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Classroom Videoconference Setup:

Throughout this guide the Pioneer LCD screen located between the door and window will be referred to as **LCD 1** and the other LCD screen along the right wall will be referred to as **LCD 2**.

- 1. Plug in your laptop using the VGA w/Sound cable provided
- 1. Using the Pioneer remote turn on LCD 1 and select "Input 1". Using the remote mute LCD 1.
- 2. Using the remote turn on LCD 2 and select "Input 1".
- 3. If your laptop doesn't appear on the screen hold down the Function key and press the CRT/LCD button on your laptop (usually F8 or F5 but may vary depending on your laptop manufacturer). You may need to repeat this step until the image appears on both your laptop and LCD 1.

Alternate Meeting Videoconferencing Setup

When doing a face to face conference without using a laptop you may want to follow this setup. This setup allows you to face LCD 1 and view the videoconference without having your back to the camera.

- 1. Turn on LCD 1 and select **Input 2**.
- 2. Turn on LCD 2 and select Input 1.

This will show the remote sites on both LCD's. The Audio will come out of LCD 2. **PLEASE SET LCD 1 BACK TO INPUT 1 BEFORE YOU LEAVE FOR THE NEXT CLASS.**

Place a Videoconference Call:

1. Press the green "Call" button on the Tandberg Remote.





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2. Enter the number provided by the remote site using the asterisk button as the period (dot) if needed.



- 3. Press the "Call" button again to place the call.
- 4. Repeat steps 7-9 above to add other sites. Please note that you can have at most **Four** sites connected including yourself.
- 5. Press the "Layout" button until you reach the desired display on LCD 2.



Camera Control:

At any time during the conference you can press the "**Selfview**" button on the Tandberg remote to view the camera image you are sending to the remote sites.





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Selecting Camera:

1. Press the "Menu button" on the Tandberg Remote.



2. Use the arrows on the remote to select "Camera control" and press "OK".







3. Under Camera Control, select "Display Presets" and press "OK".



a. Preset 1 is the Instructor Camera.



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Moving the Camera:

- 1. Select the desired camera (follow steps above).
- 2. Move the **Instructor Camera** by using the remote labeled "Rear Cam".
- 3. Move the **Student Camera** by using the Tandberg remote and following these steps.
 - a. Select Camera control and Press "OK"





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b. Preset 2 is the Student Camera.

- 4. Select the desired camera and press "ok".
- 5. Press the "Cancel" button to back out of the menus.





b. Select Camera Control again and press "OK".

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c. When you see four orange arrows on the screen, you can use the Tandberg remote to move camera.





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d. Use the arrow and zoom buttons on the remote to get your desired view.



e. Press "OK" and "Cancel" out of the menu.

Switch Video Sources to PC.

6. Press the PC icon under the Tandberg Video Sources on Tandberg remote.



Or Choose Presentation from Menu, then select PC under Presentation.





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Switch Video Sources to ELMO (Doc Camera)

7. Press the Doc Cam icon under the Tandberg Video Sources on Tandberg remote.







Or Choose Presentation from Menu, then select Doc Camera under Presentation.



8. Turn on Elmo (document camera) and switch the output image to Camera image





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Switch Video Sources to VCR

9. Press the DVD icon under the Tandberg Video Sources



Or choose VCR from Presentation menu.







Switch Video Sources to Instructor's Camera

10. Press the AUX icon under the Tandberg Video Sources



Or choose AUX from Presentation menu.

