

User Guide

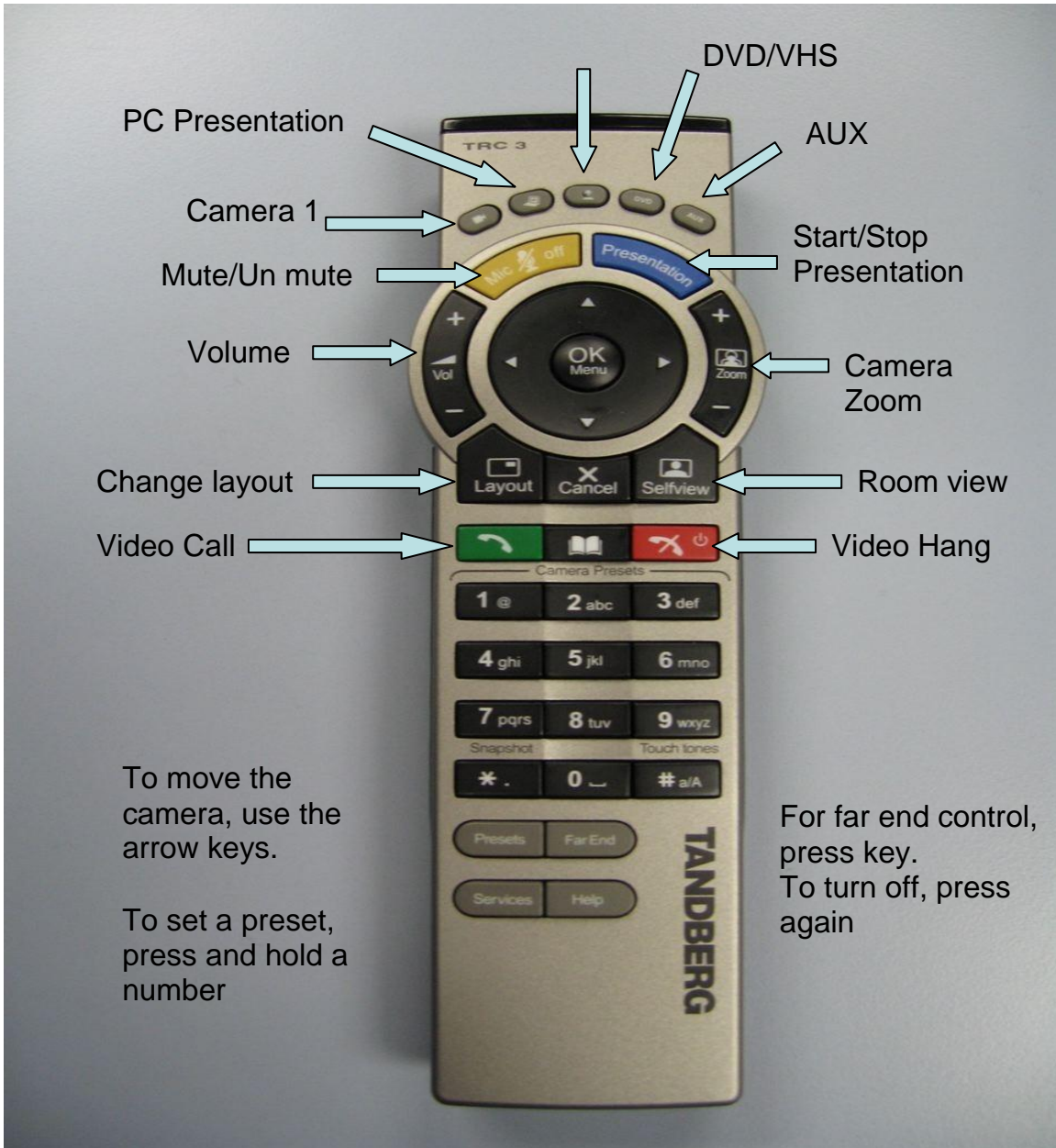
Remote Controls

1. **MUTE** your microphone by pressing the yellow button above camera controls that says “mic off”.
2. **VOLUME CONTROLS** are to the left of camera controls 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** are near the top of the remote, in a circle with arrows indicating the four directions the camera can move. Press the arrow to move the camera the desired direction.
4. **ZOOM** button is located 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 at the top of the Tandberg remote. These allow you to change which device is displayed on the monitor.
 - a. The buttons are as follows from left to right
 - Main Camera
 - PC
 - Document camera
 - DVD player
 - Auxiliary sources
6. **SELF VIEW** button located beneath the camera controls. This button allows you to view the room you are in on the monitor.
 - a. To change from self view back to the presentation/conference press self view again
7. **FAR END** button located below the numbered keypad at the bottom of the remote control. Press this button to view the far site (the site you are connected to). Also on some systems this allows you to move the far site camera.
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 at the bottom of the remote
 - b. Hold down a number key 0-9 until the screen says preset stored
 - c. Press presets again to leave this menu
 - d. Press the number corresponding to the location you have already programmed to use a stored preset. *For this function to work you must be in a call.
 - I. Example: If you program preset number 1 to a wide shot of the room and the camera is currently focused on the presenter, you press the number 1 on the keypad of the remote and the camera automatically changes to a wide shot of the room.

Connecting a PC for a presentation.*

1. Connect the white DVI with blue VGA adapter attached to the Tandberg to the external monitor port on the laptop. Mac computers use DVI and PC laptops use the blue VGA connector.
2. 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.
3. Press the PC button located at the top of the remote.
4. If using a Mac, make sure you have enabled mirrored images. To mirror images: Go to systems>Displays>Detect Displays. Set the resolution to 1024x 768.
5. If using a PC, place laptop in presenter mode (usually fn + F8).
6. To switch the view on the monitor between the presentation, the video conference and back again press the PC button again.

***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 below the camera control keys and follow the same procedures outlined above any time you wish to use the system for this purpose.**



OIT Video Conferencing Services
(907) 450-8390
1-800-910-9601
video@alaska.edu