# Installation guide
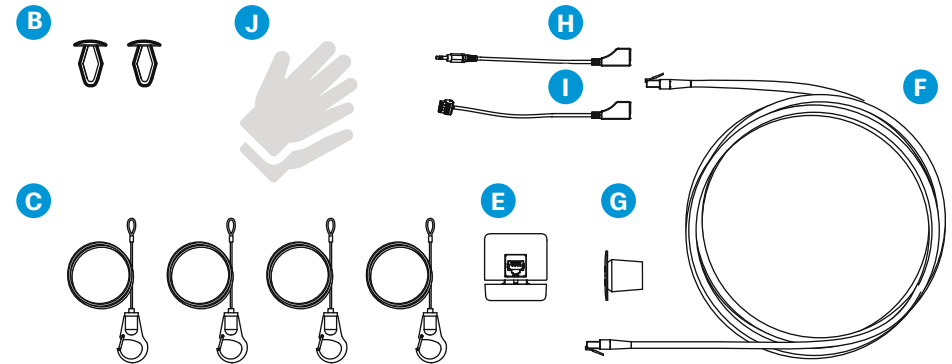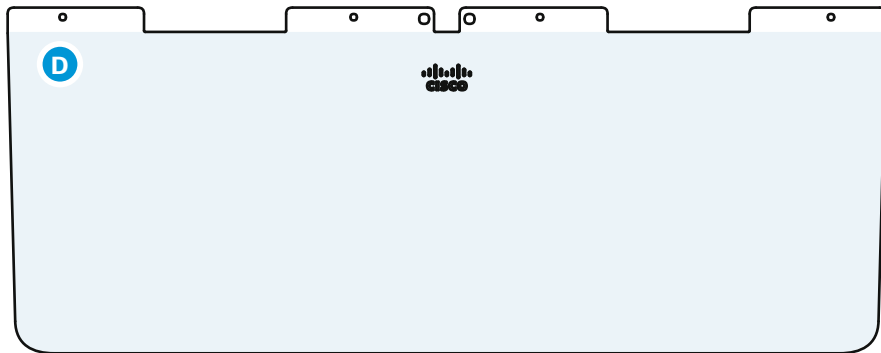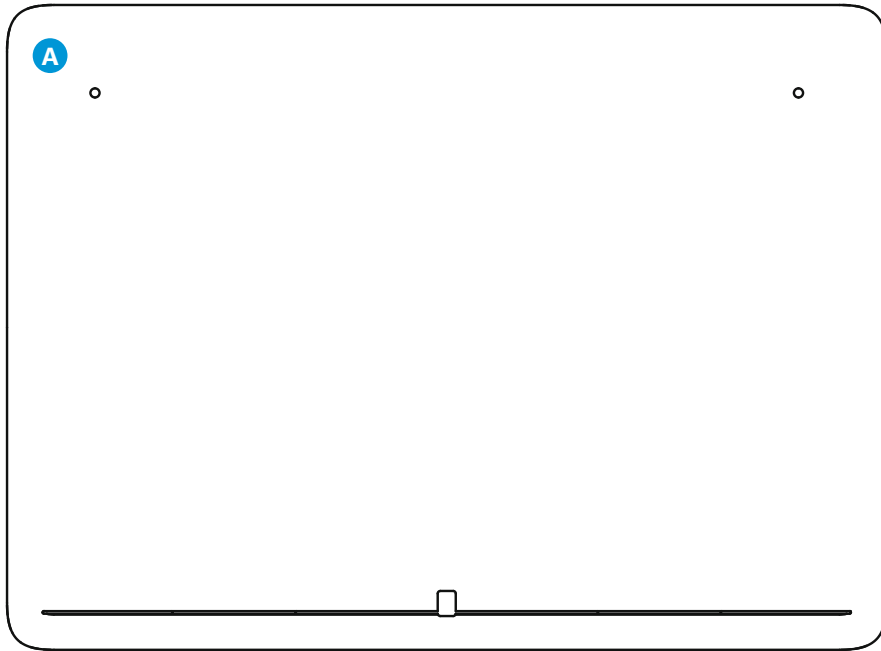
for Cisco TelePresence Ceiling Microphone

# Box contents

### Box contents

A. Top plate

B. Plugs

C. Cables with cable glider hooks

D. Vertical plate

E. Microphone

F. Shielded Ethernet cable, 32.8 ft (10 m) (optional)

G. Ceiling grommet

H. Minijack adapter

I. Euroblock adapter

J. Gloves

### Not included

- Ceiling mounts
- Step ladder
- Wire cutters
- Measuring tape

## Microphone suspension

Make sure that the ceiling is able to safely support the product, and install the microphone according to these installation instructions. Follow state and local building regulations.

