

Cisco Ceiling Microphone Pro

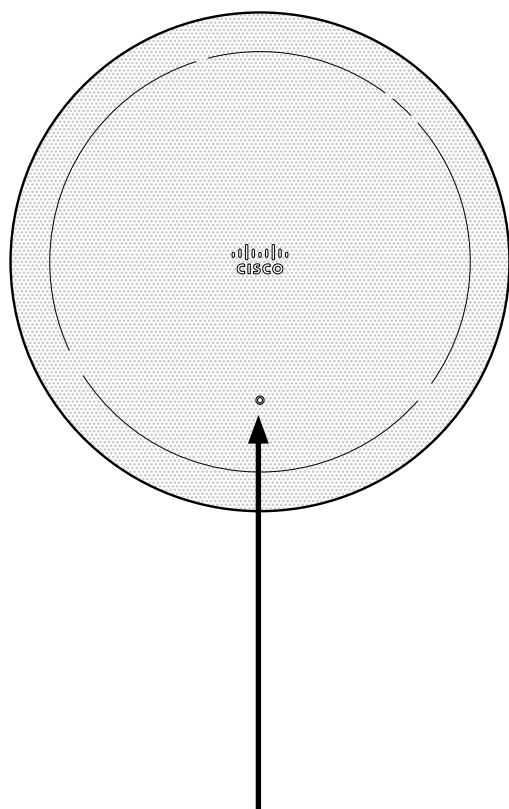
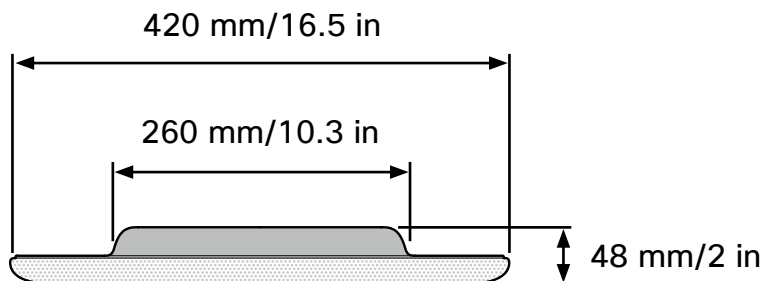
Installation Guide



Contents

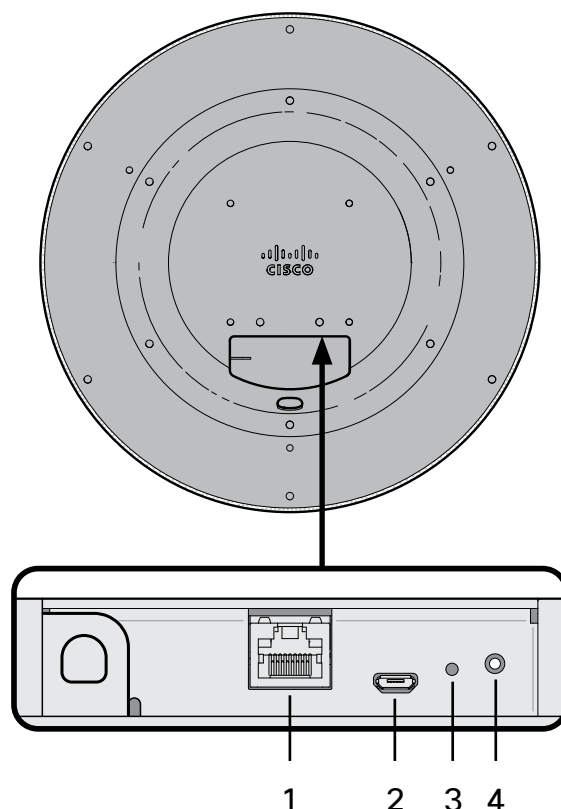
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Product Properties



Microphone status LED

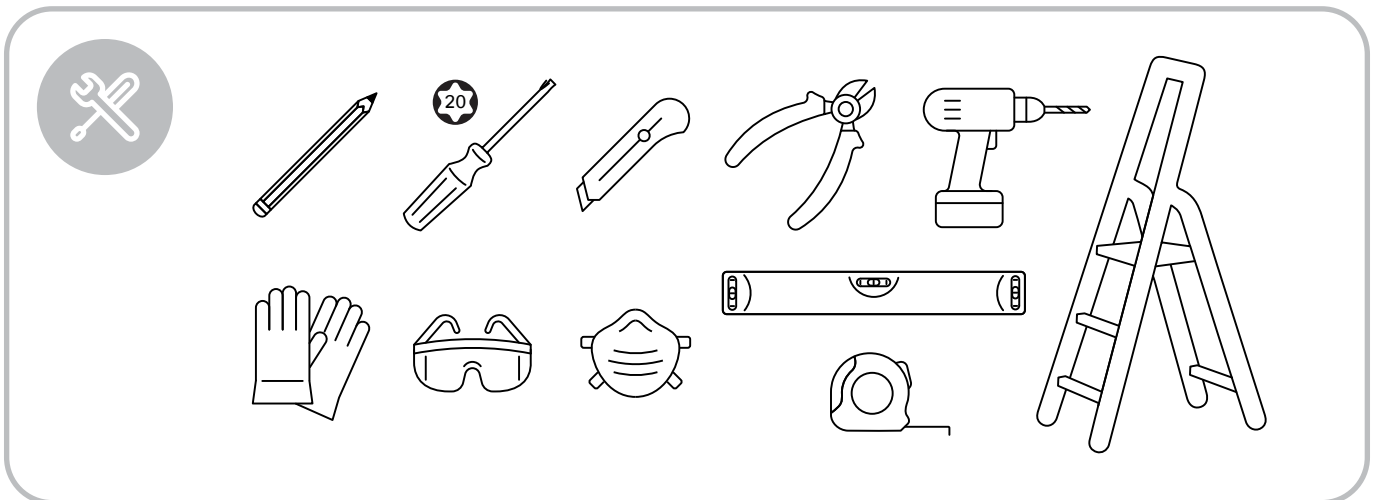
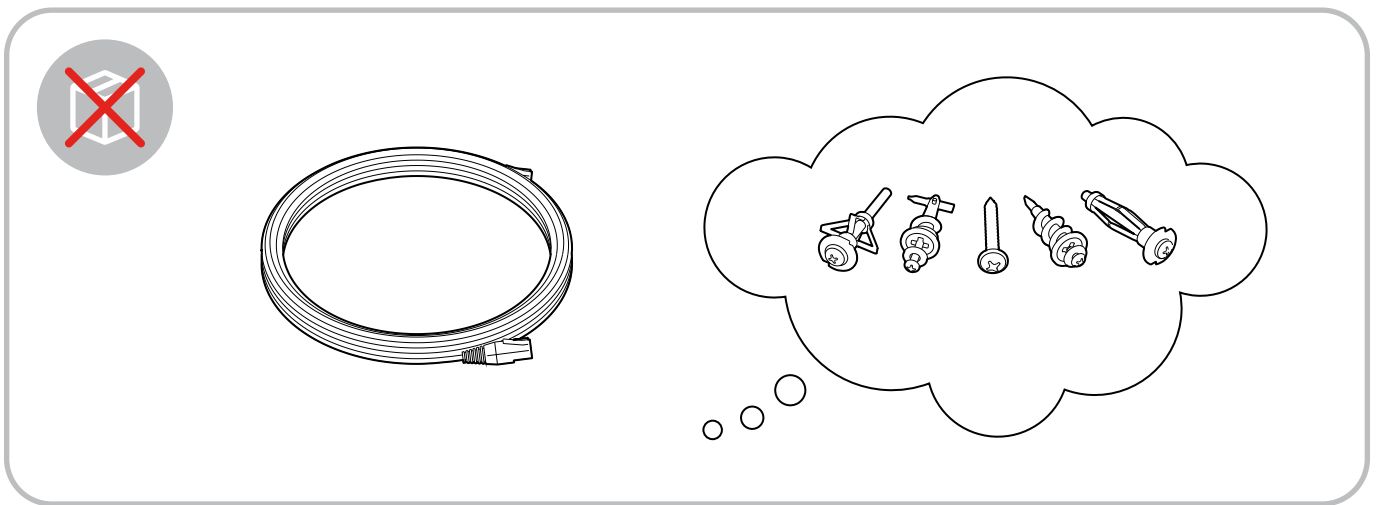
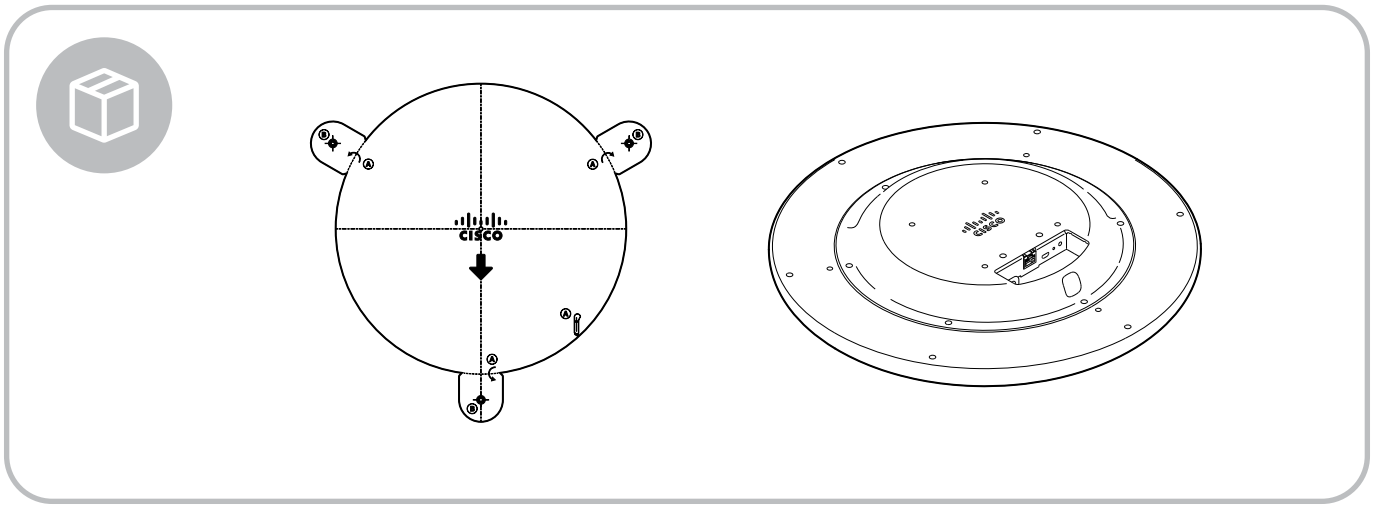
- Green: Not muted
- Red: Muted
- White: Configuration mode



Connector panel

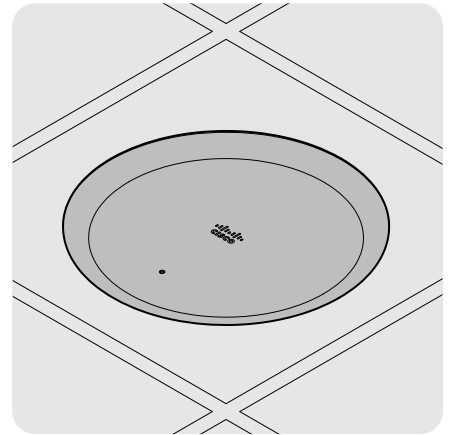
1. Power over ethernet
2. Maintenance
3. Factory reset
4. Power indicator

Box contents & tools

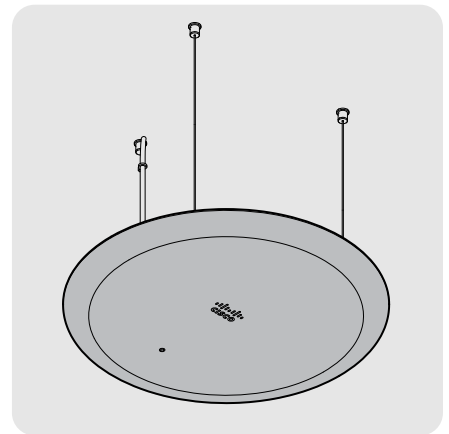


Choose your mounting option

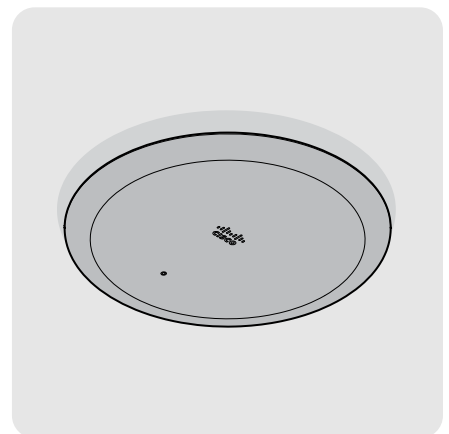
A Drop Ceiling Grid



B Wire Suspension

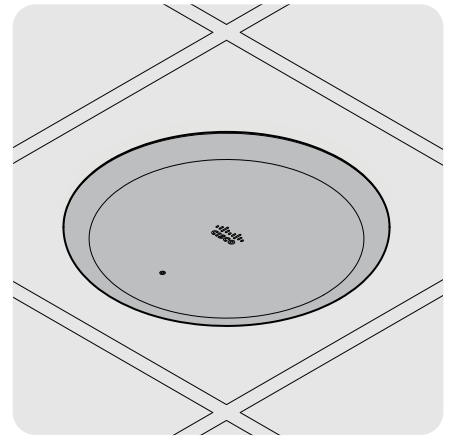


C Hard Ceiling



A

Drop Ceiling Grid

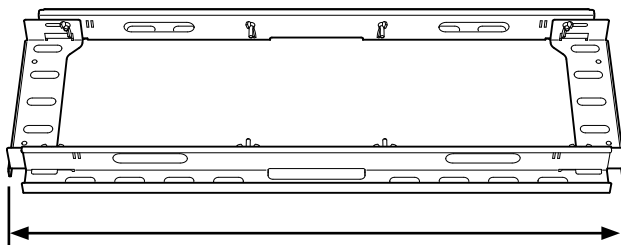


Before you begin:

