

INCIDENT COMMAND POST

COMMUNICATIONS PACKAGE

QUICK REFERENCE GUIDE

Version 1-5-1 30 Apr 2008



Process Overview

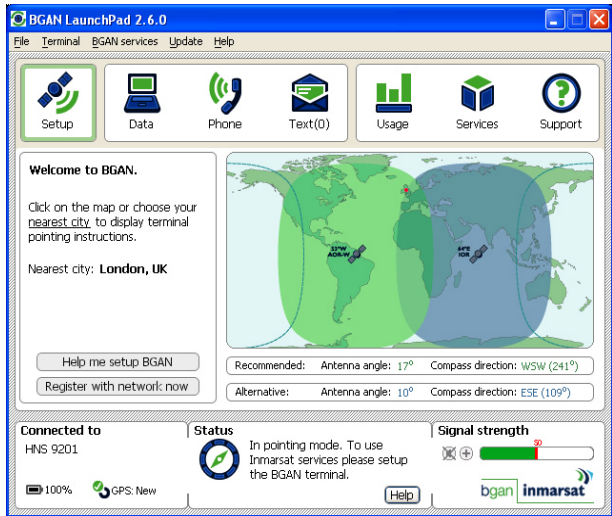
Successful data and voice connectivity is dependent on following these steps and instructions carefully.

1. Select location for setup and unpack key system components (UPS, BGAN satellite terminal, System Router, VOIP Gateway, and laptop computer).
2. If power source is available, setup the UPS.
3. Determine BGAN terminal recommended pointing angle and direction:
 - a. If power source is available, connect to primary laptop (QRT1) using appropriate power adapter.
 - b. Power up the laptop
 - c. Launch BGAN Launchpad software application.
 - d. Enter "nearest city" or click near current BGAN location on the world map.
 - e. Note the recommended angle and direction displayed below the world map.
4. Pointing the BGAN terminal:
 - a. If power source is available, connect to BGAN using appropriate power adapter.
 - b. Connect an Ethernet cable into the BGAN terminal Ethernet port (center).
 - c. Adjust stand on BGAN terminal to angle listed noted on Launchpad.
 - d. Using the compass on back of BGAN terminal, orient the terminal in direction noted on Launchpad.
 - e. Power up the BGAN terminal and position terminal angle and direction to obtain optimum signal strength. If desired, turn on the audio by selecting the Audio button to assist in final position adjustments. Turn off audio after optimum signal is obtained.
5. Setup the System Router.
6. Establish data (internet) connection via BGAN network:
 - a. On Launchpad application, click on "Search for BGAN Terminal".
 - b. Register Hughes 9201 w/ BGAN network.
 - c. Establish a data connection.
7. Establish voice/phone connection via Vonage Voice Over Internet Protocol (VOIP) network.
 - a. Setup the VOIP Gateway
 - b. Register VOIP router with Vonage network. (Note: Requires functional data connections via BGAN network).
 - c. Establish VOIP phone connectivity.
8. Setup remaining laptop computers.
9. Setup Common Access Card (CAC) Reader (optional).
10. Setup USB hub (optional).
11. Setup printer/FAX/scanner (optional).
12. Setup VTC (optional).
13. Setup webcam (optional).
14. Setup digital camera (optional).
15. Making national and international phone calls via standard telephone set. (Note: If there is an ISDN phone available, it can be attached directly to the BGAN terminal ISDN port during initial Ethernet connection and will be functional after BGAN terminal is registered on the BGAN network.)
16. Using the Motorola Push To Talk (PTT) cellular phone.

