

## Heller 147 Videoconferencing Guide

Additionally, please contact Media Technology Services @ 6-4632 or 6-4429 for further training, or assistance.

### Activating (waking up) the system:

#### Waking up the system

To make a call you need to wake up the system from standby. However, if someone calls you, the system will wake up by itself.

The navigation principles of your TANDBERG system are presented here and on the following pages.



### CALL DETAILS & TIPS:

In order to conduct a video call, two types of calls are available with the 147 system:

**1. IP CONNECTION:** Most far end sites can use the internet to connect to us, and using IP to make the connection involves no carrier charges. The video image is usually acceptable at 384Kbps bandwidth, a “384 call”. *If a call disconnects due to internet traffic, place the call again.* This system places calls of up to 768Kbps of bandwidth. **The direct IP address of Heller’s videoconferencing unit: [129.64.58.134](http://129.64.58.134)**

**2. ISDN CONNECTION:** Essentially a multi-line phone call through a third party vendor, such as Verizon. ISDN connections, once established, are very reliable, though sometimes expensive. **The ISDN number for Brandeis is [781-893-4384](tel:781-893-4384).** To make this connection, Brandeis manages a gateway, allowing our IP-based systems to cross over and connect to ISDN-based units. **An auto-attendant will answer and then, your far end user MUST be capable of Direct Inward Dialing (D.I.D.) in order to dial extension [58134](tel:58134), followed by “pound”**, using their videoconferencing software. The method varies by vendor; the far end user will need to ask their technical support staff. You are utilizing three (3) ISDN lines to establish a “384 call”.

**Placing ISDN calls:** Regarding outgoing ISDN call charges. To be safe, budget:

**I.** \$2/minute for domestic calls.

**II.** \$12/minute for international calls.

**To access the ISDN gatekeeper, you must dial: 86, followed by the full number you are calling.**

*In some countries, ISDN rates are more reasonable than locally, and your far end point should originate the call to save funds. We recommend that you could suggest sharing the cost with them.* Having trouble with a call? – As with any bad phone line, please hang up and re-connect.

### Basic instruction for video calls:

- The videoconferencing system is selected on the flat screen by selecting input “PC1”
- To accept an incoming video call: Press either “OK” or the **GREEN KEY** on the Tandberg remote control.
- To reject (or to hang up) on a call: Press the **RED KEY** on the Tandberg remote control. You will need to press either “OK” or the **RED KEY** a 2<sup>nd</sup> time to confirm hang up.
- To make an outgoing call: Press the **GREEN KEY** on the Tandberg remote control. Enter the destination numbers on the keypad. Press the **GREEN KEY** again.
- To control the camera: “**ZOOM+or-**” moves in or out for close ups or wide shots. Also, when you select “**MOVE CAMERA**” from the main menu, the remote’s **ARROWS** allow you to tilt or pan the camera – left, right, up and down. Press **CANCEL** to leave the camera move mode.
- \* Full remote control identifiers are available on Page 3.\*
- Advanced instructions for the videoconferencing system are available here:

[http://www.tandberg.com/collateral/documentation/User\\_Manuals/TANDBERG\\_MXP\\_User\\_Guide\\_\(F7\).pdf](http://www.tandberg.com/collateral/documentation/User_Manuals/TANDBERG_MXP_User_Guide_(F7).pdf)

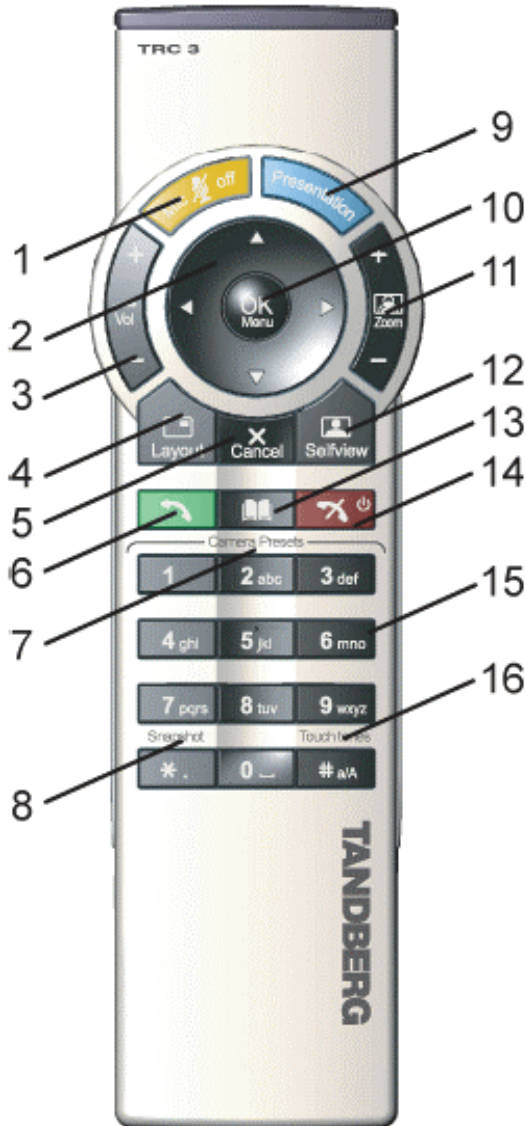
**Technology Maintained by: Brandeis Media & Technology Services (MTS) @ 6-4632 or 6-4429**

## Heller 147 Videoconferencing Guide

Additionally, please contact Media Technology Services @ 6-4632 or 6-4429 for further training, or assistance.

