



# The Quick and Easy Guide to Video Conferencing in the Barker Media Room

**VIDEO CONFERENCE SYSTEM INFO:** Tandberg 880, IP address: 18.90.3.107  
System is H.323 compatible (IP video-conferencing) and can only be used with other H.323 systems.

## Starting a Video Conference

1. Check out the "Tandberg" remote control from Barker front desk.
2. Using the black control box attached to the TV:
  - turn projector "ON"
  - press "PC"
  - set volume level to 25 using the dial
3. Microphone: There is a table microphone on the side of the lectern; pull it out and place it near you (it has a long cord); without this, the remote site will not be able to hear you.
4. Using the Tandberg remote control:
  - press "Main Cam" button
  - to initiate a video conference:
    - dial out by just typing the IP address of the remote location
    - use "\*" when typing IP address in place of "."
    - example: for IP address 18.90.3.107, type 18\*90\*3\*107
    - press "connect" button
  - to receive a video conference request:
    - tell the other party ahead of time the IP address of this location: 18.90.3.107
    - when the incoming call is ringing, push "connect"

## Ending a Video Conference

1. Using the Tandberg remote control, press the "disconnect" button.
2. Return the table mic to the lectern where you found it.
3. **VERY IMPORTANT!** The following steps are necessary to return PC functionality back to normal configuration.

Using the Tandberg remote control:

- press "PC" button
  - press "selfview" button (PC will now be full screen)
4. Return the Tandberg remote control to the front desk.

## Troubleshooting Problems with Video Conferencing

If you cannot connect to remote site, this can be due to a variety of issues:

- status of network
- remote side is unable to receive due to a firewall
- call rate
- compatibility issues

For such reasons, it is best practice to conduct a connectivity test with the remote site prior to your actual video conference.

Other trouble-shooting suggestions:

- be sure black control box attached to the TV is "ON" and set to "PC"
- no video or audio? be sure the "PIC MUTE" or "AUDIO MUTE" buttons on the black control box are not selected
- be sure "main cam" button was selected using the Tandberg remote