If your ceiling constructions calls for extra security wires, extra holes have been added to the vertical plate to allow for such wires. Extra security wires are not supplied.

## Microphone cable

We recommend that you use a shielded Ethernet cable.

If mounted above the ceiling, the microphone cable must be Plenum Rated (US only).

## Microphone pickup range

We recommend a horizontal pickup range for the microphone of maximum 14 ft (4.3 m).

## For larger rooms that require more than one ceiling microphone

When using more than one ceiling microphone, mount the unit with a spacing of 8–14 ft (2.4–4.3 m).

The full effective range of the microphones can only be reached in rooms with sufficient acoustic damping. In rooms with less damping, decrease the spacing between the microphone and the speaker and any additional microphones.

## Room guidelines

Explore the Cisco Project Workplace website to find inspiration and guidelines when preparing your office or meeting room for video conferencing,
http://www.cisco.com/go/projectworkplace

For damping, refer to Room Acoustics in
http://www.cisco.com/c/dam/assets/sol/tp/workplace_app/assets/pdf/best-practice.pdf

## Documentation

The user documentation for this product, including compliance and safety information, is available on the Cisco website,
http://www.cisco.com/go/telepresence/docs

# 1 Room guidelines

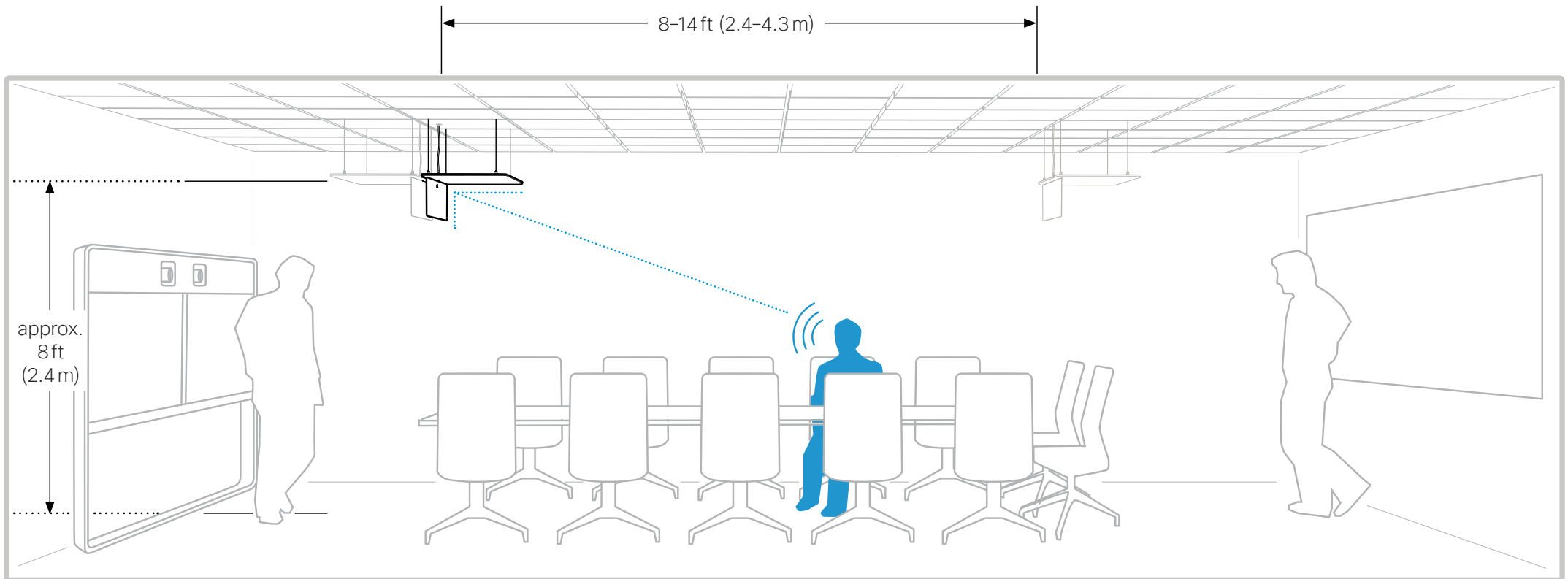⚠️ Fragile. Handle the ceiling microphone with care.