### The Remote Control

The system is controlled with a remote control. Think of the remote control as a mobile or cellular phone with number keys and call keys. Use the arrow keys and OK to navigate the menu. The system's most commonly used functions are also accessible directly from the remote control.




1. Mic Off turns your microphone on and off.
2. Arrow keys are used for navigation in the menu and for moving the camera when the menu is hidden.
3. Volume + and – adjusts the system volume.
4. The Layout key toggles between full screen and different picture layouts.
5. Cancel takes you back one step in the menu system. Use Cancel to delete characters in an input field.
6. Press the Call key to place a call.
7. Camera presets define specific camera positions. Press and hold a number key for 1 second to save the current camera position to that number key. To activate a preset whilst in a call, simply press and release that number key.
8. Snapshot takes a snapshot of your video. (Only while you are in a call)
9. The Presentation key switches to a predefined presentation source.
10. Press OK/Menu to show the menu and to select menu items.
11. Use Zoom + and – to zoom the camera in and out.
12. Selfview displays your outgoing video. Press Selfview again to turn selfview off.
13. Store and recall your video contacts via the system Phone Book for easy placement of calls.
14. Use the red End Call key to end the current call. Pressing this key when not in a call will place the system in Standby mode.
15. Number/Letter keys function in the same manner as with a mobile or cellular phone.
16. Press Touch Tones when you are in a call and need to dial extension numbers etc. (instead of presets).

# Heller 147 Videoconferencing Guide


Additionally, please contact Media Technology Services @ 6-4632 or 6-4429 for further training, or assistance.

## CAMERA CONTROL:

Controlling your own camera...



Press the **Cancel** key to remove the main menu from the screen, if needed...



... and use the four **Arrow** keys to move the camera to the left, right, up and down.

**Controlling cameras at both ends**

During a call you may control your own camera at all times by means of the **Arrow** keys as long as no menu is shown on the screen.

When you are in a point-to-point call you may also be able to control the far end camera, provided that the far end system has a remotely controllable camera.

How to do this is explained in ► [Using far end camera control](#) in the ► [Video meeting features](#) chapter.

Since the term far end will loose its meaning in ► [MultiSite](#) meetings, this feature is not available unless you are in a point-to-point call.

## MAKING CALLS:

### Making calls by dialing the number

Your TANDBERG system can make both video calls and telephone calls. Telephone calls over IP may require additional hardware and infrastructure. If in doubt contact your administrator or your TANDBERG representative.

### Using the number keys in text fields


Whenever text entries are expected by the system, a small abc or ABC appears in the lower right corner of the entry field. For entry fields expecting numbers, 123 will appear instead. In text mode, entries from the number keys are automatically interpreted as text entries in the same way as on a mobile phone.

#### Guidelines:


- Press the key that corresponds to the required letter as many times as needed to produce that letter.
- Switch between lower case (abc) and upper case (ABC) letters with the # a/A key.
- Switch between text mode (abc) and number mode (123) by keeping the # a/A key depressed for more than a second.
- To insert space, press the 0 \_ key.
- To insert the @ sign, press the 7-key twice, while the keypad is in text mode.
- To insert the . sign, press the \*-key once, while the keypad is in number mode.
- To write digits and numbers in a text input field, repeatedly press the corresponding key until the digit appears.

To make a call dialing the number...

... start by pressing the green **Call** key on the remote control...

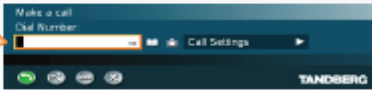


... or select the **Call** icon of the main menu before you press **OK** key.




The **Call** menu is then displayed...

Enter the "number" here (it may consist of digits as well as letters) using the remote control.




Once you have finished entering the number, start calling by: ...


... pressing the green **Call** key on the remote control...



... or by navigating down to the green **Call** icon and pressing the **OK** key.



Instead of navigating down to the **Call** icon, you may also just press the **OK** key twice to start calling.



## Heller 147 Videoconferencing Guide

Additionally, please contact Media Technology Services @ 6-4632 or 6-4429 for further training, or assistance.

### SENDING LAPTOPS, DVD's or VHS TAPES (Presentation Mode):

## Presentation

The Presentation functionality enables you to show PC, DocCam (Document Camera), VCR, AUX and VNC sources in addition to your Main Camera. This is perfect for meetings where you would like to show a PowerPoint presentation for instance. You can even use arrow keys up and down on the remote control to activate Page Up/Down on the PC. (This only applies when using VNC).

Use Presentation outside a call to make a local presentation for the people in your own meeting room. Use Presentation when you are in a call to make a presentation for the far end as well.

The quickest way to show a presentation is to use the presentation key on the remote control. The presentation key shows a predefined video source, PC is default. It is possible to change the presentation source in Administrator Settings - Presentations Settings.

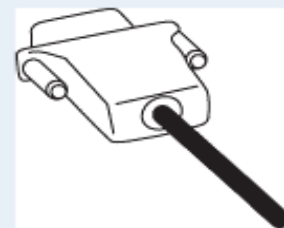
Choose Presentation from the main menu if you want to select a video source manually. The Presentation menu offers you all available video sources: Main Camera, PC, DocCam, VCR, AUX and VNC.



*Live PC images*

When showing a presentation from your laptop PC, remember to connect your PC to the video system with a VGA cable. Make sure that your PC transmits the image to the VGA Output. On most laptop PCs you must press a special key combination to switch the image.

Note: The image will appear smoother on the system if your presentation is already displaying in full screen on your PC prior to connecting your PC to the video system.



VGA Cable