Scottish Centre
for **Telehealth**

Video Conferencing
# T150 User Guide
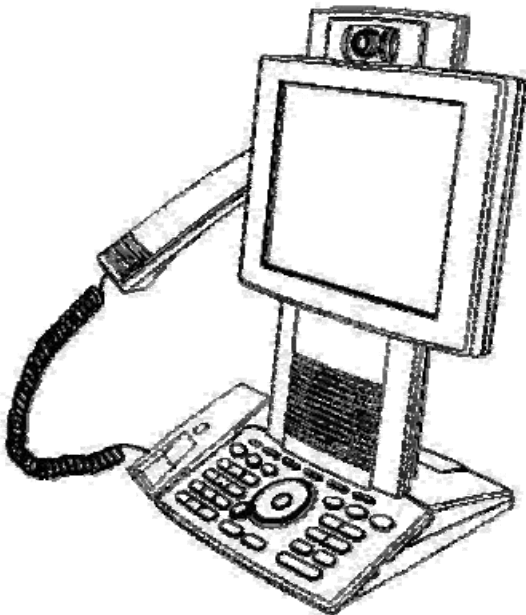
Contents

The Tandberg T150

The T150 is a small mobile video conferencing system allowing you to view and participate in conferences, meetings and one to one discussions. The system is primarily used as a desktop device for a single person. If you want to hold a bigger meeting, it is best to book a more suitable venue.

