



Scottish Centre
for **Telehealth**

TANDBERG Edge 95/85/75 *MPX*

Tandberg Edge Video Conferencing User Guide

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Starting Out

While the system is primarily designed for video conferencing it can also be used as a display screen for meetings or presentations by attaching a laptop via the cable provided. Ideal for PowerPoint presentations.



Setting Up the System

If not already set up, plug in the power cord and connect the comms cable.

If the system connects over the computer network, plug the computer cable into a working data point.

If you need to connect the system in an area where there are no active data points contact your local IT department to have one enabled.

If using ISDN connections, plug the three cables into the corresponding ISDN points. Make sure the cables are attached in the right order.

Data
Connection



ISDN
Connection



The power switch for the video conferencing unit is located at the back of the unit on the right. You may also need to turn on the TV. Use the button on the remote control. Please note that some displays also have a power switch tucked away on the rear of the unit.

Video Conferencing

Video conferencing functions are carried out using the remote control. When the system is not in use, it is in standby mode. The screens are black. To wake up the system pick up the remote or press any key.

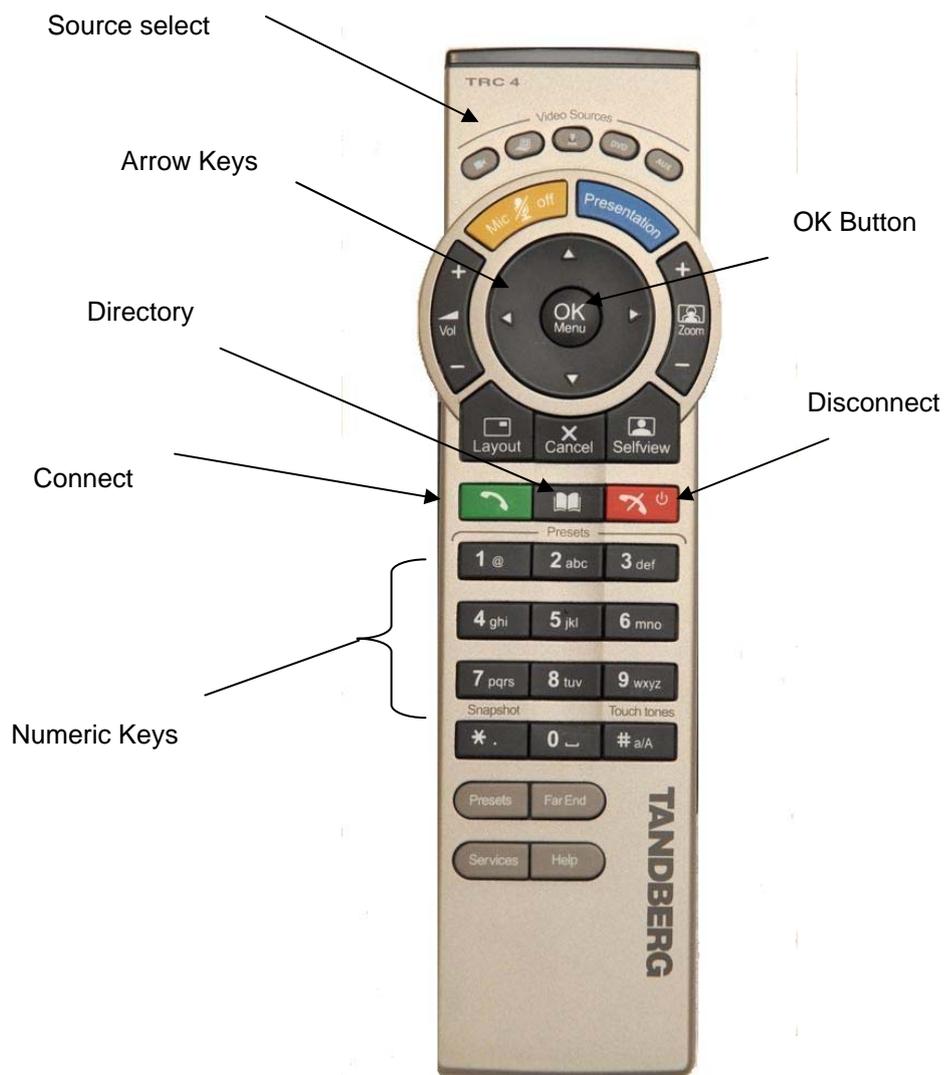


When the system is switched on, you will see the welcome screen. The welcome screen presents the menu and displays your Main Camera image in the background (Main Camera is system default). The system name and number are displayed in the upper right corner. If the number is not displayed it is likely that you have connected the device into a point that is not connected.

