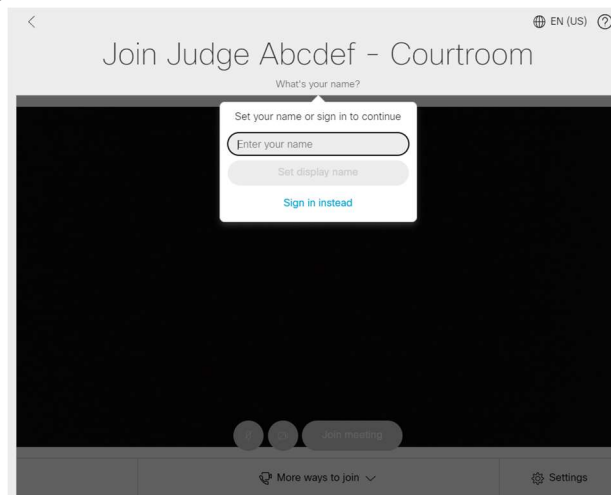

Cisco Meeting Server (CMS) v3.3 – Guest User Guide

Cisco Meeting Server (CMS) is a browser-based video meeting platform that the Courts use to conduct court virtually.

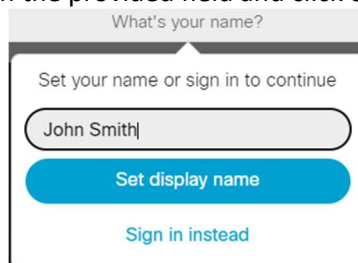
There are three ways to connect to a Judge’s CMS meeting space – URL link, telephone, and from a video conference system. The Judge’s deputy or staff will provide the CMS invite with connection information.

To connect via URL link

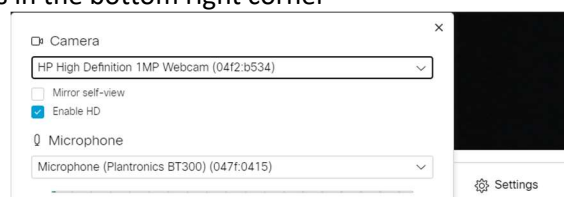
- CMS is optimized to be used in the **Chrome web browser on PC or Safari Browser on Apple mobile devices**
- Click on the link provided by Chambers or copy and paste the link into the Chrome browser
- The Meeting preview page will open where you can confirm your microphone and camera settings



- First, enter your name in the provided field and click on “Set display name.”



- Your video preview should display in the main window. If you do not see your video preview, click on settings in the bottom right corner






- Select the appropriate camera from the drop-down list.
- Select the appropriate microphone from the drop-down list.
- When your device options are selected and confirmed in the video preview, select “Join Meeting”



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- You will then enter the Judge’s meeting space
- Your video preview will display at the bottom right of the window.



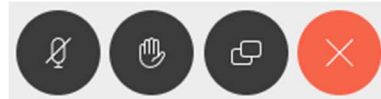
- Click the camera off icon  to mute your video
- Click the settings icon  to open your camera and microphone settings
- Click the thumbtack icon  to Pin your video preview to the window. This will prevent your video preview from hiding.
- Just above your video preview is an indicator identifying who is currently speaking









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- Click the thumbtack icon to Pin or unpin this box to the window


TIP: The preview window and speaker indicator can be moved to any corner of the screen by clicking and dragging it.

