Getting Started with *Cisco Movi, for PC, at Baylor*

Installing the *Cisco Movi* Client Follow these steps to download the client and install it on your computer. NOTE: You need administrative rights to the computer to install.

1. Download the Movi client by going to
https://bearspace.baylor.edu/SoftwareDownload/MOVI_Software/MOVI%20for%20PC/MOVIsetup.exe

2. Save the file in a location where you can find it easily.

3. Connect your camera and headset/mic.

4. Double click on the Installer (.exe file) icon, in the location where you saved the file, to start installation. Follow the instructions to complete the installation.

5. When completed, the Movi client will open (if not, locate the client and launch it).

6. In the Movi window, enter your username and password given in an email.   If you did not receive an email, be sure to follow the request procedure as outlined on our website. If you've already completed the online request form and have not received an email, please contact Nils Holgersson at Nils_Holgersson@baylor.edu.

7. Uncheck the "Sign in automatically" box.

8. Click on the Tools/Settings icon in the upper right hand corner of the interface. Go to the "Devices" tab and make sure the camera and sound sources are correct. The selected sources should be the camera, speakers, and microphone you will be using to connect in you Movi session.

10. Click "Sign in" on the client window as shown on the image below.

11. You are now ready to receive and place video calls.

Cisco TelePresence Movi

Username:

Password:

Advanced...

Sign in

Making a *Movi* call:

1. If you know the number: a. Simply enter it in the search field (where it says "Type name, number or address"). The person's name or number, which can be an IP number, E.164 or GDS number (looks like a phone number), or a SIP URI (in the form of [firstname_lastname@baylor.edu]).

b. You will see the name or number appear below the Search field if it is registered Baylor MOVI account.

c. Mouse down and click on the name or number, a green handset icon will appear at right.

d. Click on the handset to dial, or click on "Add to my contacts".

2. There are two more ways to initiate a new call: a. Click **My contacts** and select a name from your list. (See Contacts.)

b. Click **Recent calls** and select a name from that list (See Recent calls)

Tip: To see your own video address, click the button with your name on it near the top of the Movi control window.

Receiving a call

If the caller is using a Baylor registered Movi account, they can call you by searching your name. When someone calls your Movi client, this dialog will appear:

Answer or reject the call by clicking the buttons, or close the dialog using the **X** to ignore the call. Using the Reject button, the caller is told you rejected the call. If you click on the X, the caller will not receive a rejection message.

Additional Documentation and Training

If you'd like additional documentation, please visit the Movi website at http://www.baylor.edu/lib/factech/index.php?id=82429 and click on the Movi User Guide for Windows on the right hand side of the page. If you would like additional training with Movi, please contact Nils Holgersson at Nils_Holgersson@baylor.edu.