


## USING THIS CONFERENCE ROOM

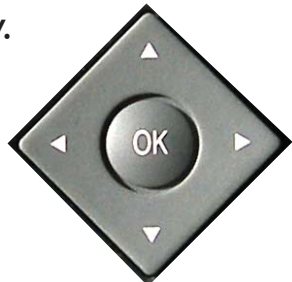
### CONNECTING


If the screen is blank, you can "wake up" the system by moving the TANDBERG remote control.


- Using the TANDBERG remote, press the "directory" button. 

- Use the 4-way arrows to scroll the selection of locations in the directory.

You may have to scroll just to SEE the locations.



- Press the "connect" button when you have selected the remote location you want to connect to. 

 If it says that your connection was refused, the remote system may be OFF, in "do not disturb" mode, or people in that room may not have answered the call!

### DISCONNECT

- Press the "disconnect" button on the TANDBERG remote. 

- Log off the PC, but please leave the computer ON!

### COMPUTER

- Power ON Computer.
- Press "pc" button on TANDBERG remote.
- Press "selfview" button on TANDBERG remote.

Selfview button toggles on and off.

### DVD-VCR

- Power ON DVD-VCR deck (Panasonic).
- Press "vcr" button on TANDBERG remote.
- Press "selfview" button on TANDBERG remote.
- Put media in deck and press play.


Selfview button toggles on and off.

### BLOCKING CALLS

- Press the blue quickkey, which corresponds with "Stand by" on the screen.



- Press the yellow quickkey, which corresponds with "Do Not Disturb" on the screen.

 System needs to be in TANDBERG screen for this to work.

**Need Help?!**

**Tech Solutions Center**  
Dial (776)-2168

Mon. to Thurs. 7:00 am – 10:00 pm  
Friday 7:00 am – 9:00 pm  
Saturday 8:00 am – 5:00 pm

### TANDBERG CONTROLS

Use the TANDBERG remote control for the main operations. FAR END control button toggles control of remote (other) room. SELFVIEW toggles full screen view of currently selected device (such as main camera).



QUICKKEYS - correspond to like-colored on-screen buttons (depends on view).

MAIN CAM - displays main camera view and allows motion control of main camera.

DOC CAM - displays the document camera (when equipped).

VCR - displays the DVD-VCR.

PC - displays the computer.

SNAPSHOT - takes a still of whatever is currently displayed and holds it there until button is pressed again.

FAR END - gives you control to display all devices (cameras, PC, doc cam...) for remote room.

MOVE PIP - displays picture-in-picture (small view) and moves it around screen upon successive presses.

SELFVIEW - displays currently selected device & what's sent to remote room.

(VOLUME) - controls volume in this room.

(MUTE) - sound on/off.

(ZOOM) - controls active camera view.

(4-WAY ARROWS) - controls menu navigation and camera direction.

CONNECT - connects to selected remote location.

DIRECTORY - opens directory menu of available remote locations.

DISCONNECT - closes active connection



Please leave room in "default" mode (TANDBERG screen) by turning OFF selfview.