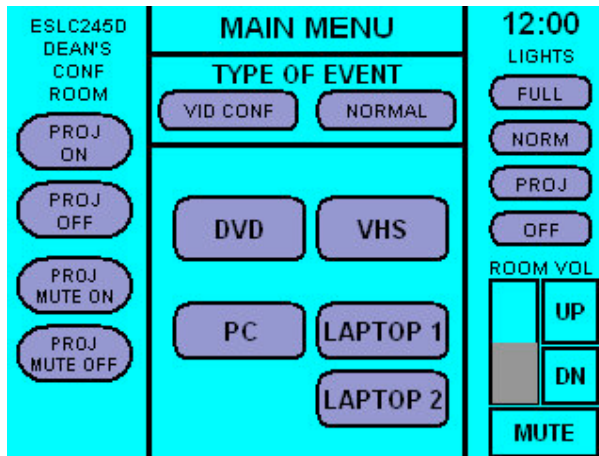


ESLC 245C INSTRUCTIONS FOR PC, LAPTOP AND VIDEO CONFERENCING (E. 164 of 2380)

MAIN MENU:

- 1- Before doing anything, touch the touch panel to wake it up. It will look like this:



- 2- On the left-hand side you will see the "PROJ ON," "PROJ OFF," "PROJ MUTE ON," and "PROJ MUTE OFF" buttons. These buttons turn the projector on, off and mute it. (Mute it if you want to be able to use it again in 20 minutes or less.)
- 3- The "TYPE OF EVENT" section will allow you to bring up the video conferencing controls, when you push "VID CONF".
- 4- The control or device that is currently in use will show up with a different color.
- 5- You can control the lights and the volume in the room on the left-hand side of this screen.

PC PRESENTATION:

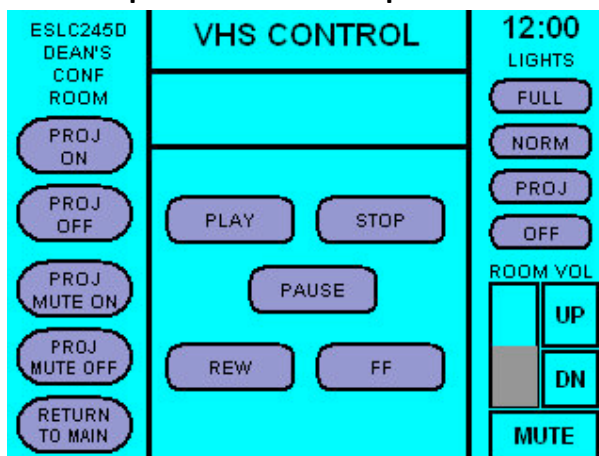
- 1- Turn the Projector on with the touch panel with the "PROJ ON" button.
- 2- Wait 30 seconds and then press the "PC" selection. You should now see the PC on the projector.
- 3- When you are done, please turn off the projector and the PC.

LAPTOP PRESENTATION:

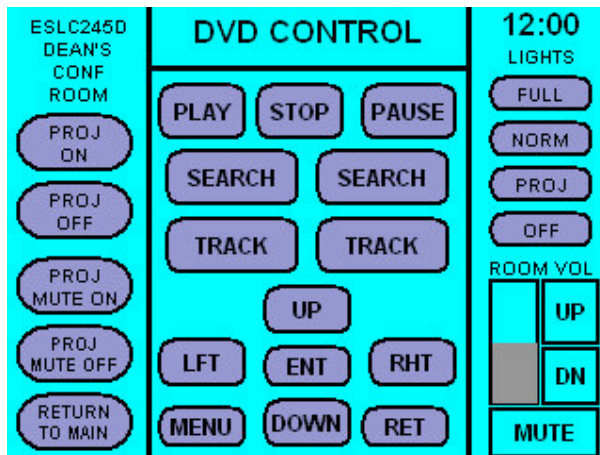
- 1- Make sure that your laptop is connected to the laptop cable that is under the conference room table. Power up your laptop.
- 2- Turn the projector on with the touch panel with the "PROJ ON" button.
- 3- Wait 30 seconds and then press the "Laptop" selection. You should now see the laptop on the projector.
- 4- If it is a PC style laptop you may have to hold down "Function" while pressing the "F8" key on your laptop to turn on the rear connection of your laptop. If you continue to press those keys, your laptop will toggle between the screen on the laptop and the rear connection and also make it so that both of them are on at the same time.
- 5- When you are done, please turn off the projector.

