User Guide

Touch Panel Controls

1. **Power** on the touch panel by pressing the on/off button on the touch Panel. Then start the touch panel by pressing “Touch to Start” on the touch screen.

2. **Mute** your microphone by pressing the microphone button that says “Audio”. The microphone is muted when the icon has a red circle and slash through it. Press this button again to unmute the microphone.

3. **Volume Controls** are on the left of the mute button. This will use the Tandberg system to control 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.

4. **Camera Controls** can be accessed by pressing the “Controls” button. This will bring up a window above the “Controls” button with 4 arrows to move the camera/ Press the arrow to move the camera to the desired direction.

5. **Zoom** buttons are located within the “Controls” window. The up arrow zooms the camera in while the down arrow zooms the camera out.

6. **Main Source** buttons are located in a column along the left side of the touch screen. These will allow you to change the device that is displayed on the monitor and to the far sites.
   a. These are the device options:
      i. Main Camera
      ii. PC Presenter (in room PC or Laptop)
      iii. Document Camera or ELMO
      iv. VCR/DVD

7. **Self View** is located within the “Layout” controls. This button allows you to view the source you are displaying to the far sites.
   a. Press the “Layout” button, located next to the camera controls button.
   b. A layout window will display above the “Layout” button
   c. Select the “Selfview” button
   d. To change back to the presentation/conference, press “Selfview” again

8. **Camera Position Presets** are located on the far right column on the touch screen.
   a. To set presets, move the camera to the desired position and press one of the preset keys in the preset column.
   b. Hold down the button until a window displays, stating that the preset has been stored. You may also name the preset so it is displayed by that name in the column.
   c. Press the preset button on the right to use a stored preset. *For this function to work you must be in an active video conference.

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.**
2. 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 Presenter button on the left column of the Tandberg touch screen.
4. If using a PC, place laptop in presenter mode (usually fn + F8).
5. To switch between the PC Presenter and Main Camera, press the corresponding button on the Tandberg touch panel.

Connecting a Mac for a Presentation:

1. Connect the white DVI cable to the external monitor port on the Mac computer.**
2. Make sure you have enabled mirrored images. To mirror images: Go to systems>Displays>Detect Displays. Set the resolution to 1024x 768.
3. To switch between the PC Presenter and Main Camera, press the corresponding button on the Tandberg touch panel.

*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 in the layout controls and follow the same procedures outlined above any time you wish to use the system for this purpose.

**If there is a KVM switch box for multiple computers, please see attached directions to connect a laptop.