



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)

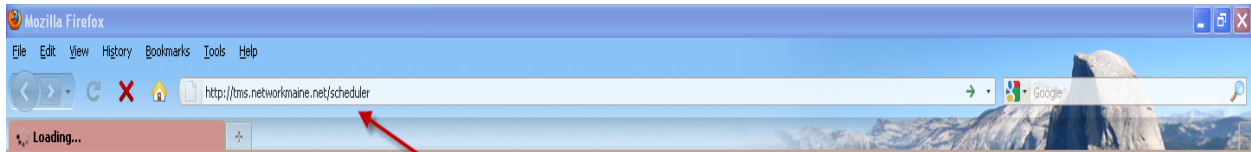
The following instructions will help you connect your video endpoint to interface with the University System Core Infrastructure (VCS) so you will be able to leverage the solutions outlined above. For instructions on how to configure your endpoint, use the content server, or MOVI please refer to the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

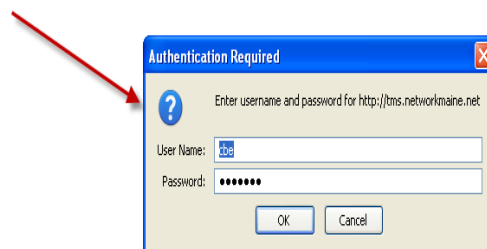
Using Tandberg Scheduler to schedule a Conference Call:

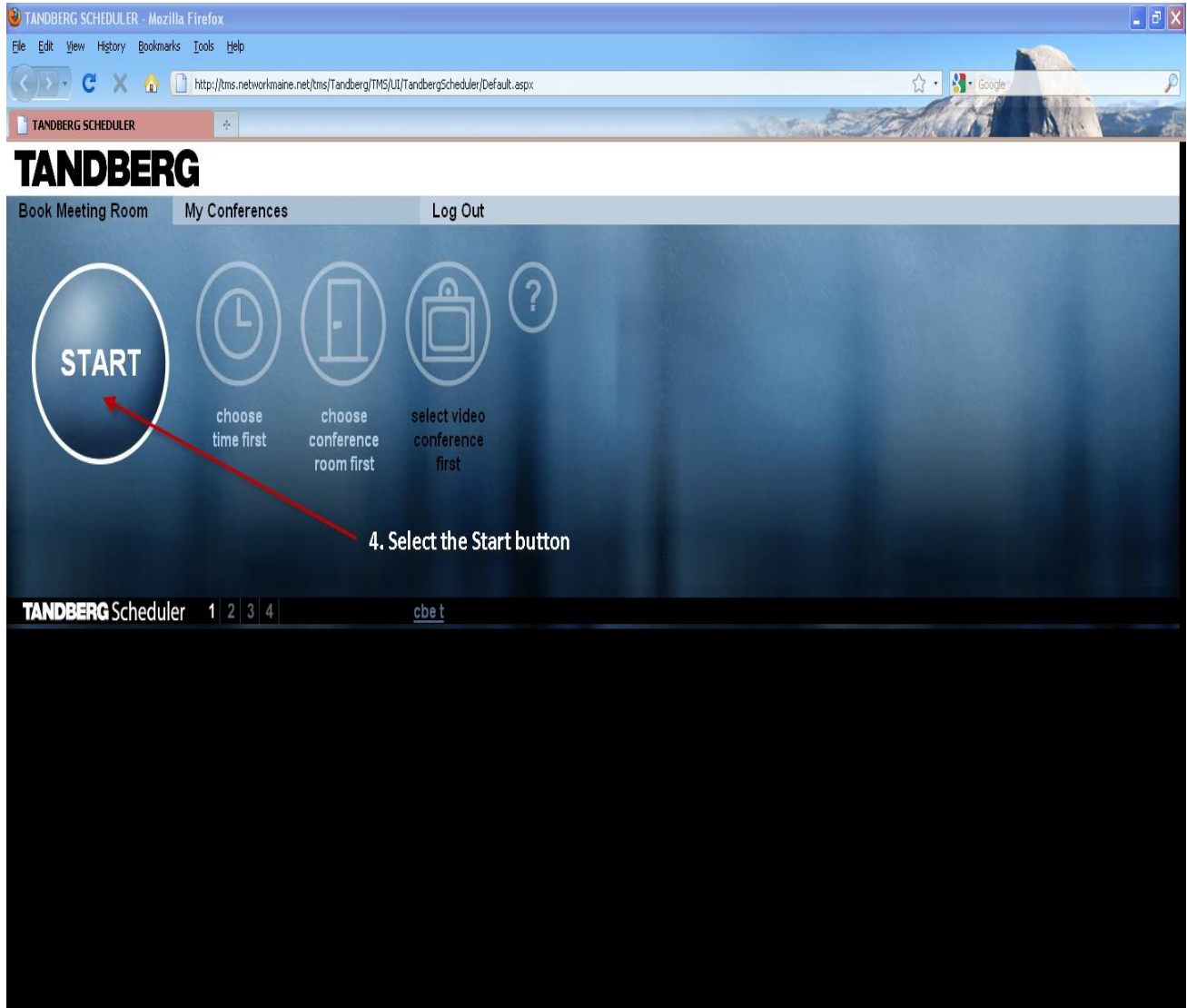
1. First you must obtain a log in username and password from MSLN. To do this please contact the University System Help Desk at 1-888-FOR-MSLN or support@msln.net. Each member of your team who will be responsible for scheduling conferences in your district may have their own set of credentials.
- 1a.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