Qty	Description	Qty	Description
3	Computer, Panasonic Laptop, Model CF19	1	VTC, Tandberg 150MXP
3	CD Drive, Panasonic CD-RW/DVD Drive	1	Card Reader, Blackbox USB 2.0
3	Battery, Panasonic Laptop, spare	1	Camera, Canon PowerShot SD750
3	Laptop Stylus Pen, Panasonic	1	Battery, Canon NB-4L, spare
3	Common Access Card (CAC) Reader	1	Camera Memory Card, Secure Digital, 2GB
1	System Router, Linksys RV082	1	USB Hub, Belkin Hi-Speed USB 2.0
1	VOIP Gateway (Note: only one of following is included)	1	Printer/FAX/Scanner, HP Officejet 6310
	<ul style="list-style-type: none"> • Motorola VOIP Router, Model VT2442, w/ power adapter • Motorola VOIP Router, Model VT2142, w/ power adapter • Vonage VDV21-VD V-Portal (VOIP), w/ power adapter • Vonage VTA-VR Telephone Adapter (VOIP), w/ power adapter 	1	UPS, Powersure PSP500VA/300W w/cables
		1	Power Strip
		2	Cell Phone w/PTT, Motorola i706/i506
		1	UHF Radio, ICOM IC F80 DT
		1	VHF Radio, ICOM IC F70 DT
		1	Generator, Honda EU1000
		1	Tactical Comm Bridge, Link TCB-406
		5	Cables, Cat 5, 50 ft
		5	Cables, Cat 5, 6 ft
1	BGAN Satellite Terminal, Hughes 9201	3	Cables, Telephone RJ-11, 50 ft
1	Web Cam, Logitech Notebook Pro	3	Cables, Telephone RJ-11 6 ft
1	GPS, Pharos GPS-500		
3	Telephones, AT&T Trimline White		

Note: ICP-CP cases are referenced herein as CPx-y, where x is the kit number and y is the case number.

Step	Description	Step	Description
<p>NOTE: DO NOT APPLY POWER TO SYSTEM COMPONENTS UNTIL INSTRUCTED TO DO SO.</p>	<p>1. Setting Up The UPS</p> <p>a. Remove the PowerSure PSP uninterruptible power supply (UPS) from case labeled CPx-3. Connect the UPS power cable to available power source.</p>  <p>b. The UPS is configured with 4 orange colored receptacles with both battery backup and surge protection, and 2 black receptacles with surge protection only. It is recommended that the provided power strip be connected to one of the black receptacles, then laptops and BGAN terminal be connected to the power strip.</p>	<p>cord to this adapter; connect the other end to the power strip.</p>	 <p>d. Connect one end a gray Cat 5 Ethernet cable to the network port on the left side of the laptop. The other end will be connected to the System Router as instructed in Step 6.</p> <p>e. Apply power to the laptop using the slide switch on the right front. After the laptop has started, login by clicking on "User" and when asked for a password, enter either "user" or "Password1" (depending on which system you have) without the quotes.</p> <p>3. Determine BGAN Orientation</p> <p>a. Open BGAN LaunchPad software application by clicking on the BGAN LaunchPad icon on the primary laptop. If asked for a name/password, enter "Admin" as the username and "admin" as the password (without the quotes). Following screen is displayed.</p>
2. Setting Up The First Laptop	<p>a. Remove the power strip, cables, etc. from the lower compartment of case labeled CPx-2.</p> <p>b. If power is available, connect power strip to power source.</p> <p>c. Remove the Panasonic laptop labeled QRT1 from upper compartment of case labeled CPx-1. If power is available, connect the power adapter to the power connector, located on the left side of the laptop. Connect one end of the power</p>		



- b. Click on “Nearest city” link in the Welcome to BGAN box, then select city nearest present BGAN location, or click near current BGAN location on the world map.
- c. Note the recommended antenna angle and compass direction displayed below the world map.

4. Pointing The BGAN Terminal

Establishing a connection with the BGAN network requires careful orientation of the BGAN terminal towards the satellite (pointing).

- a. Remove the Hughes 9201 BGAN terminal from lower compartment of case labeled CPx-1. The rechargeable battery and USIM card should already be installed in the terminal. Position the terminal outside on a flat surface, facing upwards with an unobstructed view of the sky.



