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 under TV:
   - Turn projector “ON.”
   - Press “Tandberg.”
   - Use the knob to set the volume level to about the halfway point.

3. Microphone:
   - There is a table microphone stored on the side of the lectern; pull it out (it has a long cord) and place it near where you will be sitting; without this, the remote location, from here on referred to as the “Far End”, will not be able to hear you.
   - The best place for the mic is: away from the TV, on a flat surface such as the table or one of the swivel-deskops attached to the chairs in the room.
   - Be sure the front of the mic is facing you and the rear of the mic (the part that the mic cable is attached to) is facing toward the TV.

4. Using the Tandberg remote control:
   - Press “Main Cam” button.
   - Press the “PIP” (Picture in Picture) button; you’ll see a window showing what your camera sees. This is the image the Far End will see, once you’re connected.
   - Use the Up/Down/Left/Right key (located around the “OK” button) to frame the camera how you wish.
   - To initiate a video conference:
     - Dial out by simply 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.”

5. To display your computer during a Video Conference:
   - Plug your computer into the VGA cable in the room
   - Make any adjustment necessary to your graphics card to project your computer’s video out to the Tandberg unit. (optimal resolution for this unit is 800x600 @60hz)
   - Press the “PC” button on the remote control to switch away from the “Main Camera” and begin sending your PC through to the remote location.
   - Use the “Main Cam” button to switch away from the PC and again begin transmitting the room camera to the Far End.
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. Using the Black Control Box under TV:
   - turn projector “OFF”

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 under TV is “ON” and set to “Tandberg”
- Far End can’t see your video? Be sure that the source you want to send (“Main Cam” or “PC” is selected on the Remote Control. Use the “PIP” button to confirm what you’re transmitting.
- Far End can’t hear your audio? Be sure that you’re not muted. If you see an icon on your screen of a microphone with a “slash” through it, it means you’re muted. This is a privacy tool which can be toggled on & off via the mute button on the Remote.

GOOD LUCK & HAVE FUN!