- Along the Bottom, you’ll see the call control buttons

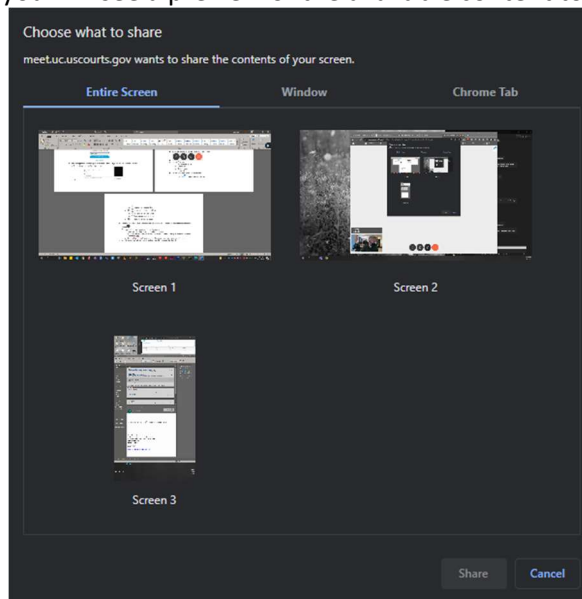


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- From Left to Right
 - Microphone Mute
 - Raise Hand
 - Share Screen
 - Leave call
- On the right, you’ll see some more icons
 - Click  to view the participant list
 - Click  to view the meeting chat
 - Click  to change your layout settings

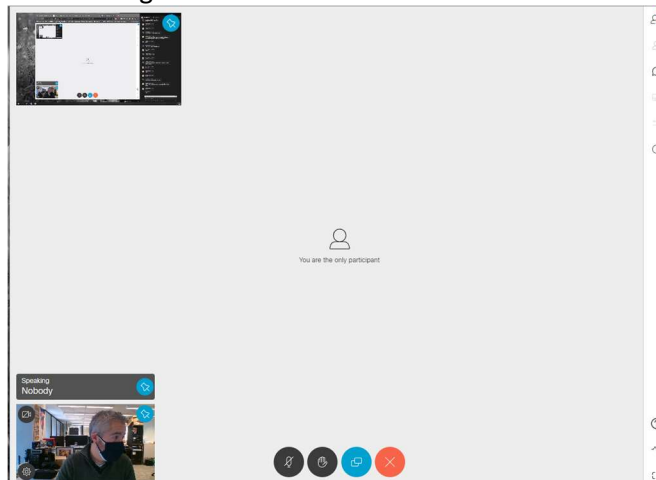
- Click  to access a CMS help guide
- Click  to report an issue with CMS
- Click  to enter full screen mode

- To share your screen with other participants, click on the Share Screen icon at the bottom of the screen 

- A window will pop up with three options along the top
 - Entire Screen – Share all contents of your monitor
 - Window – Share only a specific window that is currently open (ie. PDF Viewer, Windows Documents, etc)
 - Chrome Tab – Share the content of a Chrome browser tab that is currently open
- In Each option, you will see a preview of the available content to be shared

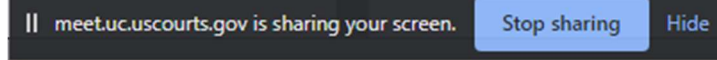


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- Select the content you would like to share, and it will be highlighted. Click “Share” to share it with the other participants of the CMS meeting
- Your Shared Content will appear in a small preview window in the meeting. Click on the push pin to prevent it from hiding



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- At the bottom of your main monitor, there will be notification that you are currently sharing



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- When finished sharing your content, click Stop Sharing.

NOTE: Currently, PC audio is not able to be shared via screen share. This is a feature that will be added at a later date.

When sharing an application window:

The window must be open on your screen to select in the preview and share. The window cannot be minimized. The size of your share screen will reflect the size of the window. To optimize viewing in the meeting, be sure to have your application window maximized to full screen.

To connect via Telephone:

- Dial the provided dial in number: 571-353-2301
- When prompted, enter the 9-digit Caller ID followed by the # key
- If applicable, when prompted, enter the PIN followed by the # key
- You will then be entered into the meeting

NOTE: If only the URL link was provided, but you need to dial in via phone, the 9-digit Caller ID can be found in the URL: meet.uc.uscourts.gov/meeting/123456789?secret...

To connect via Video System:

- From your video conference system or conferencing managing page, enter the provided SIP address
 - the SIP address has a similar format to an email address and will end with @uc.uscourts.gov
- Alternatively, you can dial the IP address: **63.241.41.172** or **199.107.17.172**
- When prompted, enter the 9-digit Caller ID followed by the # key
- If applicable, when prompted, enter the PIN followed by the # key
- You will then be entered into the meeting
- Use your video system remote or control panel to mute, unmute, share content, etc.

NOTE: If only the URL link was provided, but you are using a video system, the 9-digit Caller ID can be found in the URL: meet.uc.uscourts.gov/meeting/123456789?secret...