



Microsoft® RoundTable™ Setup Guide



X14-49386-01



MS Spot Color Bar v.1 032502



100 90 80 70 60 50 40 30 20 10



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Warnings

 This symbol identifies safety and health messages in this guide and RoundTable accessories guides.

 **WARNING**

Failure to properly set up, use, and care for the Microsoft RoundTable device can increase the risk of damage to the RoundTable device, or even serious injury or death.

 **DO NOT ATTEMPT REPAIRS**

Do not attempt to take apart, open, service, or modify the RoundTable device, power data box, or any peripherals. Doing so increases the risk of electric shock, fire, or damage to the device. Any evidence of an attempt to open or modify any component of the RoundTable system, including any peeling, puncturing, or removal of any of the labels, is a violation of your license and warranty, and renders the RoundTable device ineligible for authorized repair.

If any part is damaged, malfunctioning, or if any internal parts become visible, contact Microsoft Support.

 **WARNING**

Do not attempt to open up the unit and do not attempt to replace the lithium battery. There is a risk of explosion if the lithium battery is replaced by an incorrect type.

 **WARNING**

To avoid damage to the power data box and components, use the following guidelines:





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- Protect cords from being walked on.
- Protect cords from being pinched or sharply bent, particularly where they connect to the power outlet, the power data box, and the RoundTable device.
- Do not jerk, knot, sharply bend, or otherwise abuse the power cords.
- Do not expose the power cords to sources of heat.
- When disconnecting the power cords, pull on the plug—do not pull on the cord.
- If the power cord or power data box becomes damaged in any way, stop using the device immediately, and contact Microsoft Support for a replacement.
- Unplug the RoundTable device during lightning storms or when unused for long periods of time.
- Use only the power supply unit and AC power cord that came with your device or that you received from an authorized repair center.
- Do not use non-standard power sources, such as generators or inverters, even if the voltage and frequency appear acceptable. Only use AC power provided by a standard wall outlet.
- Do not overload your wall outlet, extension cord, power strip, or other electrical receptacle. Confirm that they are rated to handle the total current (in amps [A]) drawn by the device (indicated on the power supply unit) and any other devices that are on the same circuit.
- For devices with an AC power cord that connects to the power supply, always connect the power cord according to the following instructions:
 - Plug the AC power cord into the power supply until it stops.
 - Plug the other end of the AC power cord into the wall outlet.

WARNING

Mains powered voice telephony without emergency dialing

WARNING

This equipment will be inoperable when main power fails.





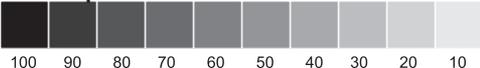
Regulatory Information

Microsoft® RoundTable™ is approved for use in countries listed in the table below.

Country	Approval marking on product label ^{Note 3}
USA & Canada	<p>Complies with Part 68, FCC Rules US: 4P5PT00BRDB001 IC: 3048A-RTPDB001 REN: 0.0B</p>  <p>This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.</p>
EU ^{Note 1}	
EFTA ^{Note 2}	Same as above.
Japan	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>この装置は、クラスA情報技術装置です。この装置を家庭環境で使用する と電波妨害を引き起こすことがあります。この場合には使用者が適切な対策 を講ずるよう要求されることがあります。VCCI-A</p> </div> 
Australia	

The table below describes the Notes for the above table.

Notes	Description
Note1	EU member countries: Austria, Belgium, Bulgaria, Cypress, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.
Note2	2EFTA Includes: Iceland, Liechtenstein, Norway and Switzerland.
Note3	The product label is located on the bottom of the Power Data Box (PDB).





Introduction

When you want to meet with people who are geographically separated, video conferencing gives you a greater sense of immediacy than a conventional telephone conference call. Microsoft® RoundTable™ is a next generation video conferencing system that provides a comprehensive conferencing experience through the use of 360 degree video and active speaker detection.

This guide will help you install the Microsoft RoundTable device hardware and begin using it for your meetings.

How Microsoft RoundTable Works

First and foremost, Microsoft RoundTable, when used with Microsoft® Office Live Meeting 2007 and Microsoft® Office Communicator 2007, is a video conferencing device. Video conferencing is a set of interactive telecommunication technologies that allow two or more locations to interact using video and audio transmissions simultaneously. It has also been called visual collaboration.