Read *Additional information* on the previous page, before installing.
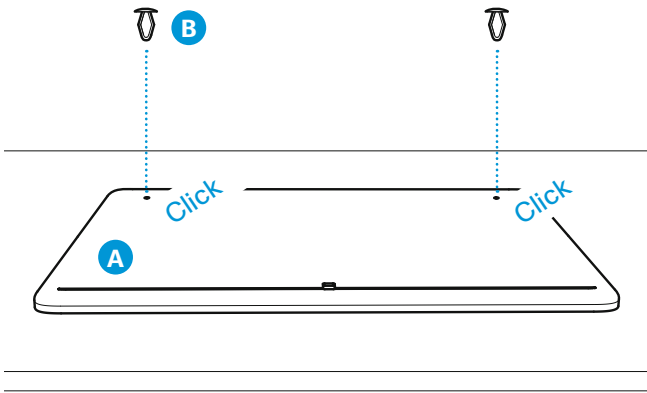
### Microphone

Height: 10.6 in. (270 mm)
Width: 29.5 in. (750 mm)
Depth: 21.7 in. (550 mm)
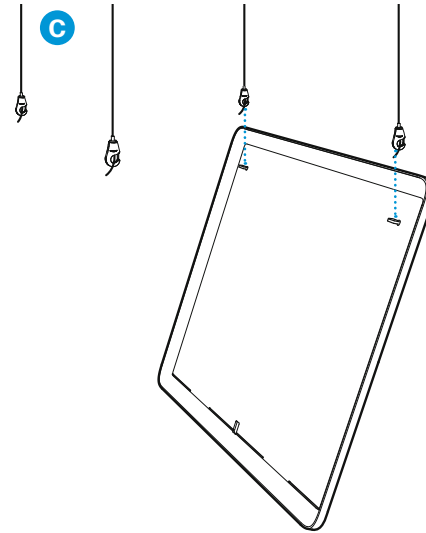Weight: 3.97 lb (1.8 kg)

### Ceiling mounting points

Width: 23.6 in. (600 mm)
Depth: 17.3 in. (440 mm)



8–14 ft (2.4–4.3 m)

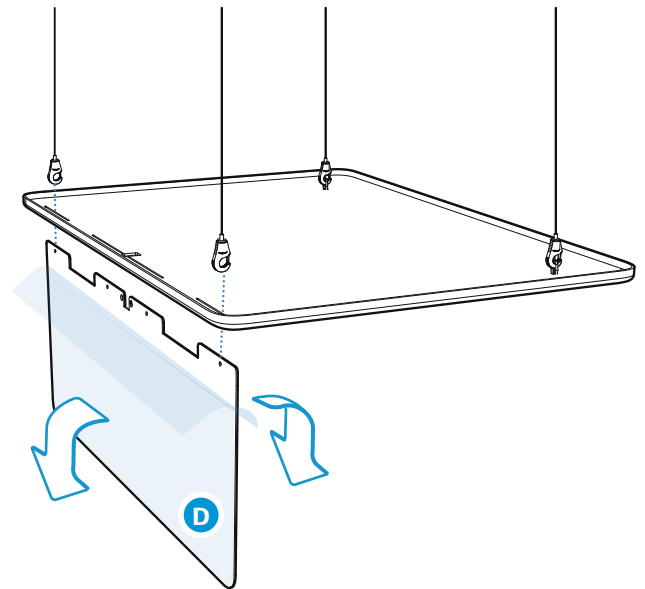approx. 8 ft (2.4 m)

2 Insert plugs into top plate

B

Click   Click

A
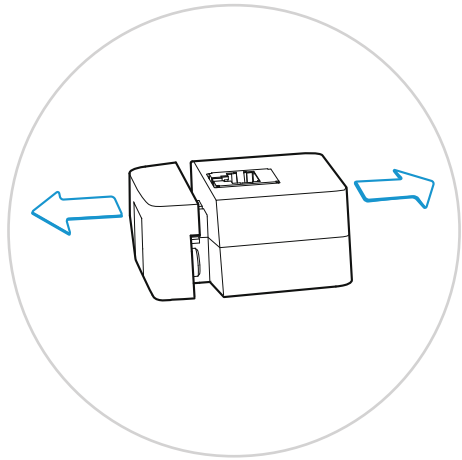
3 Attach wires to ceiling and attach hooks to plugs

