

## Using a Tandberg MXP Series Telepresence System for UC Services

**Warning: The Tandberg MXP Series systems are a discontinued Video Conferencing Device. They are no longer receiving software updates from Tandberg (now owned by Cisco). These devices will be able to perform SIP calls, but may not be fully compatible with the latest UC Technologies**

**Note: To use SIP on a Tandberg MXP Series System, it requires at least version F8.3 Software.**

CIT has integrated its infrastructure so that your Telepresence system can place and receive calls from other conferencing platforms using a SIP address; Such as:

- CIT hosted Video Conferencing Bridges
- Microsoft Lync
- Skype for Business
- Cisco Jabber
- WebEx
- VoIP phones.

A SIP address will be formatted similarly to an Email Address: username@domain. If you need help determining the SIP address of your conference room, please email [nihvtcadmin@mail.nih.gov](mailto:nihvtcadmin@mail.nih.gov).

*Note: The capabilities listed in this document are based on the assumption the Tandberg MXP Series device is configured with SIP with the CIT Telepresence Infrastructure and your IC Network allows SNMP and SIP Traffic.*

*Note: This document assumes you have SIP as the default Dial Protocol.*

*Note: This document assumes you are using the Tandberg remote that came with your Tandberg MXP Video Teleconferencing System to perform the commands. Your conference room may have a Touch Panel system that do not exactly match menus similar to the ones described in this document.*

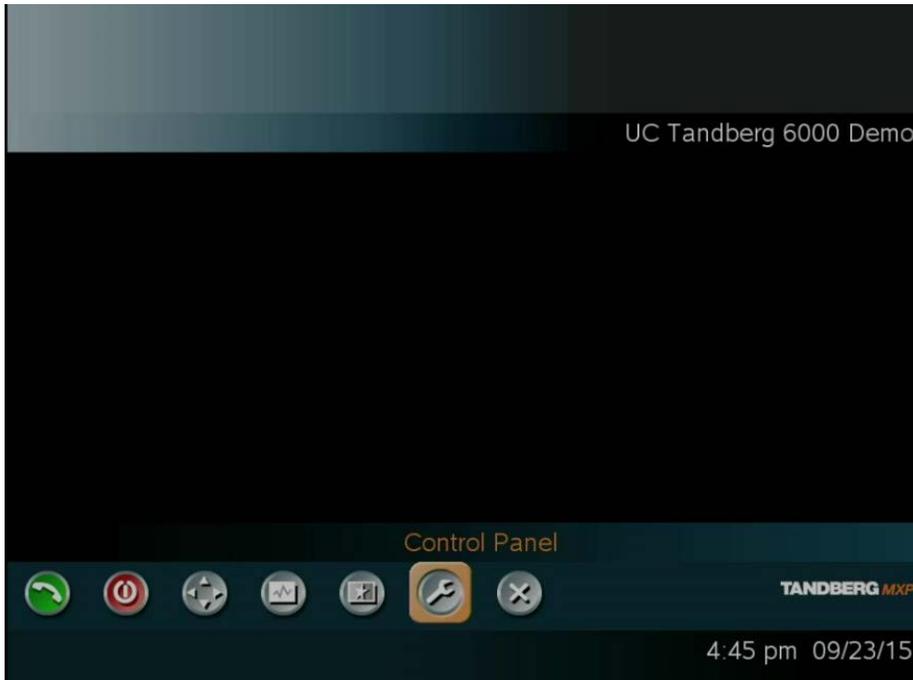
*Here is a picture of the Tandberg Remote Control. Your system will should have a remote control that is similar to the picture below.*