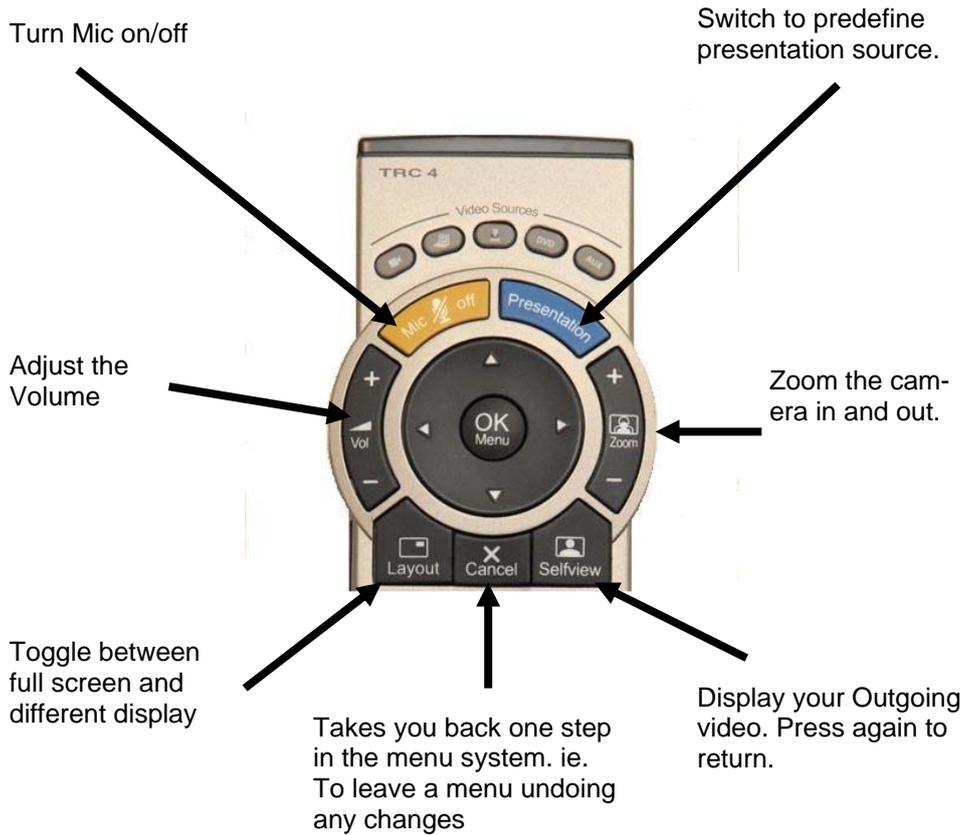
The menu is the Interface you will use to control the system. Use the arrow keys to select the menu item you want then press the OK button to select it.



The Remote Control



The upper part of the remote control is used to handle the video part of the call...



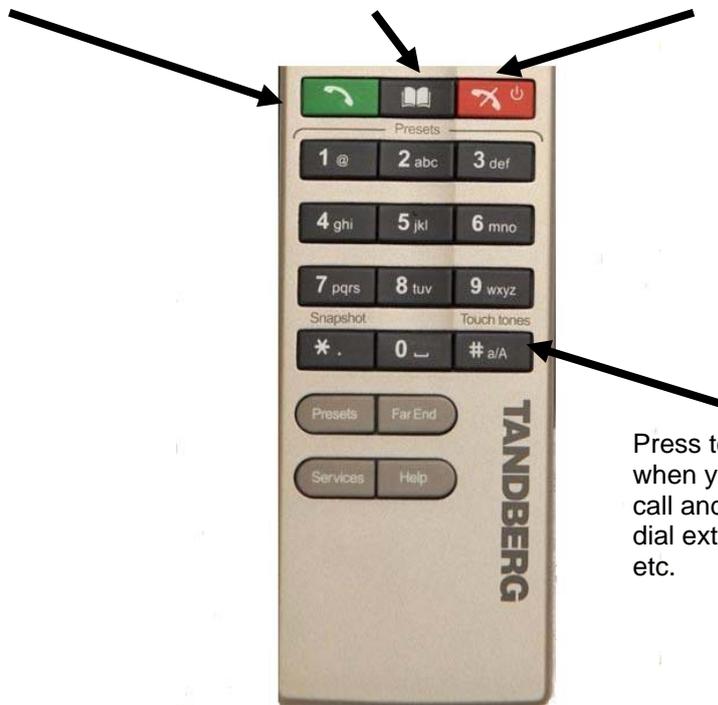
The arrow keys are used to navigate in the menus. Press OK to show the menu and to select menu items.

