

# Tandberg Quick Reference – User Guide

## To Turn on the system

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1. Press **SYSTEM ON** (top, left)
2. “Please Wait” screen appears as system powers up
3. “Touch to Start” appears on the screen, touch the screen to begin.



## Turn on or off Lights & Projectors (FAC)

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1. Push scene 1 on wall switch to turn lights on full brightness and off to turn the lights completely off. To turn on the projector(s) push the “**ON**” button one time on the wall switch.



2. Push “**OFF**” on wall switch to turn lights completely off. To turn off the projector(s) push the “**OFF**” button twice.
3. To turn on the projectors at LGC, point the Epson remote up at projectors and push the **POWER** button. To turn off the projector(s) push the “**OFF**” button twice.

## Turn on Computer & Monitor (Sympodium)

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1. Select power button on the front center of the Computer
2. Press button on the top right of monitor (Sympodium).



## Turn on Digital Presenter (Document Camera) and DVD/VCR

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1. Digital Presenter
  - A **RED** light on the front of the document camera = OFF. See separate user instructions for operating Samsung digital presenter
2. DVD/VCR
  - Select power button on front of the player or use Sony remote



## Calling Remote Campus

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1. Press **CALL STATUS CONTROL**
2. Press the magenta speed dial button with the name of the desired site.
3. Use the MORE arrows directly below the defined speed dial buttons to scroll through all the available speed dial sites



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## Transmitting Live Source

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1. Select Student camera, Instructor camera, DVD/VCR, or PC Presenter. The source will display to both the Local and Far End site. **Note:** PC displays on monitor (Symposium)

## Control Far End Cameras

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Use the Far End Camera Control feature to control the cameras at the remote site.

1. Press the FAR END CONTROL button located on the right side of the Educator<sup>2</sup> panel.



2. All the buttons on the screen will turn pink. You are now in control of the far end cameras and can use the zoom and up/down arrows on touch panel to control the far end cameras.

## Duo Video

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Use to transmit 2 video sources to the far end site:

1. Press Call Status Control.
2. On the Call Status page, press Duo Video.
3. Pop-up window appears in which you select the source that will appear as the secondary source (in the local display).
4. Press Exit to return to the main menu page.
5. Back on the Main Operating page, switching between Main Source and Duo Source allows you to select and control what sources are transmitted and displayed.

To disconnect from Duo Video mode:

1. Press Call Status Control.
2. Press Disconnect.  
This drops the Duo Video source. Pressing Disconnect again ends the conference.

## To Disconnect a call

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1. Press Call Status Control.
2. Press Disconnect (appears in red)

## System Off

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1. Turn off projectors, lamp on digital on the digital presenter (document camera), computer and Symposium.
2. Press SYSTEM OFF.
3. **WHEN PROMPTED TO SET "DO NOT DISTURB", CLICK NO.**