## Movi for XP:

## A step by step setup for remote users using the software MOVI.

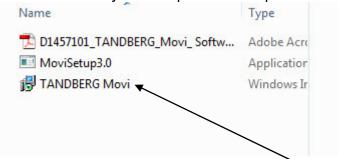
- 1. You can download the program and installation instructions from the following location:
  - http://ilocker.bsu.edu/users/lcannon/world shared/Movi3.zip inside the location you will find the install instructions and a word document titled "Learning a step by step setup for remote users, and Movi" guide. A web cam will be necessary to test the program during setup procedures.
- 2. An account has been setup for you, if you have any questions please feel free to call 765-281-9004 or 765-729-0744.
- 3. Your account will be set up prior to download, and sent to you via email.

Username: first initial, last name Password: first initial, last name

## Download an Installation:

1. Click on the download link to begin the process of loading Movi. http://ilocker.bsu.edu/users/lcannon/world\_shared/Movi3.zip

2. Save the file to your computer desktop.



- 3. Left click on the file to extract all
- 4. Open the Movi folder and double click on Tandberg Movi.
- 5. This will begin loading Movi to your computer system.
- 6. The first screen that will appear please click next.



7. Next accept the agreement and click next.



8. This step will allow to set destination folder Movi will select program files.



9. Please select install by clicking on it. This will start the install process.



10. At this point the program has been saved and you must click finish.

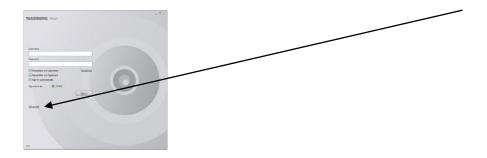


11. First Movi 3 Launch, click on the Movi Icon.



12. Enter username and password provided by VNIC staff.

13. Next click the advanced tab, located on the lower left third of the screen.



14. On the advanced page you will be doing several things:



- 15. Internal VCS please type in: control.bsu.edu
- 16. External VCS please type in: interstate.bsu.edu
- 17. Domain please type in: bsu.edu
- 18. Transport click on the drop down arrow and select: Auto, or TCP (TCP does not encrypt the video conference.)
- 19. Click ok

## Making call with Movi 3

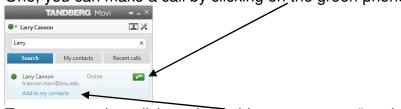
- 1. Movi is a SIP only endpoint.
- To make a call you must put in the full qualified domain name of the endpoint you
  wish to connect to. For Example: <a href="mailto:lcannon.movi@bsu.edu">lcannon.movi@bsu.edu</a> (this is not an email
  address)
- 3. Another method of connecting is by calling the video conference endpoint, which is not a phone number, but looks like one. This is an E-164 dialing method so to contact Mr. Cannon at his desk you would dial: 7652850074. (Remember when typing in the numbers you do not use a 9 for an outside line or a 1 for long distance dialing, this is merely a number that mimics the SIP dialing scheme.)



4. Movi will auto populate the phonebook of other Movi users at Ball State University. Users are able to just type a name of a Movi user such as: Larry Cannon and it will display his movi address.

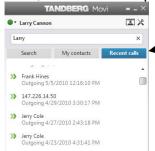


5. As the name appears you have two options:
One, you can make a call by clicking on the green phone.



Two, you can just click on the "add to my contacts" and the name will be save for future use.

6. After initial setup and making a few calls to other endpoints you can go to recent calls, click on the tap and connect to previous locations easily.



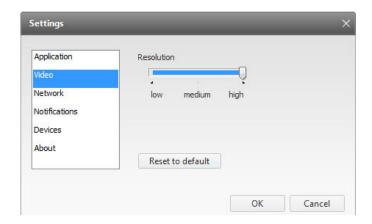
7. Movi has the following Options and Setting that can be changed. For further information we suggest you contact Larry Cannon and he will provide you a brief tour of these options.

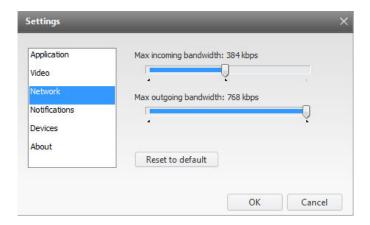


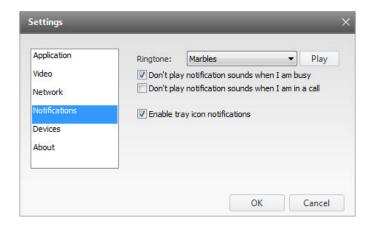
- 1. Allows the sender to see their own image
- 2. Allows the user to turn on, or off their own camera.
- 3. Is the audio microphone muting option.
- 4. Volume control to hear the distant location this does not change your microphone level.
- 5. Will allow the sender to take the image of the distant location full screen.
- 6. Allows the sender to pick a program such as power-point to share viewing with the distant location.
- 7. Is a dial pad
- 8. When depressed will end the call to the distant location.

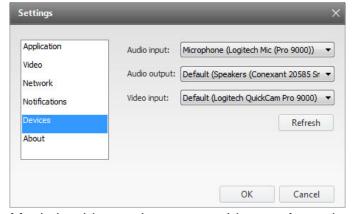
8. Movi video conferencing settings please click on tools:











Movi should auto detect your video conferencing camera and built in microphone, if not go to the following:

- Audio input: click the drop down arrow and select your brand of video camera audio as in the example above.
- Audio output: Will be your computers sound system application.
- Video input: click the drop down arrow and select your brand of video camera as in the example above.

If problems occur during your Movi install and activation you can contact the VNIC and we can assist you further by two methods:

- By talking you through the entire Movi process.
- Using Go to Assist, this program will allow the VNIC staff person to log into your computer. It is a simple process and the assistant can explain each of the steps via the phone as they are setting up your Movi account. If at any time you do not feel comfortable with a VNIC staff member logged in to your computer you can stop the session by depressing the space bar on your computer. Go to Assist does reduce the time necessary in setting up the Movi account by phone.