

# Video Conferencing

## Tandberg 880 Portable Unit

Video conferencing enables your students to participate in a two-way communication with another classroom or group of persons.



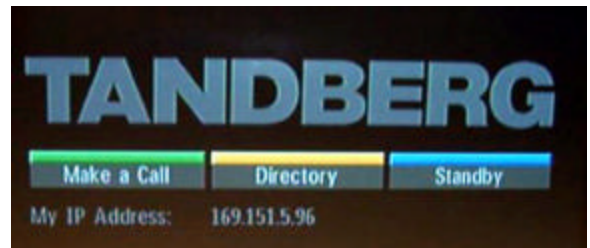
## Plus Projector



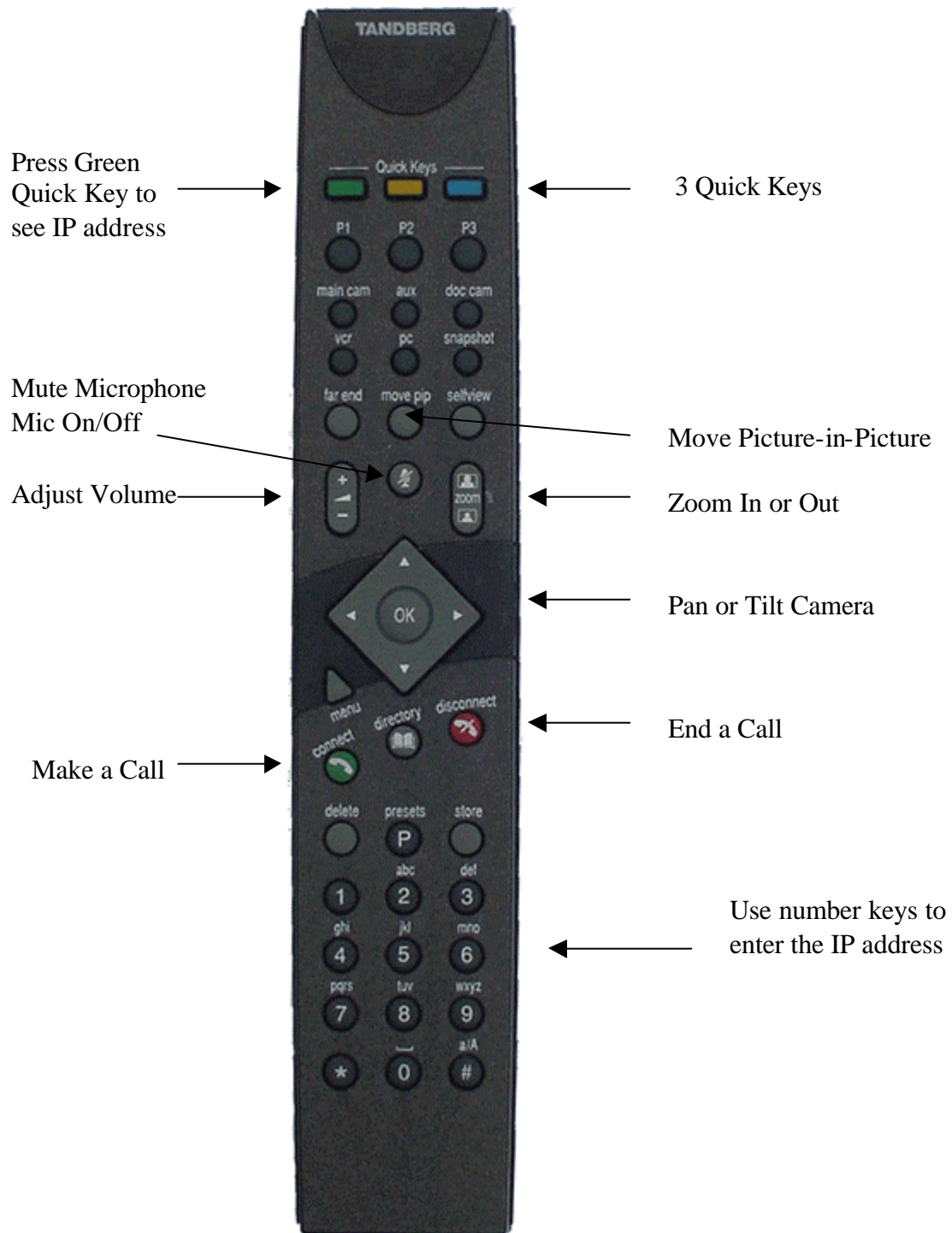
The Tandberg 880 video conferencing unit can be used with either a projector or a television. For optimal viewing by a large group, use the Plus U2-X1130 Projector, available in each elementary school.

Video conferencing in Plano ISD uses the Internet for transmission, so the Tandberg 880 must be connected to a network drop. One of the participants in the video conference calls the other by using the **IP address** of the network drop currently being used by the Tandberg 880.

1. If the other party is placing the call, you must first obtain your IP address and give it to the other party. When the system boots up, your IP address will be displayed. To return to this screen later, click the **green quick key** at the top of the remote control.
2. To place a call, use the number keys on the remote control to enter the IP address and then press **connect**. (Use the asterisk for the periods in the IP address.)
3. To receive a call, press the **connect** button on the remote control.
4. When the conference is finished, press the **disconnect** button on the remote control.



# Tandberg 880 Remote Control

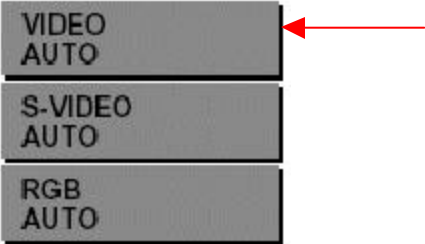


## Tips for Successful Video Conferencing

1. Plan early.
2. Notify Instructional Technology 3 weeks in advance when the video conference will be with a party outside of PISD.
3. Discuss with the other party which one of you will make the call.
4. Reserve both the Plus projector and the Tandberg 880 for the date of the conference.
5. Prepare students for participation
  - a. Students should remain quiet and raise their hands to be recognized before speaking.
  - b. Explain to students the purpose of the conference.
  - c. Have students prepare a list of discussion topics, points to make, and questions to ask during the conference.
  - d. Be sure students have received any related instruction before the conference.
6. Arrange to have the equipment in your room early enough to connect everything, determine your IP address, and prepare for the call.
7. Provide follow-up activities to emphasize important points of the conference.

## Trouble Shooting

1. The call did not connect.	1. Check to be sure the IP address was entered correctly.
2. You cannot hear the other party.	2. Ask the other party to be sure they have not selected <b>Mic Off</b> .  Use the <b>projector</b> remote control to adjust the volume on the projector.  Use the <b>Tandberg</b> remote control to adjust the volume on the Tandberg 880.  If using external speakers, check to see that the speakers are turned on and that the volume is turned up.

<p>3. The other party cannot hear you.</p>	<p>3. Check to be sure that you have not selected <b>Mic Off</b>. There will be an on-screen indicator when the microphone is off. Pressing <b>Mic Off</b> one more time will turn the microphone on.</p>
<p>4. You cannot see the other party.</p>	<p>4. Use the <b>projector</b> remote control to check your video source. It should be on <b>Video Auto</b>.</p>  <p>You may have accidentally chosen Selfview. Push the <b>Far End</b> button on the <b>Tandberg</b> remote control.</p>
<p>5. The other party cannot see you.</p>	<p>5. Use the <b>Tandberg</b> remote control to select <b>Main Cam</b>.</p>