



Videolinq
VIDEOCONFERENCING



TANDBERG

Movii™

Videolinq

Movi 4.0

Setup and User Guide

IMPORTANT: Information on EXITING Movi

Movi is a corporate centric product developed by Tandberg which does have a cost to TAFE Queensland. Usage of Movi is controlled and secured by allocating Registered Users and their passwords to actual purchased licenses.

Movi by default (the corporate – single building model) presumes that all licenses will be allocated full-time. This is not a productive use of the application for TAFE Queensland.

Even when you close the two Movi windows at the end of your videoconference you are still logged into the system and consuming one of the licenses. Once 150 users are signed in the other 100+ users will not be able to access Movi. This is controlled by the infrastructure and not Videolinq or its service provider. This is the reason for removing the ticks for 'Sign in automatically' and 'Start Movi at Windows logon'.

You must 'Exit' Movi by right clicking on the Movi icon in the system tray (located in the bottom right hand corner near the date and time) and clicking on Exit.

Exiting Movi

You must exit the Movi application completely at the end of your session unless using Movi again straight away:



1. Right click on the Movi icon  in the System Tray in the bottom right hand corner of your screen where the date and time can be found.
2. Select **Exit**. When you exit Movi, you will also be signed out.

INTRODUCTION

Movi is a software application that offers a cost-effective, easy to use video solution allowing people to use their desktop computer or laptop to connect to colleagues and clients in a variety of ways. Staff with Movi can connect to one or more Movi users, or connect to a regular TAFE Queensland videoconference. Because Movi is standards based it is interoperable with Videolinq's existing room based videoconferencing units, network bridging infrastructure, telecommunications formats and network management tools that make up the 90+ site Videolinq network.

Movi users require the software to be downloaded to their desktop or laptop, a camera, microphone and speakers. These items can be combined (e.g. the camera or headset with a built in microphone). A headset with a microphone is recommended where a user is located in a shared office space to minimise ambient noise interference.

Movi converts your desktop or laptop into a business quality video system providing you with the ability to interpret facial expressions, body language and voice intonation, which arguably provides higher levels of personal communication over distance and will assist in accelerating the decision making processes of the organisation.

FUNCTIONALITY

Movi provides personal videoconferencing experience that has similar functionality as a Videolinq videoconferencing room. The Movi application offers document sharing, audio muting, picture-in-picture (selfview) functionality and single 'click' to call initiation using the in built contact list. The application ensures quality video and audio because of its international standards based software, which as stated enables interoperability with all other standards based videoconferencing infrastructure.

Movi functionality and call quality are affected by the user's bandwidth, the quality of the computer peripherals and environmental factors at their location. A quality camera will provide quality video. Additionally, location factors including your environment sound levels, ambient noise, direct sunlight and busy visual backgrounds will affect your videoconference call quality. You need to consider location factors such as background noise, wind noise, glare and avoid the use of a wireless connection rather than a wired connection, as these will contribute to poor user experiences.

