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The QUICK HOW-TO

For your WEN Video Unit

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MAKE: Tandberg MODEL: Media Place Player with 880 MXP



Terminology:

Codec – pictured above. This is a “coder – decoder” – it is the “brain” of the WEN Video Unit.

Cart – the rolling unit that the Codec is set on top of.

Remote – the Tandberg Remote that controls the Codec, or your WEN Video Unit

Projector – the image display, also on the Media Place Cart.

Network Cable – the cable that connects the Codec to the network – it will look like a phone cable, but has a wider jack.

To Receive a Video Call:

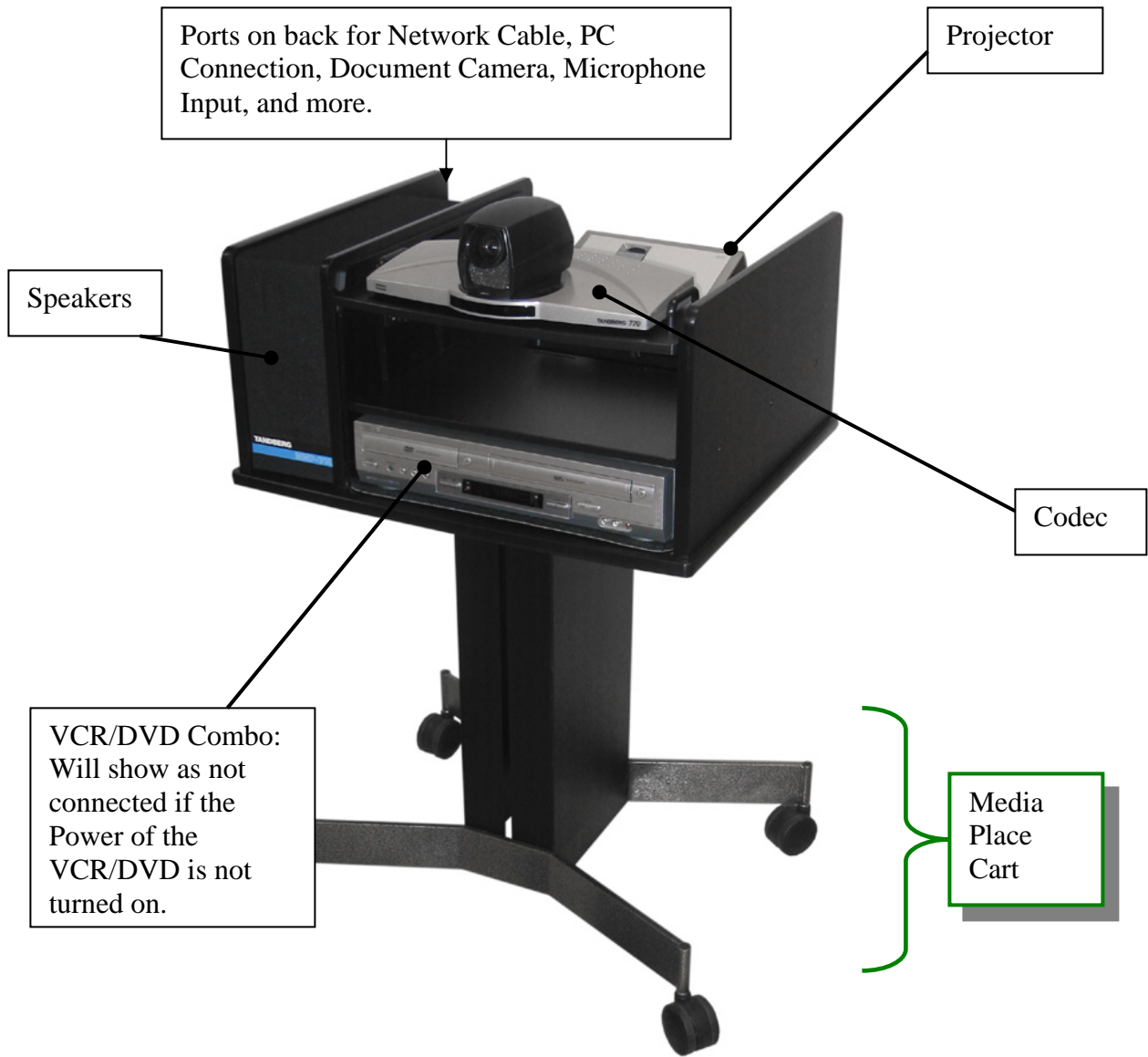
Make sure the Codec is turned on. Press the power switch on the back of the unit. When the Codec is turned on, a green light will appear on the front of the unit. The Codec will perform a self-test by swiveling the camera. If the Codec is on the Media Place cart, make sure the projector is turned on also. Do this by pressing the Power Button on top of the Projector. The projector will take some time to warm up.



