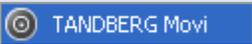
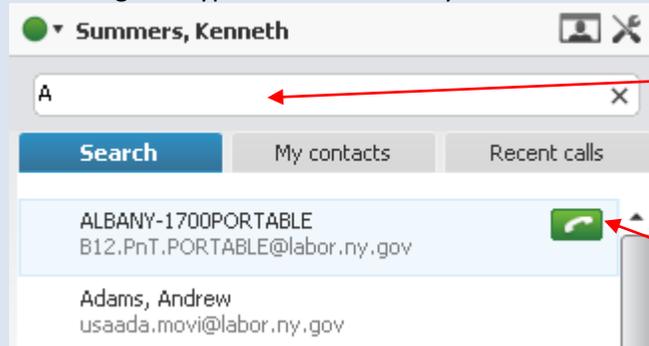


MOVI Quick Reference Guide

For Department of Labor

Getting Started

1. To open MOVI click  under Programs goto  TANDBERG Movi 
2. At the Logon screen use your RACF as the Username and your RACF123 as the password then click 
3. To dial begin to type into the directory bar



This is the directory bar.

Begin typing to search the MOVI directory, use the last name or type DOL to see the conference room units

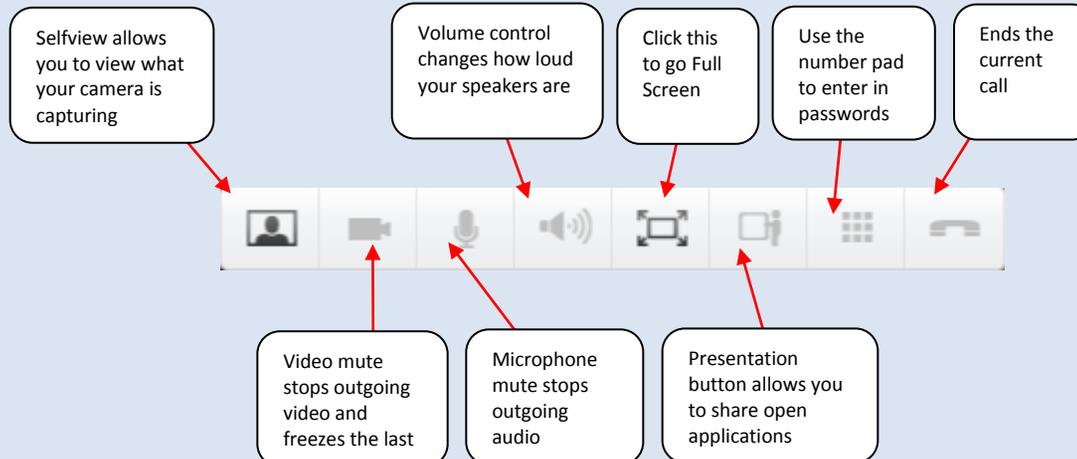
Allow up to 20 seconds the first time you search

To enter a conference, use the conference code and press the enter key here

When you see the contact you want to call left click on the green phone button to call

During a Call

During a call, if you hover the mouse in the video window you will see this menu bar on the bottom



Selfview allows you to view what your camera is capturing

Volume control changes how loud your speakers are

Click this to go Full Screen

Use the number pad to enter in passwords

Ends the current call

Video mute stops outgoing video and freezes the last

Microphone mute stops outgoing audio

Presentation button allows you to share open applications

Useful Information

MOVI is most often used for one-to-one communication but it also can be used for in multi-location conferences

- To have a multi-location conference an A-Info ticket needs to be put into the Service Center
- You will receive a conference code in return (a five digit numerical code) this is entered into the directory bar in MOVI
- More information is available in the full manual [here](#)

