Circuit Meeting Room to Circuit.

## 4.3 Registering your Circuit Meeting Room to Circuit

Once the Circuit Meeting Room software setup is completed, the Dashboard - wherever you access it from - shows the **Circuit** configuration page. Follow the steps described below to register your Circuit Meeting Room to Circuit.

**Prerequisites**

- Read the Circuit Meeting Room's **Device ID** from the Dashboard's **Circuit** page.

### **Step by Step**

- 1) Provide the Circuit Meeting Room's **Device ID** to your Circuit domain administrator (via phone, e-mail, Circuit, or any other convenient means).
- 2) Get a temporary registration code from your Circuit domain administration (via phone, e-mail, Circuit, or any other convenient means).

This code is automatically generated by the Circuit backend when the Circuit domain administrator adds your Circuit Meeting Room to Circuit (into the tenant database).

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**INFO:** The registration code consists of alphanumeric characters, for example: EUj3XedGna

The two leading characters (always uppercase letters) refer to the Circuit system that the device should automatically connect to.

---

In case the two leading characters of the registration code are **xx**, your domain administrator will also provide you with a Server URL.

- 3) In the **Circuit** configuration page of the Dashboard, enter the registration code you received into the **Registration code** field.

---

**NOTICE:** The registration code is valid for a limited time (24 hours), so you need to enter it the soonest possible. If your registration code expired, request a new one from your Circuit domain administrator.

---

- 4) In case the two leading characters of the registration code are **xx**:
  - a) Turn the **Manual** option on.
  - b) Enter the Server URL you received into the **Server URL** field.
- 5) Click **Submit**.
- 6) Circuit Meeting Room tries to connect to the Circuit Server specified.

Dashboard shows the **Status** page. There you see information about the status of the connection to the **Circuit server**.

Circuit App starts automatically on the Circuit Meeting Room and displays its idle screen.

- If the Circuit Server is reachable, the idle screen shows the following:
  - (i) Short instructions on how to use the Circuit Meeting Room;
  - (ii) Name of the Circuit Meeting Room;
  - (iii) PIN required for adding the Circuit Meeting Room to a conference;
  - (iv) IP address of the Circuit Meeting Room, in case remote access to Dashboard is needed;
  - (v) Installed version of the Circuit App.
- If the Circuit Server is not reachable, the idle screen shows the Circuit Meeting Room's ID and a prompt to (re-)enter the registration code either

directly on the Circuit App (in that case, a keyboard attached to the Circuit Meeting Room is required) or through the Dashboard.

---

**NOTICE:** If the registration code is incorrect or expired, request a new one from your Circuit domain administrator.

---

The Circuit Meeting Room is registered to Circuit!

### **Next steps**


After having your Circuit Meeting Room setup and registered to Circuit, you are ready to use it. You - or any other user connected to a Circuit client - are able to add the Circuit Meeting Room to a conference as follows:

1. Start or join a conference from your Circuit client (web, desktop or mobile).

---

**NOTICE:** A Circuit Meeting Room cannot join a one-to-one call.

---

2. Select the **Add participant** icon on the call action bar () , enter the name of the Circuit Meeting Room into the search box, and choose to add it to the conference.
3. Enter the PIN when prompted by your Circuit client.

During a conference, the display(s) connected to the Circuit Meeting Room show the following:

- **In a single display configuration:**
  - When you - who added the Circuit Meeting Room to the conference - are the only person in the conference, the display shows a video of the local conference room.
  - When another person who joined the conference is speaking, the display shows the active speaker (the active speaker's avatar or video).
  - When another person who joined the conference is sharing a screen or application, the display shows what is being shared. Furthermore, the active speaker is shown as an overlay in the bottom-right corner of the display. The overlay is timed so as to not permanently hide any details of the screen share.
  - When the Circuit Meeting Room becomes the active speaker, a video of the local conference room is shown as an overlay in the bottom-right corner of the display.
- **In a dual display configuration:**
  - When you - who added the Circuit Meeting Room to the conference - are the only person in the conference, the primary display shows you (your avatar or video) and the secondary display shows a video of the local conference room.
  - When another person who joined the conference is speaking, the primary display shows the active speaker and the secondary display shows a video of the local conference room.