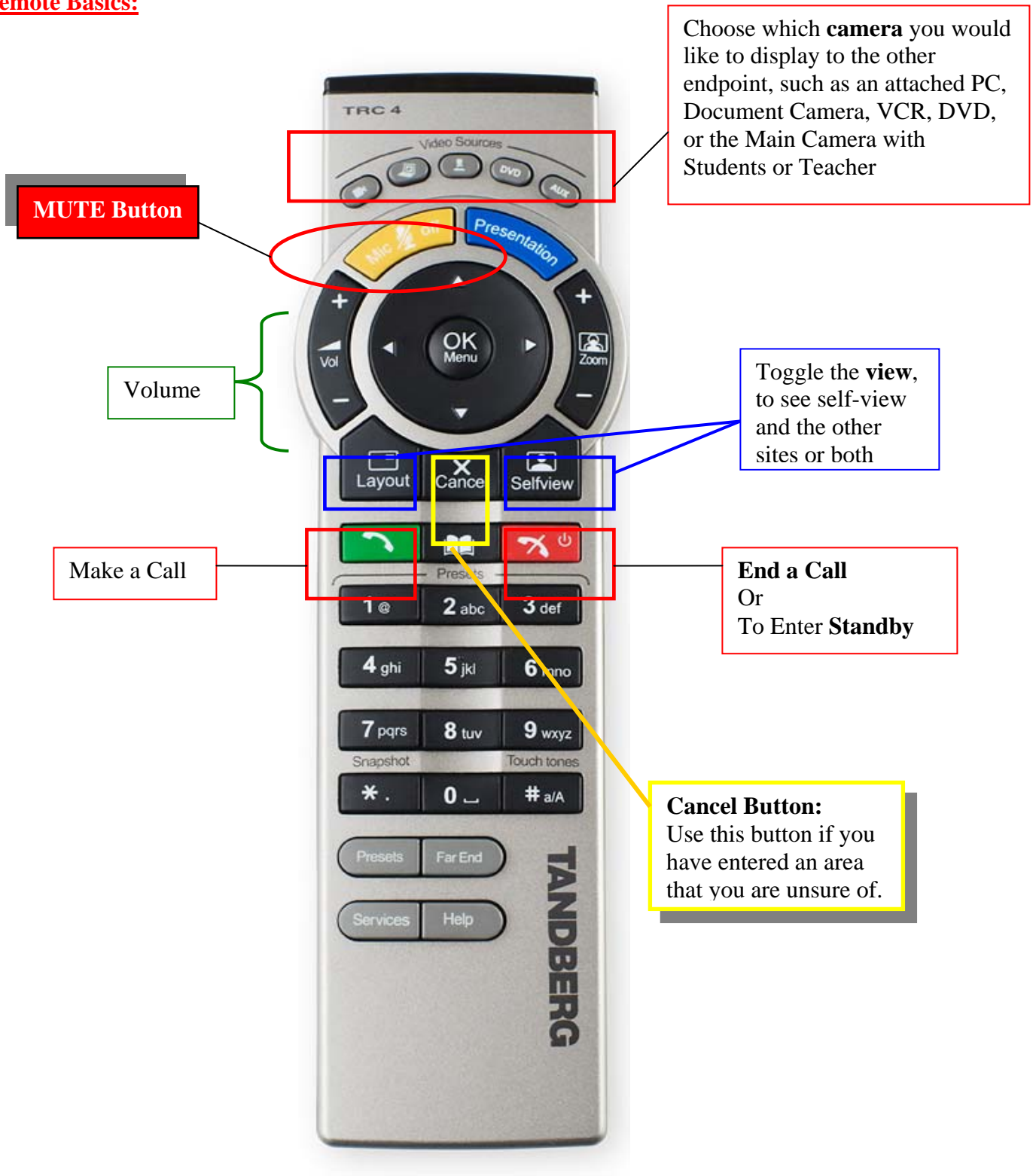
*** It is recommended to leave the Codec turned on at all times – however, it can be set to “Standby” when not in a call. The Projector must be turned off – turn it off by pressing the **POWER** button **TWICE** (replacement bulbs cost over \$300). The projector will take some time to cool down. All Codec units have been configured to auto-answer an incoming call, and Mute.*



