Getting Started Guide

For TANDBERG Profile Series, Codec C Series and Quick Set C20/C20 Plus
What’s in this guide?

The top menu bar and the entries in the Table of Contents are all hyperlinks. Just click on them to go to the topic.

We recommend you visit the TANDBERG web site regularly for updated versions of this guide. Go to: http://www.tandberg.com/docs

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Chapter 1

Introduction
Introduction
You may already be familiar with the administrator guides for the Profiles and Codec C–series. To help you find the information you need, TANDBERG has split the information into smaller and more accessible parts listed on the right of this page.

The purpose of this document
The purpose of this document is to provide you with the information required to help you configure the basic settings on your video system. You will also learn about the web interface and find other information that can be useful in your daily use of your video system.

Disclaimers and Notices
The objective of this documentation is to provide the reader with assistance in using and configuring the product. The capabilities of TANDBERG products and other manufacturers' products change over time and so the required configuration may be different from that indicated here. If you have any suggestions for changes to this document, please feed them back to TANDBERG through your TANDBERG Authorized Service Representative.

If you need technical support, please contact your TANDBERG Authorized Service Representative.
The specifications for the product and the information in this Guide are subject to change at any time, without notice, by TANDBERG. Every effort has been made to supply complete and accurate information in this Guide; however, TANDBERG assumes no responsibility or liability for any errors or inaccuracies that may appear in this document.

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Products covered in this guide
- TANDBERG Quick Set C20/C20 Plus
- TANDBERG Codec C Series:
  - TANDBERG Codec C40
  - TANDBERG Codec C60
  - TANDBERG Codec C90
- TANDBERG Profile series using Codec C Series:
  - TANDBERG Profile 42" Dual
  - TANDBERG Profile 52" and 52" Dual
  - TANDBERG Profile 65" and 65" Dual

Other documents you might find useful
- Video conference room primer guide
- Getting started guide for Profile Series, Codec C Series, Quick Set C20
- User Guide for Profile Series, Codec C Series and Quick Set C20
- Administrator guide for Profiles using Codec C20 and Quick Set C20
- Administrator guide for Profiles using Codec C60 and Codec C60/C40
- Administrator guide for Profiles using Codec C90 and Codec C90
- Camera user guide for PrecisionHD 1080p/720p
- API guides for Codec C90, C60, C40
- Physical interfaces guides for Codec C90, C60, C40
- Legal and safety information for Profile Series, Codec C Series and Quick Set C20

Download the user documentation
Go to: http://www.tandberg.com/docs
Chapter 2

How to configure your system
## Initial configurations

When starting up the system for the first time, the menu password is not set. Read more about password protection in the Password protection section later in this guide.

### Wake up the system

If there is no menu on screen, press Home (穰) on the remote control to show the menu.

If the system does not show a menu on screen:
1. Make sure the monitor is connected and has been turned on.
2. Make sure the remote control has the batteries installed.
3. Make sure the codec has been turned on.
4. If the system has just been turned on, wait a few minutes to allow the system to start up.
5. If there is still no menu on screen, make sure the monitor cable is connected to the basic video output connector. If in doubt, see the Installation Sheet for your video system.

### Verify IP address settings

To verify the IP address settings:
1. Go to Settings > System Information.
2. Check the Network > IP address section to see that the IP address of the codec is shown on the System Information page.
3. Press Home (穰) to exit.

### If you need to set a static IP address

To set a static IP address:
1. Go to Settings > Advanced > IP settings.
2. Set IP Assignment to Static. Press OK (√) to save the change.
3. Enter the IP Address, Subnet Mask and Gateway address. The sequence is shown below.
4. Select OK to save the changes, or Cancel to leave without saving.
5. Press Home (穰) to exit.
4 Add the system to the network
Contact your system administrator, or service provider, for information about the network settings:

- For H.323 calls, this will include system name, H.323 alias, gatekeeper address, etc.
- For SIP calls, similar types of information will be supplied.
- For networks administered through TMS (TANDBERG Management Suite), your TMS administrator will help you to get online.