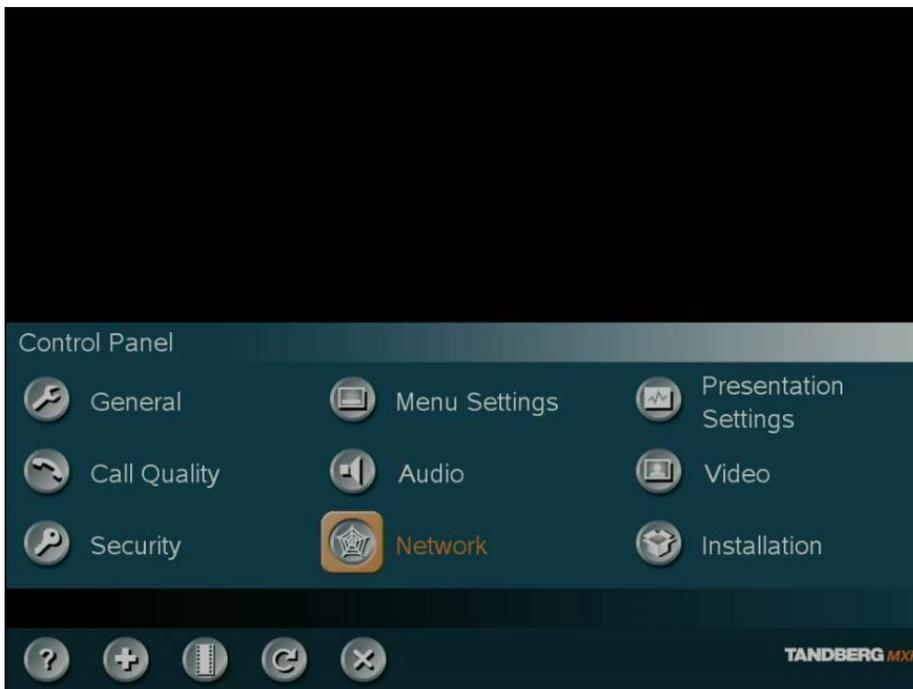
A Picture of the Tandberg Remote

## Determining your SIP Address

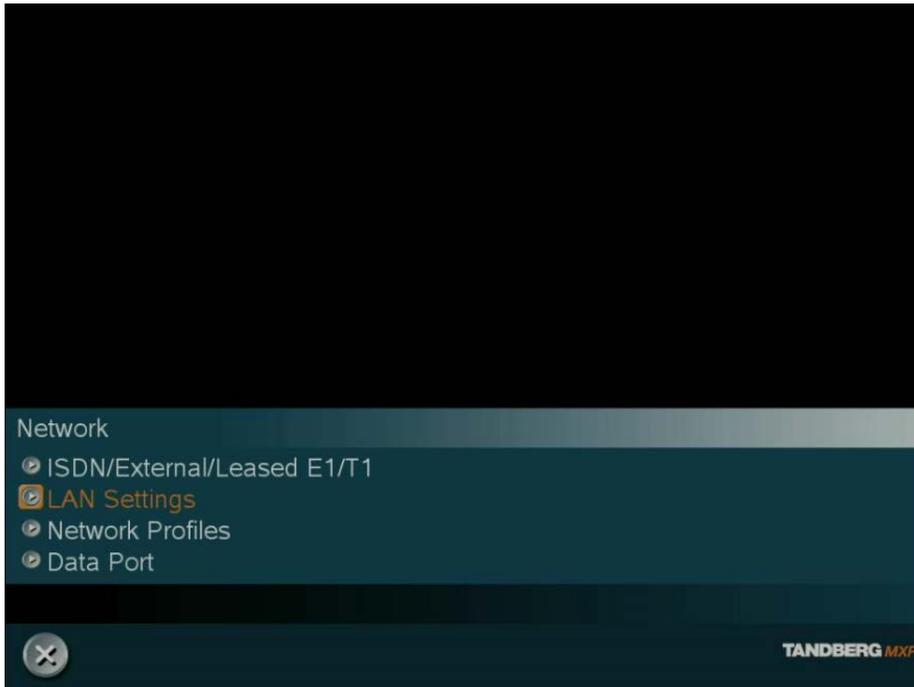
1. Press any key on the remote control to wake up your Telepresence System and Select the Control Panel Icon.



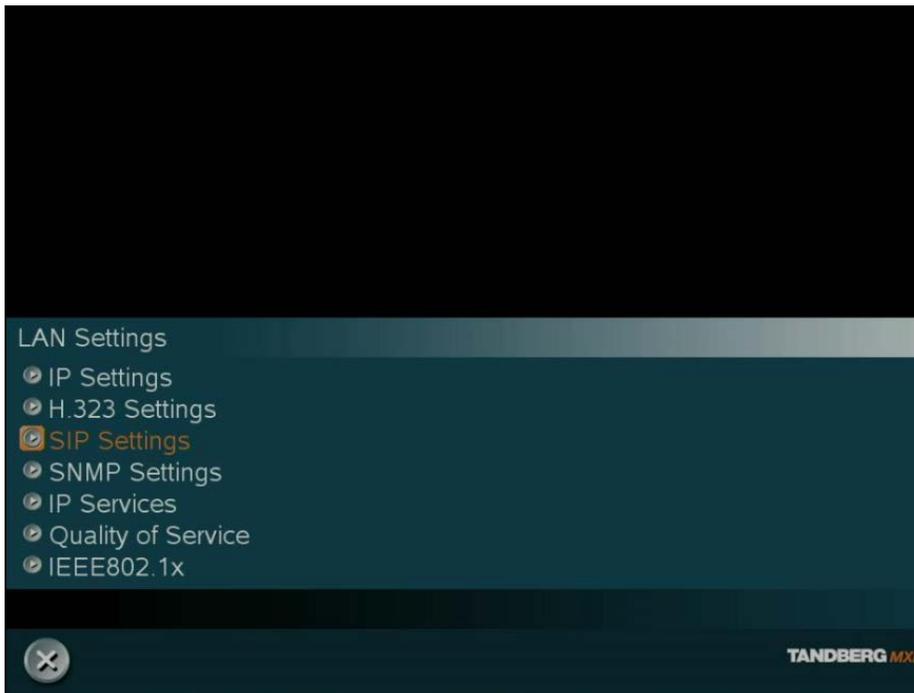
2. In the *Control Panel* Menu, Select *Network*.