...while the lower part of the remote control resembles very much the keypad of a mobile phone.

Press the call key to place a call

Use the phonebook to store and recall video contacts for easy placement of calls

Use the end call key to end the current call.



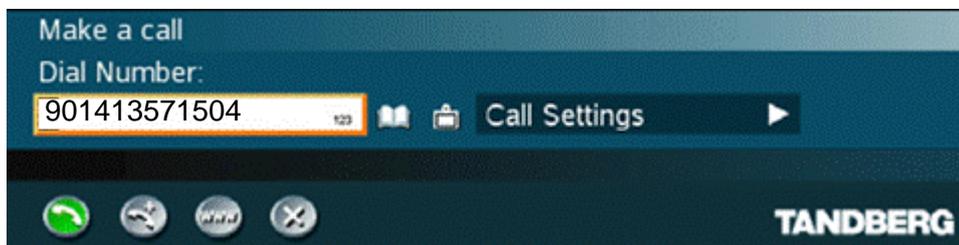
Press touch tones when you are in a call and need to dial extensions etc.

Making a Call



Manual Dial

To manually enter the number you wish to dial press the 'Connect' button. The screen then displays the 'Make a Call' dialogue box. Simply use the numeric keypad to type the number into the box then press the 'Connect' button to place the call



NOTE: To dial an ISDN telephone number when connected via the computer network you may need to dial a prefix to get an outside line. In Glasgow and Lothian this is a 9.

Ending your Call

To end your call, press the 'Disconnect' button.

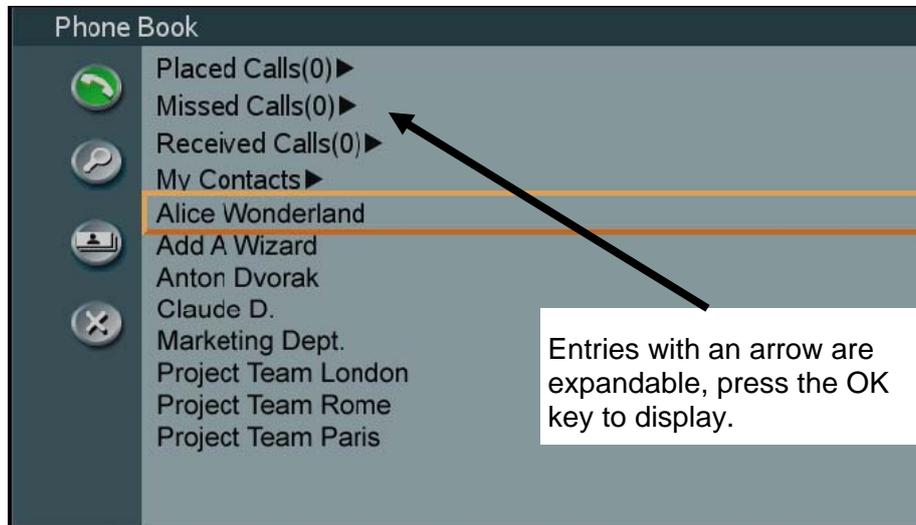


Make a Call using the Phone Book

To make a call using a number already programmed into the phone book, press the 'Directory' button.



The directory is then displayed on screen. Use the arrows to navigate to the entry you want then tap the 'Connect' button to place the call



Select an entry and then hit the 'connect' button.



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, or if you are already in a call, the following screen will be shown. To accept an incoming call press the 'OK' or the 'Connect' button on the dial control screen.