The H.323 profile and SIP profile are configured from the Advanced configuration menu:

- Go to Settings > Advanced > Advanced configuration and search for H323 or SIP, or select H323 > Profile 1 or SIP > Profile 1 from the menu.
- Expand the items you want to edit and enter the required information. If in doubt, contact your system administrator or your service provider.

5 Verify your settings
Verify the settings by reviewing the System Information page.

1. Go to Settings > System Information
2. Verify the previous configurations.
   - If you successfully registered to a Gatekeeper the Status will show Registered. If the registration failed the Status will show Not registered.
   - If you successfully registered to a SIP server the Status will show Registered. If the registration failed the Status will show Not registered.
3. Press Home (/Home/) to exit.

6 Adjust the date and time settings
Check that the date and time settings are correct. The date and time are located in the upper right corner on screen.

To adjust the date and time settings:

1. Go to Settings > Date and time
2. When Set date and time is set to Auto there will be an automatic update of the date and time settings. If you want to manually adjust the date and time settings, select Manual and enter the Day, Month, Year and Time. After having adjusted the settings manually, you can set the Set date and time back to Auto for automatic update.
3. Select the appropriate Time zone from the list of GMT time zones.
4. Select the appropriate Date format from the list.
5. Select the appropriate Time format from the list.
6. Press Home (/Home/) to exit.
Password protection of the advanced menu

It is recommended to define a password to protect the Advanced menus. Changing the advanced settings may affect the behavior of the system and should be done by the system administrator.

NOTE! When you define, or change a password, make sure you save a copy of the password in a safe place.

How to set the menu password

Go to Settings > Advanced > Set menu password

1. On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123

2. Enter the menu password. The password you enter is hidden; each character is replaced with a star (*).

3. Select Save to save the changes, or Cancel to leave without saving.

4. Press Home (Home) to exit.
Chapter 3

Using the remote control
Using the remote control

The functions keys in the upper part reflect the soft keys on screen.

The middle part is used for handling the audio and video during a call.

The lower part resembles very much the keypad of a cellular phone.

FUNCTION KEYS: Each key reflects a soft key on screen and represents shortcuts and advanced functions.

ARROW UP/DOWN: Press the up ▲ and down ▼ arrow keys to navigate in the menu.

ARROW LEFT: Press the left ◀ arrow key to go back one step in the menu or to move to the left in a text field.

ARROW RIGHT: Press the right ▶ arrow key to expand the selected menu item or to move to the right in a text field.

OK/SELECT: Press the OK/Select key to confirm your choice or selection.

Batteries
Make sure the remote control has working batteries (4 x AAA batteries).

MICROPHONE: Press the Microphone key to mute and unmute the microphone.

VOLUME: Press the + or – on the Volume key to adjust the codec volume.

MUTE: Press the – to mute an incoming call.

PRESENTATION: Press the Presentation key to show/hide a presentation.

ZOOM: Press the + or – on the Zoom key to zoom the camera in and out.

PHONE BOOK: Press the Phone Book key to display the phone book menu.

LAYOUT: Press the Layout key to display the layout menu, then select a view in the menu.

HOME: Press the Home key to go back to the main menu.
Waking up the system
Press any key on the remote control to wake up the system.

Simply picking up the remote control wakes the system; this happens when you touch the rubber line sensors along the sides of the remote control.

CALL KEY
INITIATE CALL: Select a name from the Phone book or enter the name, number or URI and press the Call key to initiate the call.
SHORTCUT TO RECENT CALLS: Use the Call button as a shortcut to Recent Calls when the Call menu is not visible.

CLEAR: Press the Cancel key to clear a text field.

END CALL / STANDBY: Press the End Call key to end a call, or when idle, press and hold the key to go into standby mode.

ALPHANUMERIC KEYPAD
The keypad behaves in a similar way to the keypad of a cellular phone.

0-9, a-z, period (.), @, space, *: Press a key repeatedly to toggle between the options displayed on each key.
abc/123 #: Press the # key to toggle between lower case characters and numbers.