C

ⓘ For ceiling placement, refer to Step 1. Make sure that you use ceiling mounts suitable for your ceiling.
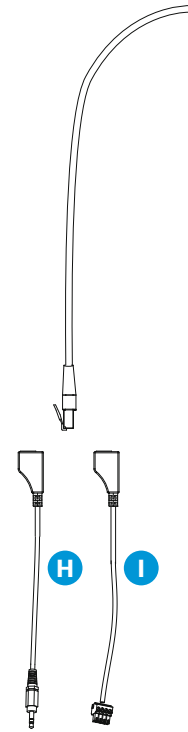
4 Remove protection foil and mount vertical plate
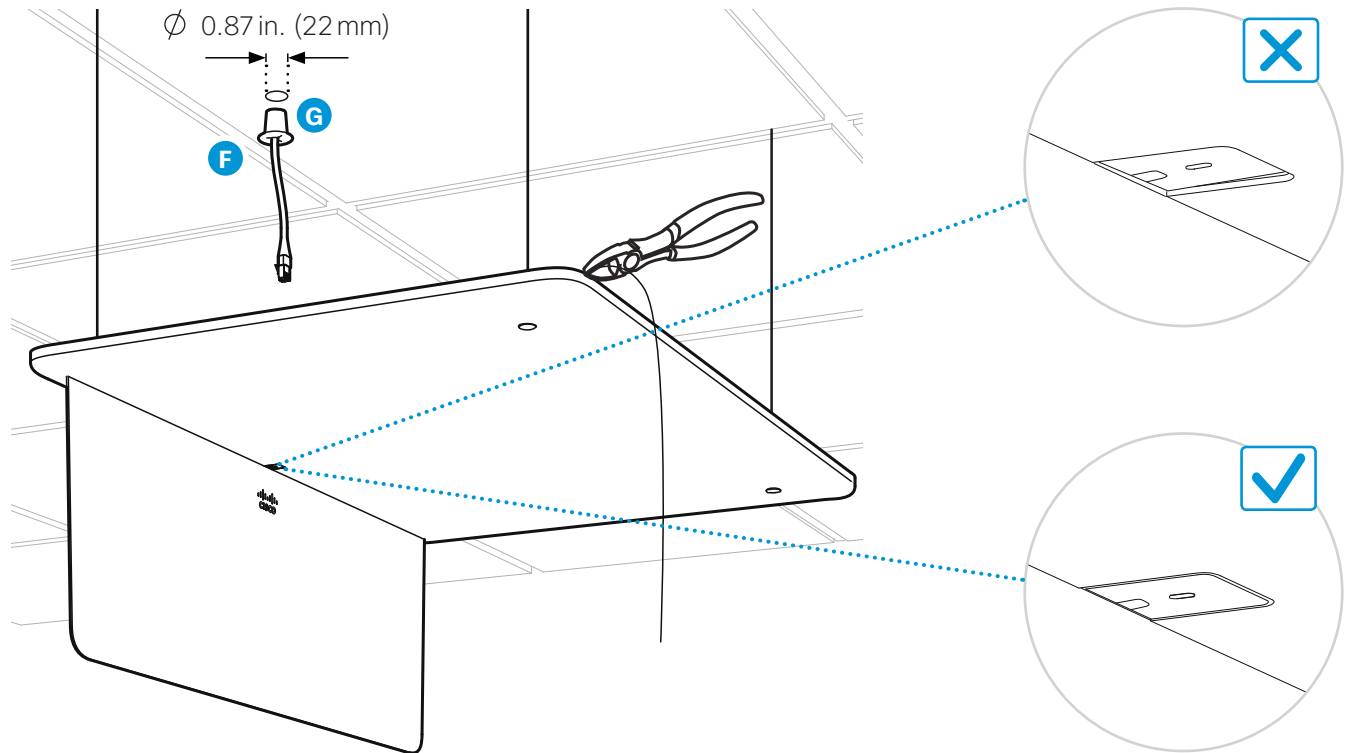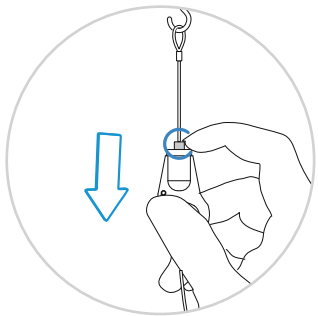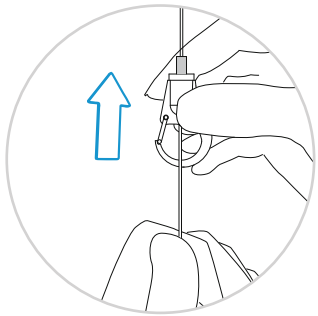
D