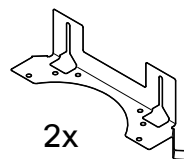
- Read the Room Preparation Guidelines.
- The microphone with ceiling frame weighs 3.5 kg/7 lbs. Ensure the ceiling can safely support the product.
- Consider placement of the ethernet cable.
- Make sure you have the mounting kit shown here:



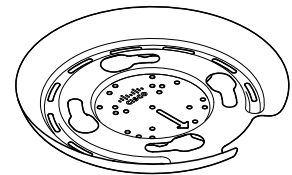
Drop Ceiling Grid Mount Kit CS-MIC-CLGP-DMK



592 - 620 mm
23.3 - 24.4 in



2x



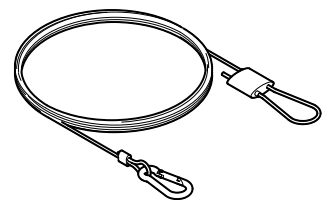
4x



4x

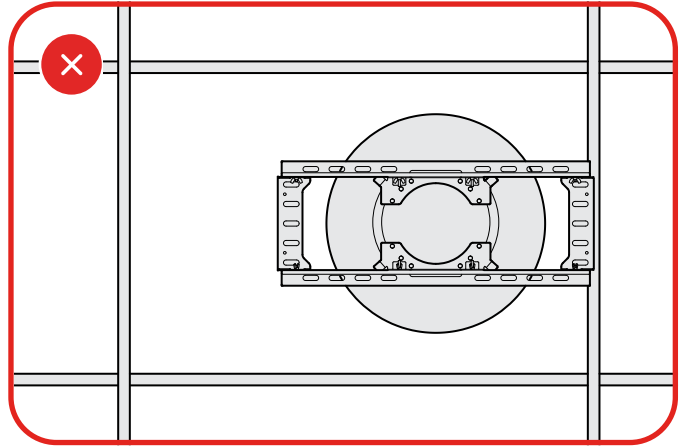
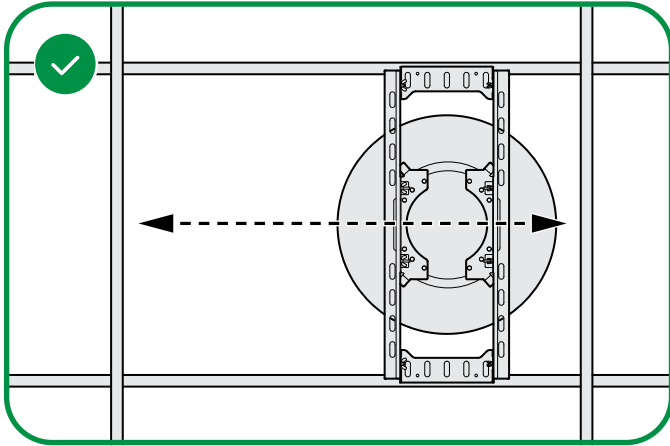


4x



i Off-center placement

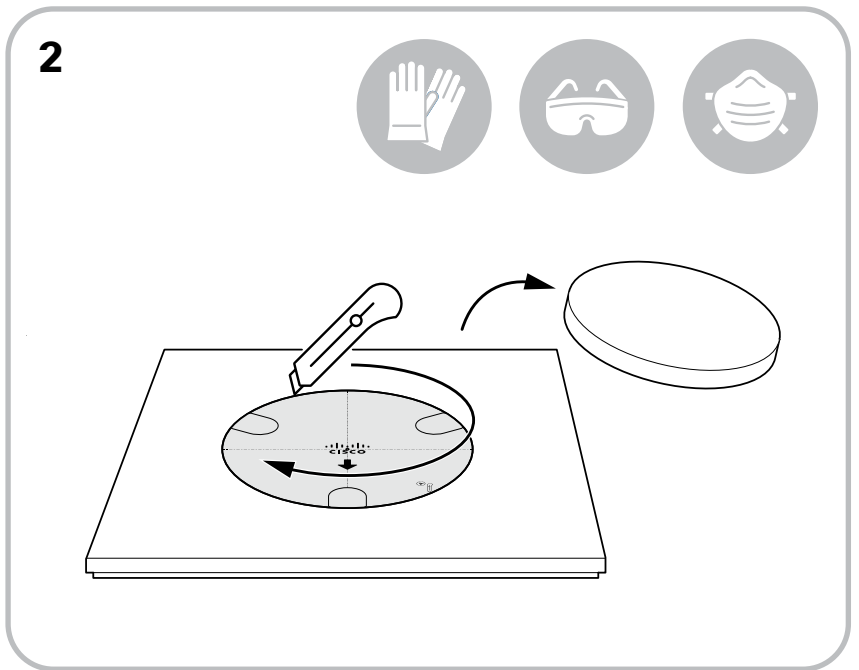
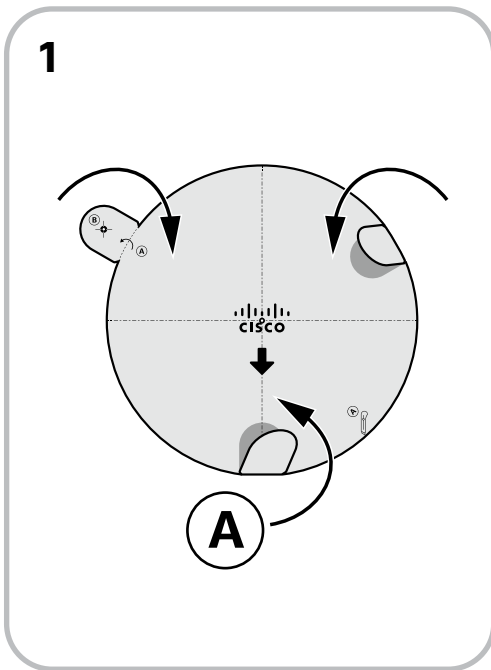
If you want to install the microphone off-centre on the tile, position the mounting frame so that it rests on the drop-ceiling t-bars.



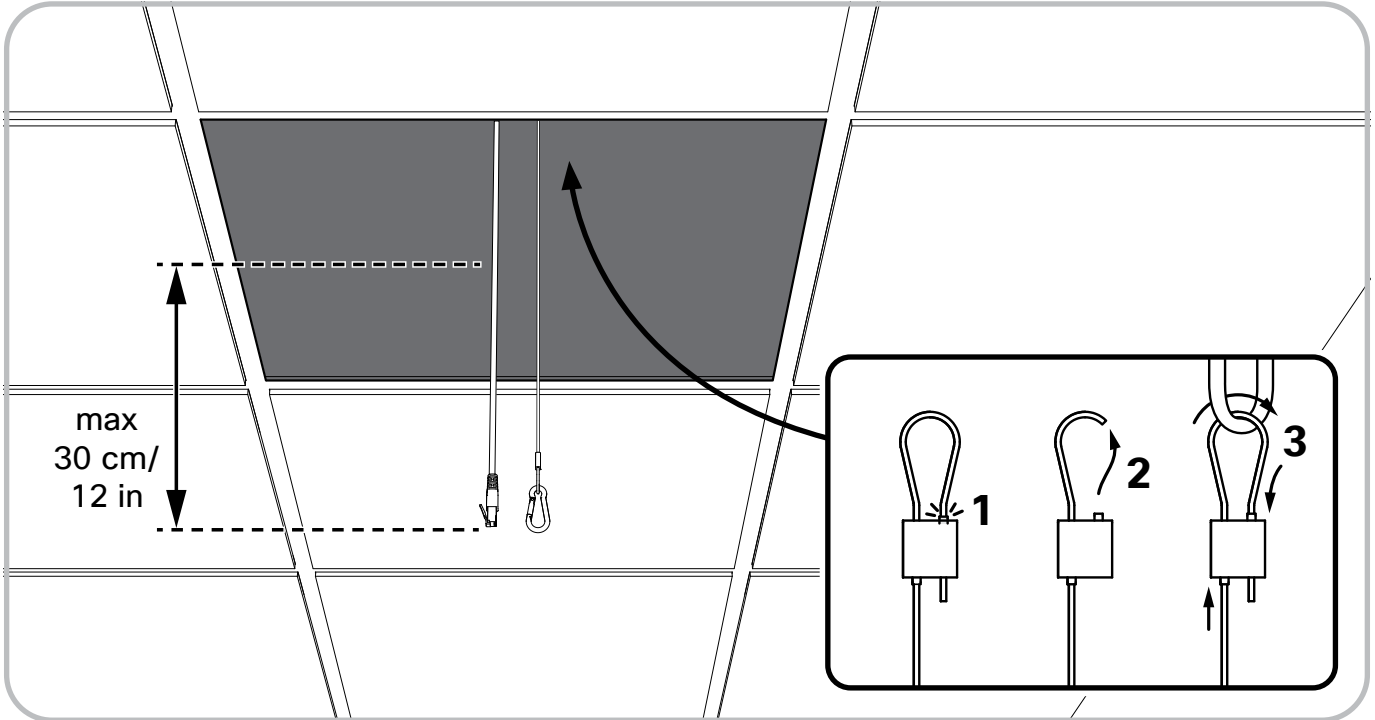
Flexible direction of frame with microphone.

1 Prepare the tile

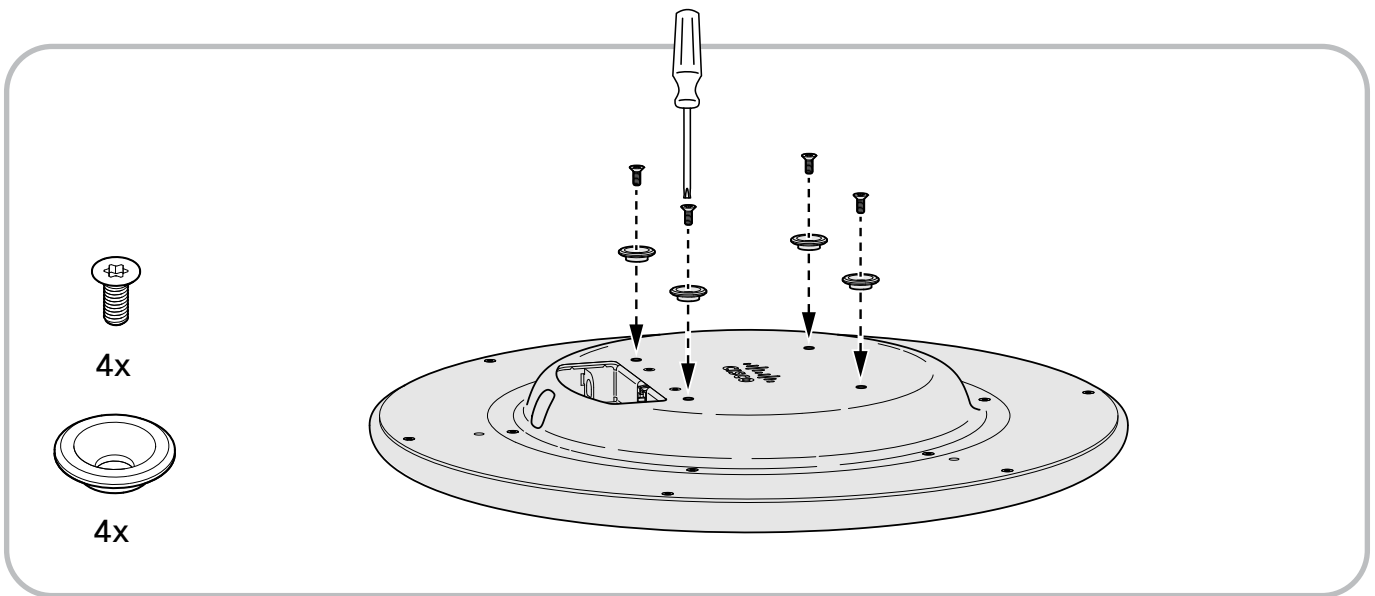
Remove the ceiling tile and use the template to cut a hole in it.



2 Prepare the safety tether and ethernet cable
Fasten the safety tether to a secure point above the tiles so the hook hangs a maximum of 30 cm/12 in from the ceiling.

