Cisco Telepresence Movi

Macintosh version - Configuration and Use Guide
What is Movi?
Movi is a software videoconferencing client that can run on Windows or Macintosh computers. With Movi, you can easily connect to a conference on the IU video bridge with full two-way video and audio as well as present or receive computer presentations in high resolution.

Who may use Movi?
Movi is intended primarily for faculty and students enrolled in IU distance education classes, or for guest lecturers of IU-sponsored academic events. Secondarily, administrative staff at IU may apply for a Movi account for themselves or for partners with whom they are conducting university business.

How do I get Movi?
IU faculty and staff may request a Movi account for themselves or for their students or guests by completing the Movi sponsor request form: https://www.indiana.edu/~video/movi/request.html
Each person who receives a Movi account will receive an email with his or her unique Movi username and password, and instructions for downloading, installing, and configuring the client.
**Movi - Mac Requirements**
- Macintosh computer with Intel core processor
- Mac OS X 10.6 or later is recommended. Make sure to have the latest security updates installed
- For optimal experience Core2Duo @ 2GHz with 2 MB L2 cache per core is recommended

**Movi - Network Bandwidth Requirements**
- Minimum sustained upload speed of 384kbps and download speed of 512kbps

**Movi - Support Note**
- In addition to the hardware and network bandwidth requirements listed above, Movi uses a variety of fixed and dynamically allocated TCP and UDP network ports to work correctly. IU Collaboration Technology Services cannot guarantee the Movi client will work when used from a non-IU home or corporate internet network, nor will we provide troubleshooting support for issues we consider related to an individual user’s machine or network.
Sign in:

*Before* signing in for first time, click “Advanced” and type `vc.iu.edu` in the three fields as shown, then click “OK”. *Note: you only need to do this once.*

*Your Movi username and password credentials are contained in the email you received from CT Help with the subject line: Your Movi Account*
Place a Call:

Type conference number here and press “Enter” key on your keyboard.

Tip: Enter the number: 0 then the “Enter” key on your keyboard to reach the IU Video Help Desk operator.
The Movi Toolbar
(appears when you mouse over the video call window)

- Self View on/off
- Mic on/off
- Full Screen
- Hang up
- Camera on/off
- Volume
- Presentation

- Pin on Top
- Far End Control (conference layout)
- Call Info
- Keypad
Change Conference Layout:

1. Select Far End Control, then...

2. Press Up arrow repeatedly to change how multiple sites are arranged on your screen. Press right arrow to rotate sites within the layout.
Picture in Picture Swap:

Double click the PiP window to swap computer and “people” views.
Show a computer application:

Click the “Presentation” icon in the toolbar, then select an active application window to show.
Tip for Presenters: Set your Powerpoint slideshow to run in a window instead of full screen:

In Powerpoint, click: Slide Show -> Set Up Show -> Browsed by an Individual (window)

*Setting PPT slideshow to run in a window allows you to present your slides without covering up the Movi video window.
Tip for Presenters: Set your Powerpoint slideshow to run in a window instead of full screen:

In PPT, click: Slide Show -> Set Up Slide Show -> Browsed by an Individual (window)

Quarterly update

- Asset updates
- Employee Retention
- Annual Conference
- In House Hosting – v- Cloud

You may also wish to pause your camera while presenting, especially if you’re at home/broadband.
Accessing the Preferences Menu:

Click Movi, then Preferences

Recommended Preferences settings:

*Note: your devices will vary.*
1. Click System Preferences ("gear" icon)

2. Click “Sound”

3. Click “Input”
Troubleshooting Audio Input Device – STEP 2:
Navigate to Movi – Preferences – Devices – Audio Input

1. Movi -> Preferences

2. Devices -> Audio Input
Troubleshooting Audio Input Device – STEP 3

Verify that Mac System Preferences - Sound – Input device matches Movi Preferences – Devices – Audio Input device (or vice versa)