Camera

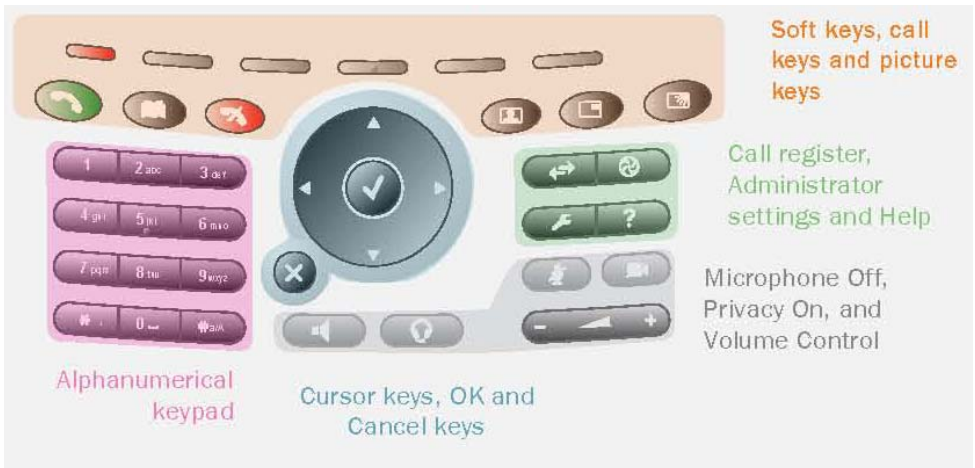LCD Monitor

Loudspeaker

Handset

Keypad
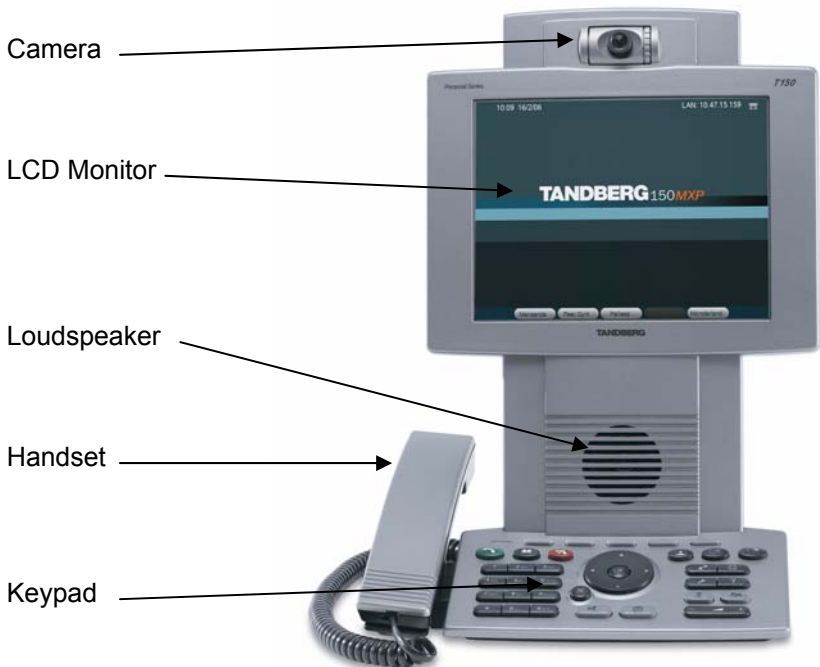
How Does it Work

The device uses the computer network to connect to an ISDN Gateway. This allows you to connect to other video system either on the computer network or, by using the gateway, to other systems across the world using ISDN telephone lines. If you wish to receive an incoming call the dial in number is written on a label on the device.

Getting Started

Plug the power adapter in to the socket labelled '48vDC' located underneath the unit. There is no switch on the device, so when you turn it on at the mains the unit will start up. After a period of inactivity the device hibernates. To wake it up press any key on the keypad.

Connect the data cable to an active compute point. If the device and the data point are configured correctly the message at the top right of the screen should say 'My IP Number is XXXX'.

The Keypad

Soft keys, call keys and picture keys

Call register, Administrator settings and Help

Microphone Off, Privacy On, and Volume Control

Alphanumerical keypad

Cursor keys, OK and Cancel keys

Dial Controls

Making A Call

There are several ways to initiate a call. You can:

- Press the green connect button

- Lift the handset

- Press one of the quick dial keys. These are at the top of the keypad and correspond to the descriptions at the bottom of the screen
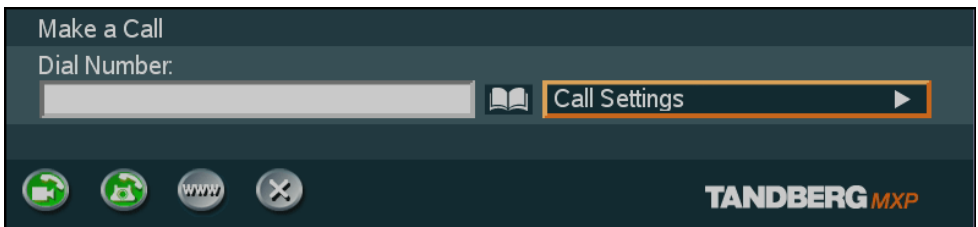
Pressing a quick dial key immediately connects through to the pre-programmed number.

Quick Key Descriptions

If you lift the handset or press the connect button the following dialogue appears.

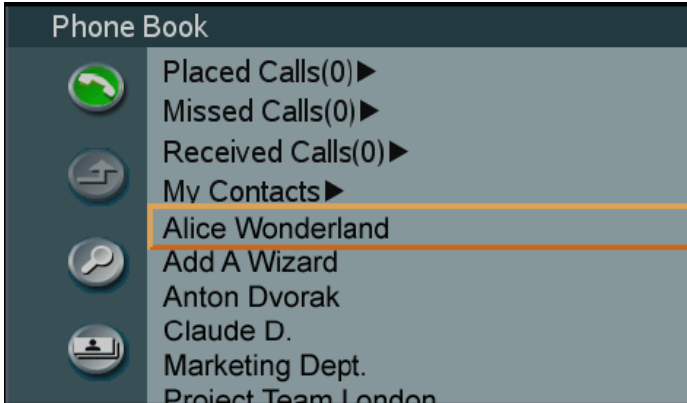Simply type the number you want to dial into box then press the green connect key again.

NOTE: To dial an ISDN telephone number you must prefix the number with 9 to get an outside line.

Using the Address Book

To select a number from the address book, press the address book button.

