Making a Conference Call in HBS 215

HBS 215 has its own Tandberg unit installed in the room. You will not need to roll in the Tandberg portable unit when you want to conduct a video conference with someone. You will notice the Tandberg Hi-Def camera is mounted on the rear wall. You can control the video conference either with the Crestron panel or the Tandberg remote.

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Initial Steps to Setup the Conference Call

1. Click Advanced.
2. Press **1 2 3 4** and then press **Enter**.

3. Press the presentation type.
   
   **Note**: If you’re planning on sharing your data, such as your PowerPoint presentation, then we recommend that you press **Dual Screen w/Conferencing**.

4. You need to decide if you’re going to capture your session. (In this white paper, we will not be capturing our session, so we will be clicking on **No**.)

5. Make sure that **Video Conf** button is selected as the source.
6. Using the **numeric pad** enter in the Far End’s IP address.  
**Note:** To enter in a period, press the asterisk (*).
   - Tandberg portable’s unit IP address is 10.200.30.24
   - HBS215’s IP address is 10.200.30.23

7. Press the **Connect** button.

8. You should now see the Far End’s image on the left screen. On the right screen, you should be seeing the front Sony camera image of your room.

**Adjusting the Far End Audio**

9. If you want to increase the far end’s volume, click the Incoming Audio **up arrow** button.
10. If you want to decrease the far end’s volume, click the Incoming Audio **down arrow** button.

**Sending the far end’s video image over to the right screen**
Currently the right projector is displaying the front Sony camera’s image on the right screen.
11. Press the **Video Conf** button.

12. Press the **Right Projector** button.

13. You should now see the far end’s image on the right screen.

**Changing to the Selfview**

The **Selfview** option will switch the image from the far end’s image to your default room’s camera image.

14. Press the **Video Conf** button to display its associated buttons in the bottom half of the Crestron panel.
15. Press the **Selfview** button.

16. You should now see, on both screens, the default room camera’s image.

17. Press the **Selfview** button again so that the far end’s image is being displayed on your screens.

**Using the Layout Button**

The Layout button will allow you to see the far end’s image on the left screen and you will see the room default camera in the PIP window located at the top right corner of the screen.

18. Press the **Layout** button.

19. You should now see the PIP window, in the top right corner of the left screen, displaying the default room camera’s image.

20. Pressing the **Layout** button again, the PIP window will move to the bottom right corner of the left screen.

21. Pressing the **Layout** button again, the PIP window will move to the bottom left corner of the left screen.

22. Pressing the **Layout** button again, the PIP window will move the top left corner of the left screen.

23. Pressing the **Layout** button the fifth time will remove the PIP window from the left screen.
Pressing the Cancel Button

24. Pressing the Cancel button will display the Tandberg controls at the bottom of the left screen. Here are buttons you will see from left to right.
   a. Add another call
   b. End call
   c. Camera control
   d. Presentation
   e. Services
   f. Control panel
   g. Close