Table of Contents

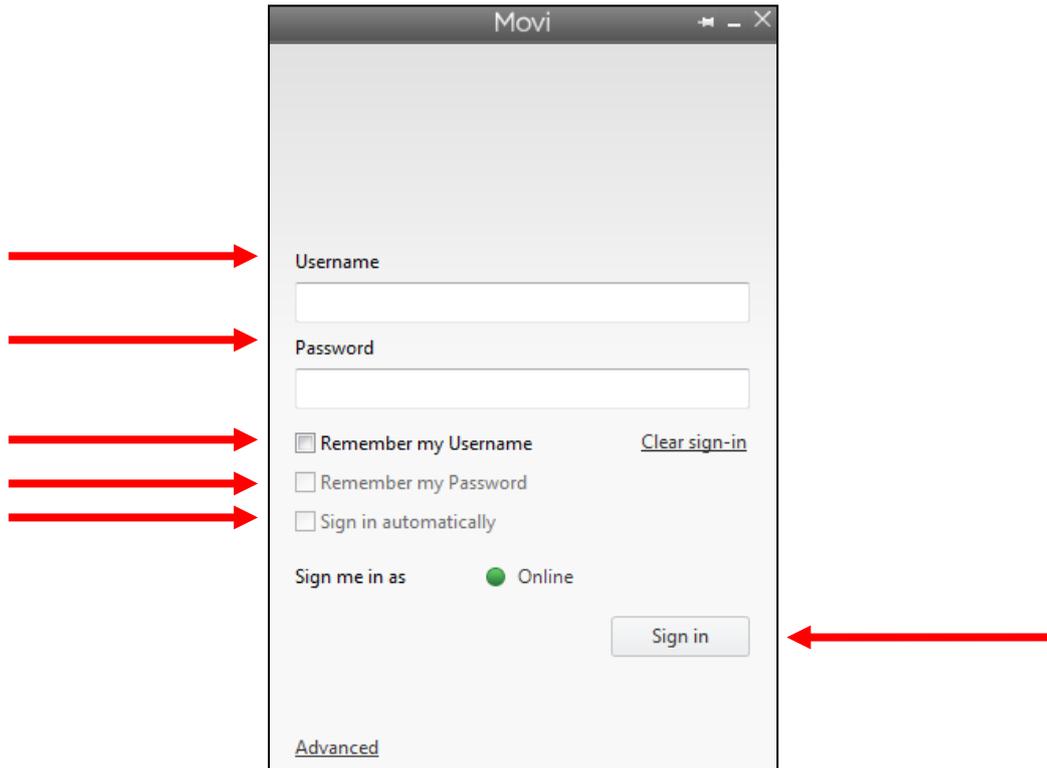
IMPORTANT	2
Exiting Movi	2
Introduction	3
Functionality	3
Movi 4 Setup	5
Movi 4 User Guide	6
Getting Started	6
Closing Movi	6
Calls	7
Contacts	7
The Pop-up Toolbar	8
Presentation Sharing	9
Using the Keypad (DTMF)	9
The Information Bar	9
Movi 4 Adhoc Conference Room User Guide	10
Creating an Adhoc Conference Room	10
Joining an Adhoc Conference Room	11
Exiting Movi	11

Movi 4 Setup

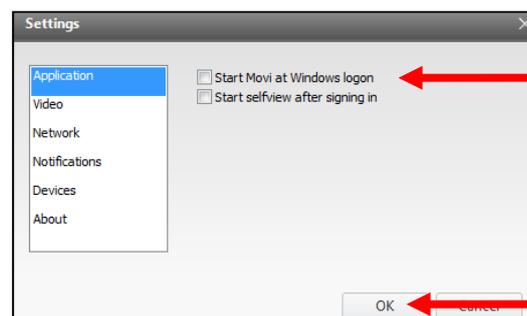
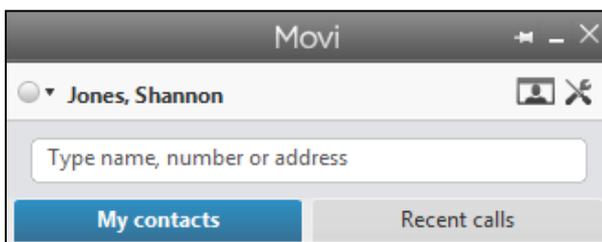
After Movi has been installed open the application from All Programs on your desktop or laptop (it will be listed under the Tandberg folder). The login set up screen shown below will appear.

PLEASE NOTE: Your username and password will be sent to you after installation.

Enter your username and password, and untick the three options listed. Click Sign in.



You are now logged into Movi. Before you make your first call or join a videoconference you need to check your settings. To do this click on the Settings icon. Ensure that there is no tick beside 'Start Movi at Windows logon'. Click OK as your Movi setup is now complete.



IMPORTANT: Please see an explanation on Page 2 of this guide.

Movi 4 User Guide

Getting Started

Pre-requisites

A web camera and a microphone must be connected to your computer for Movi to work correctly.

Settings



Movi comes with predefined settings that should generally work for most users. The Settings icon in the Movi control window brings up the Settings dialog box. Remember to store changes to settings by clicking OK when you are done.

Signing In

You will be supplied with a username and password after installation. During the setup stage your username and password are entered in the sign in form. Movi will automatically remember your username and password unless you de-select Remember my Username and Remember my Password. Once you've entered your details click Sign in or press Enter.

Show Selfview Window



After you have signed in click on the Selfview icon. You will now see the video window with an image of yourself. This is a good time to move and focus the camera so that your image is clear and well framed.

Closing Movi

Closing and Reopening the Control Window

To close Movi click on the **X** in the upper right corner (you will still be able to receive calls). Movi is now placed in your computer's System Tray (in the bottom right hand corner of your screen where the date and time can be found). Your current status (online, away, busy, etc.) will be displayed on top of the Movi icon. To reopen the Movi window, double-click the System Tray icon, or right-click on it and select Open.

See important information on EXITING Movi on page 2 of this guide.