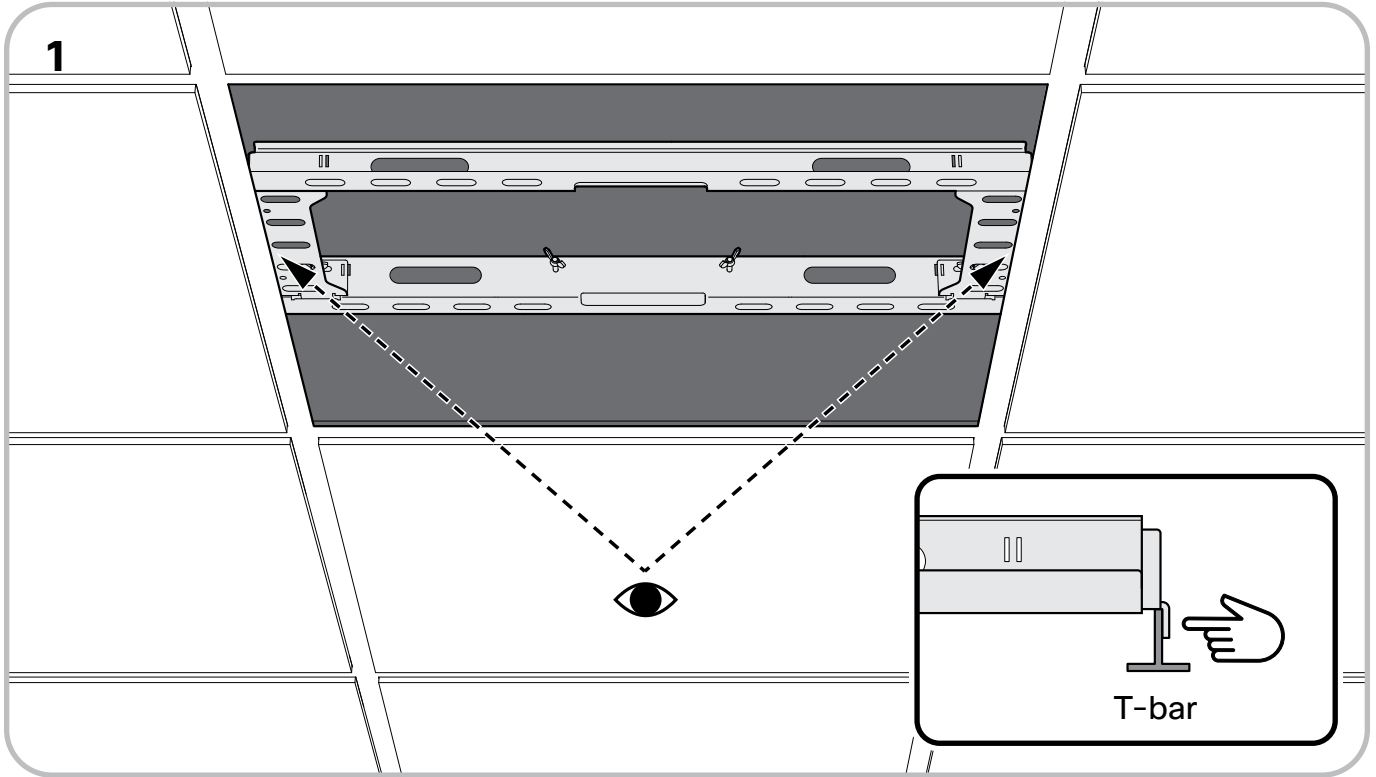


3 Attach the four interface discs to the microphone

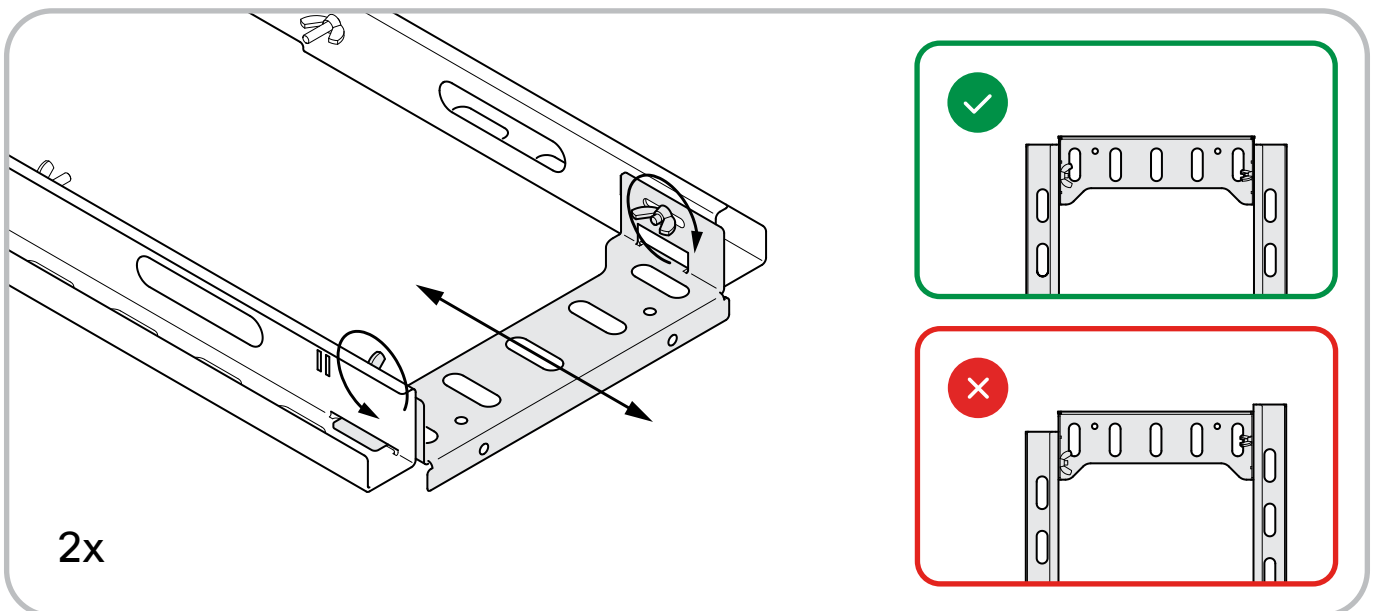


4 Adjust the frame

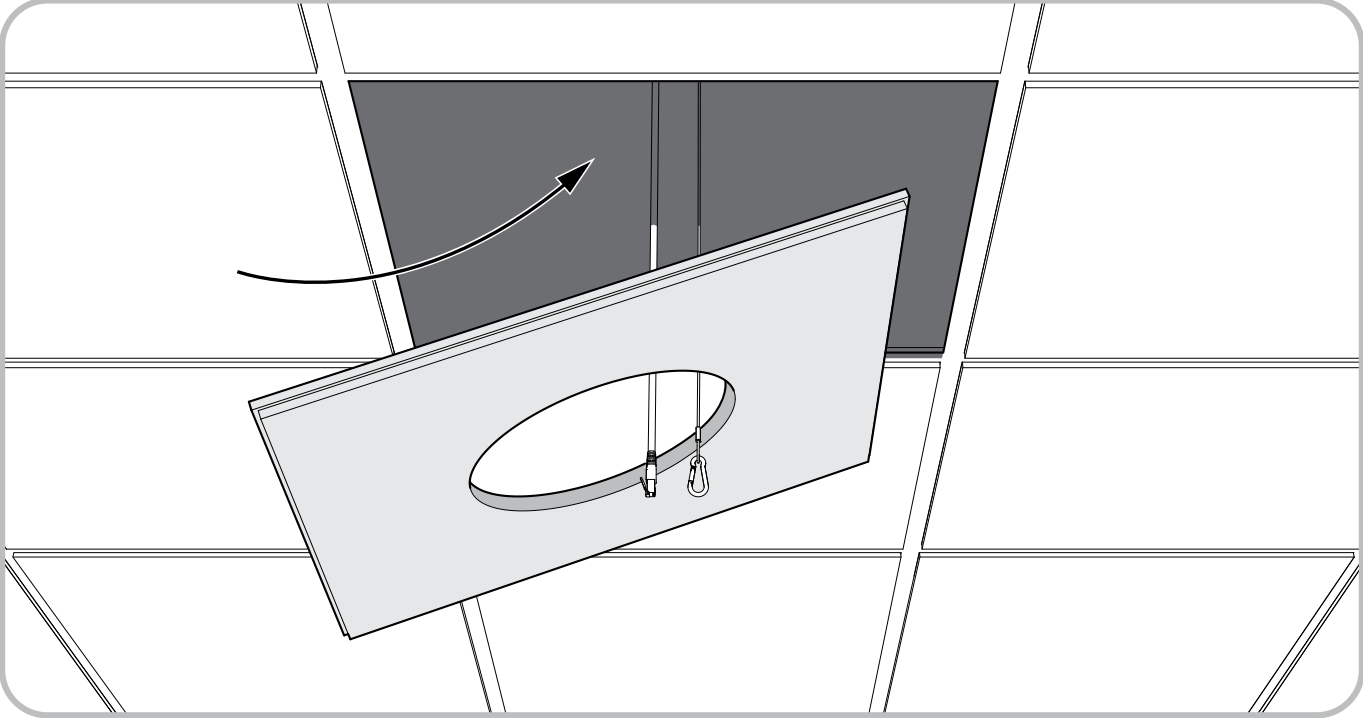
Set the frame on the T-bars and adjust until it hooks onto the T-bars. Tighten the wingnuts and take the frame down.



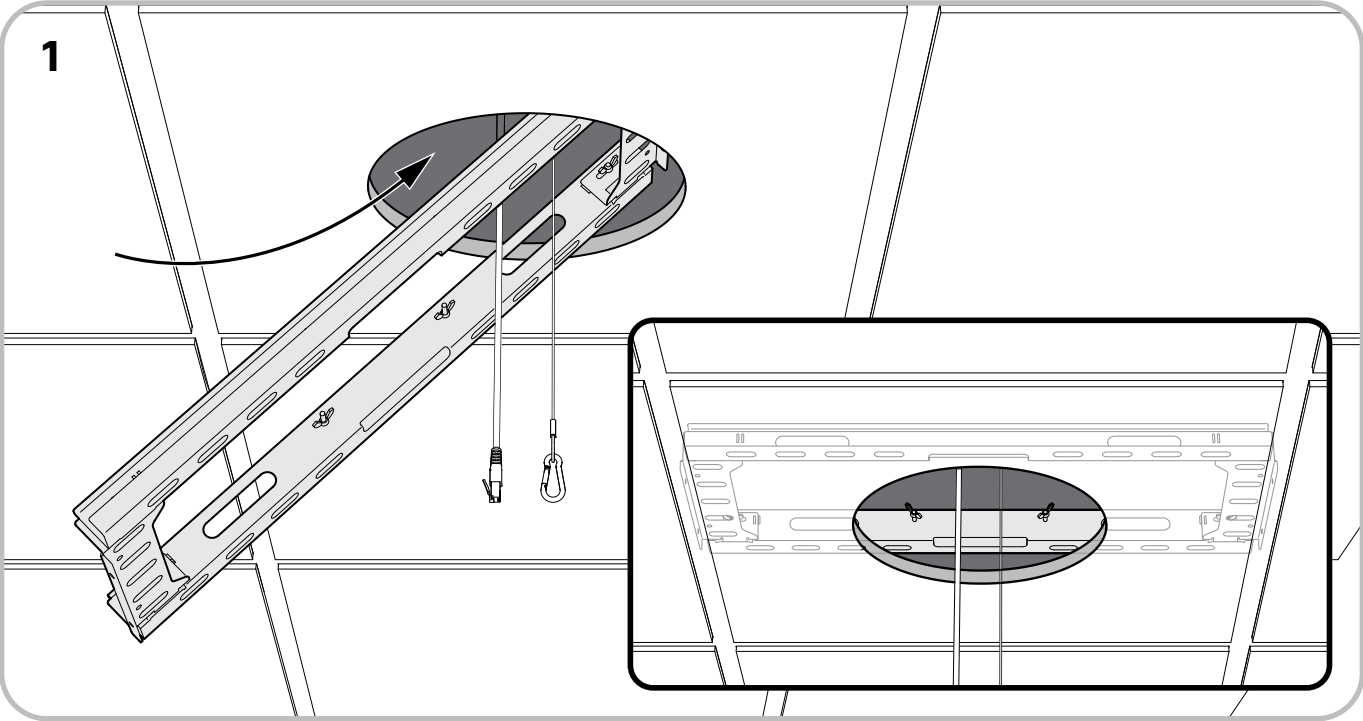
 Make sure the rails are evenly aligned.