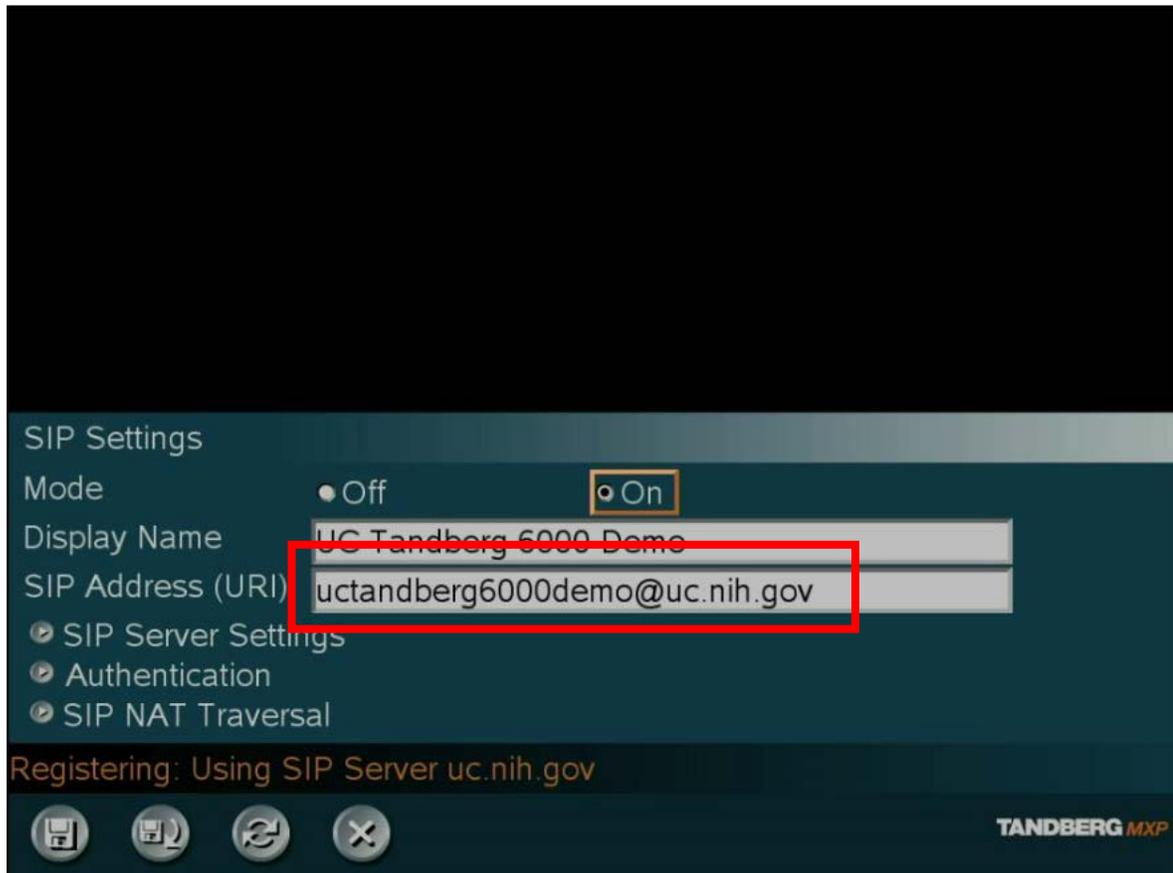
3. In the *Network* Menu, Select *LAN Settings*



