Tandberg Intern Reference Guide

1 **Plug the power cable** into the power outlet in the wall.

2 **Plug the network cable** into the network outlet in the wall. The network cable must be plugged into the OTN dedicated network outlet.

3 **Verify that the Power is turned On** The power box supplies the whole cart, including the monitor and codec – you can turn off your system here at the end of your consult.

4 **Verify that the monitor is** on both at the back (power switch) and the front ("on" button) of the monitor. If you cannot see the camera view, you may have to switch the input/source on your monitor.

5 **Verify that the codec/camera is on** by checking the switch at the back.

6 **Pick up the remote control** which should be found in the basket. **Unmute** your videoconferencing sound by pressing the "Mic Off" button on the remote control.

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Placing a Call

1. Press the **Phone Book** key on the remote.

2. Find your desired contact using the arrow keys or searching on the first letter with the letter keys.
3. Press the **green call** button on the remote **twice**.
4. Wait for the call to connect.

Ending a Call

Press the **Red End Call** button on the remote control again or OK button to confirm that you want to end the call. If you do not want to end the call, move to Cancel (x) and press the **OK** button to continue the call.

Control Main Camera

Adjusting the camera:

To pan the camera left and right,

use

Volume Control

Press the Volume key on the remote to adjust the volume level.

Mute Control

To mute your microphone during a call, press **Mic off button** on the remote.

Selfview

1. Press **Selfview** once to see a full screen picture of yourself (your outgoing video).

2. Press **Selfview** again to turn selfview off.

Using a laptop for a presentation

Your system comes with a cable used to connect a laptop to the codec. This cable has two different ends, one end is a VGA connection and the other end is a DVI connection.

1. Connect the VGA end of the cable provided to the laptop.

2. Connect the DVI end of the cable provided to the back codec.

3. Press the **Presentation** button on the remote.

4. Make sure that your presentation is open, and use your laptop buttons to navigate through the slides.

5. When you are finished, press the **Presentation** button again to go back to live video.

Presets

How to save a new Camera Preset:
1. Position the camera in the desired position.
2. Press a number button for 1 second to save the corresponding preset.
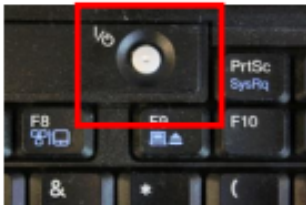
How to use Camera Presets:
1. When you are in a call, press a number button on the remote control. The camera will move to the corresponding position (or video source).
2. Presets are deactivated when you move the camera manually with the arrow keys.

Hooking up a Laptop

1   **Connect the VGA cable** from the videoconference system to the laptop.

2   **Turn the power on the laptop.**

3   **Press the same keys** you would use when displaying your desktop through a projector, usually one of the following combinations: Fn+F4 (or) Fn+F7 (or) Fn+F8.

4   **To display the desktop:** Press the "**Presentation**" button.

5   **To return to the camera view:** Press the "**Presentation**" button again.

BEST PRACTICE

Make sure to switch between the desktop and camera view for more interactive presentations.

TROUBLESHOOTING

If the desktop still does not appear on the screen, you need to change the resolution of your computer. Select 1024 X 768 for the best results.

Polycom Practitioner Cart Reference Guide

1 **Plug the power cable** into the power outlet in the wall.

2 **Plug the network cable** into the network outlet in the wall. The network cable must be plugged into the OTN dedicated network outlet.

3 **Verify that the Power is turned On** Press the power button on the Control Panel. If the system does not power up, unlock the cabinet and press the codec power button. A blue light will illuminate.
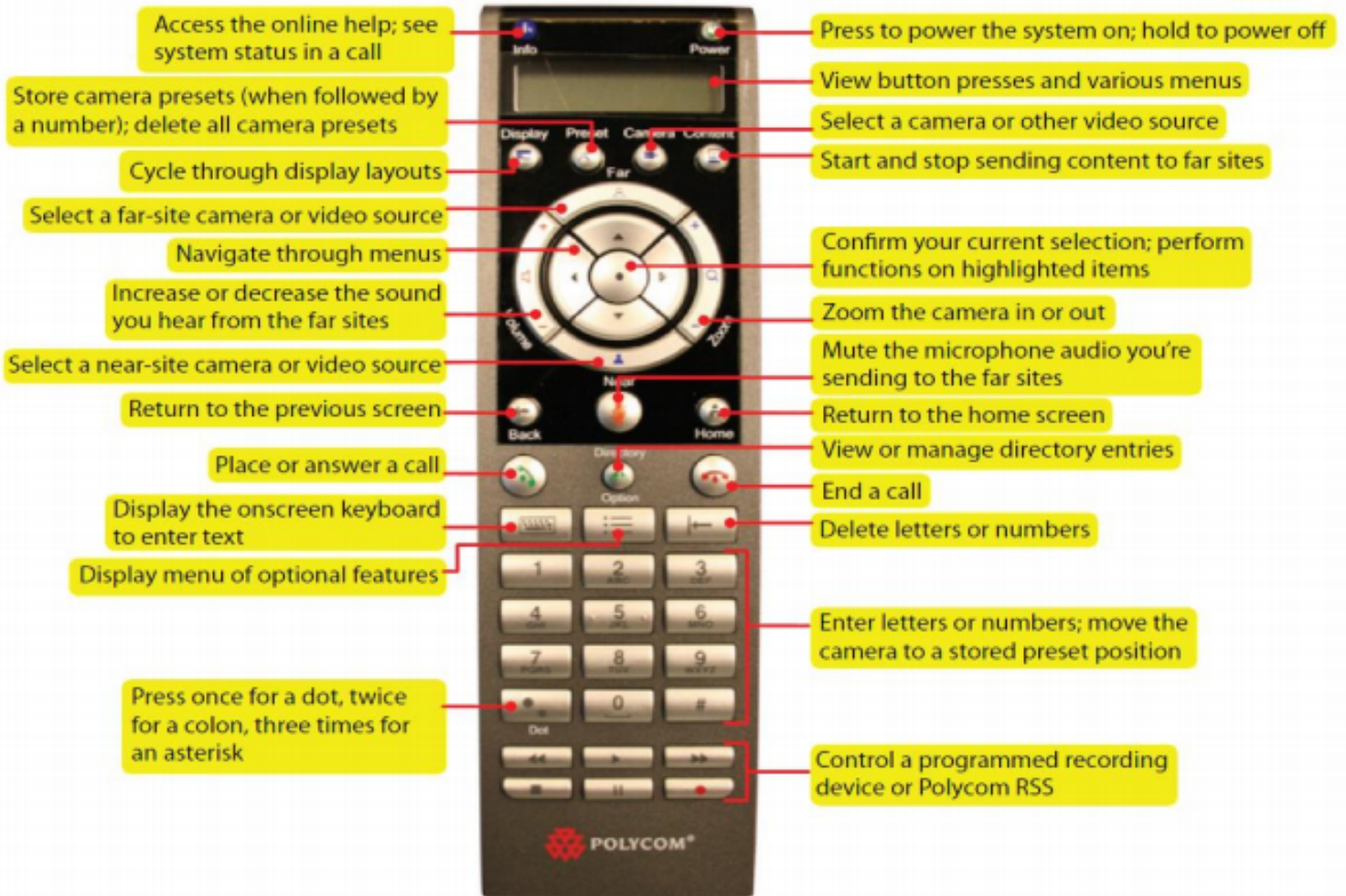
4 **Pick up the remote control**