5 Put the tile back

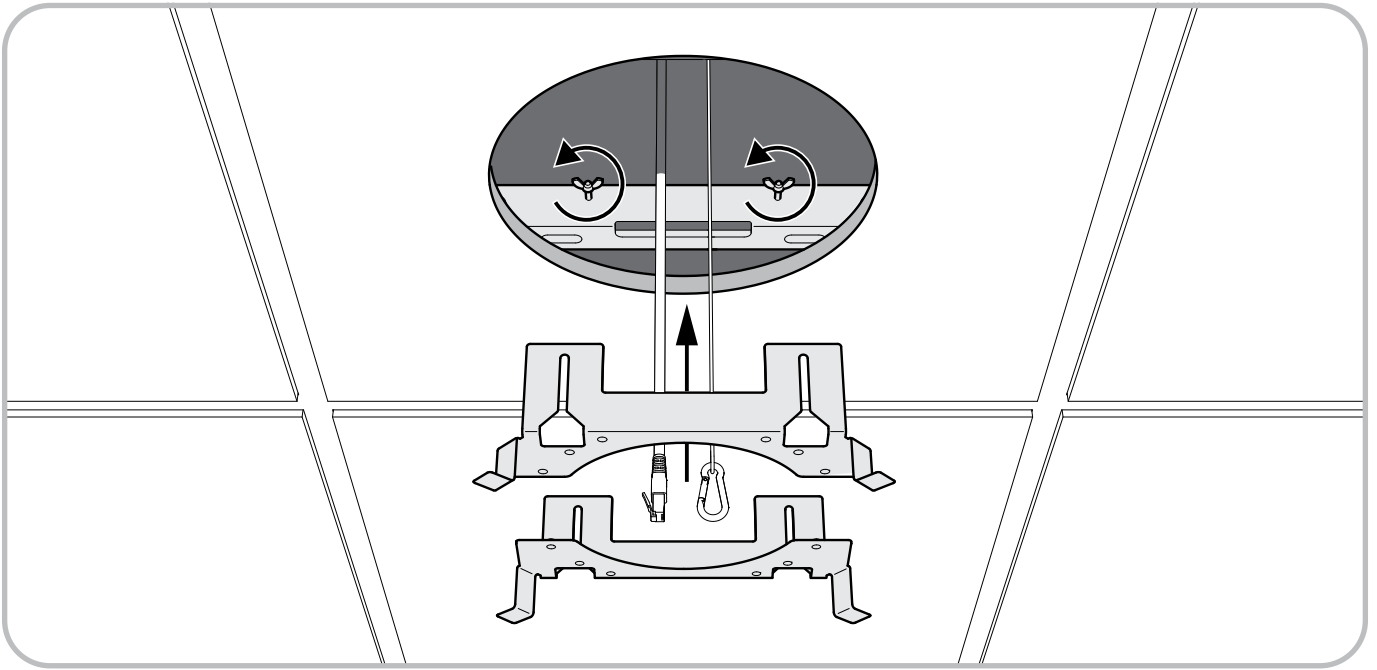


6 Place the frame firmly on the T-bars

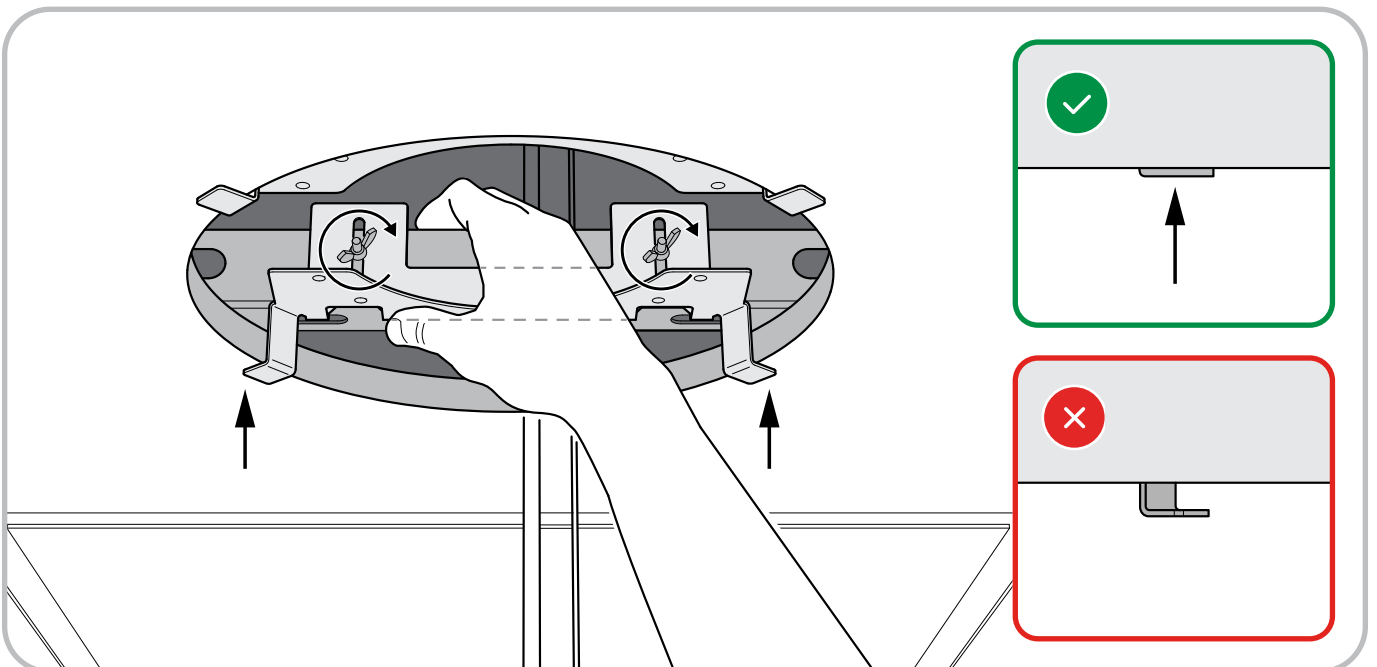


7 Attach the brackets

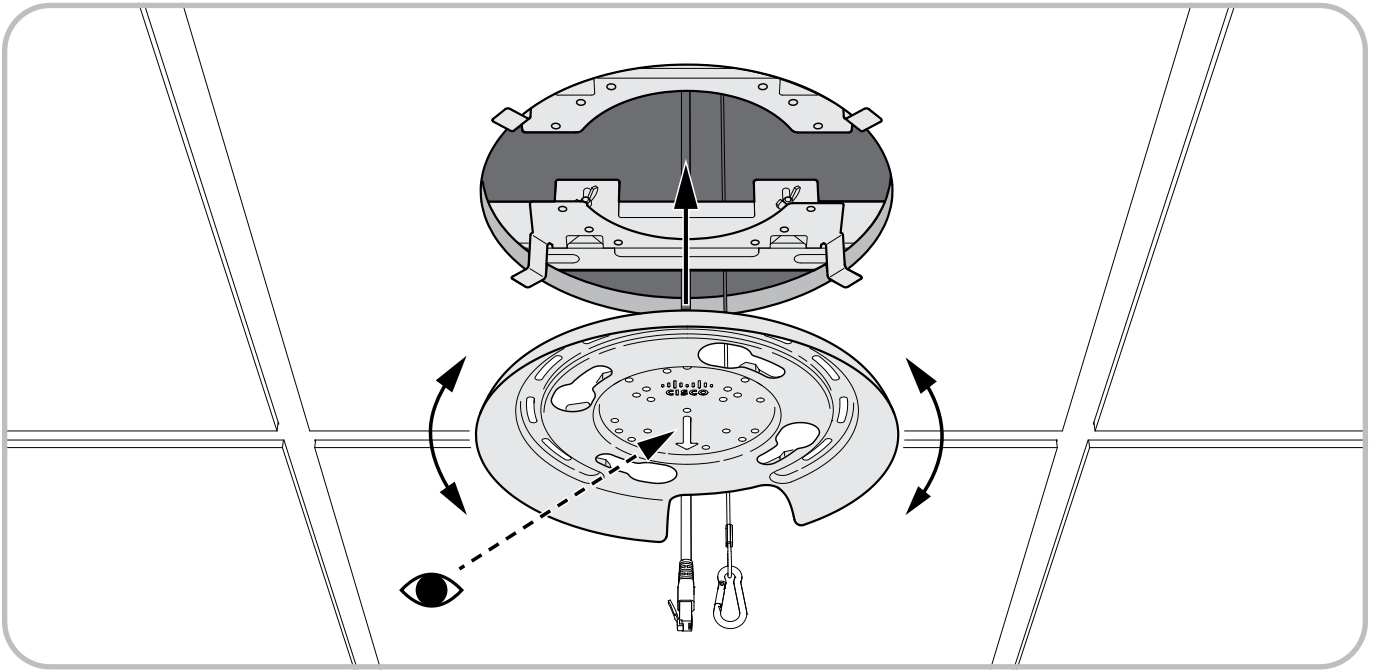
Loosen the frame wingnuts and place a bracket on each side of the frame.



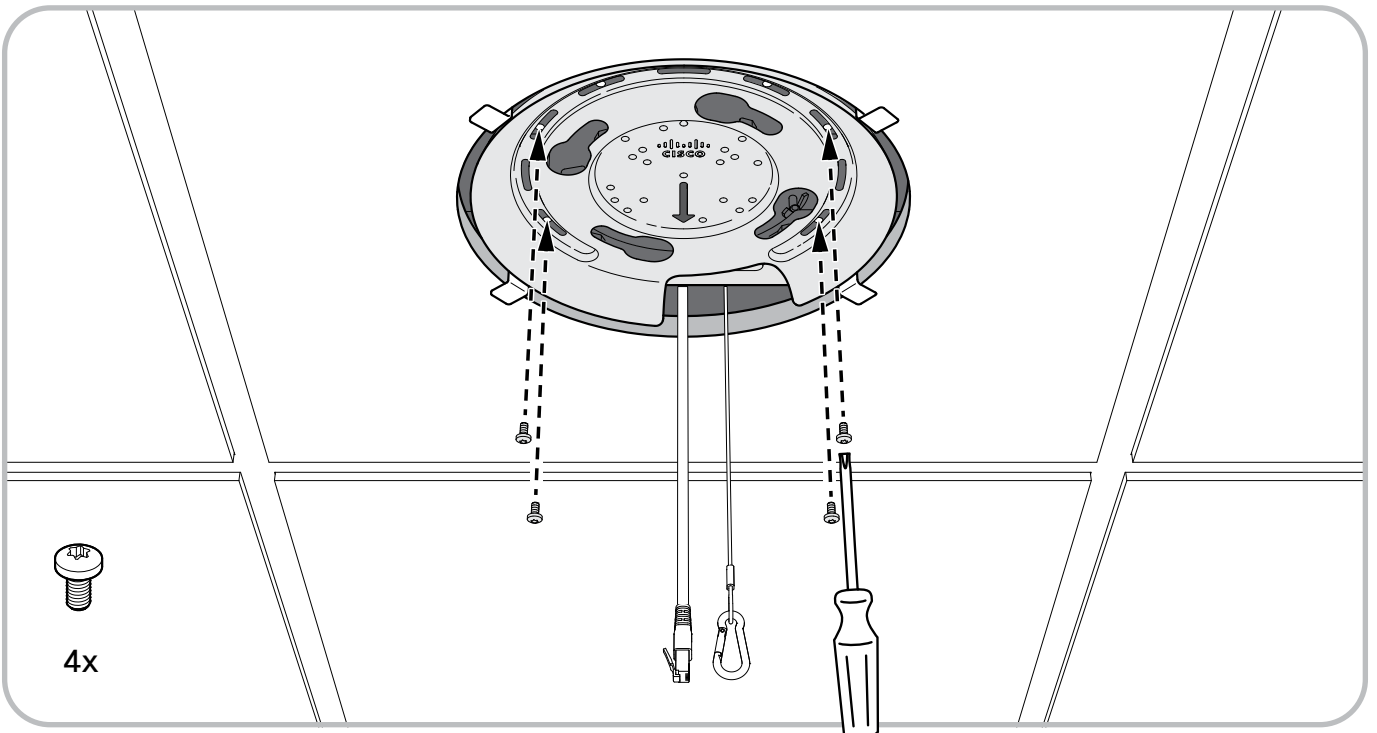
Adjust the bracket height so that the hooks are flush with the outside of the ceiling tile. Tighten the frame wingnuts firmly.



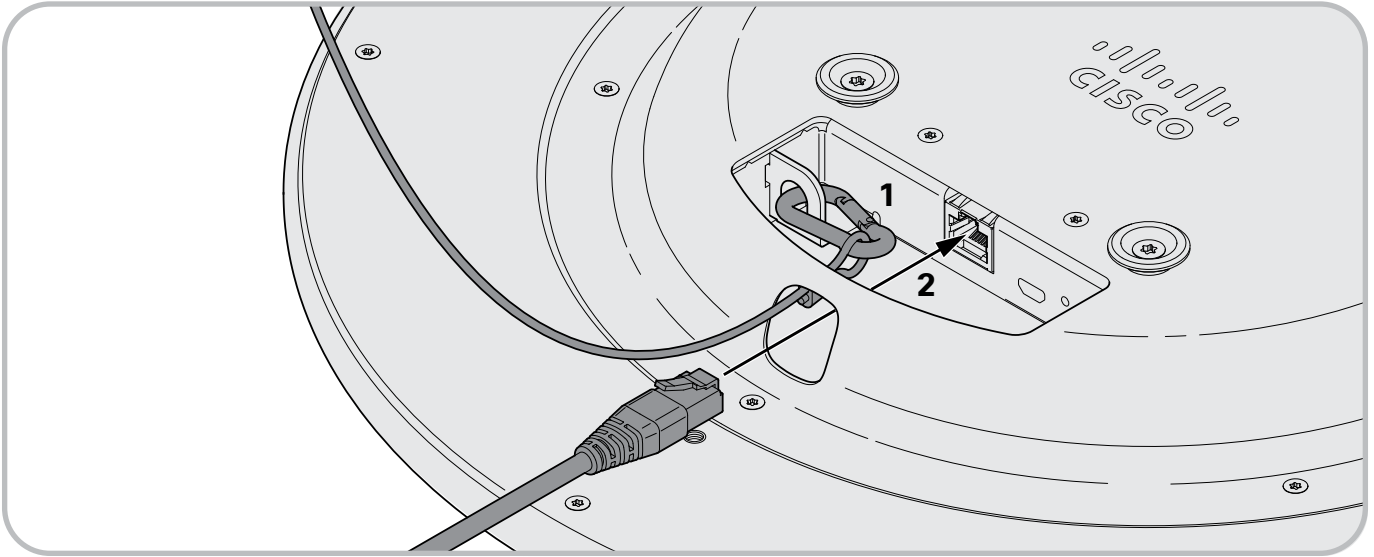
- 8 Mount the bowl**
Position the bowl so the arrow points at the main screen.
Make sure the cables go through the cable duct.



Fasten the bowl to four of the the frame holes.
If four holes don't align, revisit step 4.