The following screen appears.

The orange box indicates the position of the cursor. Use the cursor keys on the keypad to select My Contacts then press the ✓ button in the centre of the cursor keys. Select the entry you want from the list using the cursor keys then press the connect button to start your call.

Answering an Incoming Call

When someone is dialling into the system a ring tone is sounded. If the system is set to automatically answer the call, you will be automatically connected. If auto answer is switched off, the following screen will be shown. To accept an incoming call press the 'OK' or the 'Connect' button on the keypad.
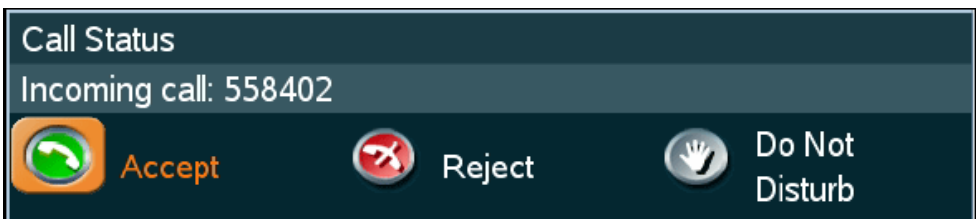
Ending your Call

To end your call, press the 'Disconnect' button or
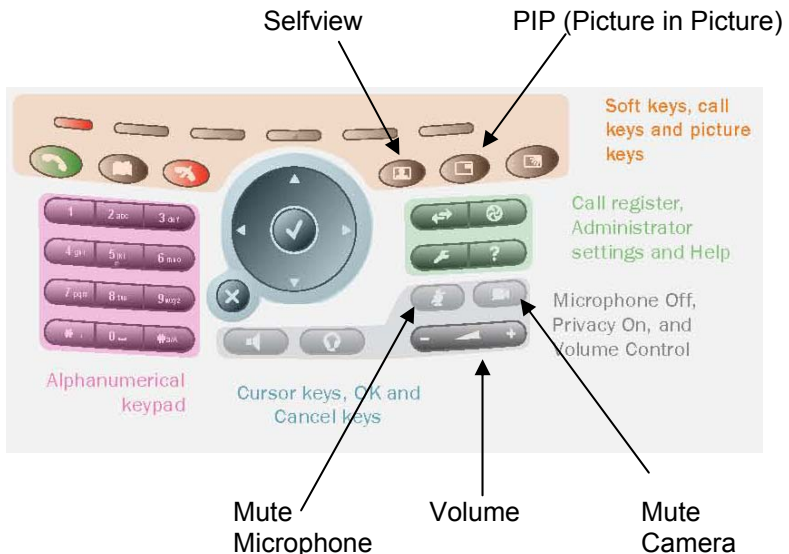replace and handset on the cradle.

During a Call

Adjusting the Camera

Camera. The camera has manual tilt and focus. Turn the lens to adjust focus.
(To see an image of yourself first, press the selfview button, press the selfview
button again to return to the
incoming image.)

Tilt the camera by manually
adjusting the tilt angle with the
wheel to the right of the lens.

Selfview   PIP (Picture in Picture)

Soft keys, call
keys and picture
keys

Call register,
Administrator
settings and Help

Microphone Off,
Privacy On, and
Volume Control

Alphanumerical
keypad

Cursor keys, OK and
Cancel keys

Mute
Microphone   Volume   Mute
Camera

Volume Control

To adjust the volume use the volume control button. If you turn the volume completely down the volume off icon appears on the screen.

Microphone Mute

To mute the microphone, press the mute microphone button. The mute icon appears on the screen. To turn the microphone on again, simply press the button again.

Camera Mute

To mute the camera, press the mute camera button. The mute icon appears on the screen. To turn the camera on again, simply press the button again.

Picture in Picture (PIP)

If you want to see a picture of what video you are sending during a call press the PIP button. This displays a small image of you in the corner of the screen. By pressing the PIP button again, the image moves to the different corners of the screen then disappears.