

Tandberg Video Conference Units



By NYS DOL Service center

Video Conference Benefits:

- Work face-to-face with 2 or more locations (with phone only option)
- Make presentations to multiple sites using a PC
- Cut down on travel and save money
- Increase productivity by bringing teams closer together

1. Book the Room.

A "meeting organizer" is responsible for booking all the rooms necessary to facilitate your conference. The meeting organizer should refer to the P&T intranet site for a list of contacts [here](#).

2. How Many Sites?

- **If only 2 DOL sites** are involved the call can be initiated without any Service Center assistance using the unit phone book or MOVI directory.
- If more than 2 sites are being used or if one is not a DOL site, go to step 3

3. Put in A-Info Ticket

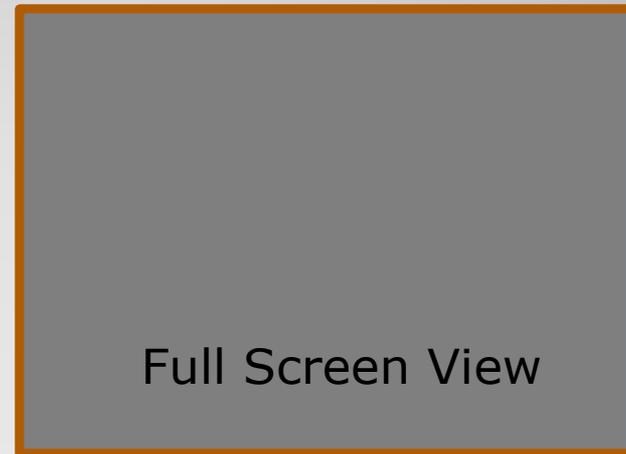
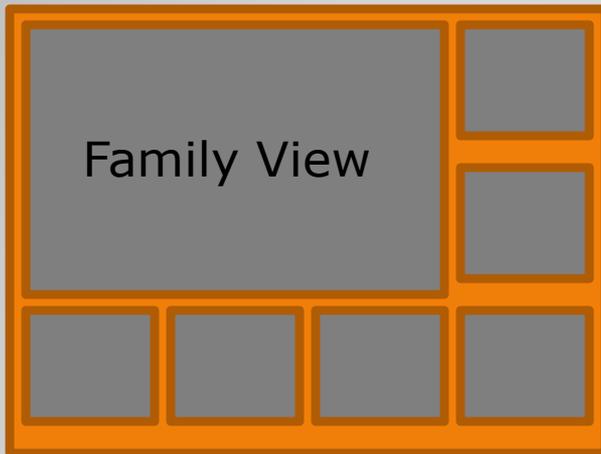
Submit an **A-Info** ticket, at least 24 hours prior to conference. Please include site names, date of meeting, approximate duration, known participants, view choice (see Tandberg guide) and if you will be using a PC to display anything in your conference.

4. Confirmation

- You will receive confirmation after your conference has been set up via A-info. This will have your conference code. The Service Center will send the Meeting Organizer who is responsible for informing any participants at all sites with the conference details

How To Book Video Conference

- When putting in a ticket please specify a view.
- Views are voice activated, the speaker will be surrounded by a green outline
- The family view will give the speaker the largest position and other sites the smaller views
- On the full screen view only the speaker will be viewable



Available Conference Views

1

To make a call dialing the number...

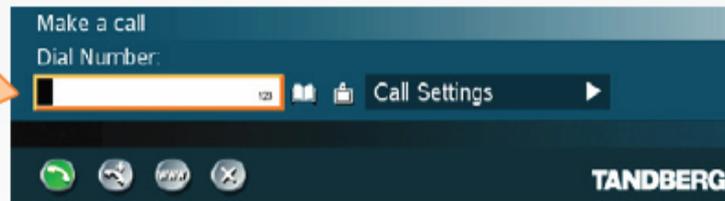
... start by pressing the green **Call** key on the remote control...



- Using the remote to enter the number is similar to dialing from a cell phone
- Manually dialing is used for conferences that were set up by the Service Center or special circumstances

2

Enter the "number" here (it may consist of digits as well as letters) using the remote control.



3

... pressing the green **Call** key on the remote control...



- For a conference set up by the Service Center in step two you would enter in the conference code provided

Dialing Manually From the Video Unit

1

... start by pressing the **Phone Book** key on the remote control...



3

Once you have located whom to call, navigate down to that entry by means of the **Arrow** keys ...

