

Tandberg Quick Reference Guide



- Under normal conditions the unit will already be powered on and will automatically connect to scheduled events.
- If you can hear participants on the far end but cannot see them, the monitor is turned off. Power on the monitor by pressing the button on the left hand side of the monitor. If you still cannot see the far end press the bottom button on the right hand side of the monitor labeled “Input”. Be patient; do not hit the button twice or you will change the source. If this occurs, press the Input button until “HDMI” appears on the screen.
- Position the camera on the participants by using the **pan** arrows on the remote control. **Zoom** the main camera in and out by pressing the + plus and – minus sides of the zoom button. (1)
- Make sure you are near a **microphone** and that the light is off; this indicates the microphone is muted. To speak, simply press the pad at the front of the microphone. Be sure to mute the microphone when you are finished speaking. If the “**microphone mute**” icon is shown on the monitor, you will not be heard regardless of push-to-talk status. Press the “**Mic Off**” button to remove the icon. (2)
- Use the **volume** buttons on the remote control in order to increase or decrease the volume. An on-screen indicator will show the current volume level. (3)
- To display video sources, such as a **laptop or document camera**, press the appropriate button at the top of the remote. From left to right the buttons are: Main Camera, Computer, Document Camera, DVD, and AUX. Make sure to connect the laptop to the VGA cable provided. Press the **main camera** button to switch back to local view. (4)
- The **layout** key displays a picture in picture, showing both the far end and local video. Simply press the layout key to move the PIP to different positions on the monitor. (5)
- To view local video press Selfview, press Selfview again to view the far end video. You may toggle your picture-in-picture from local to far end by pressing Selfview. (6)