



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

TANDBERG SCHEDULER

TANDBERG

Book Meeting Room My Conferences Log Out

START

choose time first

choose conference room first

select video conference first

4. Select the Start button

TANDBERG Scheduler 1 2 3 4 cbe t

TANDBERG SCHEDULER - Mozilla Firefox

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

TANDBERG

Book Meeting Room | My Conferences | Log Out

A Select a room:

- NSAD#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
 - Madavaska ES
 - Madavaska 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

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

TANDBERG

Book Meeting Room | My Conferences | Log Out

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 - Madavaska ES
 - Madavaska MS/HS
 - Marion C. Cook School
 - Milo Elementary School

B Then add room:

Selected meeting room:

Add unlisted participants

Dial Out | Dial In

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

The screenshot shows the TANDBERG Scheduler web application in a Mozilla Firefox browser. The browser's address bar displays the URL: `http://tms.networkmaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANTSselectDateFirst=false`. The application header includes the "TANDBERG" logo and navigation tabs for "Book Meeting Room", "My Conferences", and "Log Out".

Two instructional annotations are present:

- Annotation 6:** A red arrow points from the text "6. Move the endpoint sected to the right window (B) by clicking the right arrow" to the right-pointing arrow between two windows. Window A, titled "Select a room:", shows a list of schools under "Sanford School District", including "Madavaska MS/HS". Window B, titled "Then add room:", shows "Selected meeting room:" with "Madavaska MS/HS" and "Milo Elementary School" listed.
- Annotation 7:** A red arrow points from the text "7. When finished click on NEXT" to the "NEXT" button in the bottom navigation bar.

The bottom navigation bar contains the text "TANDBERG Scheduler" followed by page numbers "1 2 3 4" and the text "cbe t".

The screenshot shows the TANDBERG Scheduler interface in a Mozilla Firefox browser. The browser's address bar displays the URL: `http://tms.networknaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDateFirst=false`. The application header includes the "TANDBERG" logo and navigation tabs for "Book Meeting Room", "My Conferences", and "Log Out".

Three numbered annotations with red arrows point to specific UI elements:

- 8.** Select the date, start, and end times for the conference. This points to the date and time selection fields (A, B, and C).
- 9.** If this is a recurring conference select those option here. This points to the "Recurrence" button.
- 10.** When finished, click NEXT. This points to the "NEXT" button.

The main content area features a "Room availability: Local times" table with columns for days of the week and time slots. The table lists several rooms: "All Rooms (local time)", "Madawaska MS/HS", "Milo Elementary School", and "Marion C. Cook School". Below the table are radio buttons for "Available", "Busy", and "No information", and a "PREVIOUS" button.

At the bottom of the interface, there is a "TANDBERG Scheduler" navigation bar with page numbers 1, 2, 3, 4 and a "cbe t" link.

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

11. Name your conference and confirm your settings.

12. When you are finished, click CONFIRM

TANDBERG Scheduler 1 2 3 4 cbe t

The screenshot shows the 'TANDBERG SCHEDULER' interface in a Mozilla Firefox browser. The page title is 'TANDBERG SCHEDULER' and the URL is 'http://tms.networkmaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx?PAGE=PARTICIPANT&selectDateFirst=false'. The navigation bar includes 'Book Meeting Room', 'My Conferences', and 'Log Out'. The main content area displays a confirmation message: 'Confirmation Your conference has been scheduled. The conference id is: 594. Confirmed conference information will be sent to: damboise@maine.edu This should be forwarded to all conference participants. You can view conference information and delete a scheduled conference at the My Conferences section.' A red arrow points from the 'My Conferences' tab to the confirmation message. Below the message are 'New Conference' and 'CLOSE' buttons. The footer shows 'TANDBERG Scheduler' and page numbers '1 2 3 4'.

13. Scheduled conferences are listed here.

The screenshot shows the 'TANDBERG SCHEDULER' interface in a Mozilla Firefox browser. The page title is 'TANDBERG SCHEDULER' and the URL is 'http://tms.networkmaine.net/tms/Tandberg/TMS/UI/TandbergScheduler/TandbergScheduler_conferencesDefault.aspx'. The navigation bar includes 'Book Meeting Room', 'My Conferences', and 'Log Out'. The main content area displays a table of scheduled conferences. A red arrow points from the 'My Conferences' tab to the table. Below the table are 'EDIT' and 'DELETE' buttons. The footer shows 'TANDBERG Scheduler' and page numbers '1 2 3 4'.

Select	Date	Start time	End time	Conference title	
<input type="checkbox"/>	10/2/2009	1:53 PM	2:23 PM	Scheduled Meeting 10/2/2009 1:55 PM	

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.