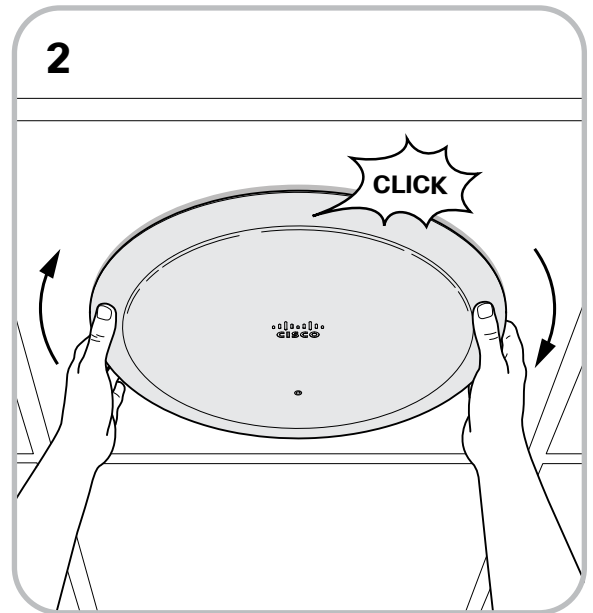
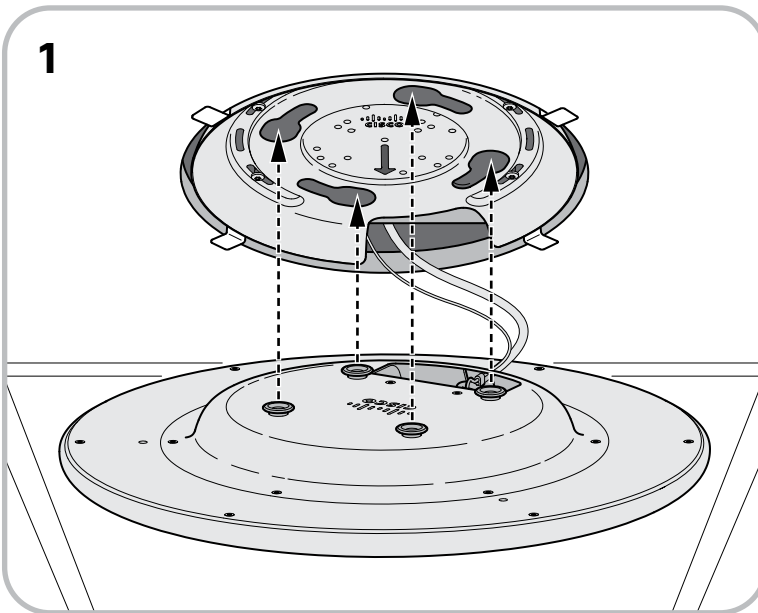



9 Connect the safety tether and ethernet cable to the microphone



10 Attach the microphone

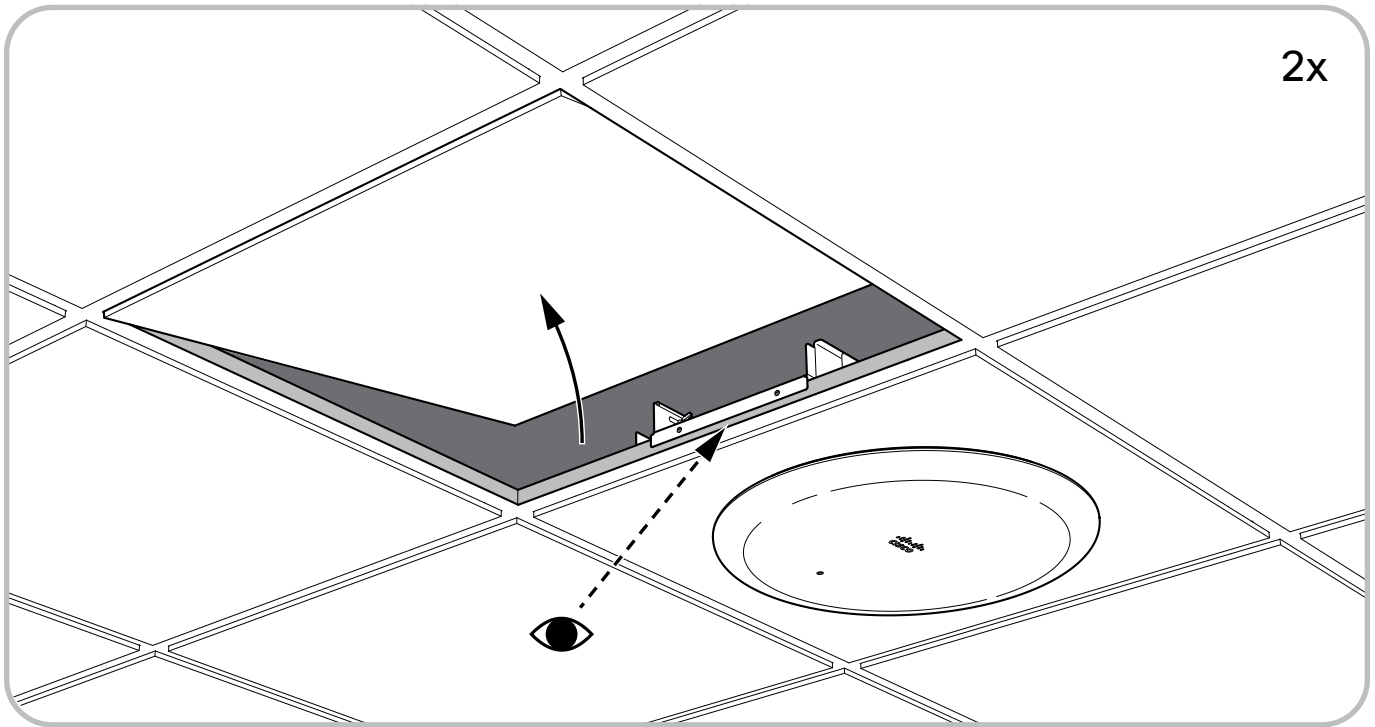
Place the microphone against the bowl so the interface discs enter the holes. Turn the microphone clockwise until it clicks into place. Try not to push the ceiling tile out of place.



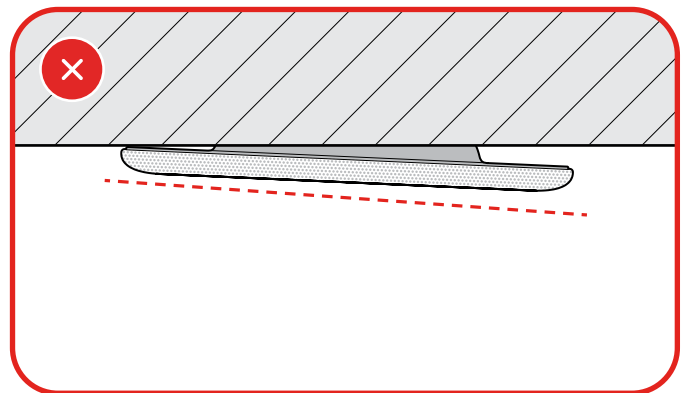
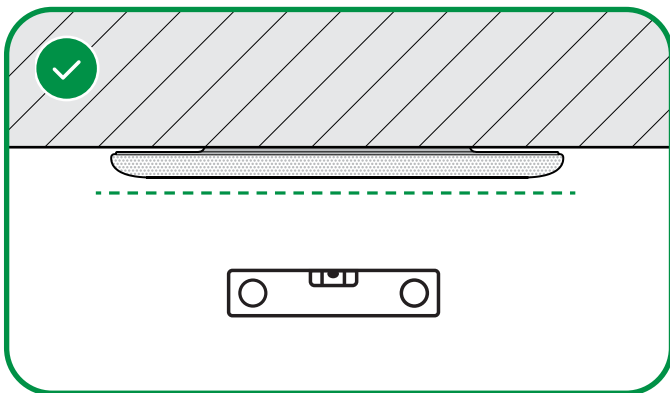
 If you decide to remove the microphone, turn it counterclockwise until it disconnects from the bowl.

11 Ensure correct placement

⚠️ Lift the adjacent tile to check that the frame is correctly in position.



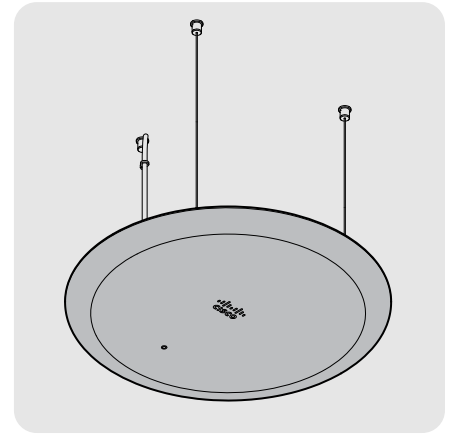
⚠️ Make sure the microphone is flush with the ceiling all the way around.



12 Continue the setup

B

Wire Suspension

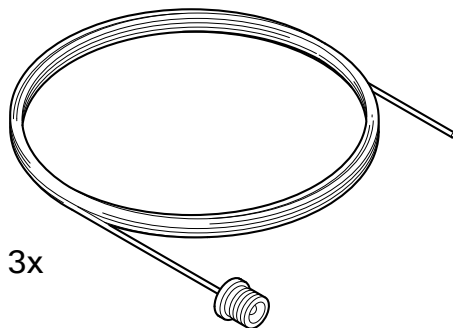


Before you begin:

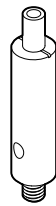
- Read the Room Preparation Guidelines.
- The microphone weighs 2.7 kg/5 lbs. Make sure the ceiling can safely support the product.
- Provide the appropriate screws and fasteners.
- Consider the positioning of the ethernet cable.
- Make sure you have the mounting kit shown here:



Wire Hanging Ceiling Mounting Kit (CS-MIC-CLGP-WHK)