Media Place Overview:



Remote Basics:



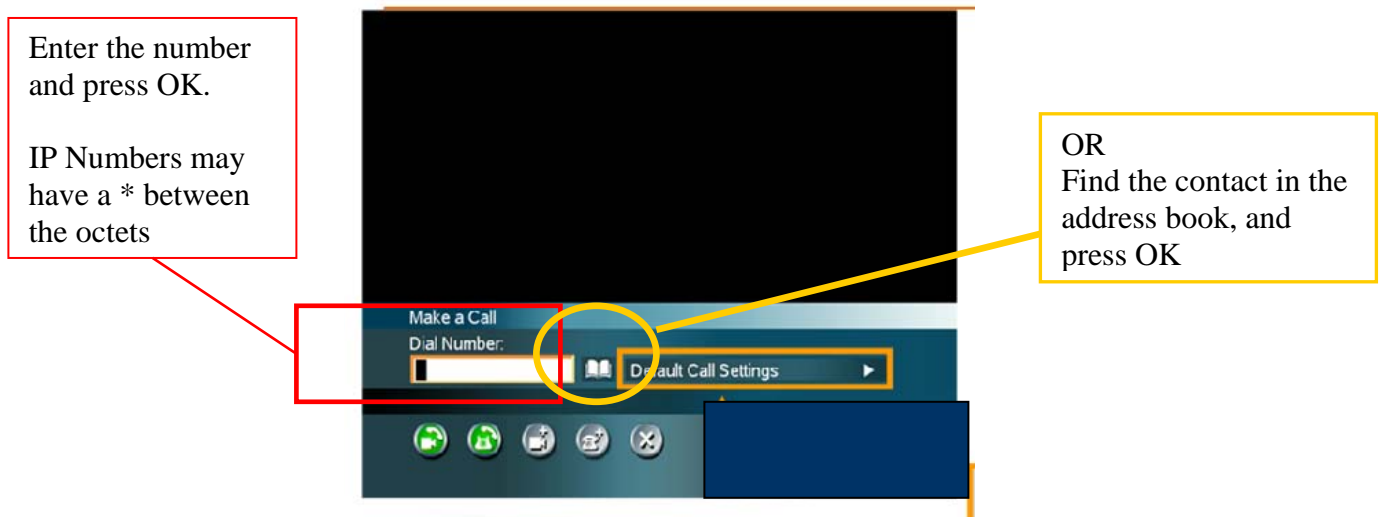
To Make a Video Call:

Make sure the Codec is turned on (it should always remain on). Press the power switch on the back of the unit. When the Codec is turned on, a green light will appear on the front of the unit. The Codec will perform a self-test by swiveling the camera. If the Codec is paired with the Projector, make sure the Projector is turned on also.

Press the Green Phone icon on the Tandberg Remote. This will open the Make a Call dialog box on your TV monitor. You may enter the E.164 Number or IP Number of the end point you would like to call.
[E.164 looks like: 555000 IP looks like: 207.68.183.85]



There are several ways to make a call to another end point. If you do not know the E.164 or IP Address, there should be a listing in the Address Book. If you are unsure, please locate your local school WEN Video Scheduler for help. If they seem to be unavailable, please call the Help Desk.



When completed, be sure to **turn the projector off** by pressing the power button twice.

MORE TRAINING:

One-to-One Training is available – please call to make an appointment at least one-week in advance at: 307-777-5657 or email wenvideo@educ.state.wy.us

Online Animated Guide with Audio

http://www.tandbergusa.com/media/flash/user_guides/mxp/player.html

www.k12.wy.us/wenvideo/

WEN Video Help Desk: 1-800- 327-3577, ext 0