Cisco Telepresence Movi

Windows 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](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 - PC Requirements**

- CPU depending on video resolutions to send/receive:
  - A processor supporting SSE3 (such as a Pentium 4 Prescott) or better
  - Encoding VGA 30fps can be done on as low-end CPUs as the Intel Atom @ 1.6 GHz
  - For business-quality HD video, Cisco recommends a 2 GHz Core 2 Duo processor or better, ideally in conjunction with the Cisco TelePresence PrecisionHD™ USB camera.

- Windows operating systems supported:
  - Windows XP SP2 or newer
  - Windows Vista SP1 or newer
  - Windows 7

- Video Graphics:
  - OpenGL version 1.2 or higher. Hardware support for DirectX 8 or higher. (Note: an OpenGL warning when trying to install Movi can usually be corrected by installing the graphics drivers provided by your video card manufacturer, as opposed to just the generic Windows video drivers.)

- Web camera – almost any web camera will work with Movi.

- Sound - Any standard sound card (full-duplex, 16-bit or better). Analog or USB headset recommended for best audio quality.

**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.
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 or click green “call” button

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

Click the “Presentation” icon in the toolbar, then select an active application window to show.
Show a computer application – more:

**Windows only**: when you run a PPT slide show in full screen, Movi will pop up a bubble asking if you want to share:

![Share application dialog]

Note: when you share your full screen PPT slide show while in a Movi call, the PPT slide show will hide your view of the conference participants. See the next slide for a workaround to this problem.
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)

*Setting PPT slideshow to run in a window allows you to present your slides without covering up the Movi video window.*
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Quarterly update

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

Setting PPT slideshow to run in a window allows you to present your slides without covering up the Movi video window.

You may also wish to pause your camera while presenting, especially if you’re at home/broadband.
Picture in Picture Swap:

Double click the PiP window to swap computer and “people” views.
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.
Accessing the Tools/Settings Menu:

Click here to enter the Settings menu

Recommended settings:

*Note: your devices will vary.*
Troubleshooting Audio Input Device – Step 1:
Navigate to Windows – Control Panel – Sound – Recording Devices

1. On Windows Task bar, right click on loudspeaker icon, then “Recording Devices”

2. The “Recording Devices” menu appears

1. Click Tools

2. Click Devices – Audio Input
Troubleshooting Audio Input Device – Step 3:
Verify that Windows default recording device matches Movi Audio input device (or vice versa)

Tip: Right click on the “speaker” icon in the lower right of your Windows task bar to quickly select the Recording Devices menu.