## Setting up your Circuit Meeting Room Software

### Registering your Circuit Meeting Room to Circuit

- When another person who joined the conference is sharing a screen or application, the primary display shows what is being shared and the secondary display shows the active speaker.  
The primary display shows, also, a video of the local conference room as an overlay in the bottom-right corner of the display.

You may use the Dashboard, if you want to further configure your Circuit Meeting Room.

## 5 Configuring your Circuit Meeting Room via Dashboard

The Circuit Meeting Room Administration Dashboard (or simply Dashboard) is a web-based application for configuring the Circuit Meeting Room to work properly with Circuit.

### Accessing the Dashboard

In the Circuit Meeting Room, you may reach the Dashboard as follows:

1. Automatically

The first time the Circuit Meeting Room is turned on and when the Circuit Meeting Room is not appropriately setup and configured, the display connected to the Circuit Meeting Room shows the Dashboard.

2. Manually

Once the Circuit Meeting Room is appropriately setup and configured, the display connected to the Circuit Meeting Room shows the Circuit App. If you need to access the Dashboard, you must connect a keyboard and/or mouse to the Circuit Meeting Room and then press <Alt>-<Tab>.

Since the Dashboard is a web-based application, there is no need for the Circuit Meeting Room to have a locally attached keyboard or mouse. All configuration tasks can be carried out from a computer, smartphone or tablet, which is located in the same network as the Circuit Meeting Room. To reach the Dashboard from such a device:

- Open a web browser and enter therein `https://<ip-address>`, where <ip-address> is the IP address assigned to your Circuit Meeting Room.
- In case the display connected to the Circuit Meeting Room shows the starting page of the Dashboard, you see a QR code therein. Scan this code with your Smartphone or Tablet to invoke the Dashboard without manually entering its address (URL).

### Status Overview

The starting page of the Circuit Meeting Room Administration Dashboard provides an overview of the Circuit Meeting Room's current status.

It provides, also, a login dialog for the administrator, the option to restore the Circuit Meeting Room to its factory default (**Factory Reset** button), and a drop-down menu to select the system language to use with the Circuit Meeting Room. The **Factory Reset** button and the system language drop-down menu are only visible when Dashboard is accessed locally.

Finally, the starting page of the Dashboard provides links to third party software information and licence information.

### Configuration Options

After logging on, the following configuration pages (or tabs) are available for configuring the Circuit Meeting Room:

- **Status**

This tab provides an overview of the Circuit Meeting Room's current status as the starting page of the Dashboard.

## Configuring your Circuit Meeting Room via Dashboard

### Logon and Status Overview

- **Network**  
Use this tab to edit settings for connecting your Circuit Meeting Room to the local area network.
- **Locality**  
Use this tab to perform the regional settings, such as language and timezone, for your Circuit Meeting Room.
- **Circuit**  
Use this tab to edit settings for connecting your Circuit Meeting Room to a Circuit server.
- **Maintenance**  
Use this tab to perform settings for enabling a remote party to securely connect to your Circuit Meeting Room, as well as for performing maintenance tasks such as system restart, factory rest and download system logs.
- **Software**  
Use this tab to update the software of your Circuit Meeting Room device.
- **Security**  
Use this tab to change the administration password or install your own web server certificate on the Circuit Meeting Room Administration Dashboard.

On the upper side of all the configuration pages, you see a drop-down menu to change the system language to use with the Circuit Meeting Room (visible only when Dashboard is accessed locally) and the option to logout. You see, also, links to third party software information and licence information.

---

**INFO:** All configuration settings are stored in the Circuit Meeting Room.

---

## 5.1 Logon and Status Overview

The starting page of the Circuit Meeting Room Administration Dashboard provides an overview of the Circuit Meeting Room status. It also shows the login dialog for the administrator.