4. Under *LAN Settings*, Select *SIP Settings*

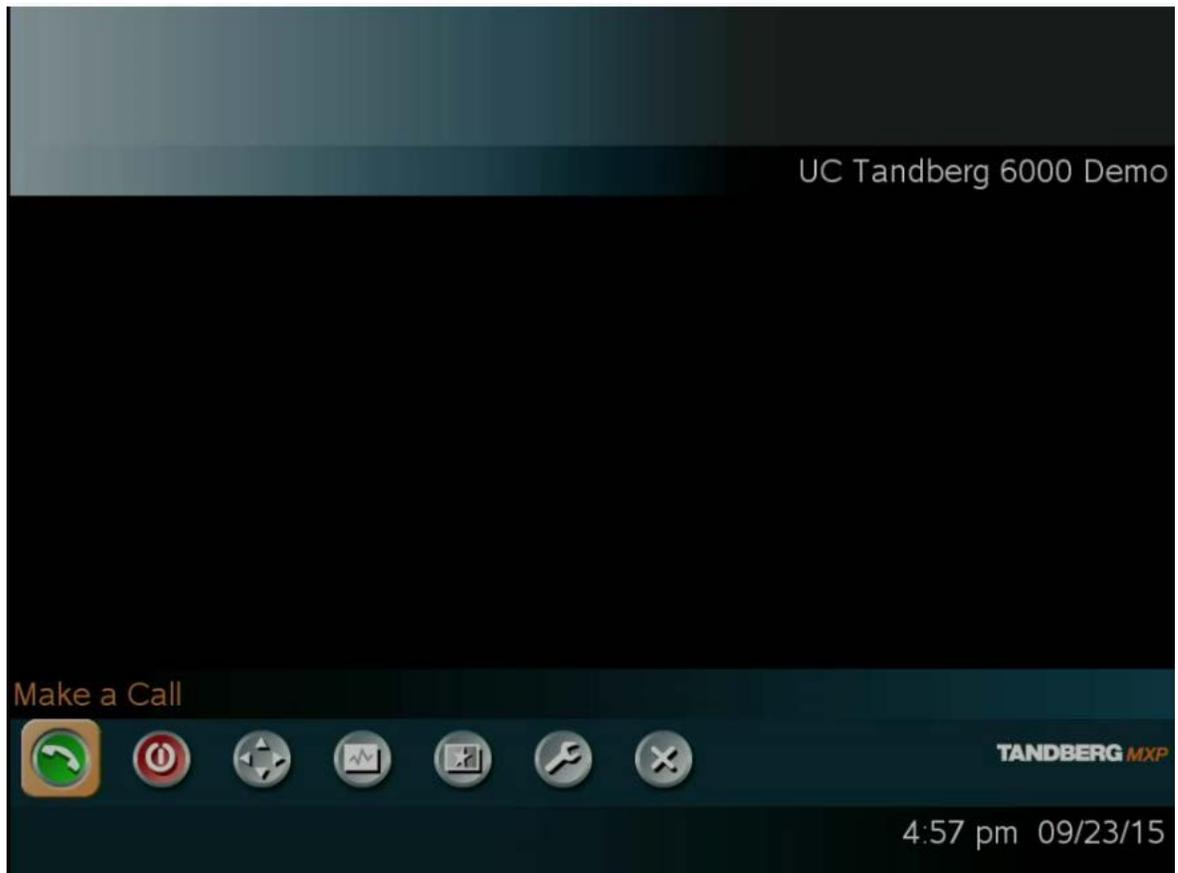


5. Your Telepresence System's Addresses will appear on the next screen. In our example the SIP address is [uctandberg6000demo@uc.nih.gov](mailto:uctandberg6000demo@uc.nih.gov). This is circled in red.