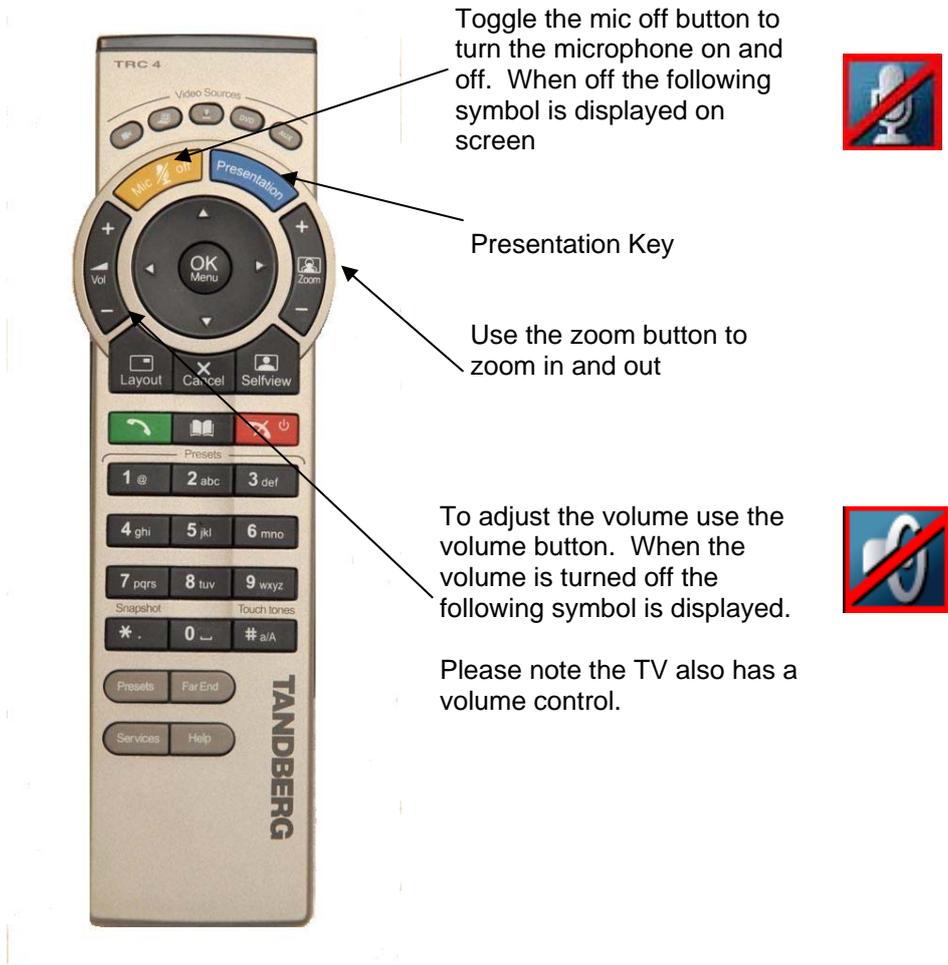
To reject an incoming call the use the arrow keys to highlight the reject icon on screen then press 'OK' or press the 'Disconnect' button

During a Call

There are several ways to move the camera:

Choose Camera control from the main menu. Use the arrow keys on the remote control to pan and tilt the camera. Press OK when done.

When the menu is closed the arrow keys will work on the camera. Hide the menu with the Cancel (X) key and adjust the camera with the arrow keys.



Presentation

The Presentation functionality enables you to show a PC (or other connected video sources) in addition to your Main Camera. This is perfect for meetings where you would like to show a PowerPoint presentation.

The quickest way to show a presentation is to use the presentation key on the remote control. The presentation key shows a predefined video source, PC is default. Alternatively choose Presentation from the main menu if you want to select a video source manually. The Presentation menu offers you all available video sources: Main Camera, PC, DocCam, VCR, AUX and VNC.

To connect a laptop for video conferencing connect the computer to the system using the appropriate cable. (Usually already attached.) Remember on most laptops you must press a special key combination to switch the image.



PC Presentation Only

On some systems it may be possible to display the PC image directly onto the TV. In these cases, check to see if a VGA cable is connected directly to the display. If not available, you can still connect the PC to the video conferencing system.

Troubleshooting

Remote site can't hear you

- Check that the microphone is not turned off .
- Check the location of the microphone. In some cases it may be possible to move the microphone closer to the speakers.



PC image does not display

- Check the PC screen resolution. Try setting the resolution to 1024x768
- Use the laptop keys to select the video output

System does not connect

- For systems connection to the computer network, ensure the IP number is displayed. If it is not displayed check the computer connection. If necessary check with IT to ensure the data point is activated.
- To dial an outside ISDN line you must prefix the number with a 9 (Glasgow and Lothian)