### Status Overview

When the Circuit Meeting Room Administration Dashboard opens, you see the following information about the current status of the Circuit Meeting Room:

- **Device ID** of the Circuit Meeting Room.
- **Network address**  
In case a network connection exists, you see the IP address of the Circuit Meeting Room. Otherwise, you see a message that IP address cannot be set and that you have to check the network and settings.
- **Software versions**  
Here you see version information for Circuit App and Operating System that is installed on the Circuit Meeting Room.
- Connection to the **Update server** status.
- Connection to the **Circuit server** status.

- **Video** device (webcam) presence.
- **Audio** device (speakerphone) presence.
- **MAC Address** of the Circuit Meeting Room.

This information is the result of related checks performed by the Circuit Meeting Room.

---

**NOTICE:** In case any of the checks fail: a) Circuit Meeting Room displays the Dashboard, and b) the starting page of the Dashboard displays error messages in red font color.

---

Furthermore, you see a QR code, a square-shaped coded graphic that corresponds to the web address of the Dashboard.

---

**INFO:** Scan this QR code with your Smartphone or Tablet for configuring the Circuit Meeting Room via the respective device.

---

The information displayed on the starting page of the Dashboard is also available through the **Status** tab of the Dashboard, after you login.

On the upper side of the starting page you see an option to login to the Dashboard, the option to restore the Circuit Meeting Room to its factory default (**Factory Reset** button), and a drop-down menu to select the system language to use with the Circuit Meeting Room. The **Factory Reset** button and the system language drop-down menu are only visible when Dashboard is accessed locally.

Finally, the starting page of the Dashboard provides links to third party software information and licence information.

## 5.1.1 How to Log On

To configure the Circuit Meeting Room, you need to log on to the Circuit Meeting Room Administration Dashboard.

### *Prerequisites*

- The Circuit Meeting Room Administration Dashboard is open in the Web Browser.
- You see the starting page of the Circuit Meeting Room Administration Dashboard (logon and status page).

### *Step by Step*

- 1) On the upper right side of the screen, enter your password in the **Password** field.
- 2) Click **Login**.

You are logged in the Circuit Meeting Room Administration Dashboard.

On the upper side of the screen, you see the option to **logout**.

## 5.1.2 How to Log Off

You may log off from the Circuit Meeting Room Administration Dashboard at any time.

### *Step by Step*

- › Click **logout** on the upper right side of the Circuit Meeting Room Administration Dashboard.

You are logged off and the logon and status page is displayed.

## 5.2 Status

The **Status** tab is your landing page after logged in to Dashboard. It displays the same information as the starting page of the Dashboard.

## 5.3 Configuring the Network Settings

On the **Network** tab, you can view and edit settings for connecting your Circuit Meeting Room to the data network.

### **IP addressing**

The tab provides the following options for IP addressing:

- **DHCP**  
Turn this option on, if DHCP is used to dynamically assign an IP address, Subnet mask and Default gateway to the Circuit Meeting Room. Turn this option off to use "static" IP addressing.

---

**NOTICE:** When DHCP is turned on, you cannot edit the **IP address, Subnet mask, Default gateway, Primary DNS, and Secondary DNS** fields.

---

To use "static" IP addressing, turn off the DHCP option and specify the following:

- **IP address**  
Specify here the static IP address.
- **Subnet mask**  
Specify here the subnet mask for the static IP address.
- **Default gateway**  
Specify here the address of the network's default gateway.
- **Primary DNS**  
Specify here the preferred DNS Server address.
- **Secondary DNS**  
Specify here the alternate DNS Server address (optional).



---

**NOTICE:** IP addresses are entered in the “Dotted Decimal” notation (e.g., 192.168.1.100).

Otherwise, an IP address is not valid, and you see the respective text field highlighted in red.