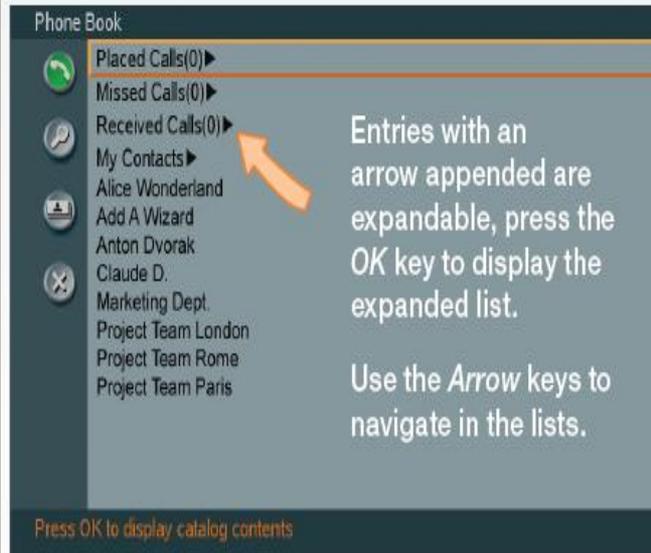


... and press the green **Call** key on the remote control to start calling the selected entry immediately.



The phone book will then be displayed:

2



Entries with an arrow appended are expandable, press the **OK** key to display the expanded list.

Use the **Arrow** keys to navigate in the lists.

- This method is commonly used to dial for a two participant conference
- All DOL large video conference units start with DOL in the phone book

Dialing From the Phone Book

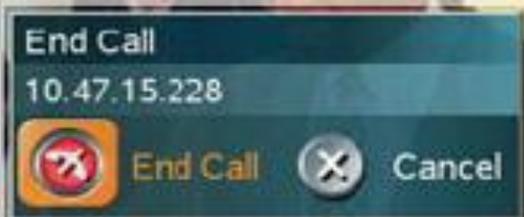
Press the **End Call** key or the **OK** key on the remote control...



Then press the **End Call** key or the **OK** key on the remote control again...



This will cause the **End Call** dialog box to be displayed...



When done with the unit there is no shutdown necessary, the unit will shut down automatically

Ending a Call or Conference



1. Look behind the video unit for a cable that looks like the picture on the left.



2. Plug the cable into the corresponding port on the laptop. The port is usually blue.
3. Press the presentation key on remote
4. On laptops it is necessary to press the function and F8 key simultaneously, one or more times to make the PC image display on the Tandberg screen.