IR sensor range (DIP switch setting)
The IR sensor has a short and long range. When video systems are placed close to each other, you may find it convenient to use the short range to avoid interfering the other video systems.

Open the battery cover and remove the batteries to set the DIP switch.
- Short range (1m): Move the DIP switch down.
- Long range: Move the DIP switch up.
Chapter 4

Using the menu system
About the menus

You will find a complete description of the menus in the User Guide and Advanced Configuration Guides.

The Home, Settings and Advanced menus are explained in the User Guide for your product.

Read about the daily use of your video system in the User Guide for the Profile Series, Codec C Series and Quick Set C20/C20 Plus.

The Advanced configuration menu is explained in the Administrator Guide for your product.

See the Administrator Guide for Profiles using C20 and Quick Set C20/C20 Plus.

See the Administrator Guide for the Profiles using C60 and Codec C60/C40.

See the Administrator Guide for the Profiles using C90 and Codec C90.

The user documentation is found at TANDBERG web site:
Go to: http://www.tandberg.com/docs

The Home menu

The Home menu
- Call: Menu for making calls.
- Presentation: Select a presentation source.
- Camera control: Control the camera settings.
- Settings: Configure the system.

The Settings menu

The Settings menu
- Layout: Select screen layout, including self view.
- Main source: Select the main video source.
- Call settings: Configure the default bit rate and auto answer settings.
- Languages: Select the preferred menu language.
- Date and time: Configure date and time settings.
- Sounds and alerts: Select a ring tone, the ring tone volume and key tone.
- Wallpaper: Select the background picture on screen
- System Information: See an overview of the system configurations
- Advanced: Configure the advanced settings.
- Restart: Select this option to restart the system.

The Advanced menu

- Programmable softbuttons: User defined soft-buttons for selecting main video source, camera presets or speed dial.
- Audio input levels: Lets you see a visual overview of the audio input levels.
- IP settings: Lets you configure the IP settings.
- Advanced configuration: Lets you configure the system settings.
- Set menu password: Lets you change the menu password.
Navigating the menus

Changing settings in the Advanced menu may affect the behavior of your video conference system; refer to your system administrator before altering any of these settings.

The Advanced menu can be password protected. If so, type in the menu password and press OK to proceed or Cancel to go back to the Settings menu.

Use the remote control to navigate the menus:
- Use the arrows down/up to select a menu item
- Use the arrow right to expand the selection
- Use the arrow left to go back one step

How to change a value:
- Select a value from a drop down list and press the OK button to save, or press the left arrow to leave without saving.
- Enter a value/text in a value/text field. Press Save to save the change, or Cancel to leave without saving.

ARROW UP/DOWN: Press the up ▲ and down ▼ arrow keys to navigate in the menu.

ARROW LEFT/RIGHT
- Press the right ► arrow key to expand the selected menu item or to move to the right in a text field.
- Press the left ◄ arrow key to go back one step in the menu or to move to the left in a text field.

OK/SELECT: Press the OK/Select key to confirm your choice or selection.
The search functionality
You can search for names in the phone book and for system settings in the Advanced configuration menu.

- On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123
- Enter the as many characters as needed until the name or setting you are searching for displays in the list. Add or remove characters until you get the desired result.
- Remove all characters to return to the main view.

Search for contacts in the Call menu
Enter the as many characters as needed, until the name you are searching for displays in the list.
Contacts marked with a star is from the My contacts in the Phone book.
The other contacts are from the corporate phone book.

Search for system settings
Enter the as many characters as needed, until the name you are searching for displays in the list.
Setting the menu password
The Advanced menu can be password protected.
When turning on the codec for the first time, the password is not set. If a menu password has been set you will be asked to enter a password to get access to the Advanced menu.
To read more about password protection, go to Password protection in the Appendices section.

Setting a new password
Go to the Set menu password menu and:
1. On the remote control, press the # key to toggle between lower or upper case characters and numbers: abc/ABC/123
2. Enter the password. The password you enter is hidden, and each character is replaced with a star (*).
3. Press Save to save the changes, or Cancel to leave without saving.
4. Press Home (🏠) to exit.