---

### Proxy settings

The tab allows for the following Proxy settings:

- **Proxy**  
Turn this option on, when a Proxy Server is used to access the web. Turn this option off, if no proxy is used.

---

**NOTICE:** When Proxy is turned off, you cannot edit the **Server address**, **Username** and **Password** fields neither you can turn the **Circuit no proxy** option on.

---

When a Proxy Server is used, specify the following:

- **Server address**  
Specify here the IP address of the Proxy Server.
- **Username**  
If your Proxy Server requires a username and password, enter here the Username.
- **Password**  
If your Proxy Server requires a username and password, enter here the password.
- **Circuit no proxy**  
If Circuit operates in a private cloud and a proxy has been configured to access the web, turn this option on so that Circuit traffic bypasses the proxy and remains on the private network. Turn this option off, otherwise.

---

**NOTICE:** The Proxy Server address is entered in the following form: <protocol>://<IP address in “Dotted Decimal” notation>:<port>. An example is: http://172.28.12.5:8080. Otherwise, the Proxy Server address is not valid and you see the respective text field highlighted in red.

---

To apply any change, click **Submit**.

---

**NOTICE:** Your system administrator will provide you the network connection data.

---

---

**INFO:** By default, the **DHCP** option is turned on and the **Proxy** option is turned off. Thus, if your network uses DHCP IP address allocation and no proxy is required to access the web, the Circuit

Meeting Room is able to connect to your LAN without requiring any further configuration.

---

## 5.4 Configuring Locality

On the **Locality** tab, you can view and edit regional settings, such as the language and timezone, which are used as the default settings for your Circuit Meeting Room.

Circuit Meeting Room currently supports the following languages: English (that is the default language) and German. You can change the language at any time.

### Language Settings

The tab allows for the following language settings for the Dashboard:


- **System language**  
Chose the language your want to use.

### Time Settings

The tab allows for the following time settings:

- **Manual time**  
Turn this option on, if you want to manually set the date and time of the Circuit Meeting Room. If you want the Circuit Meeting Room to synchronize its system time to a Network Time Protocol (NTP) server, turn this option off.

When **Manual time** is turned on, specify the following:

- **Timezone**  
Enter here the timezone for your Circuit Meeting Room.  
As you type in a timezone, a list of suggested timezones is displayed to select from.
- **Date**  
Specify here the date for your Circuit Meeting Room. To do that, click on the respective field (or the icon ) and pick a date from the calendar that opens. Otherwise, enter manually a date in the appropriate format.
- **Time**  
Specify here the time for your Circuit Meeting Room in the appropriate format. Enter the hours (hh) in the left field and the minutes (mm) in the right one. Also, choose between **PM** and **AM** as appropriate.

When **Manual time** is turned off, specify the following:

- **Timezone**  
Select here the timezone for your Circuit Meeting Room.
- **NTP**  
Enter here the address of an NTP Server.

---

**NOTICE:** The NTP Server address is entered in the “Dotted Decimal” notation, (e.g., 192.168.1.100).

Otherwise, the NTP Server address is not valid, and you see the respective text field highlighted in red.

---

To apply any change, click **Submit**.

## 5.5 Configuring Circuit

To register your Circuit Meeting Room to Circuit and make it able to reach a certain Circuit server, you need to obtain and enter a registration code.

You may enter the registration code through the **Circuit** configuration page of the Dashboard.

You need a registration code in the following cases:

- To register Circuit Meeting Room to Circuit (initial configuration);
- To make your Circuit Meeting Room point to another Circuit server (other than the one specified during the initial configuration);
- If - for any reason - the current configuration, which is stored in the Circuit Meeting Room and used to authenticate your Circuit Meeting Room with a certain Circuit Server, is lost.

---

**INFO:** In case the current configuration is lost, the Circuit App displays its idle screen with the Circuit Meeting Room’s Device ID and a prompt to enter a valid registration code displayed therein.

Enter the registration code either through the Circuit App (a locally attached keyboard is, then, required), or through the Dashboard, wherever you access it from.