Exiting Movi



You must exit the Movi application completely at the end of your session unless using Movi again straight away. Right-click on the Movi icon in the System Tray and select Exit. When you exit Movi, you will also be signed out.

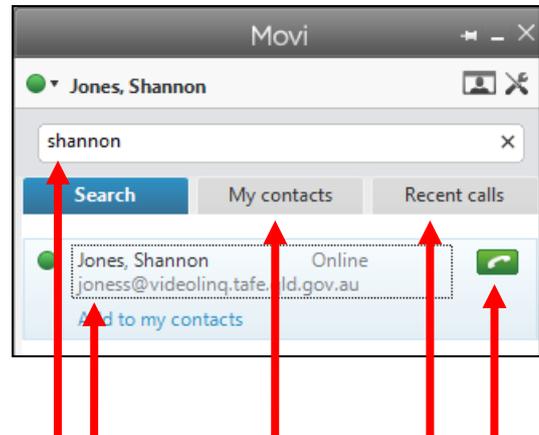
Calls

Making a Call

In the search field, start typing the name of the person to call. Once the person appears in the list double click on their name, press Enter or click the green phone next to their name. The Movi Video window will now appear on screen.

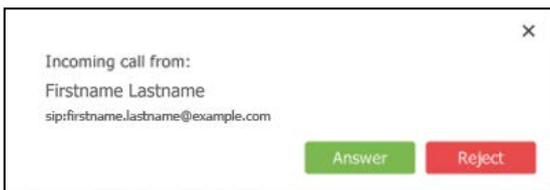
There are two other ways to initiate a new call:

- Click My contacts and select a name from your list
- Click Recent calls and select a name from that list



Receiving a Call

When someone calls you on Movi, this dialog box will appear:



Answer or reject the call by clicking the relevant button, or close the dialog using the X to ignore the call without this being visible to the caller.

Contacts

The **My contacts** list contains endpoints and Movi users whose video addresses you have stored for quick retrieval and reuse.

Adding a Contact

There are different ways of adding a new contact to the My contacts list. The easiest way is to start typing a name in the search field or use the Recent calls list to locate a person or endpoint. Select the person you want to add and click on Add to my contacts. The name and URI will automatically appear. Click Save.

You can also add a Movi video address as a contact directly by clicking on the My contacts tab and selecting Add new contact at the bottom of the window. Enter your new contact's name and URI (e.g. firstname.surname@det.qld.gov.au). Click Save.

Deleting a Contact

To delete a contact click on the My contacts tab. Select the contact you want to delete to make the link Edit contact appear. Click Edit contact. Click Delete contact.

The Pop-up Toolbar

A toolbar with these buttons will appear near the bottom of your video window when you move the mouse pointer over the video window:



Move the mouse pointer away from the toolbar to make it disappear.

Icons and Their Functions:

Icon	Controls	Description	Toggled
	Selfview	See yourself on camera	
	Camera	Turn your camera off / on	
	Microphone	Turn your microphone off / on	
	Speaker volume	Click to mute sound, or drag slider to adjust	
	Full-screen	Use entire screen for video	
	Presentation sharing	Share an application window	
	End call	Hang up	

Selfview and Camera Control



Selfview is the functionality that lets you see your own image. When you click on the Selfview icon during a call you will see yourself in a picture-in-picture (PiP) inside the video window. You can click and drag to move the PiP around the video window or double click the PiP to swap it with the main video image.

Controlling Your Camera



The Camera icon on the video pop-up toolbar toggles your camera on and off. Should you switch off the camera during a call, Movi will continue to show the last video frame as a still image to other call participants. If you switch the camera off before the recipient answers your call, there will be no image of you available. You can still turn the camera on during the call.

Presentation Sharing

How to Share a Presentation

 During a call, you can share one of your application windows, such as a PowerPoint presentation or website. You can share an application window by clicking on the Presentation icon on the video window pop-up toolbar. This will bring up a list of your open application/s windows. Select any of them to start sharing. To stop sharing click on the Presentation icon again then click Stop sharing presentation.

The presentation you are sharing will appear to you as a picture-in-picture (PiP) inside the video window, with other participants seeing it full screen. If you wish to see it full screen double-click on the PiP.

What to Share

Participants will see everything that happens in the shared window as it occurs. This feature has many potential uses. Here are a few examples:

1. Share your word processor and let participants see your meeting notes as you type
2. Share pictures from your computer as a slideshow
3. Draw as you go, share an image editor or other visualization tool
4. Share your web browser, e-mail inbox, calendar etc.

You cannot share the Movi windows themselves or your desktop.