If the Advanced menu is password protected, type in the password and press OK to proceed or Cancel to go back one step in the menu.
Chapter 5

Using the web interface
The web interface
The web interface allows for remote administration of the system.

Open a web browser and enter the IP address of the codec. From this page you have the following menu options:

- System info
- Upgrade software
- Advanced configuration
- Wallpaper
- Call
- Upload certificates
- XML files
- Logs

Password protection of the web interface
The web interface can be password protected. It uses the same user name and password as defined for the codec.

NOTE! If a password is defined but is not working, be aware that after having defined or changed the administrator password, a reboot of the codec is required to activate the administrator password on the web interface.

Interactive menus
Click on the menu items to access the pages. Each web page is described in the following pages.

System information
Gives information about system name, software version, IP address and product type.
Software upgrade
From this page you can do software upgrades and adding release key and option keys.

Software versions
The C series codecs are using the TC software.
NOTE: Contact your system administrator if you have questions about the software version.

Software release notes and upgrade files
TANDBERG recommends reading the software release notes before upgrading the software. The software release notes and upgrade files are available from the TANDBERG ftp site.
Go to: http://ftp.tandberg.com/pub/software/endpoints/tc/

Release key
The release key is required to be able to use any of the released software.
Contact your TANDBERG representative to obtain the release key.

Option key
An option is required to activate any optional functionality, and you may have several option keys in your system. The options available are:
- Natural presenter
- Premium resolution
- Multisite (not valid for Codec C20)
- High definition (only valid for Codec C20)
- Dual display (only valid for Codec C20/C40)
Contact your TANDBERG representative to obtain the option key(s).

How to upgrade the software on the codec
1. Before you can start the upgrade you must download the software upgrade file. The file format: “s52000tc3_0_0.pkg” (each software version has a unique file name)
2. Click Browse.. and select the .PKG file
3. Click the Upgrade button to start the installation.
4. Leave the system for a few minutes to allow the installation process to complete. You can follow the progress on this page. When the upgrade is successfully completed a message will appear.

How to add the release and option keys
Contact your TANDBERG representative to obtain the required key(s). If you will add both a release key and one or more option keys, the valid procedure will be:
1. Enter the release key and press Add. The key format: “1TC001-1-0C22E348” (each system will have a unique key)
2. Enter the option key and press Add. The key format: “1N000-1-AA7A4A09” (each system will have a unique key)
3. If you have more than one option key, add the remaining keys.
4. Reboot the codec.
Advanced configuration

The web interface allows for remote administration of the system.

The Advanced configuration defines the system settings and are structured in a hierarchy, making up a database of system settings.

The system settings are explained in the Advanced configuration guide.

Go to: http://www.tandberg.com/docs

The search functionality

When searching for words such as H323 or SIP, all settings beginning with these words, included all settings below in the hierarchy, will show in the list.

Search: Enter as many characters as needed to get the desired result and click the Search button to initiate the search.

Clear: Click the Clear button to return to the main view.
Custom wallpaper
If you want the company logo or a custom picture to be displayed on screen, you may very well use a custom wallpaper.

File format and picture size
The picture file format for the custom wallpaper is PNG. The maximum size is 1920x1200 pixels.

Upload and activate the wallpaper
The file must be uploaded to the codec, and after having done that you must activate the wallpaper.

Upload the custom wallpaper file
1. Press Browse and locate the wallpaper file (.PNG)
2. Press Upload to save the file to the codec.
3. Refresh the web page to see the wallpaper you just uploaded.

Activate the new wallpaper
1. Move to the Advanced configuration page and enter wallpaper in the search field. From the drop down list, select Custom. The new wallpaper will be displayed on screen.
2. If the new wallpaper does not show on screen, you may have to toggle once between Wallpaper: None and Custom to make the change take effect.
Making calls from the web interface

After you have made all the configurations, from a remote location, it is convenient to be able to make calls from the video system to ensure everything works as expected.

The Call page

Input field: Enter one or more characters in the input field, until the name you want to call appears in the dynamic search list; or, enter the complete name or number.