- b. If AC power is available, connect the power adapter to the right side (as viewed from the front) of the BGAN terminal; connect the other end to the power strip or one of the black UPS receptacles using supplied 50 foot power extension cable.
- c. Position BGAN terminal to toward recommended angle and direction noted in Step 3.
 - 1) Using the BGAN terminal built-in compass, physically rotate terminal left or right until it points in the correct horizontal direction (azimuth). **(Note: make sure compass is horizontal to get an accurate reading).**
 - 2) Using the BGAN terminal graduated scale (on right side of terminal near thumbwheel), tilt the terminal slowly up or down until it points in the desired vertical (elevation).
- d. Apply power to the BGAN terminal by pressing the Power button and hold for a few seconds. The GPS LED starts to flash green indicating the terminal is acquiring a GPS fix. After a few minutes the GPS LED turns solid green to indicate a valid GPS fix has been acquired. The GPS LED will turn off after a period of time to save power. **(Note: A valid GPS fix is required for proper operation.)**

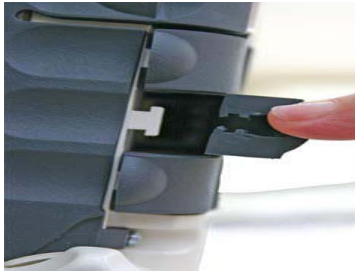


- e. Slowly position the BGAN terminal angle and direction to obtain optimum signal strength as indicated by the pointing indicator lights. To assist in pointing, use the Audio button to turn the buzzer on. The higher the pitch and shorter the

interval, the stronger the received signal. Turn off buzzer after optimum signal is obtained.



- f. Using one of the gray, 50 foot Cat 5 Ethernet cables located in case CPx-2, connect one end to the Ethernet port, located on the right side (as viewed from front) of the BGAN terminal. Slide the cable through the rubber door in order to secure and protect the connection. The other end will be connected to the Ethernet port of the System Router as instructed in Step 5.



5. Setting Up The System Router

- a. Remove the System Router from lower compartment of case labeled CPx-2. Connect the router power cable to one of the orange UPS receptacles using power cable provided.



- b. Connect the other end of BGAN terminal Cat 5 Ethernet cable from Step 4 to the Ethernet port on the right front of the System Router.



6. Setting Up The Laptop Computers

- a. Connect the other end of the Cat 5 Ethernet cable from laptop (Step 2) to Ethernet port 1 on the front of the System Router of Step 5.
- b. Remove the CD ROM drive and USB cable from upper compartment of equipment case labeled CPx-1. Connect one end of the USB cable to the CD ROM. Connect the other end to the USB port on the left side of the laptop.
- c. Remove the Common Access Card (CAC) reader from the upper compartment of equipment case labeled CPx-1. Two type of CAC readers are used:
 - i. If the CAC reader is a PCMCIA card, open the card slot compartment on the front left side of the laptop and insert one of the CAC readers into one of the PCMCIA Type II PC slots.



PCMCIA

- ii. If the CAC reader has a USB interface, connect the attached cable to the USB port on the USB port on the laptop. (**Note: If the CD ROM is already connected, the USB Hub must be installed prior to connecting the CAC reader. See Step 10.**)



USB

Using the CAC reader is discussed in Step 18.

- d. If laptop is not powered up, turn the laptop on by sliding the power switch located on right front. After the laptop has started, login by clicking on “User” and when asked for a password, enter either “user” or “Password1” (depending on which system you have) without the quotes.
- e. If desired, repeat Step 6 for the remaining two laptop computers. Use Ethernet ports 2 and 3 on the System Router of Step 5.