## Placing a Call

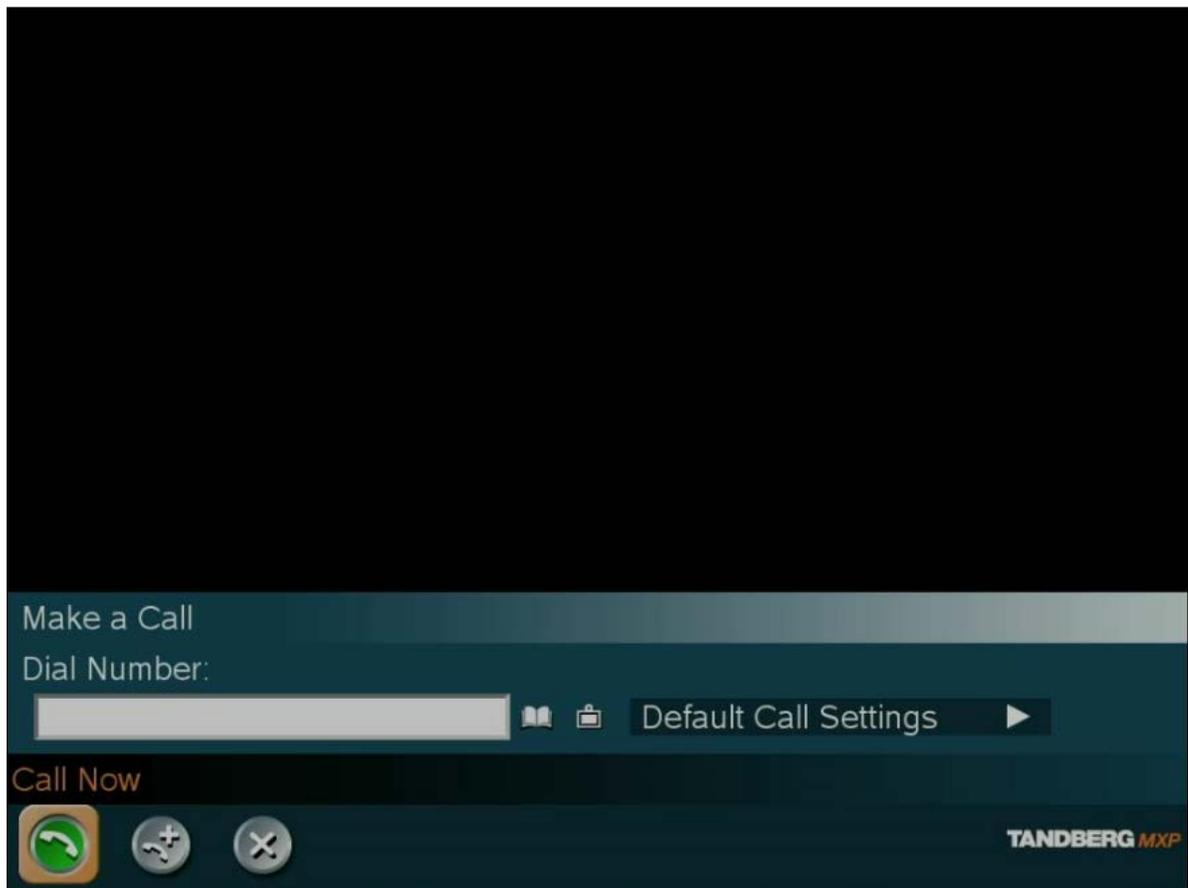
1. Press any key on the remote control to wake up your Telepresence System and activate the on screen menu
2. Select *Make A Call*



3. In the *Dial Number* field, Use the Remote Control to type in the SIP address of the location you are trying to call to. You can use the. Press and hold the # key on the remote to toggle between typing numbers and letters. The C Button or *Cancel* Button on the remote will allow you to backspace.

*Note: If you do not add a domain to the SIP, the system will add the domain "uc.nih.gov" to the address by default. For example a call to "uc.test" will result in "uc.test@uc.nih.gov"*

**Warning: You may need to specify SIP under the Default Call Settings for the call to connect. Tandberg MXP systems were used prior to the SIP protocol gaining popularity**