Dial: Press *Dial* to initiate the call.

Disconnect all: Press *Disconnect all* to end all calls.

Options: Click *Options* to display the **Call rate** drop down list.

The call status page gives information about the:
- Remote number
- Status: Connected
- Direction: Incoming/Outgoing
- Protocol: H323/SIP
- Transmit and receive call rate
- Encryption
- Audio: transmit and receive protocol
- Video: transmit and receive protocol and resolution
- Presentation: transmit and receive protocol and resolution
Uploading certificates

A certificate is a text file which indicates a trusted third party (issuer or CA) verifying the authenticity of the unit.

The Upload certificates page

Uploading the SSL certificate

To install the SSL certificate, you will need:

- HTTPS certificate (.PEM format)
- Private key (.PEM format)
- Passphrase (optional)

Contact your system administrator to obtain the required files.

- Click Browse... and locate the HTTPS certificate file (.PEM format)
- Click Browse... and locate the Private key file (.PEM format)
- Enter the Passphrase (optional).
- Click Upload to upload the certificates to the codec.

Uploading the Trusted CA certificate

To install the SSL certificate, you will need:

- Trusted CA list file (.PEM format)

Contact your system administrator to obtain the required file.

- Click Browse... and locate the file with the Trusted CA list (.PEM format)
- Click Upload to upload the certificate to the codec.
Viewing XML files

The XML files are structured in a hierarchy building up a database of information about the codec.

Configuration
Select Configuration to see an overview of the system settings, which are controlled from the Advanced configuration menu, or from the API (Application Programmer Interface).

Status
The Status information is constantly updated by the system to reflect system and process changes. The status information is normally monitored from the API.

Command
Select Command to see an overview of the commands available to instruct the system to perform an action. The commands are issued from the API.

Directory
The Directory file will be described later.

Valuespace
Select Valuespace to see an overview of the value spaces.

Documentation
The Documentation file will be described later.
Support log files

The log files are intended for support, and can be requested by TANDBERG when you are in contact with our support organization.

The Logs page

- **Logs**
  - Current log files
  - History log files

**The log files**
The log files are TANDBERG specific debug files which may be required by TANDBERG in the need of technical support.

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<td>12.6K</td>
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Chapter 6

About password protection
Setting the codec administrator password
To define the administrator password on the codec:
1. Connect to the codec through the network or the serial data port, using a command line interface (ssh, telnet or scp).
2. Log in to the codec with user name (admin) and no password.
3. Run the following API command and enter a password:
   xCommand SystemUnit AdminPassword Set
   Password: "*****"
4. The password format is a string with 0–255 characters.
5. Reboot the codec.

Password protection of the web interface
The web interface is password protected with the same user name and password as defined for the codec.

NOTE! To activate the administrator password on the web interface, after having defined or changed the administrator password, a reboot of the codec is required. Without a reboot the administrator password will only apply when you log in to the codec.

Log in to the Advanced menu
When a password is set, the password is required to get access to the Advanced menu on screen.

How to deactivate the administrator password
1. Connect to the codec through the network, using a command line interface (ssh, telnet or scp).
2. Login to the codec with the required user name (admin) and password.
3. Run the following API command with a blank password:
   xCommand SystemUnit AdminPassword Set
   Password: ""
4. Reboot the codec.

Setting the menu password
To define a password for the Advanced menus:
1. In the on-screen menu, go to Home > Settings > Advanced > Set menu password.
2. The password is a string with 0–255 characters.
3. Enter the new password in the Set password menu
4. Press Save.

Log in to the Advanced menu
When a password is set, the password is required to get access to the Advanced menu on screen.

How to change the menu password
1. To change the password, go to Home > Settings > Advanced > Set menu password.
2. Enter the new password in the Set password menu
3. Press Save.

How to deactivate the menu password
1. To deactivate the password, go to Home > Settings > Advanced > Set menu password.
2. Leave the input field empty in the Set password menu.
3. Press Save to save the blank password. This will deactivate the menu password.