7. Register Hughes 9201 Terminal With BGAN Network.

- a. On the Launchpad application, click on the “**Search for BGAN Terminal**” button. If the terminal is found, LaunchPad will display its status and signal strength on lower part of screen. If

the BGAN terminal has a valid GPS fix, the status screen will read “GPS: New”. Monitor signal strength on the status bar of LaunchPad software. If necessary, adjust BGAN angle and direction for maximum number of bars. (**Note: A valid GPS fix is required for proper operation.**)

- b. When BGAN terminal is positioned to obtain maximum signal strength, click on “**Register with Network Now**” button.
- c. Upon successful registration, the LaunchPad application status zone reads “**Data Connection Open. Ready for Phone, Test and Data.**”
- d. If status zone reads “**Standard Data Connection Open, Ready for Phone, Text**” (e.g. no data connection is registered), select the “Data” icon at top of screen. Then double click on the “**Standard Data Connection**” to register and open a data connection.

(Note: It is not necessary to register all laptops; one laptop will automatically register all laptops on the network)

8. Establishing An Internet Connection

- a. Make sure the computer is properly connected to the network (e.g. the LED labeled “Internet” and LED next to the Ethernet port to which the computer is connected are solid yellow). The LaunchPad application status zone should read “**Standard Data Connection Open. Ready for Phone, Text and Data.**”
- b. Launch the web browser by double clicking on the desktop icon entitled “Internet Explorer”. The CNIC web page is set as the default page and should appear. (Note: connection speed is a function BGAN terminal orientation and may take a while for page to display.) If not, try entering a different web site such as www.google.com or www.navy.mil.

- c. If unable to connect to any web site, double check that all cables are correctly connected, the appropriate link LEDs are illuminated (Steps 4 & 5), the BGAN terminal GPS fix is valid and is registered on the BGAN network (Step 7).

9. Setting Up The VOIP Gateway

VOIP Gateway functionality is dependent upon successful registration with the BGAN network described in Step 7.

- a. Remove the VOIP Gateway from the lower compartment of case labeled CPx-1. (Note: Only one of the following four VOIP Gateways is included.)



Motorola VT2142



Motorola VT2442



Vonage VDV21-VD VPortal



Vonage VTA-VR

- b. Connect one end of a Cat 5 Ethernet cable, located in CPx-2, to the blue “Internet” port on the rear of the VOIP Gateway. Connect the other end to Ethernet port 4 on the System Router of Step 5.
- c. Connect the included power adapter to the power port on the rear of the VOIP Gateway. Connect the other end to one of the orange receptacles located on the UPS.

Specific VOIP Gateway responses provided below:

i. VT2142 and VT2442

The power LED on the front of the router should start blinking green, then after 1-2 minutes, it should turn solid green, indicating successful registration with VOIP network. The power LED may begin to flash RED indicating the router has not yet registered with the VOIP network and a router reset (cycle power) is required.

Additionally, the Internet LED on front of the VOIP Gateway and the Ethernet port 4 on the front of the System Router turn solid indicating a 10 megabyte connection.

ii. Vonage VTA-VR

The power LED on the front of the router should start blinking green, then after 1-2 minutes, it should turn solid green, indicating successful registration with the VOIP network.

Additionally, the Internet LED on front of the VOIP Gateway and the Ethernet port 4 on the front of the System Router turn solid indicating a 10 megabyte connection.

iii. Vonage VDV21-VD

Two LEDs (one yellow, one green) are located on the sides of the blue Internet port. The yellow LED will turn solid to indicate the port is connected.

Additionally, the LCD panel will display status messages during startup and VOIP registration. Upon successful registration, the LCD panel will display “Ready to make calls”.

- d. Remove one of the white standard phone sets from the upper compartment of case CPx-2. Connect one end of the RJ-11 connector to the phone set; connect the other end to the green RJ-11 jack labeled Phone 1 on the right, rear (as viewed from the rear) of the VOIP Gateway. If desired, repeat for a second standard phone set using the green RJ-11 labeled Phone 2. A third phone or fax can be connected using the supplied RJ-11 splitter.

The Phone LEDs on the front of the VOIP Gateway will remain off until successful VOIP registration.

10. Using The USB Hub (optional)

Note: the hub is intended to be used on the main laptop to provide USB ports for additional equipment (e.g. printer, webcam, card reader, etc.).



