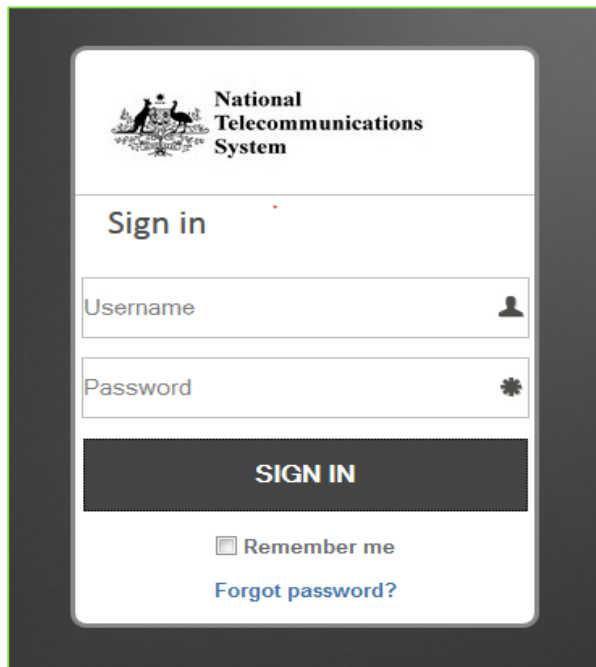


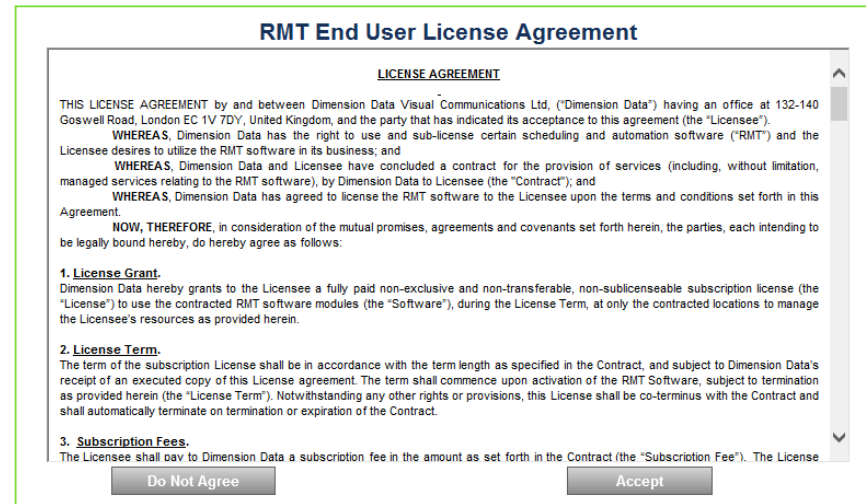


Managed Service for Visual Communications
Resource Management Tool
Web Portal User Guide

Getting Started



The screenshot shows the login interface for the National Telecommunications System. At the top left is the system's logo, which includes a coat of arms and the text "National Telecommunications System". Below the logo is a "Sign in" heading. There are two input fields: "Username" with a person icon on the right, and "Password" with a star icon on the right. A large black button with the text "SIGN IN" in white is positioned below the password field. At the bottom of the form, there is a checkbox labeled "Remember me" and a blue link that says "Forgot password?".



The screenshot displays the "RMT End User License Agreement" page. The title "RMT End User License Agreement" is centered at the top. Below the title is a section titled "LICENSE AGREEMENT". The main body of the page contains the following text:

THIS LICENSE AGREEMENT by and between Dimension Data Visual Communications Ltd, ("Dimension Data") having an office at 132-140 Goswell Road, London EC 1V 7DY, United Kingdom, and the party that has indicated its acceptance to this agreement (the "Licensee").
WHEREAS, Dimension Data has the right to use and sub-license certain scheduling and automation software ("RMT") and the Licensee desires to utilize the RMT software in its business; and
WHEREAS, Dimension Data and Licensee have concluded a contract for the provision of services (including, without limitation, managed services relating to the RMT software), by Dimension Data to Licensee (the "Contract"); and
WHEREAS, Dimension Data has agreed to license the RMT software to the Licensee upon the terms and conditions set forth in this Agreement.
NOW, THEREFORE, in consideration of the mutual promises, agreements and covenants set forth herein, the parties, each intending to be legally bound hereby, do hereby agree as follows:

1. License Grant.
Dimension Data hereby grants to the Licensee a fully paid non-exclusive and non-transferable, non-sublicenseable subscription license (the "License") to use the contracted RMT software modules (the "Software"), during the License Term, at only the contracted locations to manage the Licensee's resources as provided herein.

