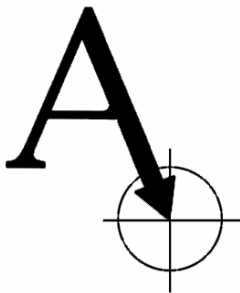


All Points Training with Tandberg MXP Platform

Tandberg Training Highlights:

- Hands-on training allows for practice on discussion topics
- Class is customized to client level of experience
- Technical product information as well as Troubleshooting and Tips/Techniques covered
- Process documentation provided for quick reference



1207 Muriel Street
Pittsburgh, PA 15203
(412) 316-6000
aptraining@rodata.com

ARE YOUR MEETINGS DULL OR DYNAMIC?

Competent use of technology's tools can change meetings from dull to DYNAMIC!

D

Data collaboration is possible with some videoconference equipment. Do you know if your equipment has that capability? Would you like to be able to have multiple locations write on the same document during a meeting? Would you like to know more?

Y

Your presentations will be more dynamic if whiteboard tools are used to illustrate, annotate, and edit information. A variety of products offer a variety of options. We can show you how to use the 3M Wall Display, mimio, or SMART Board and SMART Notebook to take advantage of the options created within each of these products.

N

Need to train a small group of end users or a select group of in-house trainers? Many of our programs are developed in either "End User" or "Train the Trainer" formats.

A

Auxiliary sources of information are available for use with your videoconference system. Have you used an auxiliary camera, document camera, PC, snapshot, streamed video, VCR/DVD, or data collaboration during your meetings?

M

MediaSite Live allows you to make your meetings available via the internet in either a live interactive format or a captured archived session.

I

Integrated meeting rooms present a variety of options. Do you and your staff understand what technology tools are available and how to use them?

C

Camera positioning and presets can greatly enhance the tone of your meeting. What should you do with the camera before the meeting and during the meeting? Who controls the camera during the meeting and how can you make that control easier?

We can help you make the technology disappear leaving you with involved participants and an enhanced message. For more ideas and information, please call us at 412-316-6000.

What Our Training Offers

We offer training programs for a variety of technology products.

All of the equipment training programs provide:

- hands-on training, geared to the client's level of expertise
- process documentation, provided as a reference tool
- client customization, reflecting existing setup and equipment

Benefits achieved through effective training include:

- increased use of equipment
- improved presentations and videoconference meetings
- reduced IT support

Call us to discuss:

- improving your return on investment (ROI)
- expanding information beyond the IT department
- assuring competence in using your equipment

Tandberg MXP Training Summary

This training is a hands-on program designed for up to five participants. Training is delivered via video with an experienced trainer acting as the far end.



Prerequisites: Equipment connected and operational
ISDN or IP (Class C) connection operational

Delivery: Via video conference, handout provided via email prior to training or onsite available

Cost: Starting at: \$495.00 for up to 5 participants

Time: 2 hours

Training Agenda:

Technology

- compressed video concept and processing speeds
- ISDN and IP

Equipment

- review of videoconference equipment, microphone, and keypad/touchpad
- review of optional equipment: document camera, auxiliary camera, VCR/DVD, and PC

Placing Video Calls

- information needed to place or accept a video call
- point to point calls: manual, directory dial, and speed dial procedures.... all participants practice placing calls to the far end at various speeds
- participation in a multipoint call ... initiating a multipoint call if applicable
- video address book entries and dialing process
- how to bring an audio call into a videoconference

Camera Control

- near end and far end: manual control, setting and accessing presets, and auto tracking
- snapshot feature

Additional Input During a Videoconference

- access and display of optional equipment input sources

Video Etiquette and Troubleshooting

- camera, microphone, and setup
- review of common problems and RoData service contact information

Ending a Videoconference

- use of mute while disconnecting
- equipment: turn off vs. power saving mode
- concepts covered during training that can be practiced without being in a video call