- a. Remove the hub from case CPx-2. Plug the power adapter into the surge suppressor.
- b. Plug the DC connector into the DC power jack found on the side of the hub.

(Note: the hub may function without the power supply depending on devices connected; only 1 or 2 ports will be functional without power.)

- c. If the CD ROM drive is already connected, disconnect from the laptop and reconnect to one of the ports on the USB hub. Connect the flat end of the provided

- d. USB cable into the USB port on the laptop; connect the other end to the mini connector on the hub.

11. Setting Up The Printer (optional)

- a. Remove the HP OfficeJet 6310 from case labeled CPx-3. Connect the included power adapter to the power port on the right rear (as viewed from the rear) of the printer. Connect the other end to one of the orange receptacles located on the UPS in Step 1.



- b. Connect the included USB cable to the USB port on the right rear (as viewed from the rear) of the printer. Connect the other end to the USB port of the laptop labeled QRT1, or to the USB hub if installed. (NOTE: if QRT1 is not available, the printer may be connected to laptop QRT2. In either case, the printer is a shared resource for the other laptops via the local area network.

Attach paper trays and load paper.

Insert the bottom tray into the printer. Slide the paper adjuster over to the left. Insert plain white paper, then move the paper adjuster to the edge of the paper. Attach the top (output) tray. Make sure to hook the top edge of the tray into the gray latches, then lower into place. Pull out and flip over the tray extender.

c. **Installing Printer Cartridges.**

Turn printer on by selecting the power button on front of the printer. Open the

print cartridge door by lifting up the top lid of the printer. The print cartridge carriage will move to the right. Remove protective tape from both print cartridges. Hold the tri-color cartridge with the label facing up. Place the tri-color cartridge in the front of the LEFT slot marked with the green label. Push the cartridge firmly into the slot until it snaps into place.

Repeat the process to install a black cartridge in the RIGHT slot marked with the black/orange label.

d. **Align Print Cartridges**

Close the print cartridge door. A message appears that the device is ready for alignment.

Make sure plain, white paper is loaded; then press **OK** after each of the messages to start the process. The alignment page is printed. Check the status on the display. Press **OK** to complete the process.

Alignment is complete when the page is printed correctly.

12. **Setting Up The VTC Equipment (optional)**

- a. Remove the mobile video teleconference (VTC) equipment (Tandberg 150 MXP) from upper compartment of case labeled CPx-2. Connect the included power adapter to the power port on the bottom, right side of the VTC equipment. Connect the other end one of the orange receptacles located on the UPS in Step 1.



Connect one end of a CAT5 Ethernet cable to the network port labeled LAN 1 (bottom, middle) of the Tandberg 150 MXP). Connect the other end to one of the Ethernet ports of the System Router setup in Step 5. When all cables are connected and power is applied, the VTC will present the opening screen.



b. **Configure the VTC Equipment.**

Press the Settings key on the keypad to open the Settings menu. Select General Settings.

Press OK in the Language field and select English from the list.

Enter QRT-CPx VTC in the system a name field. Entering letters work like on a mobile phone, e.g. press the key that corresponds to your desired letter. Press

the key as many times as necessary to get the correct letter or number.

Make sure the AutoAnswer field is set to OFF.

Make sure Maximum Call Length is set to 0.

Using the VTC equipment is discussed in Step 16.

13. Making Phone Calls With VOIP System

(Note: This ICP-CP telephone/fax number can be found on the CNIC Portal, Emergency Communications section. It may also be found printed on the VOIP Gateway.)

a. Making A National Phone Call

Make sure white phone set is connected to the VOIP Gateway and gateway is functioning on the network (e.g. the LEDs labeled "Internet" and Phone 1 are solid). Dial 1, then area code followed by 7 digit telephone number.

b. Making An International Phone Call

Make sure the phone set is connected to the VOIP Gateway and gateway is functioning on the network (e.g. the "Internet" LED and Phone 1 LED is solid). Dial 1, followed by desired international telephone number.

c. Checking Voice Mail

Make sure the phone set is connected to the VOIP Gateway and gateway is functioning on the network (e.g. the "Internet" LED is yellow and Phone 1 LED is solid green). Dial *123, and follow prompts.