2. Open a Web browser and go to:
<http://tms.networkmaine.net/scheduler>

3. Log in to the website using the credentials you received from the MSLN Helpdesk





TANDBERG SCHEDULER - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://tms.networkmaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDatetimeFirst=false

TANDBERG SCHEDULER

TANDBERG

Book Meeting Room My Conferences Log Out

A Select a room:

MSAD#9

- Sanford School District
 - Dr. Levesque Elementary Scho
 - East Grand School
 - Hampden Academy
 - Katahdin Elementary School
 - Katahdin MS/HS
 - Lewiston High School
 - Machias High School
 - Madawaska ES
 - Madawaska MS/HS
 - Marion C. Cook School
 - Milo Elementary School

B Then add room:

Selected meeting room:

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)

PREVIOUS CANCEL NEXT

TANDBERG Scheduler 1 2 3 4 cbe t

TANDBERG SCHEDULER - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://tms.networkmaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDatetimeFirst=false

TANDBERG SCHEDULER

TANDBERG

Book Meeting Room My Conferences Log Out

A Select a room:

MSAD#9

- Sanford School District
 - Dr. Levesque Elementary Scho
 - East Grand School
 - Hampden Academy
 - Katahdin Elementary School
 - Katahdin MS/HS
 - Lewiston High School
 - Machias High School
 - Madawaska ES
 - Madawaska MS/HS
 - Marion C. Cook School
 - Milo Elementary School

B Then add room:

Selected meeting room:

Add unlisted participants

Dial Out

Remember to include country and area code when adding an ISDN number. If you do not know the number, you can use Dial In, and instead the site must dial into the conference

