

# Tandberg 770MXP Quick Reference Sheet

## **\*\*NOTE: THE FOLLOWING UPDATES /CHANGES:**

- Audioscience (ceiling) microphone – the tabletop microphone has been removed from the room
- Ceiling speakers – audio from the far-end site will come through the ceiling speakers
- Cabinet doors should remain open!

## System Start-up

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1. Verify the following equipment is turned on:

- The white power strip (right-hand side of cabinet)
- The Tandberg system. Two lit LEDs indicate power. If no power, push the rocker switch located on the back right of the codec



Rocker Switch located on the back right-hand

2. Point the **NEC** remote at the bottom right corner of the monitor and press the blue **POWER** button

- The red light in the bottom right corner of the monitor will turn from red to green when it is powering up



- If there is no red light, the rocker switch (located under center - bottom edge of monitor) may be turned off.



3. Point Tandberg remote at camera and push OK to wake up the Interactive video system. *You should see yourself / the room you're in!*

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## To make a call

1. Stand directly in front of the camera located above monitor when using the Tandberg remote.
2. Press the **DIRECTORY** button on the Tandberg remote to bring up the phone book
3. Scroll down to **MY CONTACTS** using the down arrow and then the right arrow to select
4. Scroll to the desired location using the up/down arrows
5. Press the green **CONNECT** button to dial the selected entry

Connect Directory Disconnect



## To view Computer

1. Boot up and log on to computer
2. Push the blue **PRESENTATION** button on the Tandberg remote to display the computer.
  - Not in a video call – PC should display full-screen
  - In a video call - push the **LAYOUT** **BUTTON** to display PC full-screen
3. Use the wireless keyboard, mouse, and PowerPoint remote (stored in the cabinet) for presentations.
4. To connect a laptop, contact an A/V or IT Technician



## General use

### MICROPHONE MUTE

Mutes the ceiling microphone / all outgoing audio

### ADJUSTING VOLUME

Press the + / - VOLUME keys

### LAYOUT

Push the **LAYOUT** button change the layout on the screen

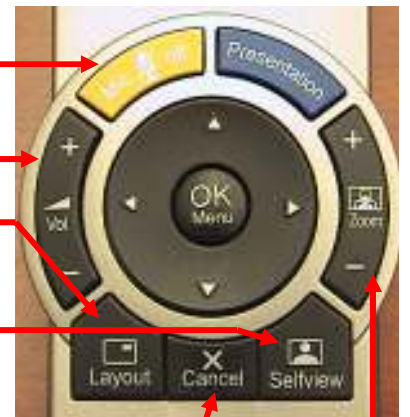
### SELVIEW

Push the **SELVIEW** button to toggle between active sources

### CONTROLLING THE CAMERA

Hide the menu by pushing the cancel (X) button.

Use the arrows to pan /tilt the camera and the + / - to Zoom camera in and out



## To end a call & shut down system

1. Press the **DISCONNECT** button once, press the **DISCONNECT** button again (or the **OK** button) to confirm
2. Do the opposite of "System Startup" directions to shut system down.