Tandberg Remote Classroom

ITV
Missouri State University
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Tandberg Remote Classroom

The Tandberg remote controls most devices in an ITV classroom. The following section will help you start and end your class session, activate the content channel, and switch sources.

Starting your class session
Classes will be dialed in automatically from satellite campuses. These steps will explain how to start the use the Tandberg remote to begin your class. Before you begin, you may need to turn on/wake up the computer and will need to log in.

To start your class session:
All necessary equipment should be powered on and functioning when class begins. You simply need to login to the computer to get started.

- Press the Presentation button on the Tandberg remote to ensure that content is displayed.

**NOTE:** The microphone is always on.

Switching between sources
The Tandberg remote allows you to switch between multiple methods of presentation content. You may wish to connect your personal laptop to display content, play a DVD, or demonstrate using the document camera. This can all be displayed for the students by switching camera sources.

**NOTE:** It may take several seconds for content to load.

To use a laptop:

1. Ensure your laptop is plugged into Video Graphics Adapter (VGA) and audio connections.

**NOTE:** Only VGA connections are provided, some newer laptops may require an adapter.

2. Move the switch from PC1 (Room PC) to PC2 (Laptop)
3. To return to main PC display, move the switch from PC2 to PC1.
PC/Laptop switch
To use the DVD/VCR player:
1. Ensure the DVD player/VCR is powered on.
2. From the Tandberg remote, press **DVD** button under Video Sources.
   **NOTE:** The JVC Remote controls DVD player functions.
3. To return to the main PC screen, press the Computer button on the Tandberg remote.

To use the document camera:
1. Ensure the document camera is powered on.
2. From the Tandberg remote, press the Doc Cam button under Video Sources.
3. To return to the main PC screen, press **PC**.

Customizing your classroom settings
Some settings require additional remotes for adjustment.

Adjusting the volume in your classroom
Adjustment of the volume can be done in several ways. The Tandberg remote adjusts the room volume level and affects what distance students hear. To increase the volume on displays, use the LG remote. To mute the sound in the classroom, press the **Mic off** button on the Tandberg remote.

Ending your class session
There is no need to shut off individual units to end your session. Equipment will be turned off automatically when the class is complete.

To end your class session:
1. Log out of the computer.
2. Ensure door to classroom is closed and locked.
The following remote corresponds to an older model of the Tandberg that is being phased out but is still in use in some rooms.
Additional Classroom Remotes

From left to right: Sony camera remote, JVC DVD&VCR Remote, and LG TV Monitor Remote
Technical Support Contact Information

Our engineers are available to assist you if you have a technical problem. Please contact the representative corresponding to your course time. Be sure to report any problems so issues can be resolved efficiently.

**Morning Classes**
Joe Strong  
836-6421  
JoeStrong@MissouriState.edu

**Evening Classes**
Carl Sartin  
836-6078  
CSartin@MissouriState.edu