

# User Guide

## Remote Controls

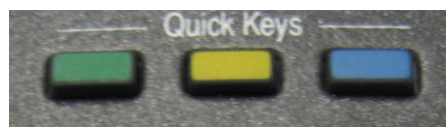
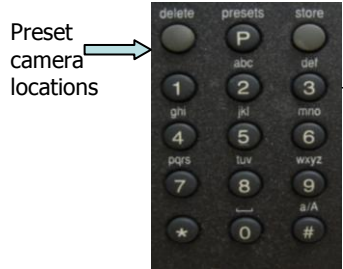
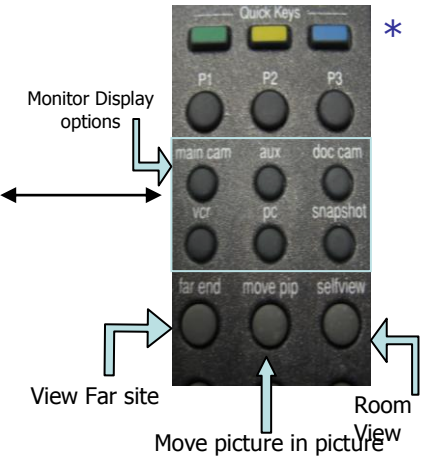
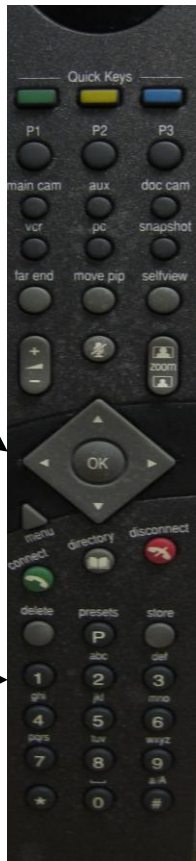
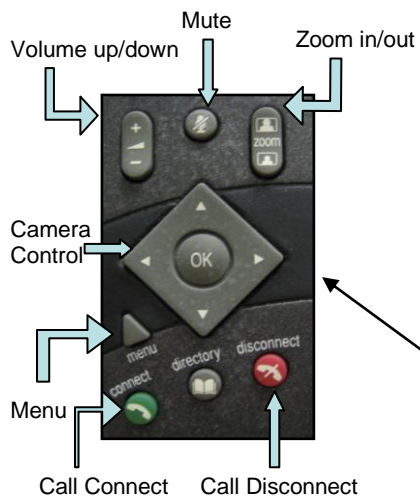
1. **MUTE** your microphone by pressing the grey button just above the camera controls. The mute button has a symbol of a microphone with a slash through it and a similar symbol will appear on the screen if you are muted.
2. **VOLUME CONTROLS** are to the left and above the camera control button. It will use the Tandberg system to change the volume. Note: do **NOT** use the TV remote to change the volume level on the monitor as this can cause echo on the other end of the call.
3. **CAMERA CONTROLS** To move the camera up, down, left or right use the arrow keys located in the middle of the remote. Camera controls are in a diamond with an arrow at each corner.
4. **ZOOM** button is located above and to the right of the camera control button. The “+” zooms the camera in while the “-” zooms the camera out.
5. **VIDEO SOURCE BUTTONS** are located above the volume and zoom controls. These allow you to change which device is displayed on the monitor.
  - a) The buttons are as follows:
    - Main Cam (main camera)
    - Aux (Auxiliary Sources)
    - Doc Cam (Document camera)
    - VCR (DVD/VCR combo)
    - PC
6. **SELF VIEW** button to is located above the zoom button. Press this button to view the room you are in.
  - a) To change from self view back to the presentation/conference press self view again
7. **FAR END** button is located above the volume control buttons. Press this button to view the site you are connected to.
8. **CAMERA POSITION PRESETS** can be set using the preset function.
  - a) To set presets move the camera to the desired location and press the preset key followed by the store key. (This is located just above the numeric key pad.)
  - b) Hold down a number key 0-9 until the screen says preset stored.
  - c) Press presets again to leave this menu
  - d) To use a set preset you need to be in a call. Press the number corresponding to the location you have already programmed.
    1. Example. If you set preset number 1 to a wide shot of the room and the camera is currently focused on the presenter. To use the preset you press the preset key then the number 1 on the keypad of the remote. The camera will automatically changes to a wide shot of the room.

## Connecting a computer for a presentation.\*

1. Connect the VGA cable to the port on the laptop. If using a pc, make sure your laptop is turned off before you plug in the adapter. Then restart your laptop once it is connected.
2. Using a pc, place laptop in presenter mode (usually fn + CRT/LCD key).
3. Using a Mac, enable mirrored images>System preferences >Displays>Detect Displays. Set the resolution to 1024x 768.
4. Press the pc key located in quick keys on Tandberg remote
5. Switch between main cam for video view and pc for presentation view in quick keys.

\*Note you do not have to be in a call to use the Tandberg system for a presentation. Simply press the self view key located above the zoom key and follow the same procedures outlined above.

# Tandberg 880 remote



To use Quick keys match the color with the color displayed on the monitor

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