

Tandberg Quick Start

Wake System Up:

- Press any button on the Tandberg remote control to wake system up.
- If TV does not wake up, you may need to manually turn on the TV, and/or select the TV's "PC" input (press "TV/Video" or a similar input select button on the TV).

Make the Menu Appear or Disappear:

1. Press **Cancel**.

Make a Call from the Video Directory:

1. Press **Phonebook**.
 2. Browse entries with up/down arrows.
 3. Press the green **Call** button.
- TIP: Jump down the list using number keys, e.g. press the "6" key to jump to entries that start with the letter "M".

Quick Connect to a Conference Number:

1. Enter conference number.
2. Press the green **Call** button.

(example: Video Bridge 101: dial 22101)

3. If prompted for a security PIN, press #, then PIN, then #. Press OK to exit touch tone mode.

Video Help Desk: 812-856-2020



Turn the Microphone On or Off:

1. Press the yellow **Mic Off** button.

Display Your Computer:

1. Plug the laptop interface cable into your computer.
2. Press the blue **Presentation** button.
3. **IMPORTANT!** When finished, press blue button again to return to camera view. System cannot enter standby mode unless you see your own camera view on the TV.

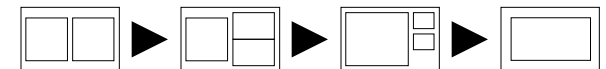
Hang Up Call / Enter System Standby mode:

1. Press the red **Hangup** button.
2. **IMPORTANT!** System cannot enter standby mode unless you see your own camera on TV. Toggle the blue Presentation button if necessary to display your own camera before you exit the conference room.

★ Understanding Layout and Selfview ★

There are potentially three video images that can be displayed: 1) local camera video, 2) remote camera video, and 3) computer video.

- Press **Layout** to arrange video images on your screen in different window combinations:



- If you see just one image full screen, press **Selfview** to see the other images.
- If you see a multiple-image layout, press **Selfview** to rotate the images within the layout windows.

Tandberg ADVANCED

“Quick Start” is on other side

What’s My IP Address?

1. Press the **OK** button, then **Arrow Up**, then **Arrow Left**, to make the “System Information” menu appear, which lists the system’s Active IP address.

Call a Telephone Number:

NOTE: Only IUB rooms can make local off-campus and long distance telephone calls!

1. Enter a telephone number as you would from a normal campus telephone.
2. Press the green **Call** button.
 - To enter a long distance authorization code, conference number, or PIN, activate touch tone mode with # key, then enter number. (Note: Press OK to exit touch tone mode.)
 - Unfortunately it is not possible to display laptop while in the phone call. Recommended workaround: connect to a video bridge conference, then ask receptionist or Video Help Desk to transfer your telephone call to the video bridge conference.

Using Camera Presets:

1. Press Cancel button to make the Tandberg menu disappear.
2. Steer camera to desired position with Arrow Up, Down, Left, Right and Zoom
3. Press **Presets** button, then press and hold a number till you see “Cam Position Stored” message.
4. When in a video call, press the number to snap the camera to its preset position.

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What are the Video Source Buttons?

The Tandberg can accommodate multiple video sources. Most systems only utilize the first two buttons: Main Camera and PC.

Note: the “PC” button functions the same as the blue “Presentation” button.

Touch Tone Mode / Alphabet Key Mode

Use touch tone mode to enter conference and security PIN numbers, or (IUB-only) long distance authorization numbers.

1. Press # key to activate touch tone mode.
2. Enter number, then #.
3. Press OK button to exit touch tone mode.

Use alphabet key mode to enter dial strings with alphabetic characters or symbols e.g. “@”

1. Press **and hold** # key to activate alpha keys
2. Number keys will now make letters.
Tip: press ‘1’ key twice to make the “@” sign
3. Press **and hold** # key to return to number keys.

Using Far End Control:

- In a point-to-point call (just you and one site), press **Far End**, then Arrow Up, Down, Left, Right and Zoom to steer the remote camera.
- In a multipoint call on the IU video bridge, press **Far End**, then Arrow Up and Right to arrange remote sites in different combinations.

IMPORTANT: Press Far End again to exit Far End Control mode asap. Laptop presentation (the “blue button”) will not work properly while in Far End mode.