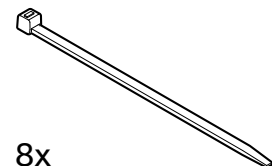
3x



3x

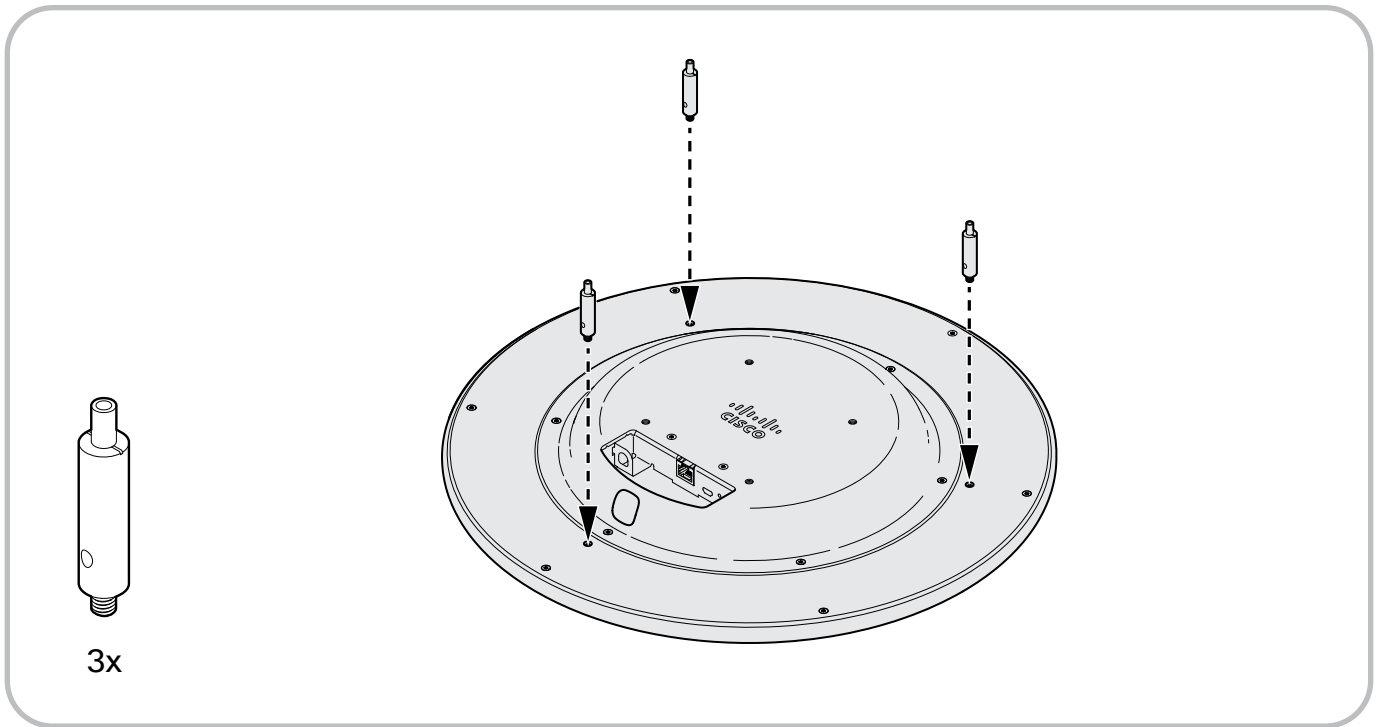


3x



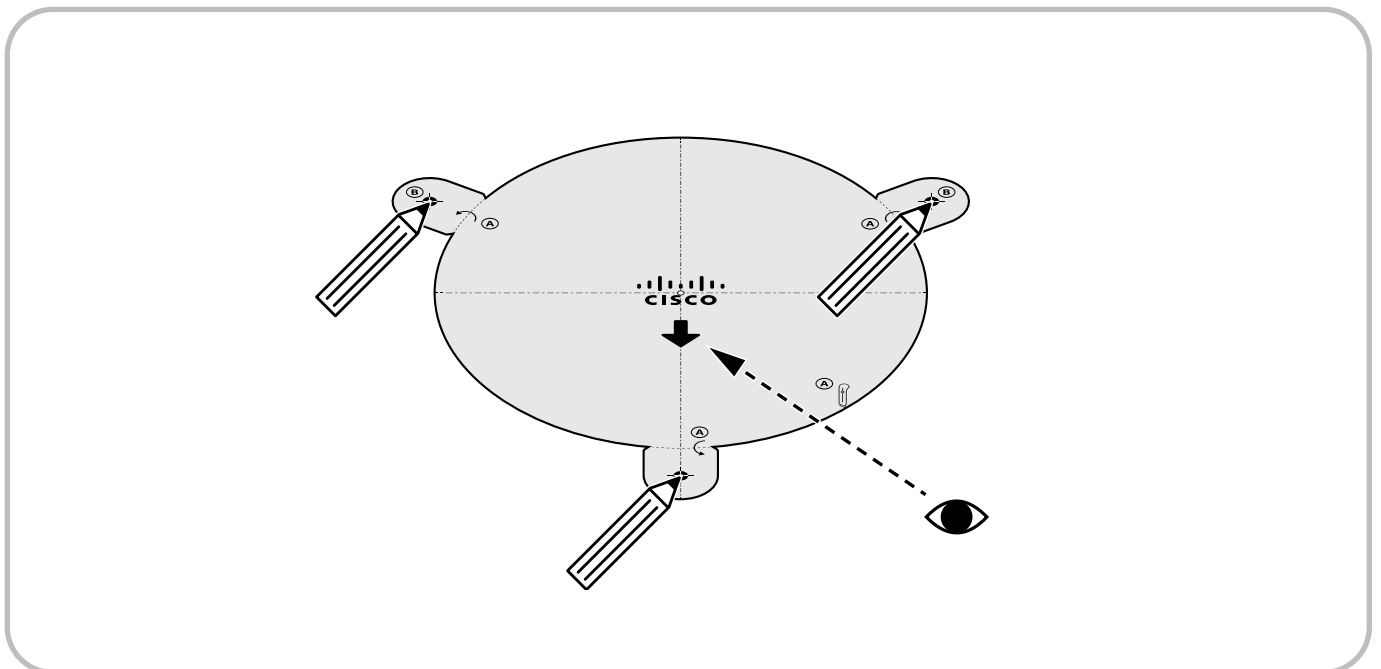
8x

1 Attach the three wire grippers to the microphone



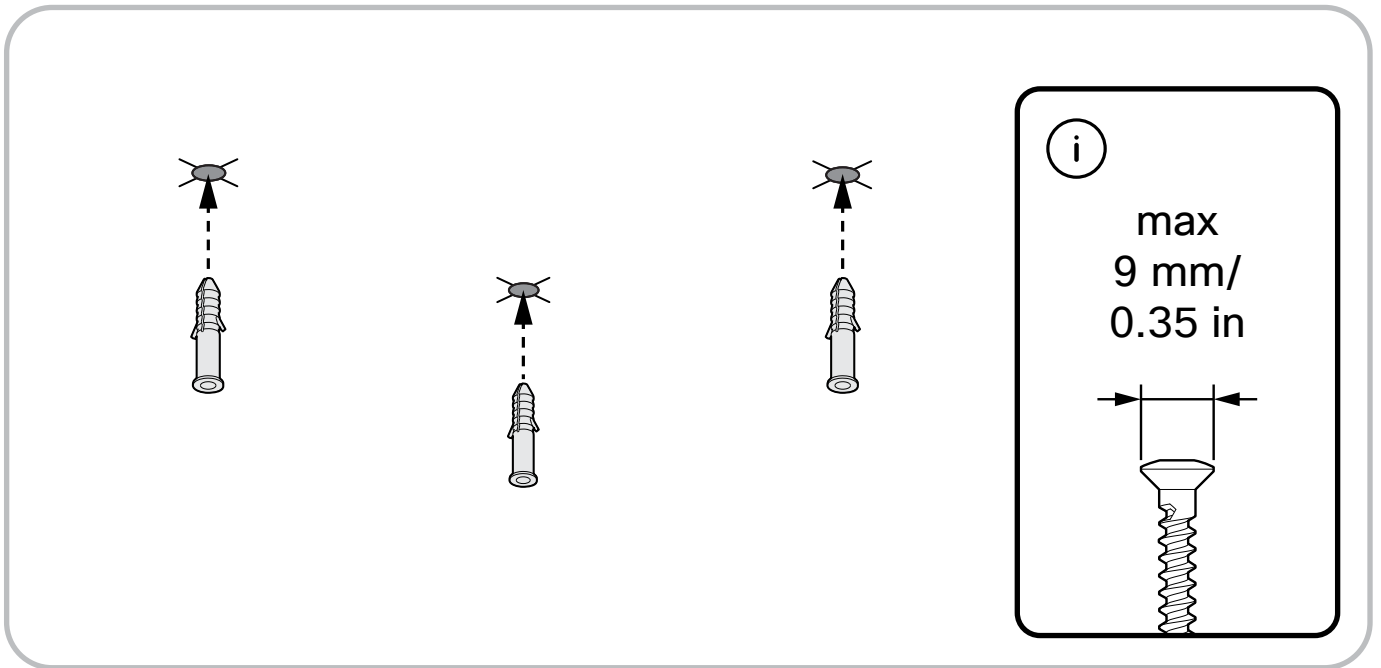
2 Mark where to fasten the three wires

Place the drilling template on the ceiling with the arrow pointing at the main screen.



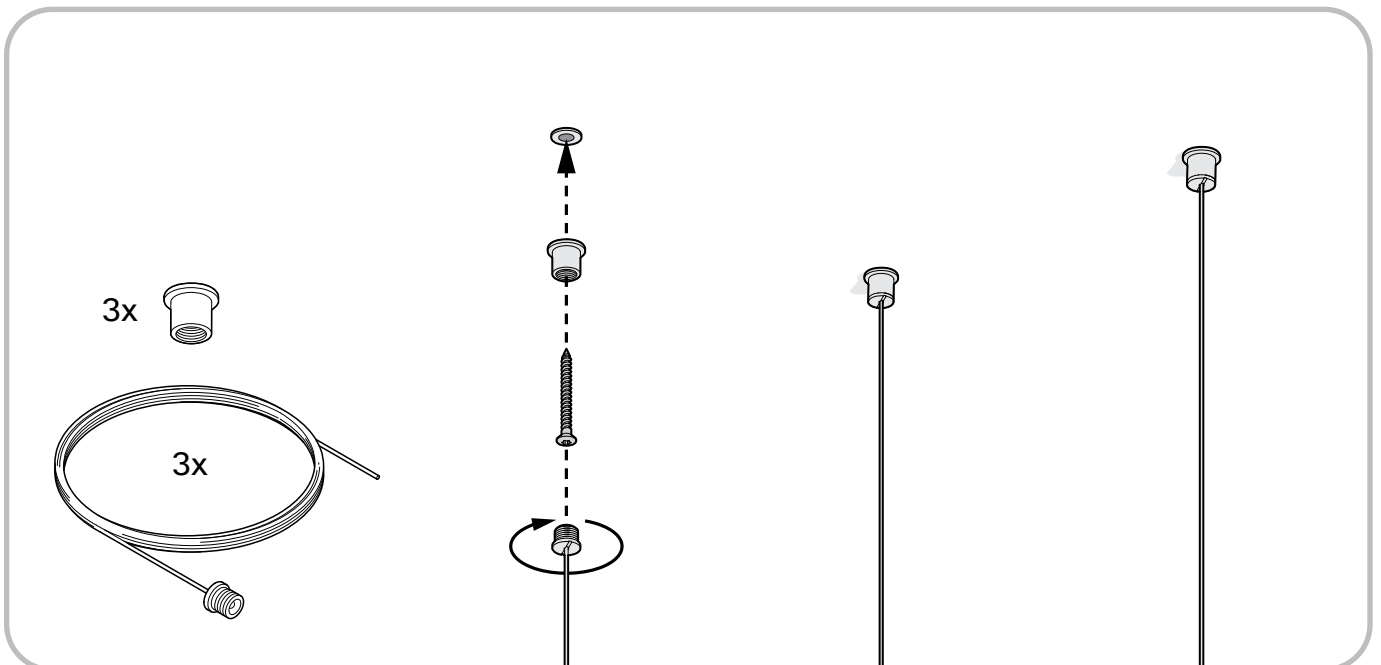
3 Drill the holes

Depending on the type of ceiling, you may need to use plugs.

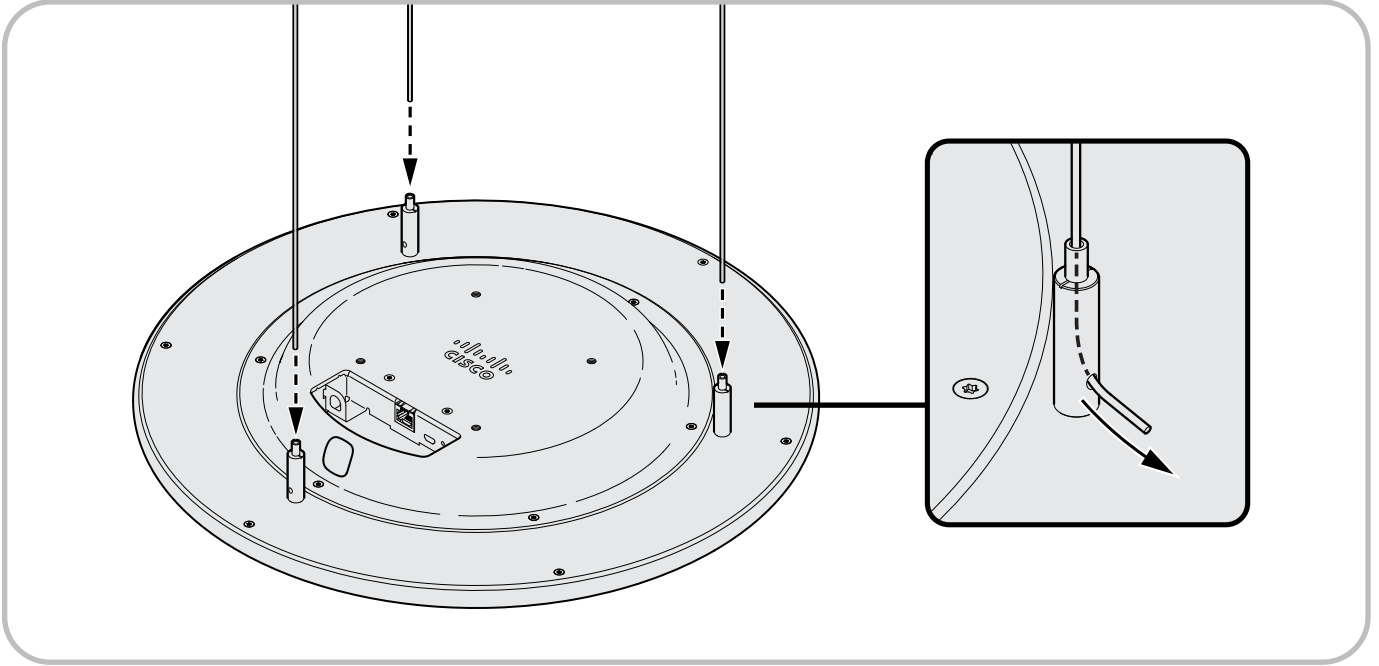


4 Attach the wires to the ceiling

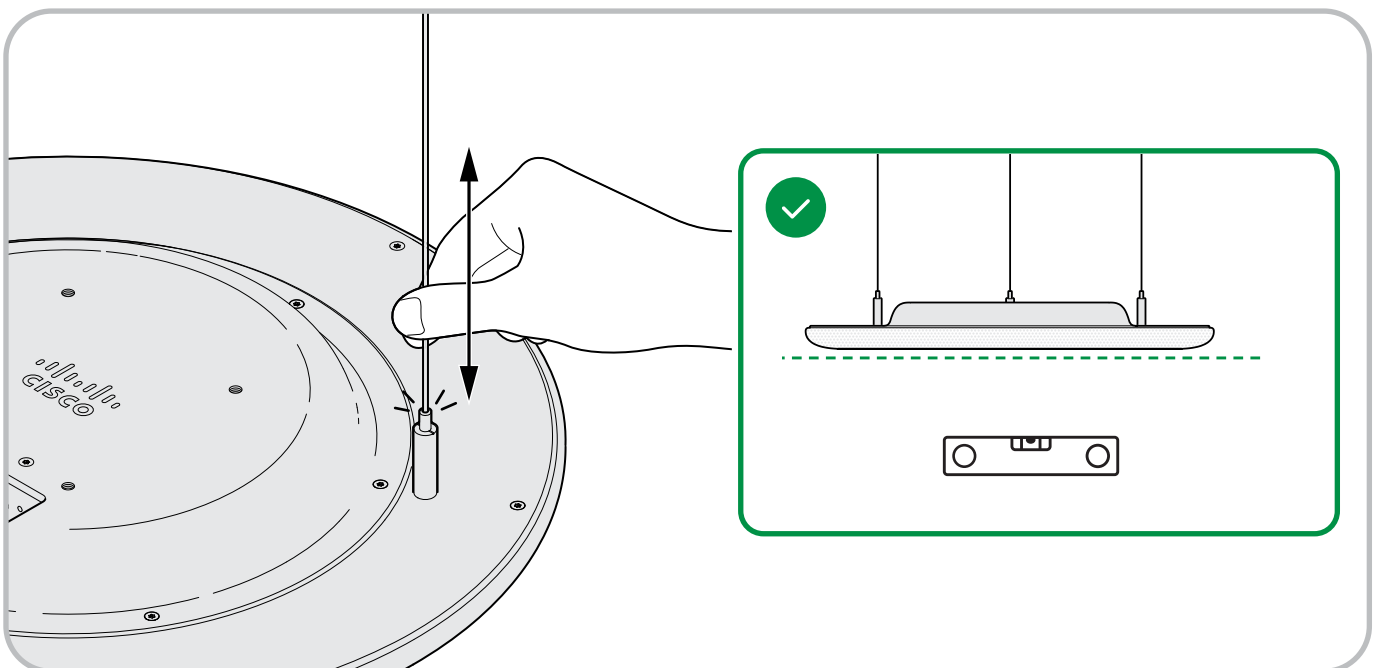
Screw the ceiling mounts to the ceiling. Uncoil and attach the wires to the ceiling mounts.



- 5 Attach the wires to the microphone**
Set the microphone on a flat surface with the ethernet port pointing at the main screen. Push the wires into the wire grippers.