With Microsoft RoundTable, you can do any of the following:

- Place an outgoing phone call.
- Answer an incoming phone call.
- Conduct an audio-only session.
- Conduct an audio/video conference.

Microsoft RoundTable is placed in the center of your conference table and connected to a computer, computer network, public switched telephone network (PSTN) analog phone line, and power data box. The Microsoft RoundTable cameras capture the entire panoramic view of your conference room, as well as the voices coming from any location around the table, as shown in Figure 1 below.





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Figure 1. Microsoft RoundTable conference in session



Unpacking

The Microsoft RoundTable product package contains the following items, as shown in Figure 2 below.

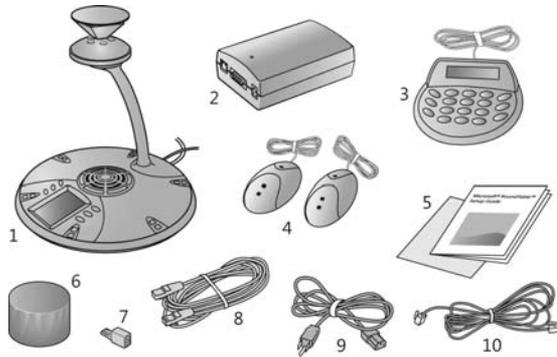


Figure 2. Unpacking the box

1. Microsoft RoundTable device.
2. Power data box.
3. External dial pad.
4. Satellite microphones.
5. Microsoft RoundTable Setup Guide and Quick Reference Card.
6. Privacy cover.
7. Phone adapter for specific locale.
8. RJ45 network cable.
9. Power cord.
10. RJ11 telephone cable.

Note

For determining the correct phone line adapter for your location, see *Appendix A: International Phone Adapters*, later in this document. Always plug the RJ11 telephone cable into the power data box first and attach the phone adapter to the opposite end of the RJ11 telephone cord prior to plugging into your phone jack.



System Requirements

The following are the minimum system requirements for Microsoft RoundTable hardware and software:

- Computer running the Windows XP™ operating system (SP2 or later, 32-bit only) or Windows Vista™ operating system (32-bit and 64-bit).
- Computer with 2.0 gigahertz or higher processor.
- Recommended 2.0 gigabyte (GB) of RAM or higher.
- 1.5 gigabytes (GB) of available hard disk space.
- Video card with 128 MB of RAM or higher.
- Super VGA (1280 × 1024) or higher-resolution video adapter and monitor.
- Keyboard and mouse, or compatible pointing device.
- Ethernet network adapter appropriate for the type of local-area or wide-area network to which you will connect. Your computer requires an active wired Ethernet connection for running Microsoft RoundTable.
- Graphics hardware running in full hardware acceleration mode.
- An analog PSTN phone line.
- Office Live Meeting 2007 or Office Communicator 2007 (as an active speaker device).





Microsoft RoundTable device

Inspect the Microsoft RoundTable device and become familiar with its components, as shown below in Figure 3.

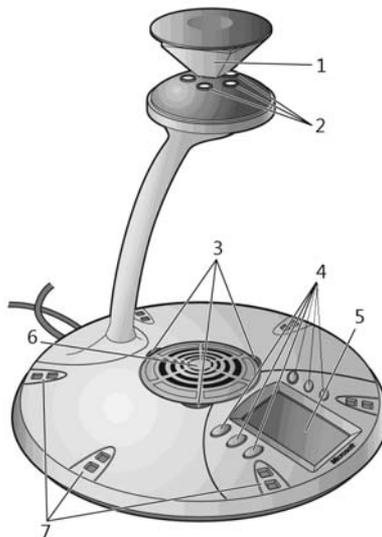


Figure 3. Microsoft RoundTable device

1. **Mirrors.** Five mirrors reflect the light into the cameras.
2. **Cameras.** Five small cameras capture the images from around the room.
3. **Light-emitting diode (LED) status lights.** Three status lights indicate phone connection, audio/video activity, mute, and incoming calls.
4. **Control buttons.** Six buttons control speaker volume, mute, phone on/off hook, flash, and information.
5. **Liquid crystal display (LCD) touch screen.** The LCD dial pad works just like your phone pad for ease of dialing and quick view of call status.





