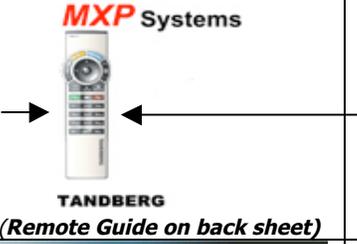
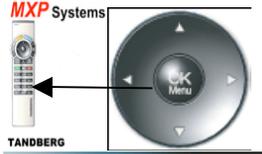


USER GUIDE: TANDBERG 990 MXP

RECEIVING AN EVENT		
**Leave Tandberg unit "ON" at all times. Never turn off or reboot w/o VOC assistance.		
1. Turn on the monitor	<ul style="list-style-type: none"> Monitor types: Projector and/or plasma 	<ul style="list-style-type: none"> Use <u>Projector or Plasma remote</u> to cycle unit on/off.
2. Control optional devices with: > Tandberg Remote ☒ Device options: -Camera -DVD/VHS Player -PC or Laptop	 <p>(Remote Guide on back sheet)</p>	<ul style="list-style-type: none"> There are two rubber touch sensors on the sides of the Tandberg remote. <u>To wake up the unit</u> simply pick up the remote touching one of these sensors <u>OR press OK/Menu button.</u>
3. Welcome screen This screen appears to let you know event is ready to be launched from TMS		<ol style="list-style-type: none"> <u>Unit name and Alias</u> appears in upper right-hand corner <u>Tandberg Menu</u> control function icons appear on lower portion of screen for use with Tandberg Remote
4. Make sure Tandberg Mic is not muted.	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.	
5. MAKING CALLS: a. <i>To Initiate a point-to-point call</i> b. <i>To be a participant in a scheduled IVC class in TMS</i> c. <i>Events NOT scheduled in TMS</i>	5a. Use remote: <ul style="list-style-type: none"> Press GREEN "Make Call" button on Remote, enter 4-digit alias (or unit IP number if not registered with UEN Gatekeeper). 5b. Event scheduled in TMS with UEN: <ul style="list-style-type: none"> TMS automatically dials all scheduled sites when start time is activated. All sites are connected simultaneously. 5c. Tandberg 990 can connect 3 additional sites : <ul style="list-style-type: none"> Use "Make Call"; enter 4-digit alias for each addl. unit. 	
6. There are 2 main Screen View options	<ol style="list-style-type: none"> Full Screen – Voice switched screen view ...and... Continuous Presence screen view. 	

7. Test the mics for each class or meeting	<ul style="list-style-type: none"> Test and balance <u>mics</u> during Test Time, prior to event start, to avoid audio problems during classes/meetings. 	
8. Tandberg Remote:   Camera Control Icon  Preset Icon Preset Save Icon	Moving Camera Via the Tandberg Menu with Remote: <ol style="list-style-type: none"> Select "Menu" button on Tandberg Remote. Select "Camera Control" Icon from Tandberg Menu on lower portion of screen. Press "Move Camera" icon. Move the camera to the desired position. (Use the arrow buttons on Remote for: - Left/right pan or -Up/down pan. Select <u>Camera Control – "Save New Camera Preset"</u> in menu. Enter number between 0-14. Press OK. <i>(Optional⇒</i> Type a name for the preset to make it easier to separate the different presets.) Press "Save". The new Camera Preset will overwrite any existing camera preset on that number. NOTE: User can also move camera using left/right /up/down arrows with remote without accessing Tandberg Menu option. Using Camera Preset Directly from Remote Control: <ol style="list-style-type: none"> When in call you can activate presets directly from Remote. Move the camera to the desired position; press number on Remote for 1 second to save preset. Store presets on Remote number keys, 0-9; preset 10 = 0-key New presets will overwrite any existing number on key pad. 	
9. SELFVIEW BUTTON	When in an event or point-to-point call: <ol style="list-style-type: none"> Displays Far End Video **AND TOGGLES TO DISPLAY Near End Video (in-house camera and duo video). Additionally, when the in-house monitor or projector shows multiple windows, selection of Selfview will swap window views. When NOT in an event or point-to-point call: <ol style="list-style-type: none"> Pressing Selfview will switch between the Near End Video and a black screen on the main monitor. 	
10. LAYOUT BUTTON	<ol style="list-style-type: none"> Layout <u>toggles between FULL SCREEN and optional displays</u> of Far End sites on in-house monitor. 	
11. PRESENTATION BUTTON	<ol style="list-style-type: none"> Outside a call: Presentation displays PC/Laptop In a call: Presentation selection initiates duo stream (sends PC/Doc Camera to far end sites). 	
NOTE: Connect Laptop via VGA cord provided. Check display properties.	<input checked="" type="checkbox"/> Display Properties for Screen resolution <u>MUST be</u> →	1024 x 768 pixels 60 Hertz