

Cisco TelePresence Quick Start Guide

The following Cisco TelePresence Systems are used on the Ministerial Communications Network (MCN)



CTS-3000



CTS-1000



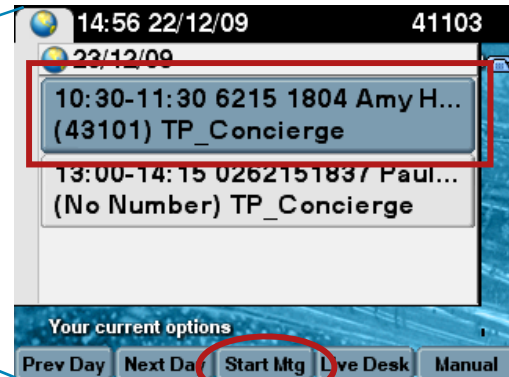
CTS-500

Launching Your Meeting



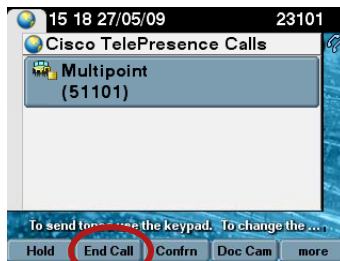
Touch screen Phone

When scheduled via the GNSB Service desk, your meeting will be automatically displayed on the phone



Simply press your meeting, or press the 'StartMtg' button

Ending a Call



Press the 'End Call' button on the Phone

Microphone Mute



Mute OFF
Mute ON

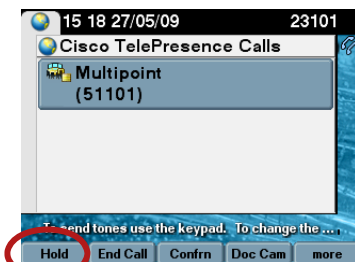
Speaker Volume



Press the 'Volume' rocker button up or down

Press the 'save' button to keep this volume level for future meetings

Place a Call on Hold



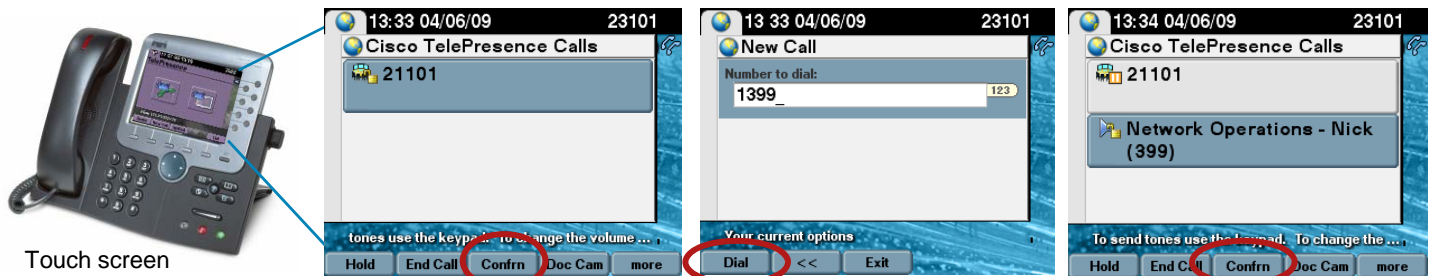
Press the 'Hold' button on the Phone. Press 'Resume' to restore

If you need support:

GNSB Service Desk
Press 'Live Desk' button,
dial 888 from MCN or
dial 02 6215 1800

Cisco TelePresence Quick Start Guide (cont)

Adding an MCN Extension via Audio



Touch screen Phone

While in a call, press the **'Confrn'** button

Enter the MCN extension and press **'Dial'**

Once answered, press **'Confrn'**

Manually Dial Another Room from the Directory or Favourites



Press the **'Manual'** button

Press the **'Directory'** or **'Favourites'** button

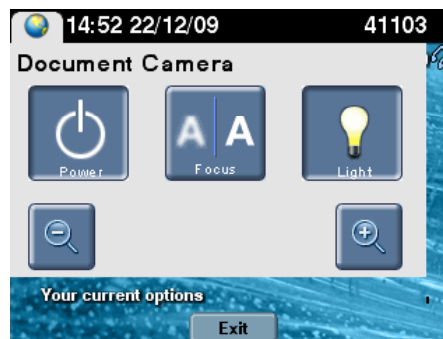
Select the destination and press **'Dial'**

Projector / LCD Display



Connect the VGA cable to your Laptop and set the resolution to 1024 x 768 @60 Hz. The Projector will start automatically and display the image at the local and remote site being called

Document Camera



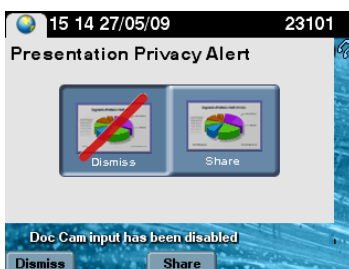
Press the **'DocCam'** button

Press **'Power'** icon to Turn on / off

Press the **'+'** or **'-'** icons to zoom

Once zoomed, press **'Focus'** icon

Presentation Privacy



If the Document Camera or VGA is connected before the call commences, Press **'Dismiss'** icon to stop content from being shared with remote parties, or **'Share'** to allow content to be seen

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 dial 888 from MCN or
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