4. Select *Call* or press the Call Button on the remote to initiate the call.

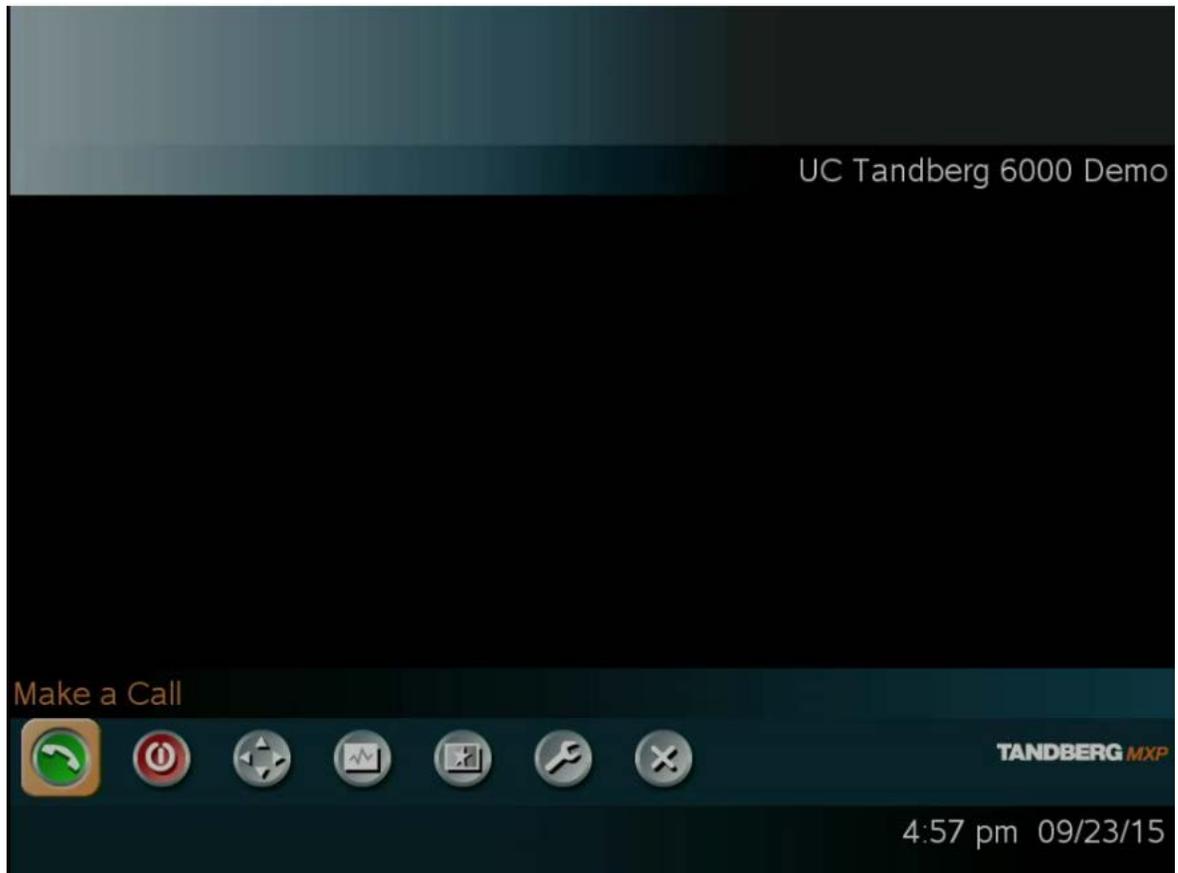
**Tip: You can use your Telepresence system as a VOIP Phone. Dial "91" then a 10 digit Phone number. The Call will connect using CIT's VoIP infrastructure.**

**Tip:** Your Telepresence system has a SIP address that can be dialed by people using Microsoft Lync, Cisco Jabber and other Telepresence Systems.

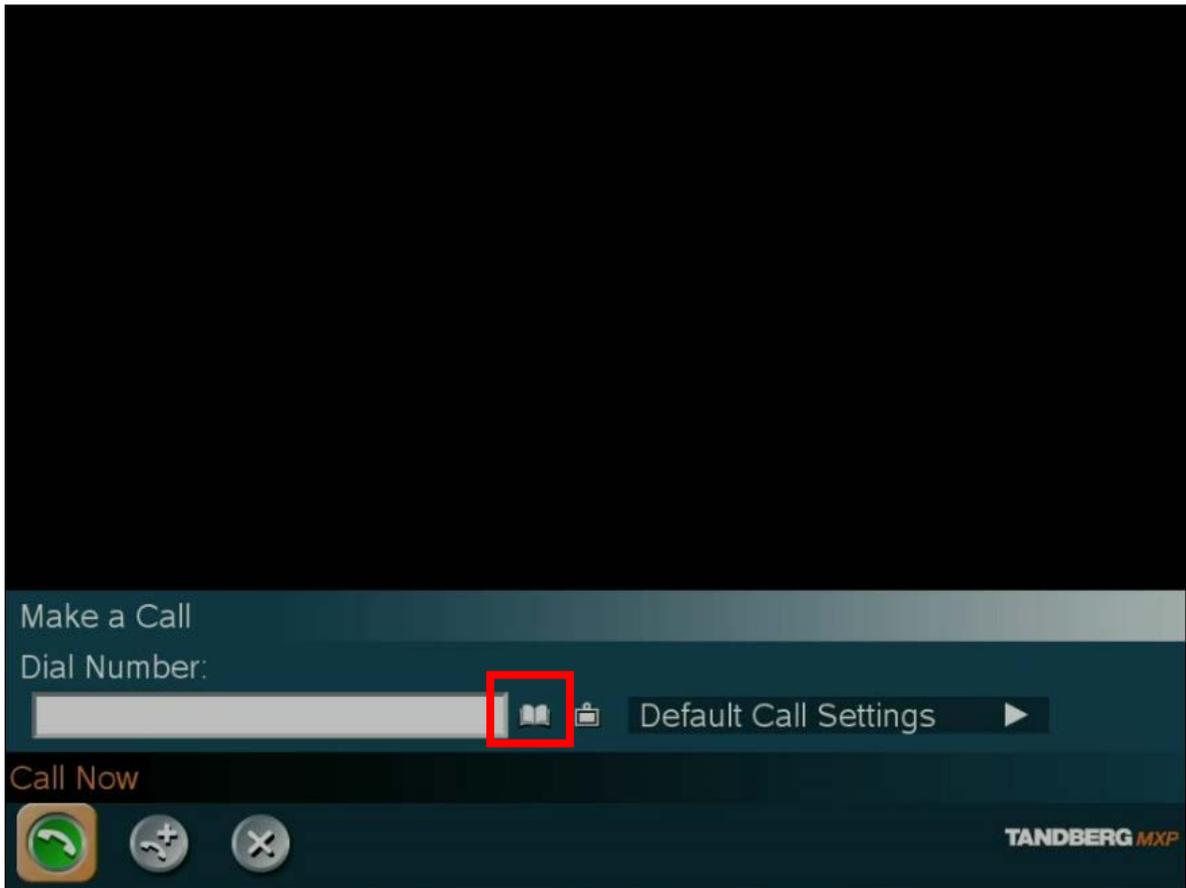
**Tip:** The SIP address can also be dialed by systems outside of the NIH network; you do not need to request a firewall exemption or provide people your Telepresence System's IP address.