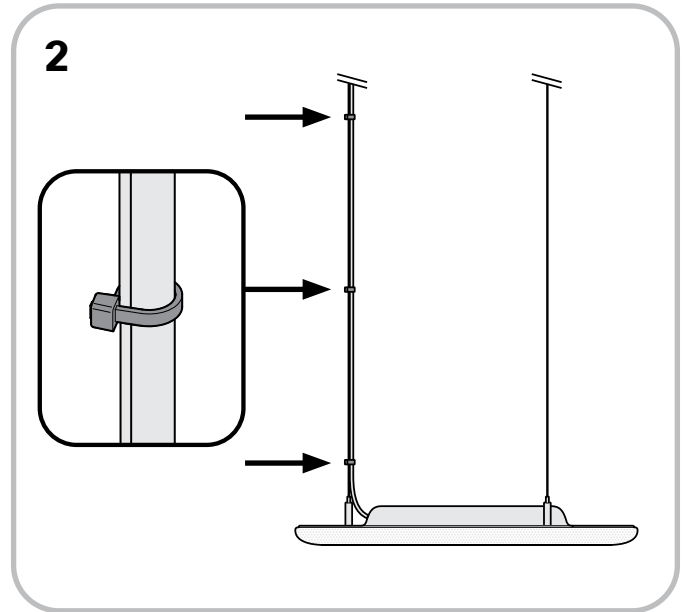
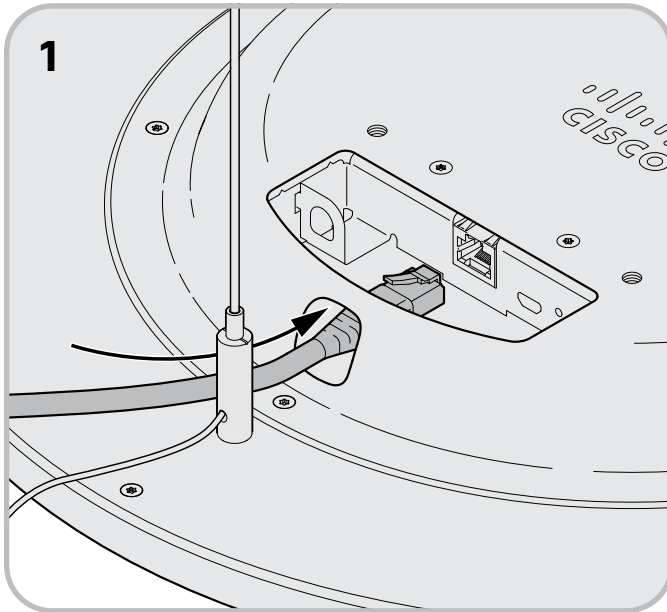


- 6 Adjust the microphone height**
Pinch the top of the wire gripper and slide the wire up or down.



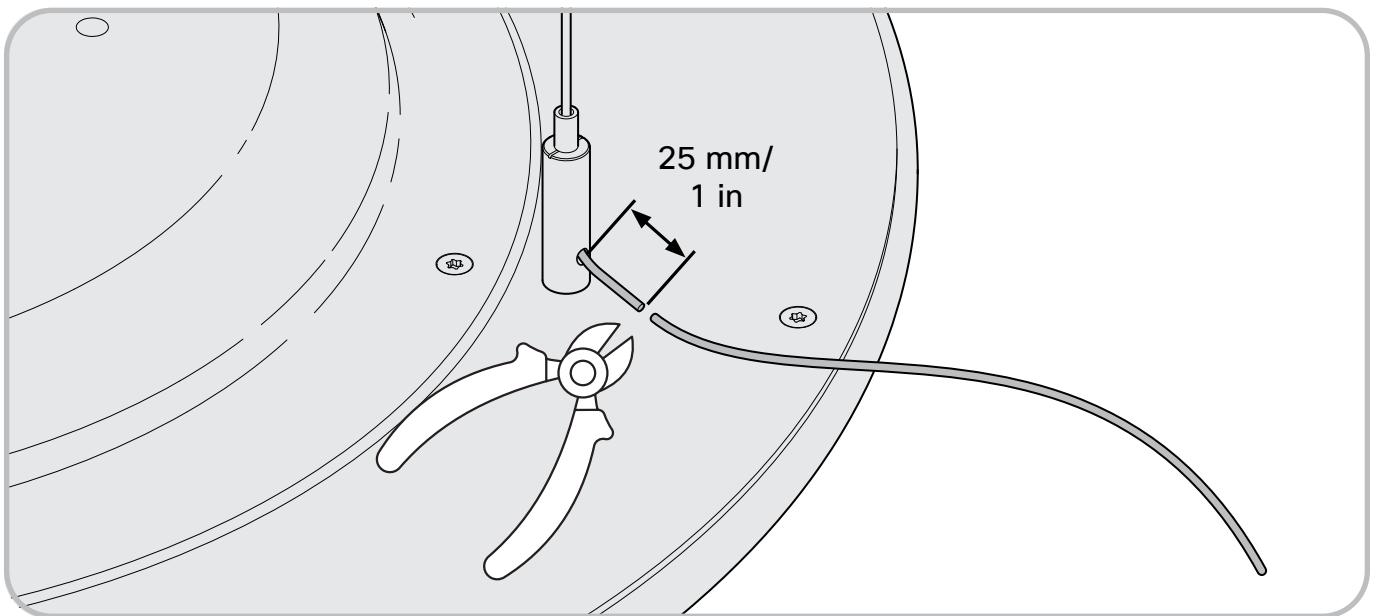
7 Connect the ethernet cable to the microphone

Use cable ties to fasten the cable to the closest wire.



8 Trim the wires

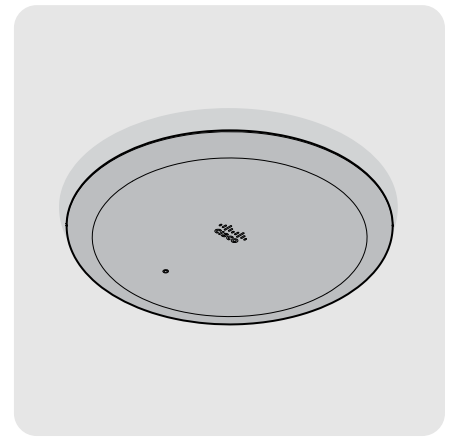
When you're satisfied with the microphone's height, cut the ends of the wires 25 mm/1 in from the wire grippers.



9 Continue the setup



Hard Ceiling

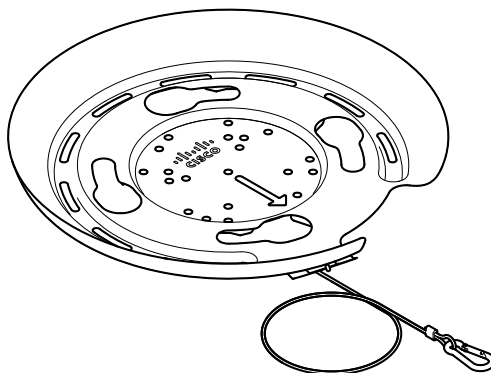


Before you begin:

- Read the Room Preparation Guidelines.
- The microphone with bowl and interface disks weighs 2.8 kg/6 lbs. Make sure the ceiling can safely support the product.
- Provide the appropriate screws and fasteners.
- Consider the positioning of the ethernet cable.
- Make sure you have the mounting kit shown here:



Ceiling Bracket Mounting Kit CS-MIC-CLGP-CBK

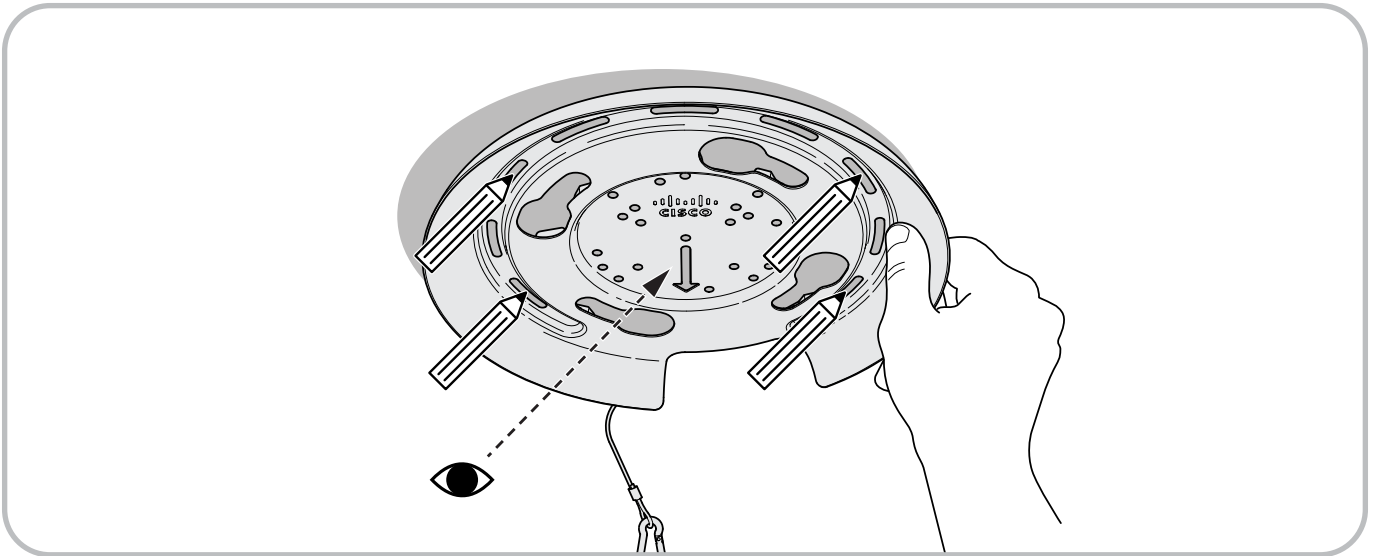


4x

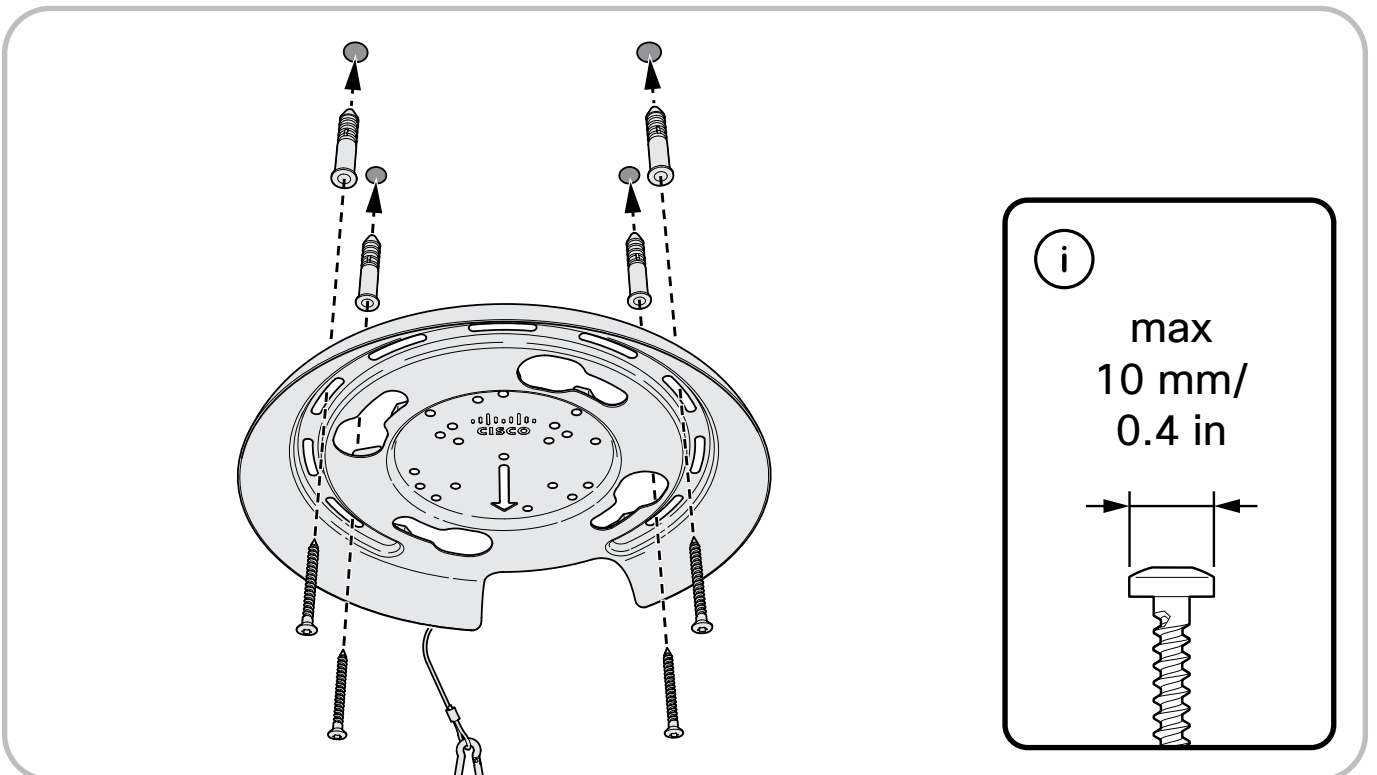


4x

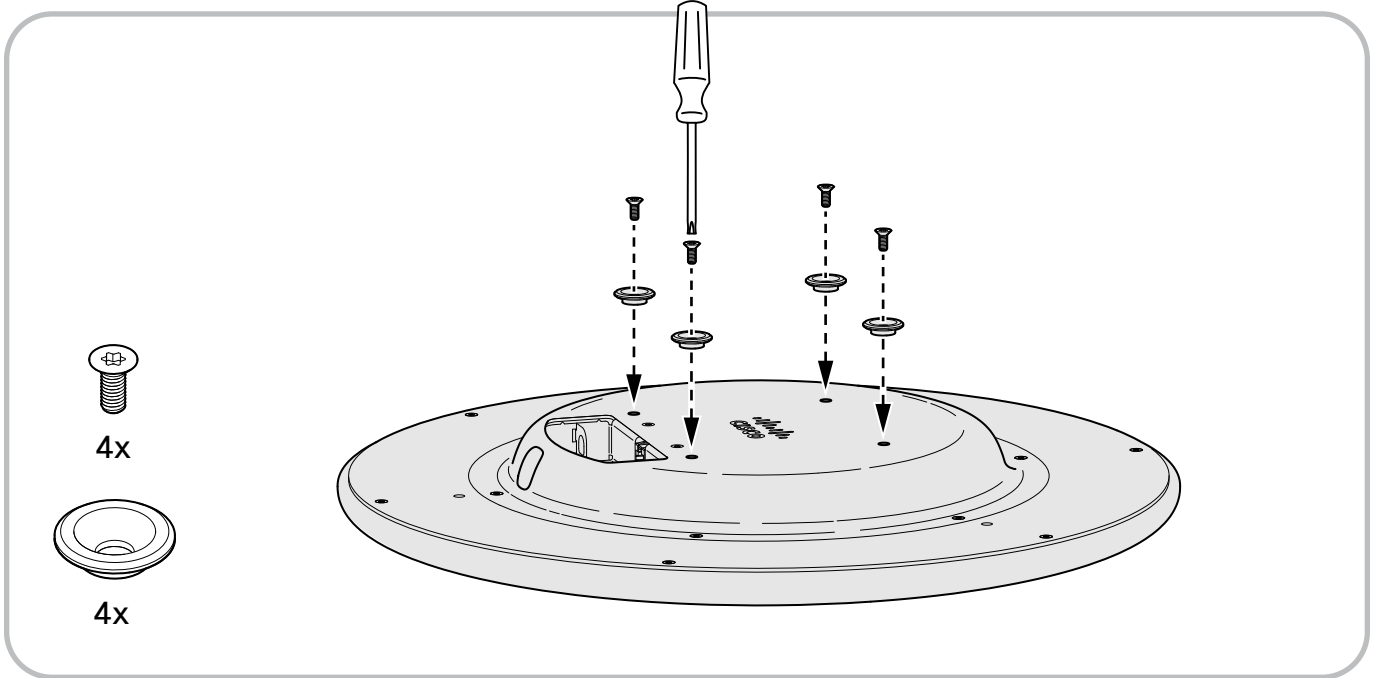
- 1 Mark where the screws will go**
Hold the bowl against the ceiling with the arrow pointing at the main screen.



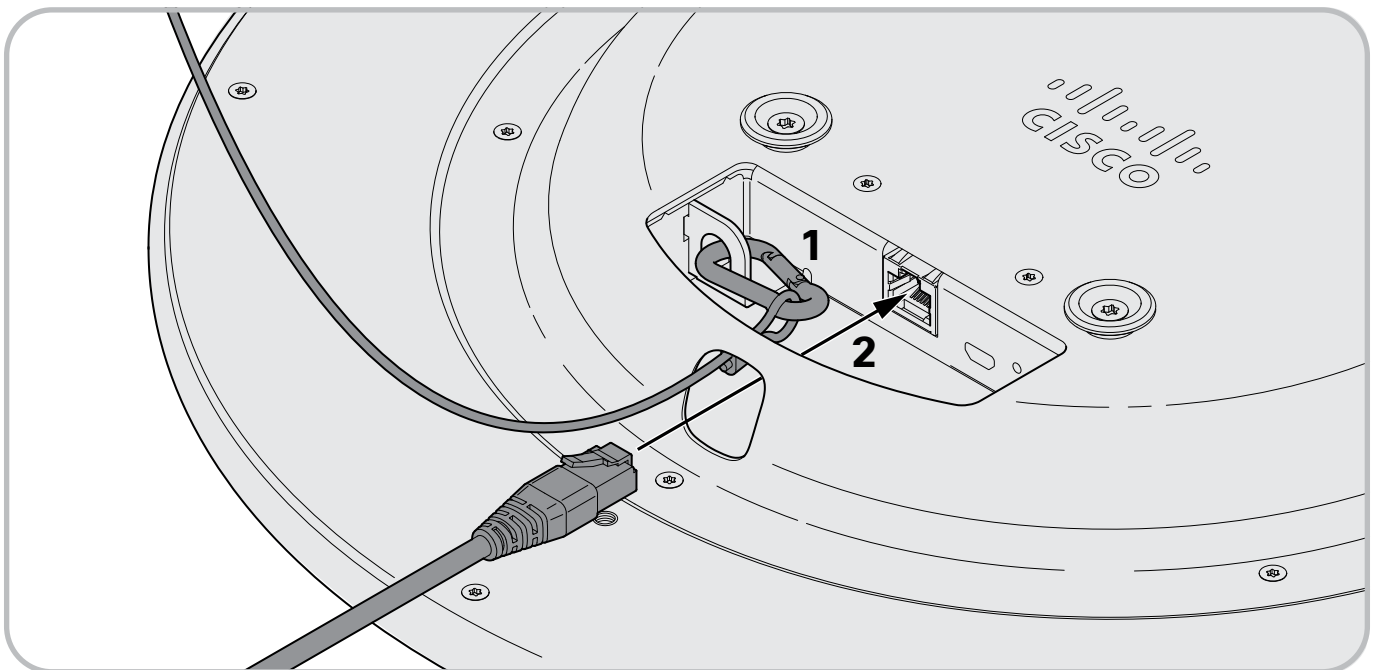
- 2 Drill the holes and mount the bowl**
Depending on the type of ceiling, you may need to insert plugs.



3 Attach the four interface discs to the microphone



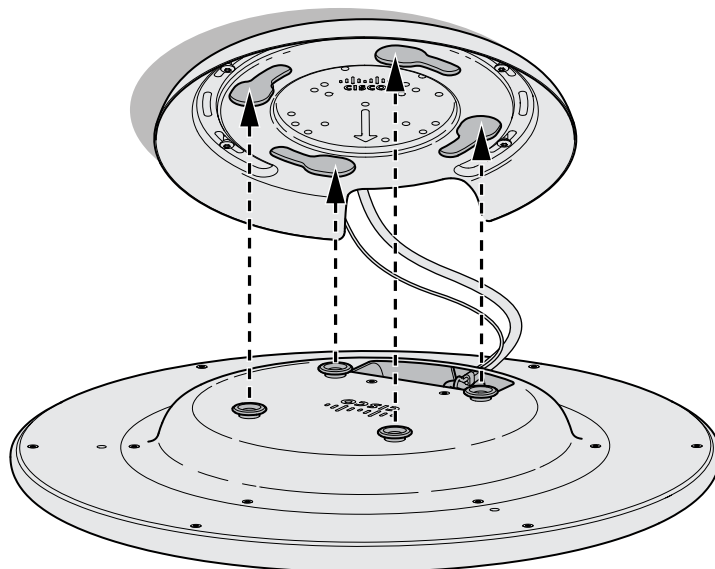
4 Connect the safety tether and ethernet cable to the microphone



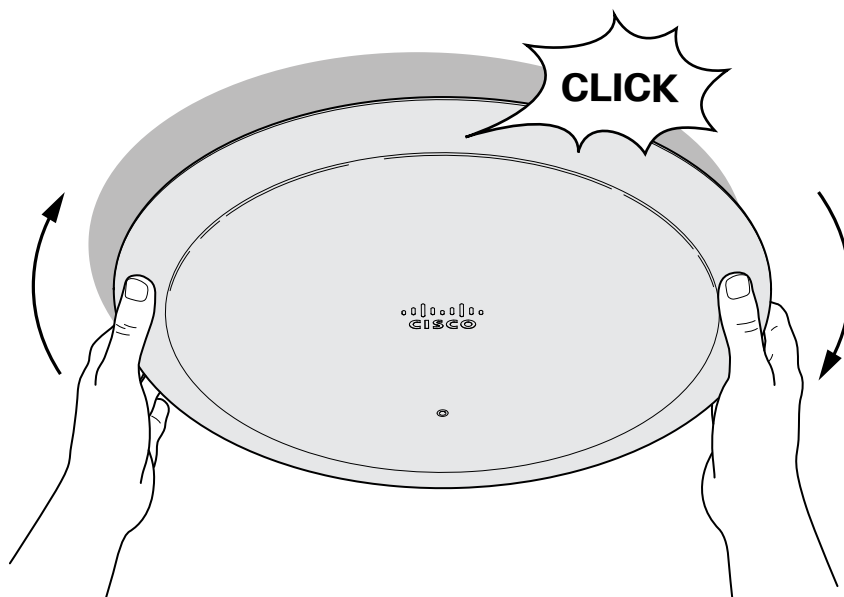
5 Attach the microphone


Place the microphone against the bowl so that the interface discs enter the holes. Turn the microphone clockwise until it clicks into place.

1



2

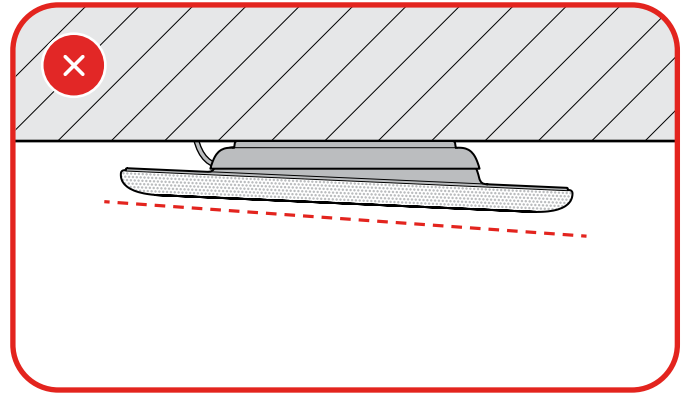
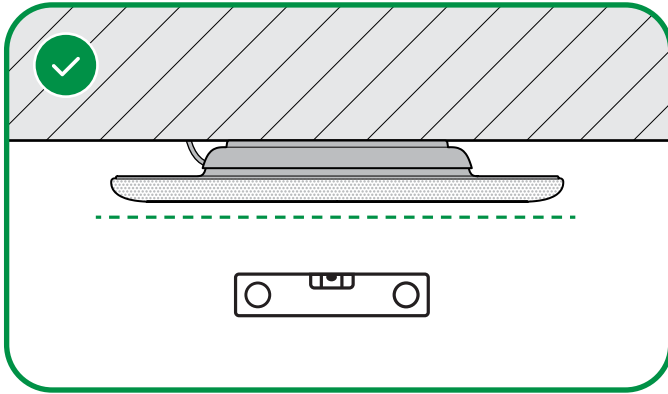


 If you decide to remove the microphone, turn it counterclockwise until it disconnects from the bowl.

6 Ensure correct placement



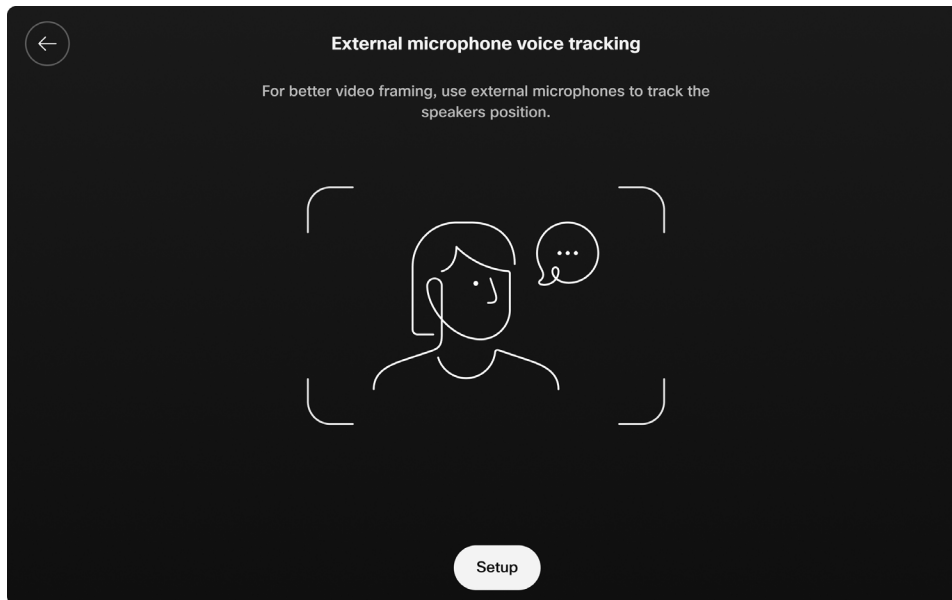
Make sure the microphone is flush with the ceiling all the way around.



7 Continue the setup

Microphone setup

Connect the microphone to the PoE switch or the port on the video system. When the power is on, run the 'External microphone voice tracking' setup from the Device settings menu on the touch controller:



1. Open the Control panel on the touch controller.
2. Tap Device settings. Scroll to and tap Microphone.
3. Select 'External microphone voice tracking'. Tap Setup.

When booting the microphone, the user facing LED on the front will show a steady white light. During setup, the LED will blink white when connecting or running updates. When those operations are complete the LED goes off.

Learn more

You can download the room preparation guidelines and installation guide here:



Look for
Cisco Ceiling Microphone Pro

<https://www.cisco.com/go/ceiling-microphone-pro-installation>

Visit these websites to learn more about your device:



help.webex.com



cs.co/webexadoption



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