2. License Term.
The term of the subscription License shall be in accordance with the term length as specified in the Contract, and subject to Dimension Data's receipt of an executed copy of this License agreement. The term shall commence upon activation of the RMT Software, subject to termination as provided herein (the "License Term"). Notwithstanding any other rights or provisions, this License shall be co-terminus with the Contract and shall automatically terminate on termination or expiration of the Contract.

3. Subscription Fees.
The Licensee shall pay to Dimension Data a subscription fee in the amount as set forth in the Contract (the "Subscription Fee"). The Licensee

At the bottom of the page, there are two buttons: "Do Not Agree" on the left and "Accept" on the right.

* First time access only

Ensure you read and accept the terms of use before selecting **Accept**

1. Go to <http://175.184.201.76>
2. Enter your Username and Password and select **SIGN IN**

Lobby

Once you log in, you will be directed to the “Lobby”

The screenshot displays the user interface for the National Telecommunications System Lobby. At the top left is the logo for the National Telecommunications System. The top navigation bar includes icons for Home, Conferences, New Conference, and Settings. On the top right, the user's name 'Bob McTest' and 'Australian Government' are displayed. The main content area is titled 'Lobby' and features a 'My Conference History' dropdown menu on the left, which lists several conference names. Below this is a 'My Search' dropdown. The central area contains six icons for 'Manage My Lobby', 'Pending Conferences', 'Advanced Form', 'Customize My Email', 'Account Settings', 'Personal Calendar', 'Room Calendar', and 'LDAP Groups'. At the bottom left, there is a 'Back to Top' link. The footer contains technical support contact information: 'Tech Support Contact : Support', 'Tech Support Email : ServiceDesk-GNSB@finance.gov.au', and 'Tech Support Phone : 02-6215-1800'.

National Telecommunications System

Home Conferences New Conference Settings

Bob McTest
Australian Government

Lobby

My Conference History

Conference Name
Approver Test 2 - Machiek
RMT approver test
second test
approval test
one more

My Search

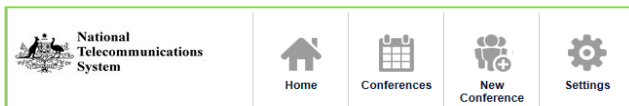
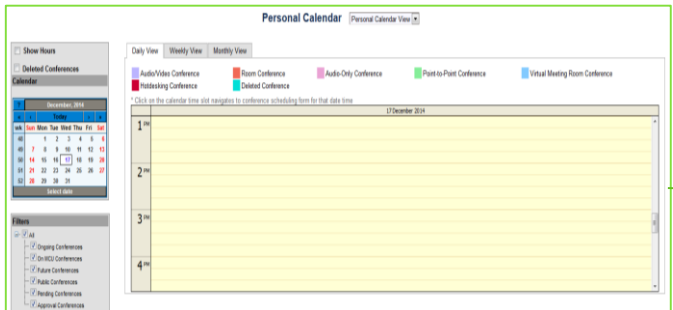
Manage My Lobby Pending Conferences Advanced Form Customize My Email Account Settings

Personal Calendar Room Calendar LDAP Groups

[Back to Top](#)

Tech Support Contact : Support Tech Support Email : ServiceDesk-GNSB@finance.gov.au Tech Support Phone : 02-6215-1800

General Navigation



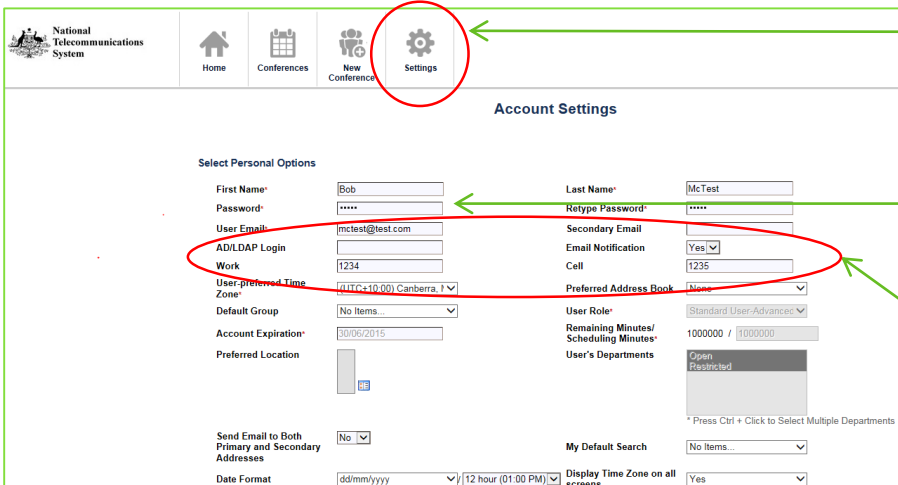
Home: Takes you to your home screen where you can navigate to view personal calendars