Unmute your videoconferencing sound by pressing the orange "Mute" button located in the center of the remote control.

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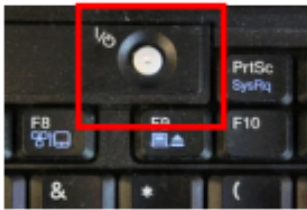
Polycom Practitioner Cart Reference Guide

Access the online help; see system status in a call

Store camera presets (when followed by a number); delete all camera presets

Cycle through display layouts

Select a far-site camera or video source

Navigate through menus

Increase or decrease the sound you hear from the far sites

Select a near-site camera or video source

Return to the previous screen

Place or answer a call

Display the onscreen keyboard to enter text

Display menu of optional features

Press once for a dot, twice for a colon, three times for an asterisk

Press to power the system on; hold to power off

View button presses and various menus

Select a camera or other video source

Start and stop sending content to far sites

Confirm your current selection; perform functions on highlighted items

Zoom the camera in or out

Mute the microphone audio you're sending to the far sites

Return to the home screen

View or manage directory entries

End a call

Delete letters or numbers

Enter letters or numbers; move the camera to a stored preset position

Control a programmed recording device or Polycom RSS

Hooking up a Laptop

1   **Connect the VGA cable** from the videoconference system to the laptop.

2   **Turn the power on the laptop.**

3   **Press the same keys** you would use when displaying your desktop through a projector, usually one of the following combinations: Fn+F4 (or) Fn+F7 (or) Fn+F8.

4   **To display the desktop:** Press the purple "**Graphics**" button.

5   **To return to the camera view:** Press the purple "**Graphics**" button again.

BEST PRACTICE

Make sure to switch between the desktop and camera view for more interactive presentations.

TROUBLESHOOTING

If the desktop still does not appear on the screen, you need to change the resolution of your computer. Select 1024 X 768 for the best results.

Tandberg EX Quickguide

(1) **Verify that the power cable** is plugged into the power outlet in the wall.

(2) **Verify that the network cable is plugged into** the network outlet in the wall. The network cable must be plugged into the OTN-dedicated network outlet.

(3) **Verify that the system is on.**

Verify that lens shutter has been opened by rotating clockwise

(4)

If the cover is off, the screen will display a self-view or room image. If the cover is on, screen will be black

(5) **Place call to patient/virtual site.**

Press the Phonebook button on the keypad to access the Global Address Book (GAB). Alternatively, select "**My Contacts**" and scroll down the list and highlight the desired system.

Press the green Call button to connect.

Please Note: For the EX90, you can zoom the camera by using the camera control button on the tablet.

(6) **Unmute** your videoconferencing sound by pressing the microphone icon.

Select between handset, headset and speaker

Information bar

Do not disturb

Microphone mute (on/off)

Volume

System setup

Any messages while you were away?

Numeric keypad or alphanumeric keyboard

Your personal phone book, generated and maintained by you

Corporate phone book

List of recent calls, placed, received and missed

Selfview (what others see from your video system—the outgoing video)
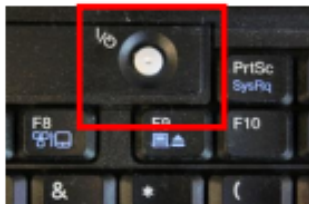
Hooking up a Laptop

(1) **Connect the VGA cable** from the videoconference system to the laptop.
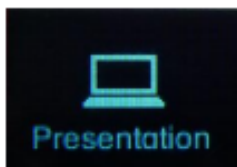

(2) **Turn the power on the laptop.**

(3) **Press the same keys** you would use when displaying your desktop through a projector, usually one of the following combinations: Fn+F4 (or) Fn+F7 (or) Fn+F8.

Presentation

(4) **To display the desktop:** Press the "**Presentation**" button.

BEST PRACTICE

Make sure to switch between the desktop and camera view for more interactive presentations.

TROUBLESHOOTING

If the desktop still does not appear on the screen, you need to change the resolution of your computer. Select 1024 X 768 for the best results.