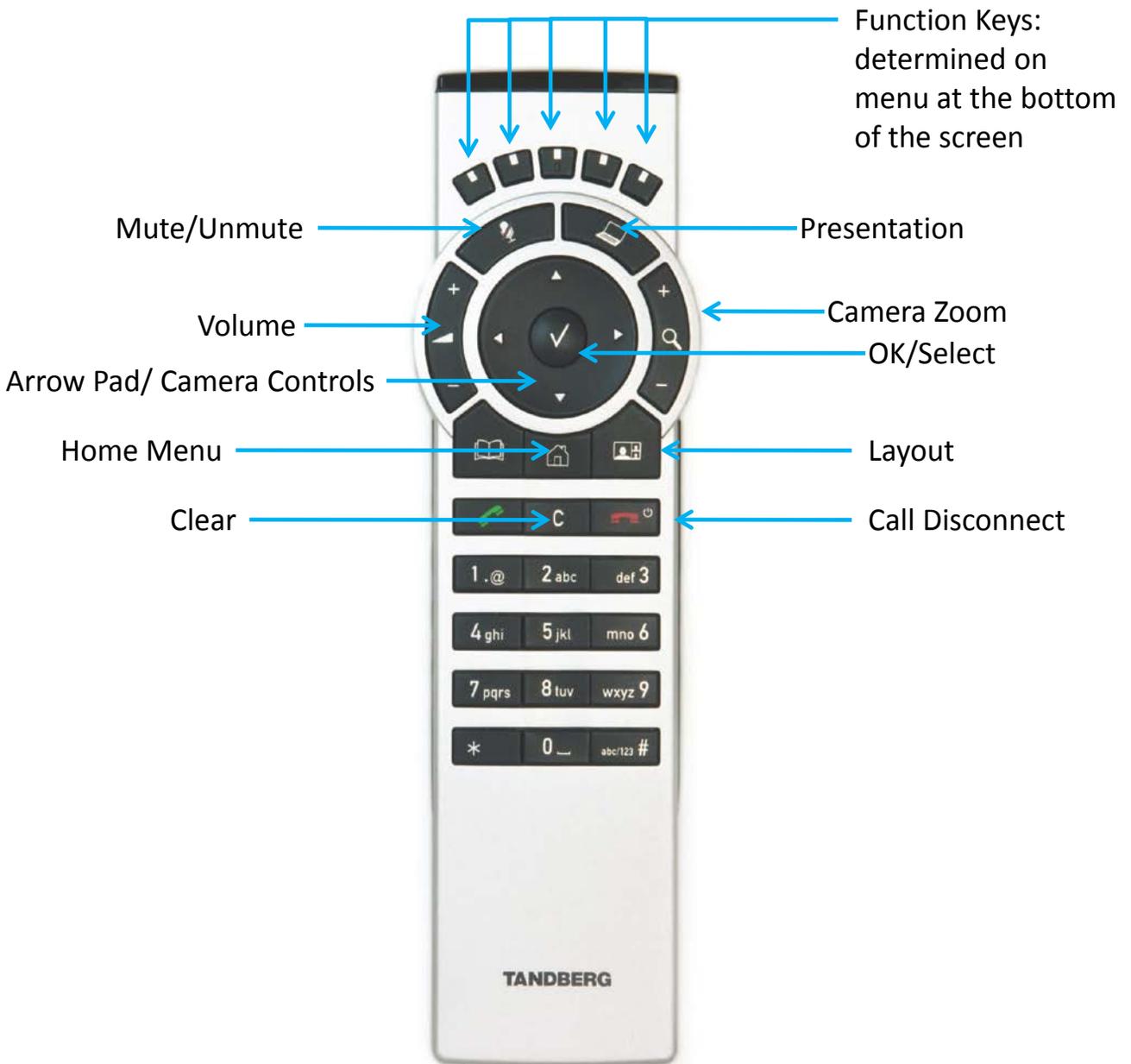


Tandberg Remote Controls



Video Conferencing Services

(907) 450-8390

1-800-910-9601

<http://www.library.state.ak.us/dev/owl.html>

User Guide

Remote Controls

1. **MUTE** your microphone by pressing the upper left button with the picture of a microphone with a red slash. An icon will appear in the lower right of the screen indicating a muted microphone. It will disappear when the microphone is not muted.
2. **VOLUME CONTROLS** are to the left of camera controls it will use the Tandberg system to change the volume.
 1. 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. **HOME MENU** allows access to various menus to change settings such as camera controls, screen layout, and presentation. The Home Menu button looks like a house and is located under the Down Arrow button. Press Home Menu button again to make the menu disappear.
6. **VIDEO SOURCE BUTTONS** are located at the top of the Tandberg remote. These are activated when you are not in the home menu.
 1. The buttons are as follows from left to right:
Main Camera
PC
6. **SELF VIEW** controls are located within the Home Menu. Press Home and using the arrow buttons, select Settings and Layout.
 1. Select Selfview to see your site and toggle with other options to see far participant and picture-in-picture. The pictures will indicate your selection.
7. **CAMERA POSITION PRESETS** can be set using the preset function within the Home Menu.
 1. Press the Home Menu Button and select the Camera Control.
 2. Using the arrow keys and zoom buttons, set up the desired camera preset.
 3. The Function Key indicators will appear at the bottom of the screen. Select the function key that says Camera Presets.
 4. Selecting “Add Camera Preset” will save the camera shot and allow you to name the preset using the number pad.
 5. Follow Steps 1-4 to add multiple Camera Presets.
 6. To access these presets IN A CALL, press either the up or down arrow. This will enable the function key indicators at the bottom of the screen.
 7. Select Camera Presets and select the desired camera preset.

Connecting a PC for a presentation*:

1. Connect the black VGA cable attached to the Tandberg to the external monitor port on the laptop. Mac computers use Mac VGA adapter purchased from Apple.
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. To display the presentation, either press the Function Key that say PC (determined at the bottom of the screen) or press the Home Menu button and select Presentation. Then select the appropriate connection.



***Note you do not have to be in a call to use the Tandberg system for a presentation. Make sure you are not in the Home Menu, and press the Function Key that is labeled PC at the bottom of the screen. Then follow the Selfview instructions to use see the full presentation on the screen.**