Conferences: Lists all of your conferences and their status. You can view their status, edit and delete any conferences from here

Settings: Manage your personal profile settings

Bob McTest
Australian Government

Signing Out: Hover over your name and select "Sign Out" – located at the top right of your screen



Navigate to Account Settings

Change Password: To change your login password, please enter here and also retype to confirm

Change contact details: To change your email address or telephone numbers

New Conference - Step 1: Basic Details

To schedule your conference, select “New Conference” “Advanced form”

The screenshot shows a web form titled "New Conference" with four tabs: "Basic Details", "Select Rooms", "Additional Options", and "Review & Submit". The "Basic Details" tab is selected and circled in red. The form fields are as follows:

- Conference Title**: A text input field.
- Conference Type**: A dropdown menu with "Audio/Video" selected.
- Description**: A text area with a vertical scrollbar.
- Requester**: A text input field with "Bob McTest" and a copy icon.
- Conference Host**: A text input field with "Bob McTest" and a copy icon.
- Conference Start**: A date and time selector showing "22/05/2015 @ 01:00 AM".
- Conference End**: A date and time selector showing "22/05/2015 @ 02:00 AM".
- Time Zone**: A dropdown menu with "(UTC+10:00) Canberra, Melbourne, Sydney" selected.

A "Next >>" button is located at the bottom right of the form.

Conference Title

Conference Type: Audio/Video selected by default.

Time Zone: Change time zone if applicable

Requestor/Conference Host: Allows you to change requester and host if you are booking on behalf of someone

New Conference - Step 2: Select Rooms

Search only in favorites

Show only Available

Search Hotdesking Rooms

From: 22/05/2016 01:00 AM

To: 22/05/2016 02:00 AM

Submit

TierRoom

Capacity

AV Items

Country/State/Province/Postal Code

Media

Photos

Handicapped Access

Reset

Details View

Records Per Page 20

Page 1 of 1 (1 Items) [1]

Total Records: 18

Tier1	Tier2	Room Name	Maximum Capacity	Approval
		ACT > FED > Fed.AGD CCC EBB - LTD Media : Video ACT 2600 Australia		No Select Room
		ACT > FED > Fed.APH PHBR RESTRICTED - LTD Media : Video ACT 2600 Australia		No Select Room
		ACT > FED > Fed.DHS.Exec.Canberra.Av. - STD Capacity: 2 Media : Video WA 6005 Australia		No Select Room
		ACT > FED > Fed.DoFD H.NOC.GNSB - STD Capacity: 2 Media : Video ACT 2620 Australia		No Select Room
		ACT > FED > Fed.Health RESTRICTED - LTD Capacity: 6 Media : Video Australia		No Select Room

Selected Rooms

Remove All

Meeting Planner

Calendar

View room information: Click on the room you want to book and this allow you too view all information on the room including maps – see [here](#)

Meeting Planner: Click on 'meeting planner' to view to show full availability of room selected

Calendar: Click on 'Calendar' for quick access to room calendar view

Room Search: Only rooms that are available at the time of your conference will appear. Click on the room you want to book and this will pass the room over to the "Selected Rooms" column. All rooms selected will appear in the "Selected Rooms" column.