14. Sending/Receiving Faxes

a. Sending a FAX from the OfficeJet 9201

Connect one end of the RJ-11 telephone cable to the Line 1 (fax) port on right (as viewed from the rear) of the OfficeJet 9201; connect the other end to the VOIP Gateway green phone port labeled Phone 1. (Note: temporary disconnection of the telephone set from the phone port may be necessary.)

Load originals print side up into the document feeder tray. If you are sending a single-page fax, such as a photograph, you can also load your original print side down on the glass.

Enter the fax number (1 + area code + phone number) by using the keypad (Note: to redial the last number dialed, press **Redial/Pause** button.)

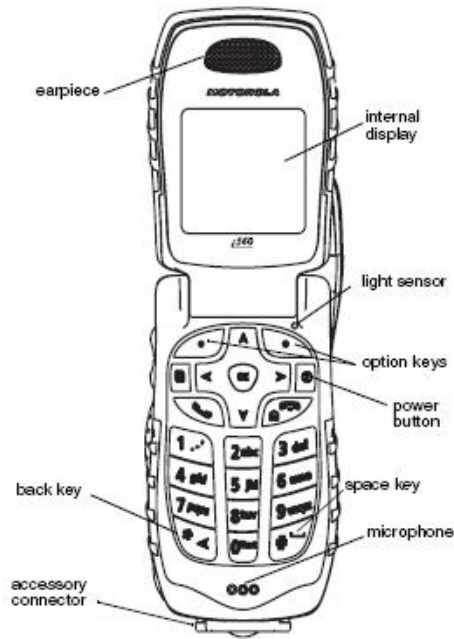
Press **Start Fax Black** button.








b. Receiving a FAX from the OfficeJet 9201

(Note: This ICP-CP telephone/fax number can be found on the CNIC Portal, Emergency Communications section. It may also be found printed on the VOIP Gateway.)

i. Make sure printer/fax is connected to the VOIP Gateway Phone1 port and gateway is functioning on the network (e.g. the LEDs labeled "Internet" is solid).

15. **Using The Motorola Cellular/PTT Phone**



-  **Power Button**
-  **Navigation Button**
-  **OK Key**
-  **Menu Key**
-  **Option Key - selects the option appearing above it on the display**
-  **Send Key**
-  **End Key**

1. To power the phone on:

- a. Open the flip. Press the Power Button. (As the phone connects to the network, a connecting message will be displayed.)

2. To Power the phone off:

- a. Open the flip.
- b. Press and hold the Power Button.

3. Finding the Phone Number:

- a. Press the Menu Key.
- b. Scroll to **“My Info”**.
- c. Press the OK Key.
- d. Scroll to see the information:
Line 1 and Line2 are the phone numbers.
Direct Connect is the number others use to contact this phone via Push To Talk (PTT) walkie-talkie service.

4. Making Calls

Two types of calls are available: digital cellular phone calls and Direct Connect long-range, digital walkie-talkie (PTT) calls.

a. Digital Cellular Phone Calls:

With the flip open:

- i. Enter the number to call in standard format (e.g. dial 1, then area code followed by 7 digit telephone number)
- ii. To place the call, press the Send Key
- iii. To end the call, press the End Key.

b. Digital Direct Connect (PTT) Calls:

(Note: every Direct Connect number has three parts - area ID, network ID, and member ID - with an asterisk between each part. For example: 999*999*9999. When placing a Direct Call, you must enter the whole number including the asterisks.)

With the flip open:

- i. Enter the Direct Connect PTT number (Note: remember to include the asterisks).

- ii. Press and hold the PTT button on the side of the phone. Begin talking after the phone emits a chirping sound.
- iii. Release the PTT button to listen.