Using the Keypad (DTMF)



The Keypad icon is located in the top right hand corner of the video window and opens up the keypad. You can then enter numbers using the mouse. Dual-tone multi-frequency (DTMF) signalling is typically used for telephone calls in the voice-frequency band. A tone is sent representing each number pressed on the keypad. The tone-based keypad in Movi has several uses, however it will mainly be used to create or join Ad-hoc multi-point conferences.

Please see Creating and Joining a Movi 4 Adhoc Conference Room on the following pages for keypad usage.

The Information Bar

An information bar will appear when you are in a call. The information includes the duration of the conference, the address of the recipient of the call, and a padlock icon indicating the call's encryption status. If there is a red line through the padlock it indicates that the call isn't encrypted.

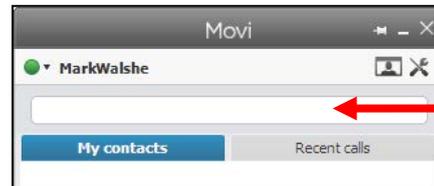
Icon	Controls	Description
	Movi window position	Click once to lock the current window on top of all others (pin will change to a vertical position). Click again to unlock (pin will return to horizontal position).
	Conference information	Provides technical information about your conference.
	Settings button	This should only be used if instructed to do so by Videolinq or Telstra iVision. Changes to settings may cause problems to your Movi application and therefore have an impact on your usage.

Movi 4 – Adhoc Conference Room User Guide

Creating an Adhoc Conference Room

Creating an Adhoc Conference Room is a simple process. An Adhoc Room can accommodate many Movi participants in a multi-point videoconference just like the room based systems in the Videolinq network. As the person creating an Adhoc room you will need to decide on a conference number and PIN of your choice. Each of these numbers only needs to be four digits and both should be given to your participants prior to the start of the meeting.

To set up an Adhoc Conference Room log in to Movi and type 0730012000 into the Search box. Press Enter.



Once you've been dialled in you will see the screen to the left, and hear a voice-over that will talk you through how to create or join an Adhoc Conference Room. Click on the keypad icon in the top right of the video window to activate the keypad (see image below left).



To create a room click on the star (*) key, enter a four digit number of your choice using the keypad on the screen, and click on the hash key (#). Please note that the voice over will say to click on the Pound key. This is another term for the Hash key. You will then be prompted to enter a PIN. This is not required, however it is recommended. To enter a PIN enter a four digit number and click on the hash key (#).

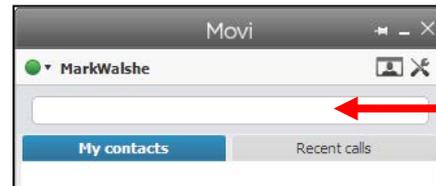
You will now be in the Adhoc Conference Room awaiting others to join. Don't forget to actively use your mute button. When your meeting is finished hang up using the red phone icon. When the last person leaves the Adhoc Room it will no longer exist.

Joining an Adhoc Conference Room

Joining an Adhoc Conference Room is a simple process. An Adhoc Room can accommodate many participants in a multi-point videoconference just like the room based systems in the Videolinq network. All an invited participant needs is the meeting room number and the PIN.

An Adhoc Room is used when more than two people would like to videoconference with each other. The Adhoc Room will allow multipoint videoconferences to occur simultaneously, with a combined participant total of 40 individual Movi users. If there are only two Movi users then the direct dialling option is much simpler.

To join an Adhoc Conference Room log in to Movi and type 0730012000 into the Search box. Press Enter.



Once you've been dialled in you will see the screen to the left, and hear a voice-over that will talk you through how to create or join an Adhoc Conference Room. Click on the keypad icon in the top right of the video window to activate the keypad (see image below left).



To join a room enter the four digit conference number given to you by the meeting requestor. Click on the hash key (#). Please note that the voice over will say to click on the Pound key. This is another term for the Hash key. You may then be prompted to enter a PIN if one has been supplied. To enter a PIN enter a four digit number and click on the hash key (#).

You will now be in the Adhoc Conference Room. The creator of the conference will already be in Adhoc Room. Don't forget to actively use your mute button. When your meeting is finished hang up using the red phone icon. When the last person leaves the Adhoc Room it will no longer exist.

Exiting Movi

You must exit the Movi application completely at the end of your session unless using Movi again straight away:



1. Right click on the Movi icon in the System Tray in the bottom right hand corner of your screen where the date and time can be found.
2. Select **Exit**. When you exit Movi, you will also be signed out.