6. **Loudspeaker.** A centrally located loudspeaker provides the audio received from the remote conference.
7. **Microphones.** Six microphones located every 60° around the device pick up the audio in the room..

Power Data Box components

Inspect the power data box and cables to become familiar with its components, as shown below in Figure 4.

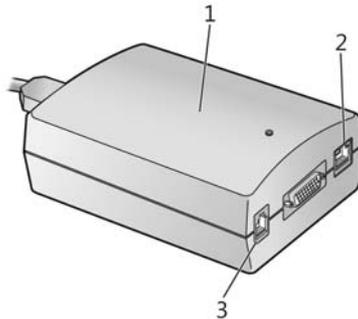


Figure 4. Power data box connections

1. **Power data box.** Provides the data and physical interfaces for connecting to an Ethernet network, a PSTN, and the Microsoft RoundTable device, as well as providing the power source for the Microsoft RoundTable device.
2. **RJ45 jack.** The location where the RJ45 cable connects your network to the power data box. Use the network connection when you want to manage the Microsoft RoundTable device externally.
3. **RJ11 jack.** The location where the RJ11 cable connects your PSTN phone system to the power data box. Make certain that you have the correct phone adapter for your location. Always plug the RJ11 telephone cable into the power data box first and attach the correct phone adapter to the opposite end of the RJ11 telephone cord prior to connecting to your on-site phone jack. For information on choosing the correct phone adapter for your locale, see *Appendix A: International Phone Adapters* later in this document.





Microsoft RoundTable device rear section

Inspect the rear section of the Microsoft RoundTable device to determine the components, as shown in Figure 5 below.

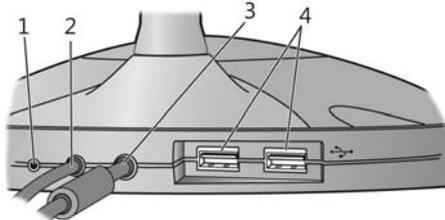


Figure 5. Device rear section

1. **Reset button.** Restarts the Microsoft RoundTable device.
2. **USB Cable.** The cable that connects the Microsoft RoundTable device to a USB port on your computer.
3. **System Cable.** The 26-pin cable that connects the Microsoft RoundTable device to the power data box.
4. **USB Ports.** Two type A USB ports for the external dial pad.

Additionally, located near the rear of the device is a security slot for securing the device using a compatible computer security lock, as shown in Figure 6 below.

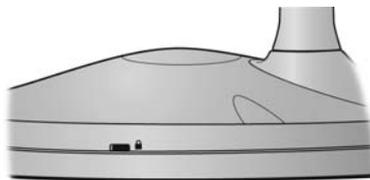
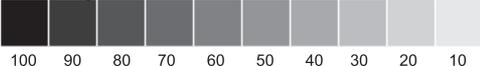


Figure 6. Security slot





Microsoft RoundTable device base bottom section

Inspect the bottom section of the Microsoft RoundTable device to view the components, as shown in Figure 7 below.

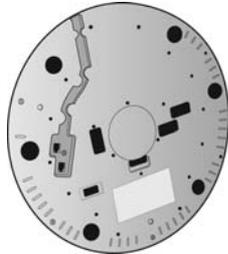


Figure 7. Device base bottom section

The bottom section of the device has two RJ11 jacks and a cable conduit for connecting the satellite microphones to the Microsoft RoundTable device.

For information on connecting the external dial pad and microphones, see “Connecting the external dial pad and satellite microphones,” later in this guide.

Microsoft RoundTable external dial pad and satellite microphones

Microsoft RoundTable provides an external dial pad and satellite microphones for extended accessibility and convenience. Below are the components, as shown in Figures 8 and 9.



Figure 8. External dial pad





Figure 9. Satellite microphones

Setting up Microsoft RoundTable

Setting up Microsoft RoundTable is easy. Just complete the following procedures for getting your Microsoft RoundTable device up and running:

- Positioning the Microsoft RoundTable Device.
- Setting up the power data box and connections.
- Connecting the external dial pad and satellite microphones.