New Conference - Step 2b: View Room Information

Conference Room Resource

Room Name	Fed.AGD CCC EBB - LTD
Top > Middle Tier	ACT > FED
Floor / Room Number	CCC
Address and Directions	Edmund Barton Building, Kings Ave, Barton,ACT,Australia,2600 Google Map Yahoo Map Bing Map
Parking Directions	Not Specified
Map Link	N/A
Time Zone	Canberra, Melbourne, Sydney
Room Phone Number	
Maximum Capacity	6
Projector Available	No
Room Images	UnrestrictedRoom.jpg
Catering Menus	No
Assistant-In-Charge	Marie Thompson
Map Images	
Misc. Attachments	
Approvers	
Endpoint	Fed.AGD CCC EBB - LT (Fed.AGD CCC EBB - LTD)
Departments	Restricted

Conference Room Resource: Upon selecting the room you wish to view, conference room resource will appear

View Map: Click on 'map' hyperlink and this will display map for the address of your conference room

Room Images: Click on 'room' hyperlink and this will display room image

Misc. Attachments: Special instructions will appear here.

Click on **Close Window** once finished viewing the room information

Close Window

New Conference - Step 3: Additional Options

National Telecommunications System

Home Conferences New Conference Settings

Bob McTest
Australian Government

Basic Details Select Rooms **Additional Options** Review & Submit

Additional Options

Work:

Special Instructions:

Cell:

File Uploads

File1

File2

File3

File size cannot exceed 10 Mbps.

<< Previous Next >>

Back to Top

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Room instructions: Select 'Yes' to indicate that you have reviewed any special instructions for all the rooms you have included in your booking

Upload: Please note that 'upload file' section is not used at this time and due to sensitivity of information **no documents should be uploaded**

Booking Type: Select your booking type from drop list provide

New Conference - Step 4: Review and Submit

The screenshot shows the 'New Conference' interface in the National Telecommunications System. The top navigation bar includes 'Home', 'Conferences', 'New Conference', and 'Settings'. The user is logged in as 'Bob McTest' from the 'Australian Government'. The main content area is titled 'Preview' and contains a table of conference details. A red circle highlights the 'Review & Submit' tab in the left-hand menu. Another red circle highlights the 'Submit Conference' button at the bottom of the preview area, with a green arrow pointing to it from a callout box on the right. The footer contains contact information and version details.

Basic Details	Select Rooms	Additional Options	Review & Submit
Preview			
Name	Test		
Host Name & Email	Bob McTest (mctest@test.com)		
Requestor Name & Email	Bob McTest (mctest@test.com)		
Description			
Type	Audio/Video		
Start Date/Time	22/05/2015 01:00 AM		
End Date/Time	22/05/2015 02:00 AM		
Participants	None		
Location	ACT > FED > Fed.AGO CCC EBB - LTD ACT > FED > Fed.APH PHBR RESTRICTED - LTD		
Guest Location	None		
Send iCal Attachment	No		
Custom Options	Special Instructions: Have you confirmed any RESTRICTED room instructions > Yes Booking Type > Testing		
Send Automated Participant Reminders	<input type="checkbox"/>		
Submit Conference			

Back to Top

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Submit Conference: Preview your conference details before 'submit conference'

View / Edit / Delete conference

There are several ways to view / edit / delete a conference, either by returning to the home page and selecting 'pending conferences', selecting 'conferences' and finally via your 'my conference history' on home page

The screenshot displays the National Telecommunications System interface. The top navigation bar includes the system logo, a 'Home' button, a 'Conferences' button (circled in red), a 'New Conference' button, and a 'Settings' button. The user's name 'Bob McTest' and 'Australian Government' are shown in the top right corner. The main content area is titled 'Lobby' and features several icons: 'Manage My Lobby', 'Pending Conferences' (circled in red), 'Advanced Form', 'Customize My Email', 'Account Settings', 'Personal Calendar', 'Room Calendar', and 'LDAP Groups'. On the left side, there is a 'My Conference History' dropdown menu (circled in red) which lists several conference entries: 'Test', 'Approver Test 2 - Machiek', 'RMT approver test', 'second test', and 'approval test'. Below this list is a 'My Search' input field. At the bottom of the page, there is a 'Back to Top' link and contact information for technical support.

National Telecommunications System

Home Conferences New Conference Settings

Bob McTest
Australian Government

Lobby

My Conference History

Conference Name

- Test
- Approver Test 2 - Machiek
- RMT approver test
- second test
- approval test

My Search

Manage My Lobby

Pending Conferences

Advanced Form

Customize My Email

Account Settings

Personal Calendar

Room Calendar

LDAP Groups

Back to Top

Tech Support Contact: Support Tech Support Email: ServiceDesk.GNSB@finance.gov.au Tech Support Phone: 02-6216-1000
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