**Quick Start**

**Connecting a computer to Monitor 1 (on the left)**

1. Set the computer display resolution to **1024 x 768**.
2. Connect the computer‘s VGA port to the VGA cable connected to the cable cubby input labeled **VGA 1L**.
3. Turn on ***Monitor 1*** using the **Sony** remote control or using the power button on the right side of monitor.
4. When finished, turn off ***Monitor 1*** using the **Sony** remote control or manually.

**Troubleshooting:**

1. Make sure the computer’s **VGA** port is active (typically **FunctionKey- 7** or **FunctionKey - 8**).
2. Using the **Sony** remote control **Input** key, select the “*Input”* named ***PC*** on ***Monitor 1***.

**TV Monitors:** The monitors are labeled 1 (left) and 2 (right), and each accepts VGA and/or HDMI inputs.

**Remote Controls:** To control just ***Monitor 1*** on the left, point the **Sony** remote toward the left corner of the room.
To control just ***Monitor 2*** on the right, point the **Sony** remote toward the right corner of the room.
Alternatively, use the power buttons, labeled and located on the right hand side of the monitors.

**Inputs:** The monitor inputs are located in the cable cubby in the conference table, and are labeled to correspond to the labeled monitor. For example, the VGA input in the cable cubby labeled with the number **2R** – goes to the ***Monitor 2*** on the right. Select the monitor source/input using the **Input key** on the **Sony** remote control – then arrow keys to scroll to the desired input and enter to set/select.

**Other setups:**

If connecting the computer’s **HDMI** port to ***Monitor 1*** –

Connect the HDMI cable to the cable cubby **HDMI 1L** port and to the computer’s HDMI port.

 Select the “Input” named ***HDMI-1*** on ***Monitor 1*** using the **Sony** remote control **Input** key.

If connecting the computer’s **VGA** port to ***Monitor 2*** –

 Connect the VGA cable to the cable cubby **VGA 2R** port and to the computer’s VGA port.

Select the “External Input” named ***PC*** on ***Monitor 2*** using the **Sony** remote control **Input** key.

If connecting the computer’s **HDMI** port to ***Monitor 2*** –

 Connect the HDMI cable to the cable cubby **HDMI 2R** port and to the computer’s HDMI port.

Select the “External Input” named ***HDMI-1*** on ***Monitor 2*** using the **Sony** remote control **Input** key.

When finished, turn off the monitor being used with the Sony remote control or manually.

**Quick Start**

1. Turn on ***Monitor 1*** (left) and ***Monitor 2*** (right) with the **Sony** remote control or the power buttons on the right of each monitor.
2. Press the “**OK**” button on the **Tandberg** remote control to wake the **Tandberg** system up.
3. Press **Directory** button on the **Tandberg** remote control and scroll to desired connection –

..then press ”**OK**” – and then press the **Connect** button to establish the conference session.
Note: The connection will hang if both sides try to connect at the same time. One should connect and the other should accept.

The **P1**, **P2**, and **P3** buttons are camera position presets. P1 is the conference table wide shot - a good camera start position.

Use the **Disconnect** button to end a call / connection.

**Troubleshooting**: Confirm that nothing is connected to any of the table enclosure (cable cubby) ports or cables. The video conference equipment uses both monitors – with Monitor 1 displaying the local camera output that is sent to the remote participant and Monitor 2 receiving the picture and sound of the remote conference site.
**If there is no picture**: use the Input key on the Sony remote control to verify/set the “Input” of Monitor 1 to **PC**. Use the Input key on the Sony remote control to verify/set the “External Input” of Monitor 2 to **Camera**.

**Remote Controls:** To control just ***Monitor 1*** on the left, point the **Sony** remote toward the left corner of the room.
To control just ***Monitor 2*** on the right, point the **Sony** remote toward the right corner of the room.
To use the **Tandberg** remote control, point the remote well **under** the wall mounted video camera.

**MultiSite Mode:** To get into multisite mode connect to the first location.  Press directory and connect to a 2nd location and it should say multisite at the top.  In order to see all 3 locations on 1 screen press the blue quick key and select continuous presence. If you need to make one of the locations full screen hit the yellow quick key (floor site#) and select which location gets full screen.

**Tandberg Quick Reference**