After you complete the Microsoft RoundTable setup, you can begin using Microsoft RoundTable for phone calls, conference calls, and remote meetings.

For information on using the Microsoft RoundTable device and getting the most from your meetings, see the *Microsoft RoundTable User's Guide* located at:
<http://go.microsoft.com/fwlink/?LinkID=87802>.

BE CAREFUL. The camera head is fragile and can be damaged by impact. Do not knock it over or bump it with notebooks or other objects. The Limited Warranty does not cover camera head damage or misalignment from abuse, accident or impact.

Positioning the Microsoft RoundTable device

Proper positioning of your Microsoft RoundTable device is essential for getting the best results during conferences and meetings. Select a location for the Microsoft RoundTable device using the following guidelines:

- Select a well-ventilated, flat, level, clean, and dry location to place the Microsoft RoundTable device.
- For maximized results, choose a location near the center of a conference table that is no longer than 15 feet in length.





- Select a well-ventilated, clean, and dry location to place the power data box out of the typical walking path.

⚠WARNING

Failure to take the following precautions can result in serious injury or death from electric shock or fire, or damage to the Microsoft RoundTable device and power data box.

Setting up the Power Data Box and connections

After you have positioned the Microsoft RoundTable device on the table as described above, you can now begin to connect the cords and cables to the power data box. Select an appropriate power source for the Microsoft RoundTable device, using the following guidelines:

- Use only the power data box and alternating current (AC) power cord that came with the Microsoft RoundTable device.
- Do not use nonstandard power sources, such as generators or inverters, even if the voltage and frequency appear acceptable. Use only AC power provided by a standard wall outlet.
- Use a properly grounded electrical outlet that accommodates the three-prong grounding plug. Do not remove the grounding prong. If the plug does not fit into your outlet, have an electrician replace the obsolete outlet.
- Do not use the Microsoft RoundTable device in a moist or wet environment.
- Do not spill any liquid on the Microsoft RoundTable device, power data box, or any cords.

To set up the power data box and Microsoft RoundTable connections

Locate the power data box, the RJ45 network cable, the RJ11 telephone cable, and power cord. The following procedure describes how to connect the cables and cord to the power data box, the Microsoft RoundTable device, and your computer.

1. Fully insert the 26-pin system cable from the Microsoft RoundTable device into the power data box. Ensure that the connection is tight and secured.
2. Connect one end of the RJ11 phone cable (26 AWG minimum) to the RJ11 jack on the power data box and the other end to an active PSTN RJ11 phone jack. For international locales, always plug the RJ11 telephone cable into the power data box first and attach the correct phone adapter to the opposite end of the RJ11 telephone cord prior to connecting to your on-site phone jack. The RJ11 connection is for use in the United States and Canada.
3. Connect one end of the RJ45 network cable to the RJ45 jack on the power data box and the other end to an active Ethernet RJ45 network jack.

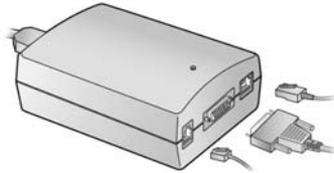




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4. Plug the AC power cord into the power data box.

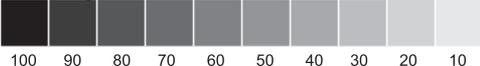
The system cable, power cord, RJ11 cable, and the RJ45 cable should be connected. Always plug the RJ11 telephone cable into the power data box first and attach the correct phone adapter to the opposite end of the RJ11 telephone cord prior to connecting to your on-site phone jack.



5. Connect the USB cable from to your Microsoft RoundTable device to your computer.



6. Plug the other end of the AC power cord into an electrical wall outlet.





Your setup should resemble Figure 10 below.

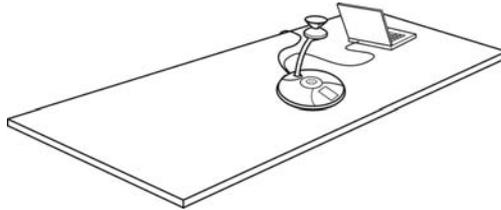


Figure 10. Microsoft RoundTable setup

Note

If necessary, tape the system cable to the table surface and floor so that it remains secure. Always plug the RJ11 telephone cable into the power data box first and attach the phone adapter to the opposite end of the RJ11 telephone cord prior to connecting to your on-site phone jack.