---

To acquire a registration code, you need to provide your Circuit domain administrator with your Circuit Meeting Room’s **Device ID** via phone, email, Circuit or any other convenient means of communication. After adding the Circuit Meeting Room to Circuit (using the Device ID you communicated), your domain administrator will and provide back to you a temporary registration code and, optionally, a Server URL.

Then, on the **Circuit** configuration page of the Dashboard, enter the registration code as follows:

1. Enter the registration code you received into the **Registration code** field.
2. In case the two leading characters of the registration code are **XX**:
  - a) Turn the **Manual** option on.
  - b) Enter the Server URL you received into the **Server URL** field.
3. Click **Submit**.

Follow the same step-by-step procedure used to register the Circuit Meeting Room to Circuit (see [Registering your Circuit Meeting Room to Circuit](#)).

## Configuring your Circuit Meeting Room via Dashboard

### Configuring Maintenance Tasks

After submission:

- Circuit Meeting Room tries to connect to the Circuit Server, so as to receive and store the configuration required to authenticate your Circuit Meeting Room with the Circuit Server. The whole process is transparent to you.
- On the Circuit Meeting Room, the Circuit App restarts automatically and displays its idle screen.

---

**NOTICE:** If the configuration is invalid, the idle screen presents the Circuit Meeting Room's Device ID and a prompt to (re-) enter the registration code.

---

---

**NOTICE:** If the registration code is incorrect or expired, request a new one from your Circuit domain administrator.

---

- Dashboard displays the **Status** page. There you see information about the status of the connection to the **Circuit server**.

## 5.6 Configuring Maintenance Tasks

Use the **Maintenance** tab to view and edit settings for enabling a remote party to securely connect to your Circuit Meeting Room device, but also perform maintenance tasks such as system restart, factory reset and download system logs.

Check out the following pages for further information on:

- [How to Enable SSH Access to my Circuit Meeting Room](#)
- [How to Disable SSH Access to my Circuit Meeting Room](#)
- [How to Restart my Circuit Meeting Room](#)
- [How to Restore my Circuit Meeting Room to its Factory Defaults](#)
- [How to Download System Logs](#)

### 5.6.1 How to Enable SSH Access to my Circuit Meeting Room

Enable administrative SSH ("Secure Shell") access to your Circuit Meeting Room, to allow a remote party to securely connect to your Circuit Meeting Room.

#### *Prerequisites*

- You are logged in to the Circuit Meeting Room Administration Dashboard.

#### *Step by Step*

- 1) Go to the **Maintenance** tab.
- 2) Turn the **SSH** option on.
- 3) Enter the password that a remote party should provide to gain remote administrative access to the Circuit Meeting Room, in the **Password** field.

- 4) Enter the **Start time** in minutes (range between 1 and 10). This determines the time period within which a connection can be established by a remote party.

---

**INFO:** This period starts immediately after the SSH Access settings are applied by clicking **Submit**.

---

---

**NOTICE:** If you enter a non-valid value here (i.e., a value other than an integer from 1-10), you see the respective field highlighted in red.

---

- 5) Enter the maximum session **Session length** in minutes (range between 5 and 60).

---

**NOTICE:** If you enter a non-valid value here (i.e., a value other than an integer from 5-60), you see the respective field highlighted in red.

---

- 6) Click **Submit**.

You have successfully enabled administrative SSH access to your Circuit Meeting Room from another computer.

### **Next steps**

Communicate to the remote party the IP address of your Circuit Meeting Room and the SSH password you have set. Let the remote party know that:

- SSH connection is only possible for a limited period of time;
- there is a timeout period for SSH connections;
- they can access the Circuit Meeting Room as "admin" user.

---

**INFO:** In case of an SSH connection setup timeout or SSH session timeout, SSH access is automatically disabled.

---

## **5.6.2 How to Disable SSH Access to my Circuit Meeting Room**

Disable SSH ("Secure SHell") access to your Circuit Meeting Room.