E.g. +1 (555) 9720401

Number

☒ Video ISDN ☐ Video IP

☐ Telephone ☐ Telephone IP

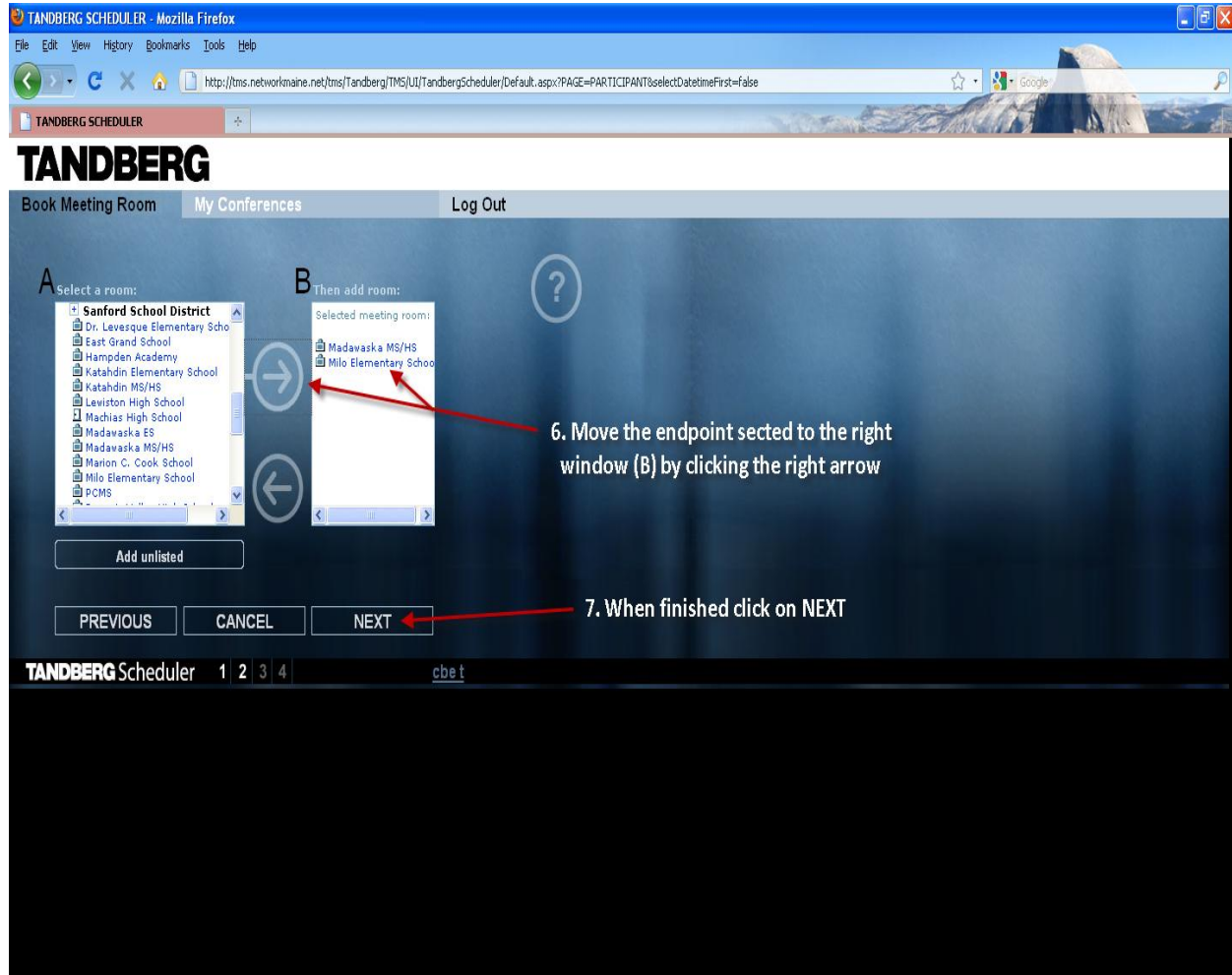
☐ Video SIP

ADD CANCEL

5b. Add the unlisted endpoint (if needed) and click ADD.

PREVIOUS CANCEL NEXT

TANDBERG Scheduler 1 2 3 4 cbe t



TANDBERG SCHEDULER - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://tns.networknaine.net/tns/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDateTimeFirst=false

TANDBERG SCHEDULER

TANDBERG

Book Meeting Room My Conferences Log Out

A Select date: B Set start time: C Set end time:

10/2/2009 1:53 PM 2:23 PM

Room availability: Local times

	12AM	01	02	03	04	05	06	07	08	09	10	11AM
All Rooms (local time)												
Madavaska MS/HS												
Milo Elementary School												
Marion C. Cook School												

Available Busy No information

Recurrence

PREVIOUS CANCEL NEXT

TANDBERG Scheduler 1 2 3 4 cbe t

8. Select the date, start, and end times for the conference

9. If this is a recurring conference select those option here.

10. When finished, click NEXT

TANDBERG SCHEDULER - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://tms.networknaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDateTimeFirst=false

TANDBERG SCHEDULER

TANDBERG

Book Meeting Room My Conferences Log Out

Confirm booking

Conference title
Scheduled Meeting 10/2/2009 1:53 PM

Billing Code

Date
10/2/2009 1:53 PM

Rooms	Start time (Local time)	End Time (Local time)
Madawaska MS/HS	1:53 PM	2:23 PM
Milo Elementary School	1:53 PM	2:23 PM
Marion C. Cook School	1:53 PM	2:23 PM

