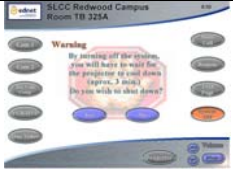



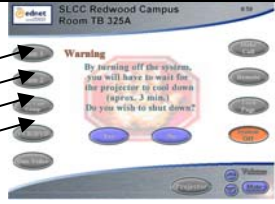

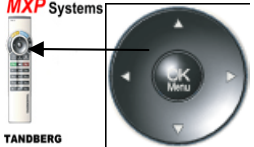





# GUIDE FOR TANDBERG 3000 MXP

ORIGINATING AN EVENT		
<b>**Leave Tandberg unit "ON" at all times. Never turn off or reboot w/o VOC assistance.**</b>		
1. <b>Turn on</b> the monitor	<ul style="list-style-type: none"> <li>Monitor types: Projector and/or plasma</li> </ul>	<ul style="list-style-type: none"> <li>Use Projector or Plasma Remote to cycle unit on/off</li> </ul>
2. <b>Control devices with:</b>		<ul style="list-style-type: none"> <li>Crestron Controller access:                             <ul style="list-style-type: none"> <li>✓ Icon on PC desktop (functioned w/mouse) –or–</li> <li>✓ Crestron Touchpad</li> </ul> </li> <li>There are two rubber touch sensors on the sides of the Tandberg remote. To wake up the unit simply pick up the remote touching one of these sensors OR press OK/Menu button.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Crestron Controller</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <ul style="list-style-type: none"> <li>➤ Tandberg Remote</li> </ul>	 <p style="text-align: center;"><b>TANDBERG</b></p> <p style="text-align: center;"><i>(Remote Guide on back sheet)</i></p>	
3. <b>Welcome screen</b>		<ul style="list-style-type: none"> <li>Unit name and Alias appears in upper right-hand corner</li> <li>Tandberg Menu control function icons appear on lower portion of screen for use with Tandberg Remote</li> </ul>
4. <b>Make sure Tandberg Mic is not muted.</b>	<p>If the "Mic off" icon  is on in the upper right hand corner of screen, push "Mic off" button on the Remote to disable mute.</p>	
5. <b>MAKING CALLS:</b>	<p><b>5a. Use remote:</b></p> <ul style="list-style-type: none"> <li>Press <b>GREEN "Make Call"</b> button on Remote or on Crestron Controller Make Call Screen, enter 4 digit alias (or unit IP number if not registered with UEN Gatekeeper)</li> </ul> <p><b>5b. Event scheduled in iView with UEN:</b></p> <ul style="list-style-type: none"> <li>iView automatically dials all scheduled sites when start time is activated</li> <li>All sites are connected simultaneously</li> </ul> <p><b>5c. Tandberg 3000 can connect 3 additional sites by individually dialing each site's 4 digit alias</b></p>	
6. <b>Test the microphones</b>	<ul style="list-style-type: none"> <li>Test and balance <u>all mics with each site</u> to avoid audio problems during classes/meetings</li> </ul>	

7. <b>Use Crestron for control of each device:</b>		<ul style="list-style-type: none"> <li>Allows facilitator to dial in &amp; control ALL devices from <u>Computer</u> –or– <u>Touch Pad</u> (rather than using Tandberg Remote)</li> <li>Password</li> </ul>
8. <b>Moving the Cameras</b>		<p><b>8a. Using Crestron:</b></p> <p><b>8a. Current Crestron profile only allows for 4 preset positions shared between 2 cameras</b></p> <p><i>(SEE: Crestron Controller Instruction sheet)</i></p>
8b. <b>Tandberg Remote:</b>	 <p style="text-align: center;"><b>Camera Control Icon</b></p>	<p><b>Moving Camera Via the Tandberg Menu with Remote:</b></p> <ol style="list-style-type: none"> <li>Select "Menu" button on Tandberg Remote.</li> <li>Select "Camera Control" Icon from Tandberg Menu on lower portion of screen.</li> <li>Press "Move Camera" icon. Move the camera to the desired position. (Use the arrow buttons on Remote for: a) Left/right pan; using left/right arrows b) Up/down pan; using up/down arrows)</li> <li>Select <u>Camera Control</u> – "Save New Camera Preset" in menu.</li> <li>Enter number between 0-14. Press OK.</li> <li><i>(Optional)</i> Type a name for the preset to make it easier to separate the different presets.)</li> <li>Press "Save". The new Camera Preset will overwrite any existing camera preset on that number.</li> </ol> <p><b>Using Camera Preset Directly from Remote Control:</b></p> <ol style="list-style-type: none"> <li><b>When in call</b> you can activate presets directly from Remote.</li> <li>Move the camera to the desired position; press number on Remote for 1 second to save preset</li> <li>Store presets on Remote number keys, 0-9; preset 10 = 0-key</li> <li>New presets will overwrite any existing number on key pad</li> </ol>
9. <b>SELFVIEW BUTTON</b>		<ol style="list-style-type: none"> <li>Displays OUTGOING VIDEO.</li> <li>Selfview shows in-house camera presets and device video</li> </ol>
10. <b>LAYOUT BUTTON</b>		<ol style="list-style-type: none"> <li>Layout toggles between FULL SCREEN and optional displays of end sites on in-house monitor</li> <li>Tandberg units are programmed to show <u>Continuous Presence</u> (origination site video) in large format, plus 3-5 end sites. End site video changes occur with voice activation from sites.</li> </ol>
11. <b>PRESENTATION BUTTON</b>		<ol style="list-style-type: none"> <li><b>Outside a call:</b> Presentation only offers Main Video Sources: E.g. Cameras, Doc Cam (Elmo), DVD/VHS, etc.</li> <li><b>In a call:</b> Main Video, DuoVideo, Snapshot, Far End Video options are available.</li> </ol>
<b>NOTE: If presenter PC is connected to Elmo</b>	<ul style="list-style-type: none"> <li>☑ Display Properties for Screen resolution MUST be no higher than →</li> <li>☑ Monitor settings MUST be →</li> </ul>	<p>&lt;/=: 1024 x 768 pixels</p> <p>&lt;/=: 60 Hertz</p>