CISCO TELEPRESENCE MX300 VIDEO CONFERENCE SYSTEM

POWER ON THE MX300

If the MX300 remote interface in blank, press anywhere on the interface to wake the MX300 from standby mode.

THE MX300 REMOTE INTERFACE

Tap the upper left corner to activate/deactivate the *Do not disturb* feature, to activate/deactivate the *Standby* feature, and to access the *Settings*.

Tap the **?** to contact or access the *Help desk*, if available.

Tap the **Camera** icon to activate self-view and camera settings.

Tap **Presentation** to start sharing content and to conduct presentations.

Press the **Microphone** button to mute/unmute microphone.

Tap **Dial** to invoke the dial pad.

Tap **Contacts** to invoke the list of contacts including *Favorites*, *Directory* and *History*.

Tap **Meetings** to invoke a list of upcoming scheduled meetings.

Tap **Messages** to invoke the voice mail system, if applicable.

Press and hold the left side of the **Volume** button to decrease the loudspeaker volume and the right side to increase the volume.

PLACING A CALL

To dial a provided video conferencing number or address, select the Dial icon to invoke the dial pad. To access an alphanumerical keypad, select the keypad icon at the bottom right of the dial window. When you are ready to place the call, tap the green **Call** button.

To dial another video conferencing system within the UQ network, select the **Contacts** icon, select the **Directory** tab, then scroll through the directory listing to find the system you wish to dial. Select the desired system from the list, then tap the green **Call** button to place the call.

If the address you wish to dial has been used recently, you may find it within the **Recents** list.

To end a call, select the **Red** button, or use the cursor keys to select the **End** option on the display.

RECIEVING A CALL

When a call is received, a ringing sound will be heard through the system's speakers and a pop-up menu will appear asking you to either **Accept** or **Decline** the call. Select the **Green** button to accept the call, or the **Red** button to decline the call.

If you receive a call while another call in progress, you will also be given the option to **Add** the caller to your current call, **Accept and Hold** the caller, or **Accept and End** the current call.
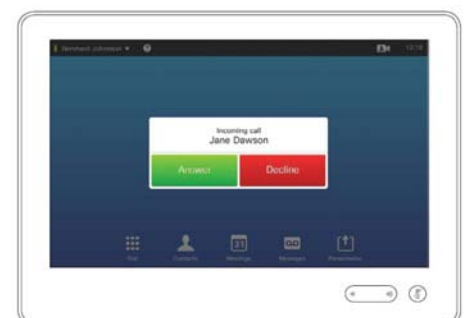
SHARING A PRESENTATION SOURCE DEVICE

Connect your presentation device to the MX300 using the provided HDMI or VGA cable. While in a call, select the **Present** option, then select your presentation source from the list of input sources.

Please note that only one call participant can share a presentation at a time. If another call participant chooses to share their presentation device, yours will no longer be visible.

To stop sharing content, select the **Stop Presenting** option.

LAYOUT CONTROLS

During a call, use the select **Layout** to show a list of available screen layout options. Select the preferred layout from the list to put it into effect.

SELF VIEW & CAMERA CONTROLS

Select the Self-View Camera ( ) icon in the upper right corner to show a preview of your camera on the display and to access the camera control functions. Use the directional button wheel to adjust the position of your camera and the **+** and **-** buttons to adjust zoom. Tap anywhere outside the camera control window to exit the menu.

AUDIO & MICROPHONE CONTROLS

The overall volume of a call can be adjusted using the volume control buttons on the MX300 touch panel.

To mute and un-mute your microphone, toggle the microphone mute button on the MX300 touch panel, or the mute button on the table microphone, if available.

TROUBLESHOOTING VIDEO CONFERENCING PROBLEMS

I can not see my camera on the MX300 display	**Self View** must be enabled in order to view your camera on room display. Please see the Self View instructions above.
I can not see my call recipient's camera on the MX300 display	The cause of this issue is most likely with the call recipient's VC system. Please request that the call recipient check that their video camera is connected correctly and not muted or disabled.
The call recipients can not hear my microphone	Ensure that the microphone is not muted by toggling the mute button on the MX300 touch panel or the table microphone. The best sound quality is achieved when participants are near to the microphone.
I can not hear my call recipient's microphone	Ensure that the volume on the MX300 is turned up by adjusting the volume button on the MX300 touch panel. If unsuccessful, contact the call recipient by alternative means and request they check that their microphone is functioning correctly and not muted.
The call recipients can not see my presentation	First ensure that your presentation device has been connected to the MX300 with the provided HDMI or VGA cables, and that your device is running in the correct display mode. On a Windows device, select ⊞ + **P** , then select either Duplicate or Extend mode from the list. On an Apple Mac device, select ⌘ + **F1** to enable Mirrored Display mode.