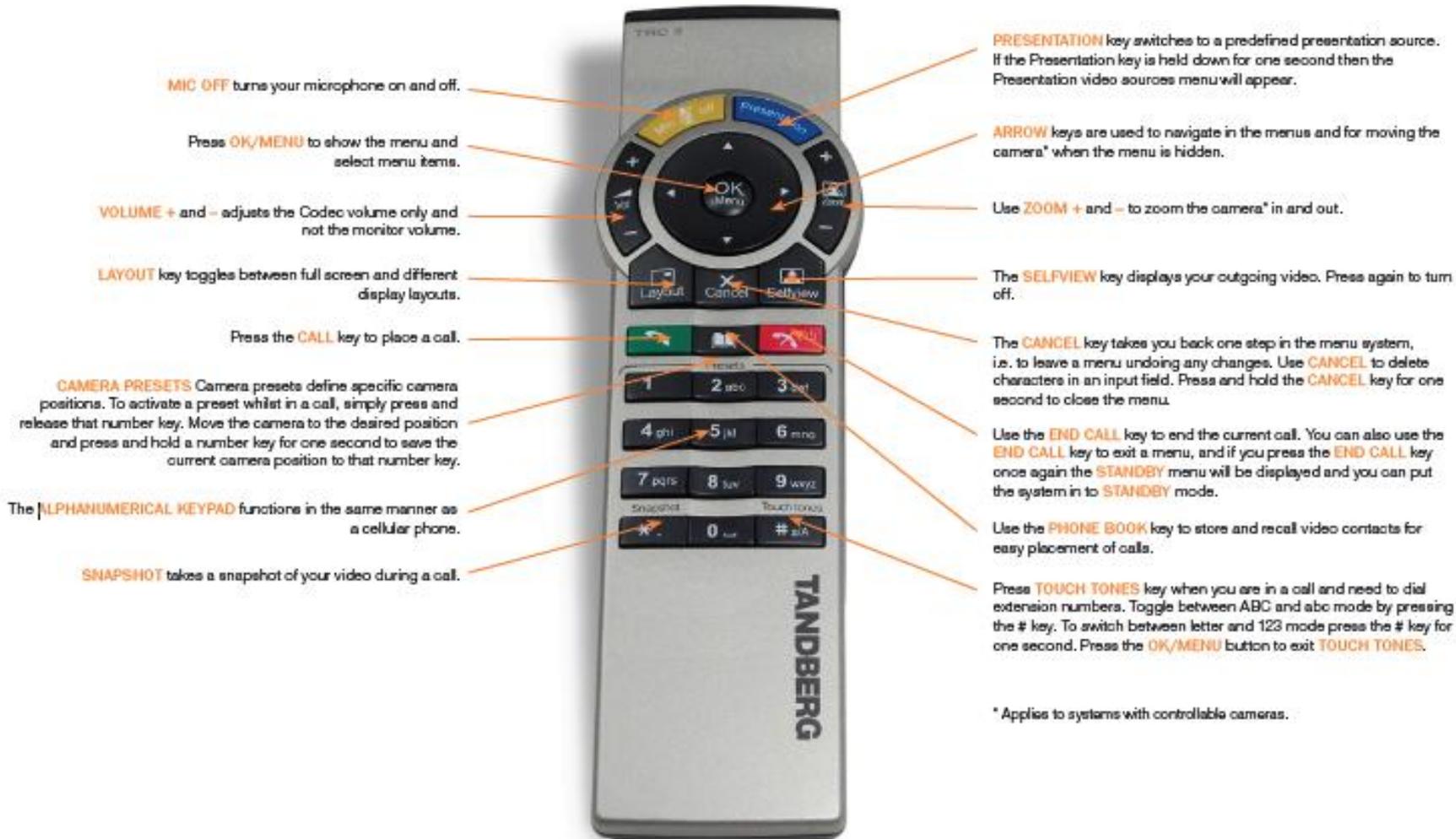
Using a PC in the Conference

- Participants can join the conference from any location via phone only by following these steps
 1. Dial into the bridge (518)447-1200
 2. When prompted enter the conference code provided by the Service Center (ex 01505) followed by the pound sign (#)
 3. The participant is then in the conference using voice only
- This feature is only available when the conference is set up through the Service Center

Dialing into a Conference via Phone Only

- Non- DOL video units can be used.
 - Other State agencies do have video capabilities as well as many businesses. These units can be used with some pre-planning
 - 1. The Non-DOL side would dial into the bridge (518) 447-1200.
 - 2. When connected, a welcome screen will be displayed.
 - 3. Enter the conference code followed by the pound sign (#).
 - 4. The participant will join the conference using video and audio.
- Connecting to these units can sometimes be difficult please expect to set up a test beforehand.
- Include “Non-DOL video unit” in the A-Info ticket as a participant, along with any contact information so we can set up a test

Non-DOL Video Machines



Remote Overview

Albany SOC Building 12	None
Albany SOC Building 12 , Room 544	518-457-7442 OSOD
Albany SOC Building 12 , Room 266	Labor.rm.Albany.Room266
Albany SOC Building 12 , Team Room 1, 3 rd Fl	labor.rm.pt.374tmrm1
Albany SOC Building 12 , Training room E	518-457-7442 OSOD
Bronx , 522 358 East 149th Street, 2nd Floor Conference Room	718-960-7989 Joanne Kinlock, 718-960-7938 Daisy Labroi
Brooklyn , 9 Bond Street, 4 th Floor Conference Room	Labor.rm.Brooklyn.ConfRoom.4thfl
Brooklyn , 9 Bond Street, UIAB Hearing Room	labor.rm.Brooklyn.UIAB
Buffalo , 284 Main Street ,Room 405	labor.rm.Buffalo.room405
Buffalo , 65 Court Street, Conference Room	Coming Soon
Empire State Plaza , Bldg. #2, 20thFloor , Hearing Room	Dana Depass via email
Flushing , Conference Room	Coming Soon
Garden City , Room 13	labor.rm.conf.gardencity
Glendale , 2001 Perimeter Rd, Conference Room 3	labor.rm.Glendale.ConfRoom3
Hauppauge , 2614 Veterans Memorial Hwy,Conference Room	631-952-6741 Tina Cruz
Hicksville , 303 West Old Country Road, Conference Room	Labor.rm.Hicksville.ConfRm
Maiden Lane , 59 Maiden Lane, 31st Floor, Conference Room	212-238-2453 Eric Koslofsky
Massena , 35 Glenn Street, Conference Room	Coming Soon
NYC , 75 Varick Street, Conference Room G	Coming Soon
NYC , 75 Varick Street, Room 701	labor.rm.Commissioner.Conf.75Varick
Patchogue , 160 South Ocean Ave, Conference Room 1	Labor.rm.Patchogue.ConfRm
Rochester , 109 S Union Street, Conference Room	Coming Soon
Rochester , 276 Waring Rd, Conference Room	Coming Soon
Syracuse , East Washington St	Coming Soon
Syracuse , 450 South Salina Street, New PC Lab	518-457-7442 OSOD
Troy Atrium , TCC Conference Room	518-266-8116 Blanca Ramos
Troy Atrium , UIAB Meeting Room	labor.rm.Troy.UIAB
Troy Atrium , UIAB Meeting Room 2	Coming Soon
Utica , 207 Genesee Street, Krebs Conference room	Coming Soon

Booking Contacts Also viewable on a map [here](#)

- If you experience any problems or have questions about using the video units please put in an A-Info ticket or call the:

Service Center

518-402-4640 or 1-866-592-4640

Any Questions or Problems