

Using a Tandberg Video Conferencing Unit (Model XXXX)

For help on how to use a Tandberg Video Conferencing unit please read the following:

Switching It On



Shake the remote to turn the monitors on - it has a motion sensor for on/off.

If the monitors have been switched off completely you may have to find the power button under the bottom edge at the bottom-right corner of each monitor.

Receiving a Call

When an incoming call connects you will see the caller, but by default the microphone is muted. When the microphone is on mute you will see this icon in the top right of the screen.



To un-mute the microphone, select the yellow Mic off button on the top left of the remote control:



If you have a conferencing microphone, place it in a suitable location close to but equidistant from the people in the room.

Making a Call

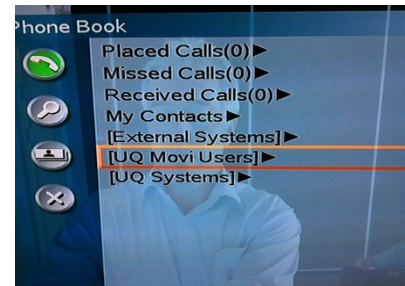
1: Press the green phone button on the remote control.



2: Press the address book button on the remote control.

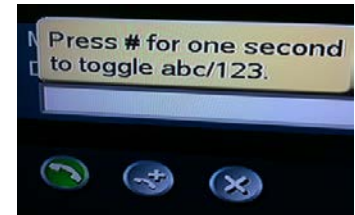


3. Use the arrows and the OK button to navigate to the appropriate address list – this will usually be **UQ Movi Users** for people, or **UQ Systems** for other videoconferencing units. Navigate to the person or system you require then press the green phone button on the remote control.



4. If you need to dial an IP or SIP address you will have to type it in manually. Press the green phone button on the remote control, then press the down arrow to place the cursor in the phone number field, then hold the # key down for one *second* to change from character mode to number mode.

Type in the IP address, using the * for the dot separators or for a SIP address you will need to type the full address (eg anything@organisation.com). Then press the green phone button on the remote control again to make the call.



Some units are capable of sending the output of a connected computer. To put the unit into “presentation” mode press the computer button on the remote control.

Switching the Unit Off



Press the red hang-up button on the remote until the screen switches off.
(You may have to press it three times)

Never turn off the unit at the wall or at the unit itself.

Using a Tandberg Video Conferencing Unit (C40 Model)

For help on how to use some of the features of a Tandberg Video Conferencing Model C40 unit please read the following:

Switching The System On



Press any button on the remote control to wake up the videoconference unit.

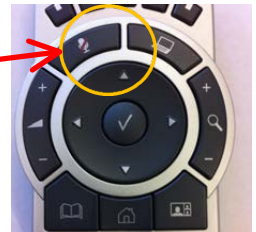
If the monitors have been switched off completely you may have to find the power button under the bottom edge at the bottom-right corner of each monitor or use the power button on the separate television remote control.

Receiving a Call

When an incoming call connects you will see the caller, but by default the microphone is muted. You may also hear an incoming call sound. When the microphone is on mute you will see this icon in the right of the screen.



To un-mute the microphone, select the Mic off button on the top left of the remote control:



If you have a conferencing microphone, place it in a suitable location close to but equidistant from the people in the room.

Making a Call

1: Press the address book button on the remote control.



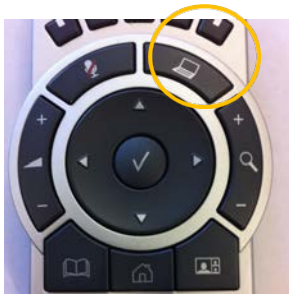
2. Use the arrows followed by the ✓ tick (or OK) button to navigate to the appropriate address list – this will usually be **UQ Movi Users** for people, or **UQ Systems** for other videoconferencing units. Navigate to the person or system you require then press the green phone button on the remote control.



4. If you have not booked a session with the AV Services desk you will need to dial an IP or SIP address by entering it in manually. Press the green phone button on the remote control, then use the arrows to place the cursor in the phone number field.



Type in the IP address, using the * for the dot separators or for a SIP address you will need to type the full address (eg anything@organisation.com). Hold the # key down for one *second* to change between character mode or number mode. Once you have entered the IP or SIP address, press the green phone button on the remote control again to make the call.



Some units are capable of sending the output of a connected computer to the other participants. Connect the computer to the Codec. Then put the unit into “presentation” mode by pressing the computer button on the remote control. Both the computer and the camera will be sent to the other participants. Press the button again to exit “presentation” mode.

Hang Up or Place In Standby Mode



If the call has not already ended, to hang up from a call press the red hang up button and follow the prompts.

To put the unit in standby, hold down the red hang-up button on the remote for a few seconds and the standby menu will be displayed. Use the arrow button to select standby and press the ✓ tick (OK) button. The unit will go into standby mode and will also “park” the camera.

Never turn off the unit at the wall or at the unit itself.