## Placing a Call from the Phone Book

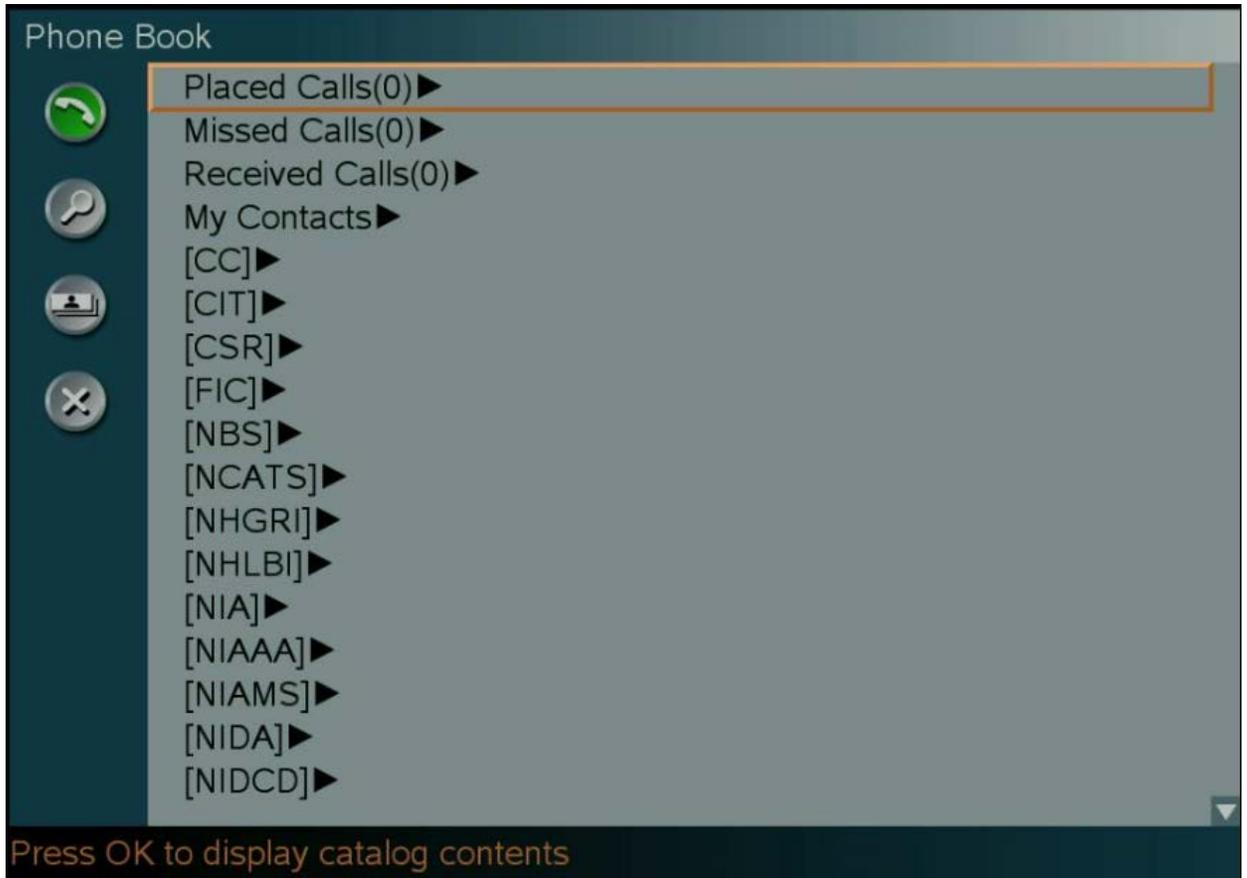
1. Press any key on the remote control to wake up your Telepresence System and activate the on screen menu
2. Select *Make A Call*



3. Next to the *Dial Number* field is an icon of an Open Book. This is the Phone Book icon. Select the Phone book icon to open it. It is circled in red in the picture below



4. Use the Remote Control to Browse the Phone Book folders. The Phone book Folders are arranged by Institute/Center. You can also search the phonebook using the search space at the top of the menu.



