Tandberg Conference Scheduler

“How-To” Guide
Introduction:

The purpose of this document is to explain how to schedule your Tandberg endpoint to make multi-site conference calls with other endpoints using the Codian Bridge located at the University of Maine.

The following equipment has been installed at the University of Maine.

1. Codian 30 port bridge
2. Tandberg Content Server
3. Movi server
4. Tandberg Management Server (TMS)

Going forward K-12 schools will have an opportunity to:

- Schedule a bridge call to make a multi-site video call
- Setup an ad-hoc multisite video call using the bridge
- Record and archive a video conference using the Content Server
- Download MOVI which will allow users to make a video call using your PC laptop or Desktop (Mac version scheduled for 2010)

The following instructions will help you connect your video endpoint to interface with the University System Core Infrastructure (VCS) so you will be able to leverage the solutions outlined above. For instructions on how to configure your endpoint, use the content server, or MOVI please refer to the following separate documents:

- Endpoint Reconfiguration How To Guide
- Connecting to the Content Server How to Guide
- Downloading and Using MOVI for Desktop Video

All documents will be posted on the LIVE-C website at www.livec.org or you can contact the University System Help Desk at 1-888-FOR-MSLN or support@msln.net.
Using Tandberg Scheduler to schedule a Conference Call:

1. First you must obtain a log in username and password from MSLN. To do this please contact the University System Help Desk at 1-888-FOR-MSLN or support@msln.net. Each member of your team who will be responsible for scheduling conferences in your district may have their own set of credentials.

1a. From any computer open a web browser and follow the instructions listed below:
5. Choose the endpoints that will participate in the conference in the left window (A)

5a. Unlisted endpoints can be added by clicking here. (You can add an endpoint by IP number or SIP address)

5b. Add the unlisted endpoint (if needed) and click ADD.
6. Move the endpoint listed to the right window (B) by clicking the right arrow

7. When finished click on NEXT
8. Select the date, start, and end times for the conference.

9. If this is a recurring conference, select those options here.

10. When finished, click NEXT.
11. Name your conference and confirm your settings.

12. When you are finished, click CONFIRM
13. Scheduled conferences are listed here.

14. You can change or delete a scheduled conference by clicking the select box and then the EDIT or DELETE button.
That is it! You have scheduled your conference. The bridge will call out to each of the conference participants automatically when the conference is due to start. All you have to do is make sure the endpoints are on and ready to receive a call. If you should not have the endpoint ready, and the conference has already started, the bridge will attempt to contact your endpoint within 30 sec.

If you have any questions or problems, please contact the University System Help Desk at 1-888-FOR-MSLN or support@msln.net.