### **Prerequisites**

- You are logged in to the Circuit Meeting Room Administration Dashboard.

### **Step by Step**

- 1) Go to the **Maintenance** tab.
- 2) Turn the **SSH** option off.

---

**INFO:** When **SSH** option is disabled, you cannot edit the **Password**, **Start time**, and **Session length** fields.

---

3) Click **Submit**.

You have successfully disabled SSH access to your Circuit Meeting Room.

### 5.6.3 How to Restart my Circuit Meeting Room

Restart your Circuit Meeting Room when required, for example after a system update, through the Dashboard.

#### *Prerequisites*

- You are logged in to the Circuit Meeting Room Administration Dashboard.

#### *Step by Step*

- 1) Go to the **Maintenance** tab
- 2) Click **Now** next to **Restart**.
- 3) On the Confirmation dialog that opens, click **OK**.

The Circuit Meeting Room shuts down and restarts automatically.

#### *Next steps*

To continue using Dashboard, the Circuit Meeting Room should be back to normal operation.

### 5.6.4 How to Restore my Circuit Meeting Room to its Factory Defaults

Restore your device to its factory defaults so that all configuration settings, software updates and patches applied are removed.

#### *Prerequisites*

- The Circuit Meeting Room Administration Dashboard is open in the Web Browser.

#### *Step by Step*

- › If you are accessing the Dashboard locally and you have not yet logged in, click the **Factory reset** button on the starting page of the Dashboard.
- › If you are accessing the Dashboard locally and you are logged in or if you are accessing the Dashboard remotely, proceed as follows:
  - a) Log in to the Circuit Meeting Room Administration Dashboard.
  - b) Go to the **Maintenance** tab.
  - c) Click **Now** next to **Factory Reset**.

- d) On the Confirmation dialog that opens, click **OK**.
- e) Click **Open** and wait for the restore time to finish.

The Circuit Meeting Room is restored to its factory defaults.

The Circuit Meeting Room restarts automatically.

#### **Next steps**

- Continue with [Setting up your Circuit Meeting Room Software](#).

## **5.6.5 How to Download System Logs**

System logs provide historical information that can help experts to track down system problems. The Dashboard provides an option to download the system logs as a file onto your computer. Your helpdesk or technician may request you to download and provide these log files for troubleshooting.

#### **Prerequisites**

- You are logged in to the Circuit Meeting Room Administration Dashboard.

#### **Step by Step**

- 1) Go to the **Maintenance** tab
- 2) Click **Download**, next to **System logs**.

System logs are downloaded to your local computer (or smartphone or tablet) to the default download location.

---

**NOTICE:** This is only supported when Dashboard is accessed remotely.

---

## **5.7 Updating Software**

The Circuit Meeting Room comes with an operating system, the Dashboard and a version of the Circuit App pre-installed. It is by default configured to automatically install important updates of the Circuit App as they become available.

If you want to update the whole Circuit Meeting Room software, you can use the **Software** tab of the Dashboard.

### **5.7.1 How to update the Circuit Meeting Room Software**

You can check for updates and trigger an online update of the Circuit Meeting Room software (operating system including the Dashboard and a version of the Circuit App) if a new version is available (recommended), or you can download and install its latest version offline.

### Prerequisites

- You are logged in to the Circuit Meeting Room Administration Dashboard.

### Step by Step

- › To check for updates, go to the **Software** tab.

The Circuit Meeting Room searches immediately the Unify Software Supply Server for new updates of the operating system (including the Dashboard and a version of the Circuit App).

If no update is available, you see the message `No update available!` next to **Online update**.

If an update is available, you see the button **Install (<new\_version\_info>)** next to **Online update**, where `<new_version_info>` is the new version found.

- › To online update the Circuit Meeting Room software to the new version, proceed as follows:

**a)** Click **Install (<new\_version\_info>)** next to **Online update**.


**b)** On the confirmation dialog that opens, click **OK**.

The new software version is automatically downloaded and installed on the Circuit Meeting Room.