*Note: Only Video Teleconferencing/Telepresence Systems using CIT's infrastructure will appear in the phone book. If there is a location that you think should be in the phonebook, please notify us at @ [nihvtcadmin@mail.nih.gov](mailto:nihvtcadmin@mail.nih.gov).*

*Tip: You can manually add contacts to the phone book for easier dialing in future calls. They be listed under the "My Contacts"*

Alternately, you can bring up the phone book by pressing the Phone Book Button on the Cisco/Tandberg Remote. The button is circled red in the picture below.



## Muting and Unmuting the Microphone

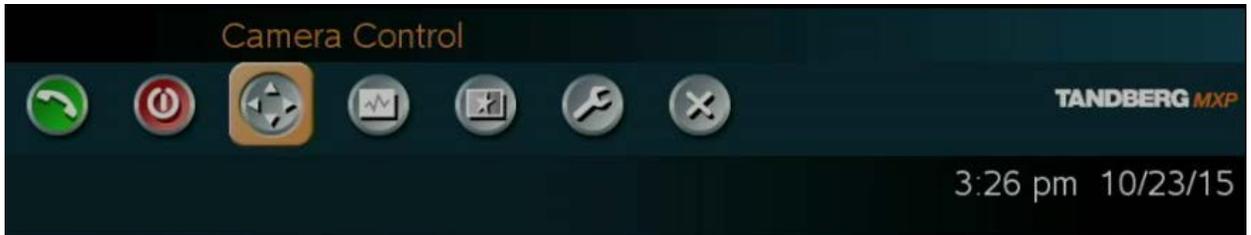
You can mute your microphone for privacy or to prevent any of your background noise to enter the video conference. The Mute Button on the remote is located the remote control. The button is circled in red in the picture below. Press the Mute button again to unmute your microphone.



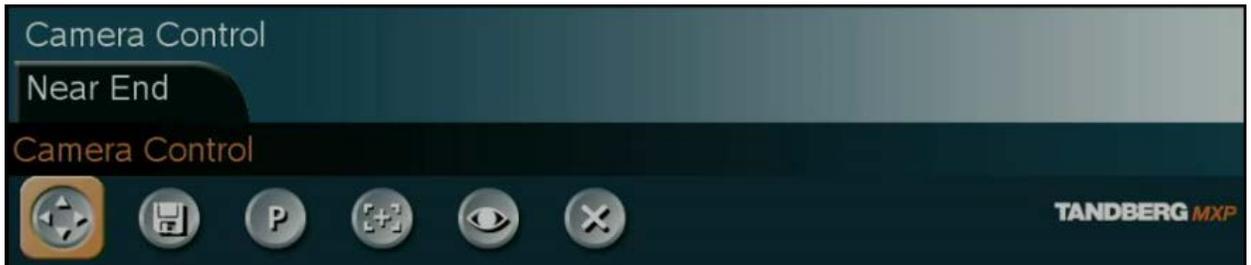
## Adjusting your Camera Angle

You can adjust your camera angle to best fit your seating arrangement.

1. From the Home Screen, Select the camera Control Icon



2. Select Select Camera Control again on the next menu



3. Use the Arrow Keys on the remote to adjust the camera left/right/up/down.
4. Use the Zoom/Magnifying Glass buttons on the remote to adjust the camera Zoom.
5. When you are satisfied with the camera alignment, press C or Cancel to exit.

## Displaying a Computer Presentation

*Note: This document assumes you have a computer connected directly to your C Series Telepresence system's DVI Input.*

Using the Cisco/Tandberg remote, Press the Presentation Button on the Remote. The Presentation button has an icon of a Computer Laptop. Older Remotes will have the button labeled as Presentation. Pressing the button a second time will toggle the computer presentation off. The buttons are circled yellow in the picture below.



If you have any questions or have encountered any problems, please contact [nihvtadmin@mail.nih.gov](mailto:nihvtadmin@mail.nih.gov) or call for 301 594 8433, Option 4.