VHS\DVD:

- 1- If the touch panel is not lit up, touch it to turn it on. Make sure that the VHS\DVD is also on.
- 2- Turn the projector on with the touch panel with the "PROJ ON" button.
- 3- Wait 30 seconds and then press the "VHS" or the "DVD" selection. You should now see the VHS or DVD on the projector.
- 4- You can now use the Touch panel as you would a remote to control the VHS or DVD player.
- 5- Here is a photo of the touch panel when in VHS mode:



6- Here is a photo of the touch panel when in DVD mode:



7- Press "RETURN TO MAIN" to get back to the main menu to select another source.

8- When you are done, please turn off the projector.

AUX VIDEO CONNECTION:

- 1- If the touch panel is not lit up, then touch it to turn it on. Plug in your device to the "AUX" connections with the appropriate type of connections located in the console.
- 2- Turn the projector on with the touch panel with the "PROJ ON" button.
- 3- Wait 30 seconds and then press the "AUX" selection. You should now see the device that you have plugged into the AUX connection on the projector.
- 4- When you are done, please turn off the projector.

VIDEO CONFERENCE:

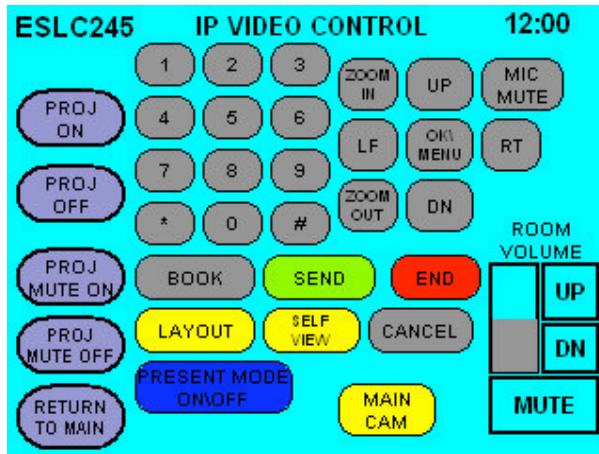
NOTE:

If this is an event with more than 3 other sites it will have to be scheduled through the Utah Education Network. Otherwise you can connect up to 3 other units together by dialing the units directly. To schedule, call Kim Davis at 797-2709.

- 1- If the touch panel is not lit up, touch it to turn it on.
- 2- Turn the projector on with the Touch panel with the "PROJ ON" button.
- 3- Make sure that the room volume control on the Touch panel is not muted.
- 4- Open the drawer in the rack and get out the microphones and place them on the table. They have an "ON" switch underneath them. Press and hold that power button

to turn on the microphone. The light on the top will turn on if the battery is good. The button on the top of the microphone is for muting and un-muting the microphone. When the light on the top of the microphone is green it is un-muted and when the light is red it is muted.

- 5- Under "TYPE OF EVENT" on the touch panel, press the "VID CONF" selection. The following menu will appear:



- 6- Then press the "CANCEL" button to wake up the TANDBERG Codec. (It will go to sleep after a short period of time when it is not in a conference.)
- 7- You should now see and Image of the TANDBERG control screen. The "CANCEL" button will toggle the menu on and off.
- 8- To connect with another site press the "SEND" button on the touch panel and enter either the IP address or the UEN alias (four-digit number). Enter the IP address in the format of 129.123.15.19 (an example) using the numbers on the touch panel. Use the asterisk button in the place of the periods in the IP address. Otherwise, enter the four digit alias, like 2222 (an example).
- 9- Press the "SEND" button on the touch panel again and you will hear and see the unit trying to connect with the end site. When completed it will say "Connection Successful"
- 10- If you have a second or a third site to connect just press "SEND" again and repeat the dialing process.
- 11- You should now be able to see and hear the site or sites. If on the top right of the projected video you see a microphone with a line through it, press "MIC MUTE" on the top right of the touch panel. Next, try to talk to the connected site(s) by identifying yourself and the site at which you are located.
- 12- Adjust the camera so that the participants in the room can be viewed.
 - a. On the Touch panel press "MAIN CAM".
 - b. Use the left, right, up and down arrows and zoom in/out to move the camera to where you want it.

- 13- Use the "LAYOUT" and "SELF VIEW" buttons on the touch panel to change the display the way you like to see it displayed.**
- 14- If you are presenting with the PC in the room and you would like the other sites to see your presentation press the "PRESENT" button on the touch panel. You will see the PC in the TANDBERG display and the sites should be seeing your presentation. (They will also see your camera.)**
- 15- You can also show the other sites Laptop, VHS, and DVD's.**
 - a. On the Touch panel go back to the Main Menu and press the button of the source you would like to show.**
 - b. Use the controls on the Touch panel to run the desired equipment.**
 - c. Return to the camera by pressing "MAIN CAM."**
- 16- When you are done with the event press the "END" button on the touch panel twice.**
- 17- When you are done, please turn off the projector.**