- › To download and install offline the latest version of the Circuit Meeting Room software (operating system including the Dashboard and a version of the Circuit App), proceed as follows:

**a)** Go to the Unify Customer Support Portal (<https://www.unify.com/us/support/customer-support-portal.aspx>) and download the latest version of the Circuit Meeting Room software to your local computer.

**b)** Go to the **Software** tab of the Dashboard.

**c)** Click , next to **Update from file**.

**d)** On the File Upload dialog that opens, locate and select the file that corresponds to the version of the Circuit Meeting Room software you would like to install, and click **Open**.

---

**INFO:** You can, alternatively, enter the file path of the installation file into the input field next to **Update from file**.

---

**e)** Click **Install**.

The Operating System of the Circuit Meeting Room (as well as the Dashboard and Circuit App) is (re)installed.

### Next steps

Login to the Dashboard and follow the Setup Wizard that starts automatically in order to initially configure your Circuit Meeting Room. For more information, please refer to [Setting up your Circuit Meeting Room Software](#).



## 5.8 Configuring Security Aspects

Use the **Security** tab to change your administration password and install your own web server certificate on the Circuit Meeting Room Administration Dashboard.

Check out the following pages for further information on:

- [How to Change my Admin Password](#)
- [How to Install my own Web Server Certificate on Dashboard](#)
- [How to Remove my own Web Server Certificate from Dashboard](#)

### 5.8.1 How to Change my Admin Password

Change the admin password regularly to prevent unauthorized persons from accessing Dashboard.

#### *Prerequisites*

- You are logged in to the Circuit Meeting Room Administration Dashboard.

#### *Step by Step*

- 1) Go to the **Security** tab.
- 2) Enter the password you currently use in the **Old admin password** field.
- 3) Enter the new password in the **New admin password** field and then repeat this entry in the **Confirm new admin password** field.

The password policy supported includes the following rules:

Policy Rule	Value
Minimum Length	8
Maximum Length	20
Minimum number of upper case letters	1
Minimum number of lower case letters	1
Minimum number of numerals	1
Minimum number of special characters	1
Password change requires knowledge of old password	Yes
Force change password after use	Yes

- 4) Click **Submit**.

You have changed the admin password. Use it for your next login to the Dashboard.


## 5.8.2 How to Install my own Web Server Certificate on Dashboard

All communications between your web browser and Dashboard are encrypted and, therefore, the Circuit Meeting Room is shipped with a default HTTPS certificate. Should you want, you may install your own certificate and private key on the Circuit Meeting Room, so as to comply with your company's established security policy.

### Prerequisites

- You are logged in to the Circuit Meeting Room Administration Dashboard.
- The certificate is in the format defined by X.509 v3.


### Step by Step

- 1) Go to the **Security** tab.
- 2) Locate the private key:
  - a) Click , next to **Dashboard key**.
  - b) On the File Upload dialog that opens, locate and select the file that corresponds to the private key and click **Open**.

---

**INFO:** The file has the suffix `.key`.

---

- 3) Locate the certificate:
  - a) Click , next to **Dashboard certificate**.
  - b) On the File Upload dialog that opens, locate and select the file that corresponds to the certificate and click **Open**.

---

**INFO:** The file has the suffix `.cert`.

---

- 4) Click **Install**.

You have installed your own certificate. This will be used for future communications between your web browser and Dashboard.

Dashboard will restart automatically.


## 5.8.3 How to Remove my own Web Server Certificate from Dashboard

Remove the web server certificate which you have previously installed on Dashboard.

### Prerequisites

- You are logged in to the Circuit Meeting Room Administration Dashboard.

**Step by Step**

- 1) Go to the **Security** tab.
- 2) Click .
- 3) On the confirmation dialog that opens, click **OK**.

You have removed your previously installed certificate. The default HTTPS certificate will be used for future communications between your web browser and the Dashboard.

Dashboard will restart automatically.

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