# 5 Unlock, insert and lock microphone
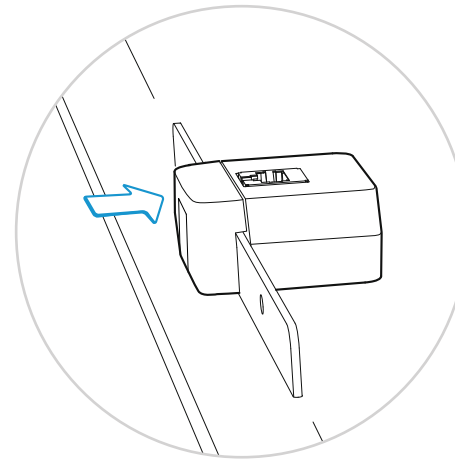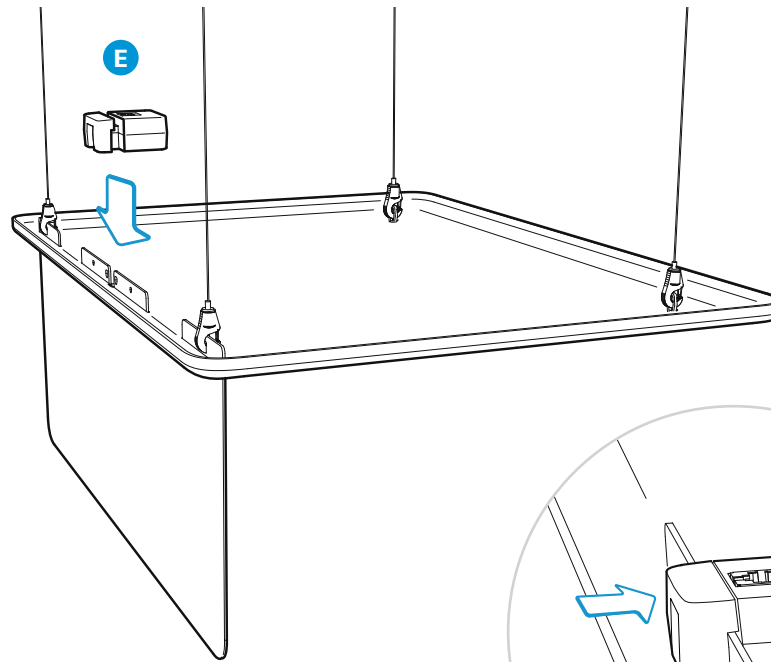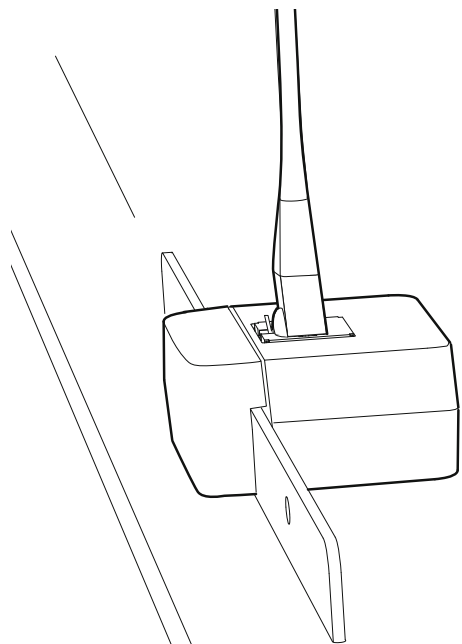
# 6 Choose the correct adapter for your codec

# 7 Adjust wires to level top plate

ℹ Refer to Step 1 for recommended microphone height.

∅ 0.87 in. (22 mm)

# 8 Attach cable to microphone

## Cisco contacts

On our website, you find an overview of the worldwide Cisco contacts.

Go to: http://www.cisco.com/go/offices

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Dr.
San Jose, CA 95134 USA