☐ Record Conference

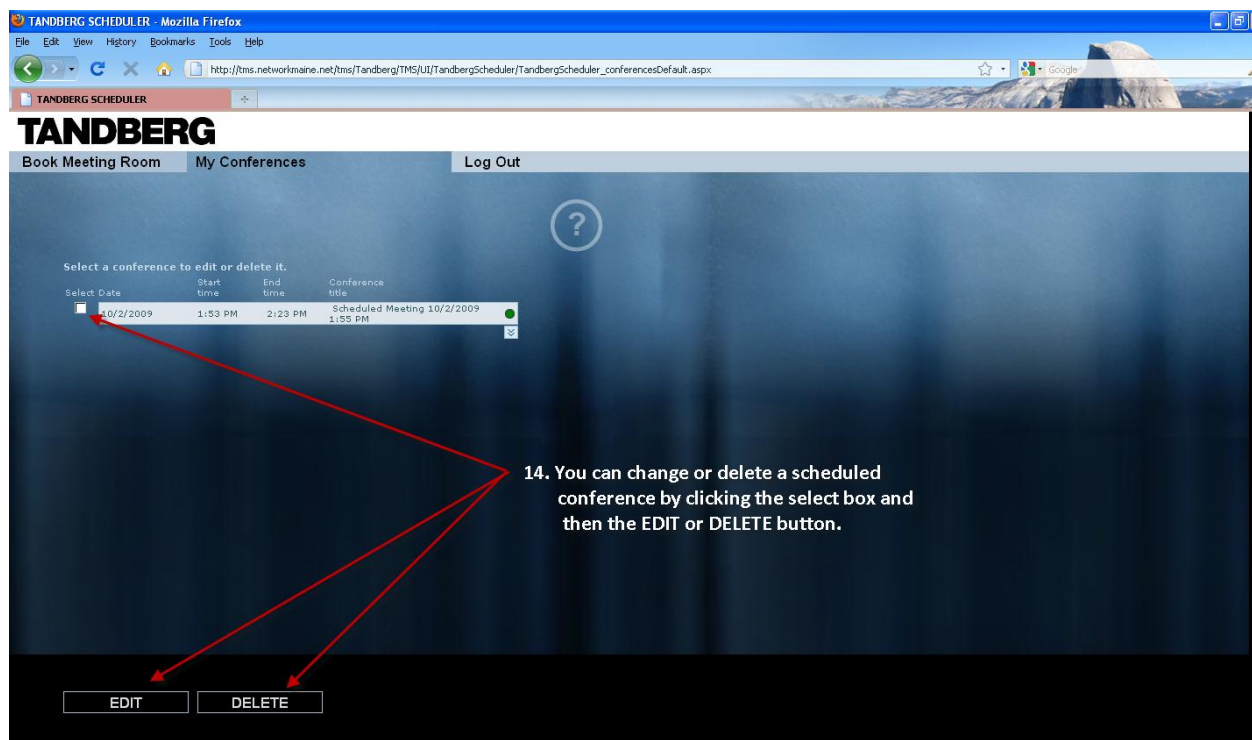
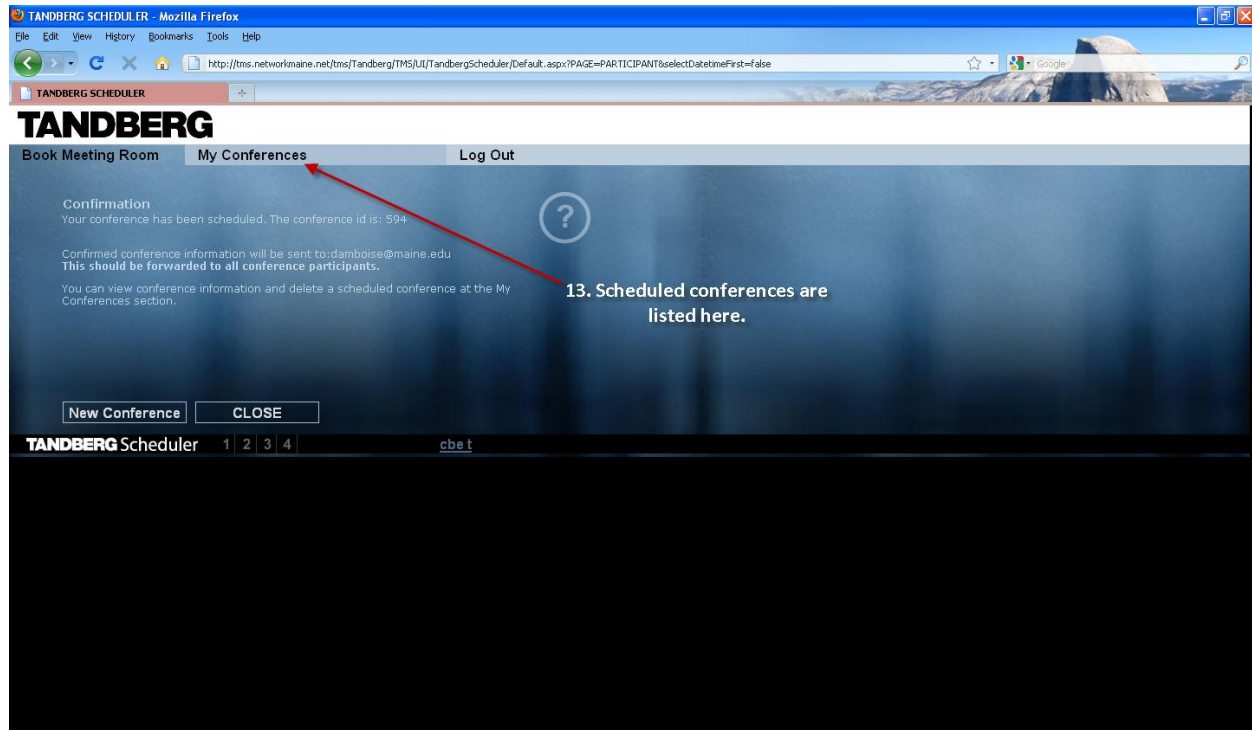
Advanced

PREVIOUS CANCEL CONFIRM

11. Name your conference and confirm your settings.

12. When you are finished, click CONFIRM

TANDBERG Scheduler 1 2 3 4 cbe t



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.