Your Microsoft RoundTable device is now set up and ready to use. Before you begin using the Microsoft RoundTable device, be certain to remove the privacy cover on top of the device, as shown below in Figure 11.



Figure 11. Privacy cover removal

To avoid any disturbance to the acoustic quality, place the cap at least six feet away from the device.

Connecting the external dial pad and satellite microphones

An external dial pad and satellite microphones are provided for accommodating the needs of a larger meeting room where people may be further from the Microsoft RoundTable device than in a conventional meeting environment.



Figure 12 below shows how the external dial pad and microphones can be positioned to enhance the Microsoft RoundTable device in a larger conference rooms.

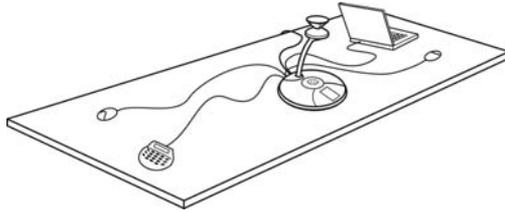


Figure 12. External dial pad and satellite microphones

To setup the external dial pad

To setup the external dial pad, do the following.

- Plug the USB connector from the external dial pad into one of the USB ports located at the rear of the Microsoft RoundTable device as seen in Figure 13 below.



Figure 13. Connecting external dial pad

To setup the satellite microphones

To setup the satellite microphones, do the following.

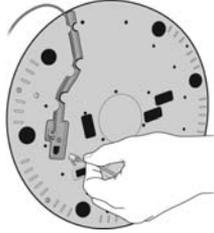
1. Carefully turn the Microsoft RoundTable device so that you can access the two RJ11 jacks at the base bottom of the device.



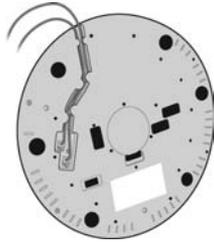


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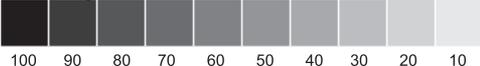
2. Plug both RJ11 connectors attached to the satellite microphones into the RJ11 jacks at the bottom of the device.



3. Run the RJ11 cables through the conduit so that the cords are securely lodged and sit below the surface of the Microsoft RoundTable base bottom.



4. Place the Microsoft RoundTable device upright on the table and check to see that the RJ11 cords do not disrupt the stability of the device. If so, return to the previous step and make certain the RJ11 cables are lodged securely into the conduit.





Cleaning Instructions

Always clean the base of the Microsoft RoundTable device and the power data box with a dry cloth. For the camera head (mirrors and lens), use a micro fiber lens cleaning cloth (available at camera and telescope retailers) and follow the instructions below.

To clean your Microsoft RoundTable device lenses and mirrors

1. Avoid touching the lens elements and reflective surfaces of the mirror. Finger prints on the reflective surface of the mirror should be cleaned promptly. Always use a light touch.
2. Before attempting to clean any of the lenses, carefully remove, with a soft lens brush or "canned air," all grit, dirt, dust, or other substances that may scratch the surfaces of the optics. Then use soft lens cleaning tissues, a lint-free cotton cloth, or a clean cotton swab to gently polish the lens surface.
3. For materials that still remain on the lenses, use a lens cleaning solution (such as a commercial optical lens cleaner or household window cleaner) to remove grease. Do not apply the cleaner directly onto a lens, since this may result in the liquid seeping into the barrel of the lens. Instead, apply the solution onto a cloth or swab. Then apply light pressure with soft circular motions of the cloth or swab to remove the foreign substance. Excessive pressure (for example, rubbing gritty dirt into the lens surfaces) may damage coatings.
4. Follow similar procedures to clean the mirrors. Excessive pressure may damage coatings and may misalign the mirrors.

Use care when cleaning the lenses and mirrors. The camera head is fragile. The Limited Warranty does not cover camera head damage or misalignment from abuse, accident, or impact.