(Note: A Direct Connect PTT call ends automatically if there is no activity on the call for a few seconds.)

5. Receiving Calls

- a. **Digital Cellular Phone Calls:**
When calls are received, the phone rings, vibrates, or lights up its backlight.

Answering:

- i. Open the flip.
- ii. Press the Send Key, or
- iii. Press the OK Key, or
- iv. Press the Option Key under “YES” on the display, or
- v. Press any number key.

- b. **Digital Direct Connect (PTT) Calls:**
When calls are received, the phone emits a chirping sound or vibrates.

Answering:

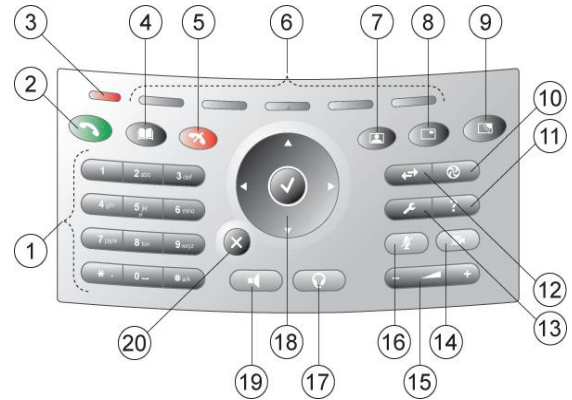
- i. Wait for the caller to finish speaking.
- ii. Press and hold the PTT button on the side of the phone. Begin talking when phone emits a chirping sound.
- iii. Release the button to listen.

6. Ending Calls

- a. Open the flip.
- b. Press the End Key, or
- c. Press the Option Key under “Exit” on the display.

(Note: A Direct Connect PTT call ends automatically if there is not activity on the call for a few seconds.)

16. Using The VTC Equipment (Tandberg 150) (optional)



1. Number Keys

Use number keys to dial video numbers. Use the star key (*) to get the dot sign when dialing an internet protocol (IP) number.

(Note: When you are in an input field where letters are required, the system automatically goes to letter mode. Entering letters work like on a mobile phone, e.g. press the key that corresponds to your desired letter. Press the key as many times as necessary to get the correct letter. Change to lower or upper case letters with the # key, and space with the 0 key.)

2. Call Key

3. Notification Lamp

A red lamp indicates incoming call. Also lit when system is powered up, will turn off when system is ready for use

4. Phone Book

5. End Call

6. Soft Keys

7. Selfview

Toggles display local camera image.

8. PIP (Picture In Picture)

Displays smaller picture in addition to the full screen image. Press repeatedly to move it to other corners of the screen.

9. Brightness

10. Services

11. Help

Displays quick guide on system use.

12. Call Register

Displays list of latest calls.

13. Administrator Settings

Opens settings menu.

14. Privacy

Prevents local camera image from being sent. Key is lit when camera is off.

15. Volume

16. Microphone (Mic) Off

Turn local microphone on/off. Use to mute outgoing audio.

17. Headset

Activates headset if available.

18. Arrow Keys and OK

Used to navigate menus. Press OK to select menu items

19. Speaker

Toggles speaker on/off.

20. Cancel

Backs up one step in menu system. Also deletes characters in an input field.

a. Making VTC Calls

Note: VTC calls must be initiated from the ICP-CP to a VTC bridge site. The VTC bridge site can then establish a VTC connection to a remote site. VTC calls dropped during a VTC session, followed by a redial from the ICP-CP will result in audio only (no video) sessions.

- i. The TANDBERG 150 system should only be used to place video (VTC) calls. For video calls, choose Place Video Call in the call menu.
- ii. Press the green key on the keypad to open the Call menu.
- iii. Dial a video IP number manually. The call format is standard IP address dot notation. **(Note: use the**

- iv. **star as separator, e.g. 12*34*56*78)**

- v. Press the green key on the keypad or move the orange selector down to the Place Video Call icon and press OK to start the video call.



When dialing manually, toggle between ABC/abc by pressing the # button on the keypad and between abc/123 by holding the # button for one second. Use a star as separator in IP addresses. If a system is registered on a gatekeeper or border controller with DNS support, there are several ways to call into the system:

1. <IP address>
2. <E.164>
3. <H.323 ID>
4. <H.323 ID>@<domain>
5. <E.164>@<domain>

b. Ending Calls

- i. Press the red key on the keypad.

17. Scheduling A VTC (optional)

Video conferences are scheduled via the MTN Network Operations Center (NOC) a minimum of 2 hours and maximum of 2 days prior to desired conference time. Conferences scheduled less than 2 hours in advance will be subject to availability.

- a. Call the MTN NOC facility at **954-538-4074** with following information:
 - i. Identify your site as CNIC ICP.

- ii. Identify need for video conference with Norfolk NOC. Identify your site as CNIC ICP.
 - iii. Identify need for video conference with Norfolk NOC.
 - iv. Time and duration of video conference.
 - v. Identify the Tandberg 150 as type of equipment being used.
 - vi. Identify site interface (BGAN, VSAT, Ku, etc.)
 - vii. Identify point of contact name and phone number for call back.
- b. The MTN NOC will schedule the bridge facility and call provided POC phone number within 30 minutes to confirm the scheduled event.
 - c. Fifteen minutes prior to scheduled event, MTN NOC will both end users to facilitate the scheduled event.
 - d. After conference has ended, call the MTN NOC facility with confirmation that event has ended.

18. **Using the Common Access Card (CAC) Reader (Optional)**

To use the CAC Smartcard reader, insert a CAC card into the slot of the reader. **Note: Use of a CAC card may require registration of the card with the specific software requiring its use (e.g. Microsoft Internet Explorer, Microsoft Outlook, etc.)**

CAC Smartcard reader functionality can be tested as follows:

- a. Open the Active Client user console by clicking the Start button, then selecting “All Programs”, followed by ActiveIdentity, ActiveClient, and User Console. The top of the ActiveClient screen should indicate that no “Card Is Detected”.
- b. Insert a CAC card. The top of the ActiveClient screen should display

identity information for the card and the “Tasks” section should provide a list of items for Smart Card, Personal, and Certificate Information.

Note: Access to some information may require the Personal Identification Number (PIN) for the card.

19. **Using The Digital Camera (Canon Powershot SD 750) (optional)**

a. **Taking Pictures**

- i. Press the power ON/OFF button on top of the camera.
- ii. Press the large round button on top to take picture.

b. **Transferring Picture To Computer With Memory Card Reader**

- i. Remove the memory card reader from case CPx-2. Connect the reader’s USB cable to the USB port on the laptop or a USB port on the USB hub if installed (see Step 10.).
- ii. Ensure the camera is powered off. Open the memory card slot/battery cover on bottom of camera and remove the memory card.
- iii. Insert the memory card into the appropriate slot on the memory card reader.
- iv. Right click on Start, then select Explore. Copy desired pictures from the memory card to the laptop.

20. **Using The Webcam (optional)**

a. **Setting Up The Webcam**

- i. Remove the webcam from case CPx-1. Connect camera’s USB cable to the USB port on the laptop or a USB port on the USB hub if installed (see Step 10.).

- ii. Launch Windows Live Messenger and login as follows:
 Email address:
 ICPCPx@hotmail.com
 Password: icpcpx
 (where x = kit number.)
- iii. Test webcam operation by selecting Tools, then Webcam Settings. The webcam video should be displayed in the Camera Settings window.

b. **Adding A New Contact**

- i. On the messenger menu, Click **Contacts**, then **Add A Contact**.
- ii. Enter contact's Instant Messaging Address, then select **Add Contact** button at bottom.

c. **Making A Video Call**

- i. On the messenger menu, Click **Actions**, then select **Video**.
- ii. Click **Start a Video Call**.
- iii. Select a contact, then click **OK**

ICP-CP Connection Diagram

