



# Desktop Videoconferencing Software Installation Instructions for Windows and Mac PCs

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**Summary:** This document provides step-by-step instructions on how to install desktop videoconferencing software (Tandberg Movi) on a user's Windows and Mac PC.

Version	Date	Author(s)	Description of Change
0.1	December 20, 2010	Ken Wong	Created
0.2	December 21, 2010	Ken Wong	Updated document, implemented feedback.
1.0	January 12, 2011	Ken Wong	Updated document

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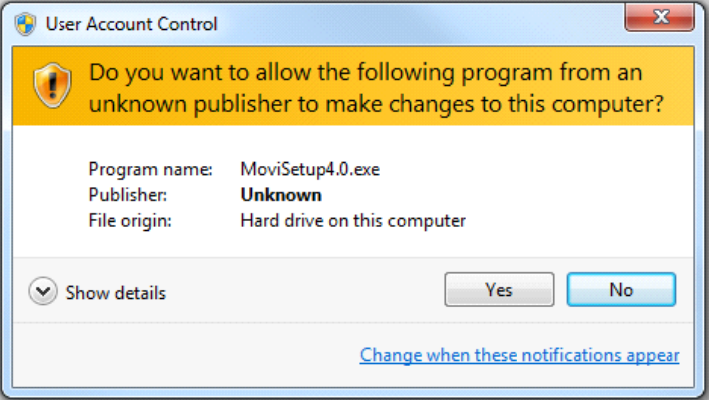
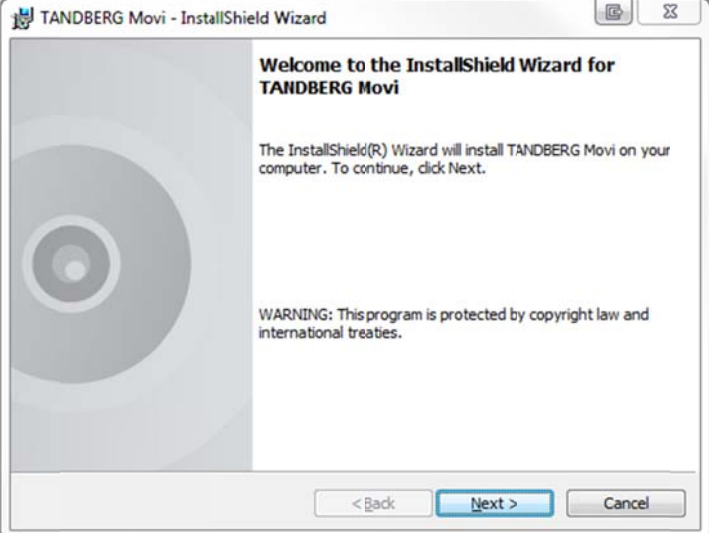
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## Windows Installation Instructions

The MedIT Service Desk has emailed your Tandberg Movi username and password when your account was approved. If you do not remember your username and password or are experiencing difficulty with the installation process, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca).

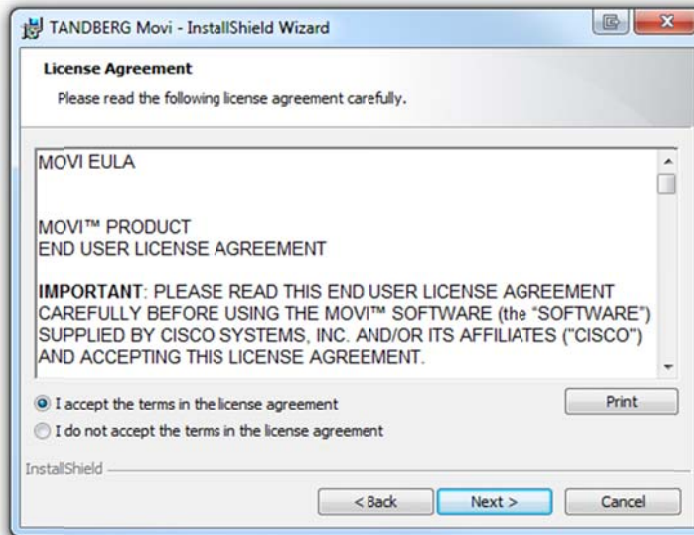
Please refer to your desktop videoconferencing approval email for instructions to download the desktop videoconferencing software.

If you experience challenges downloading the desktop videoconferencing software, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca) for assistance.

<p><b>Step 1:</b></p> <p>Double-click on the "MoviSetup4.0.exe" icon to begin the installation process.</p>	
<p><b>Step 2:</b></p> <p>When prompted "Do you want to allow the following program to make changes to this computer?", press the "Yes" button to continue.</p> <p><i>Note: You will need to have administrator rights to install the desktop videoconferencing software. Please contact your IT department if you require assistance.</i></p>	 <p>The image shows a Windows User Account Control dialog box. The title bar reads "User Account Control". The main text asks: "Do you want to allow the following program from an unknown publisher to make changes to this computer?". Below this, it lists: "Program name: MoviSetup4.0.exe", "Publisher: Unknown", and "File origin: Hard drive on this computer". At the bottom, there are "Yes" and "No" buttons, a "Show details" link, and a "Change when these notifications appear" link.</p>
<p><b>Step 3:</b></p> <p>Press the "Next" button to continue.</p>	 <p>The image shows the "TANDBERG Movi - InstallShield Wizard" window. The title bar reads "TANDBERG Movi - InstallShield Wizard". The main text says: "Welcome to the InstallShield Wizard for TANDBERG Movi". Below that, it says: "The InstallShield(R) Wizard will install TANDBERG Movi on your computer. To continue, click Next." At the bottom, there are "&lt; Back", "Next &gt;", and "Cancel" buttons. A warning message at the bottom reads: "WARNING: This program is protected by copyright law and international treaties."</p>

### Step 4:

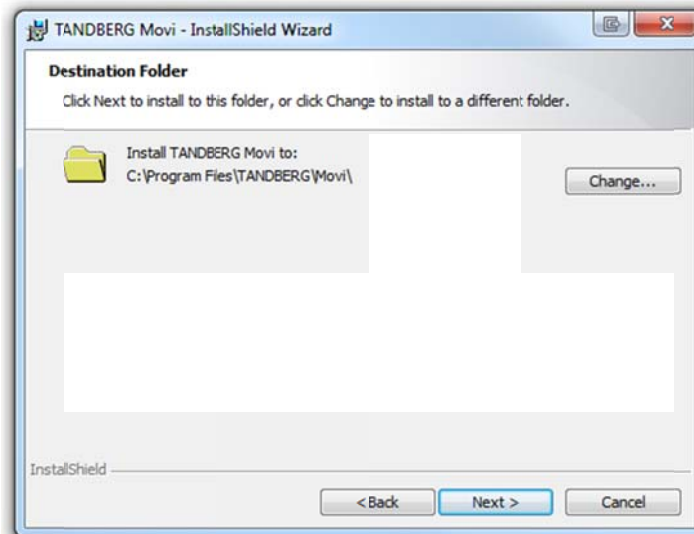
Review the license agreement, click on “I accept the terms in the licence agreement” and then click the “Next” button to continue.



### Step 5:

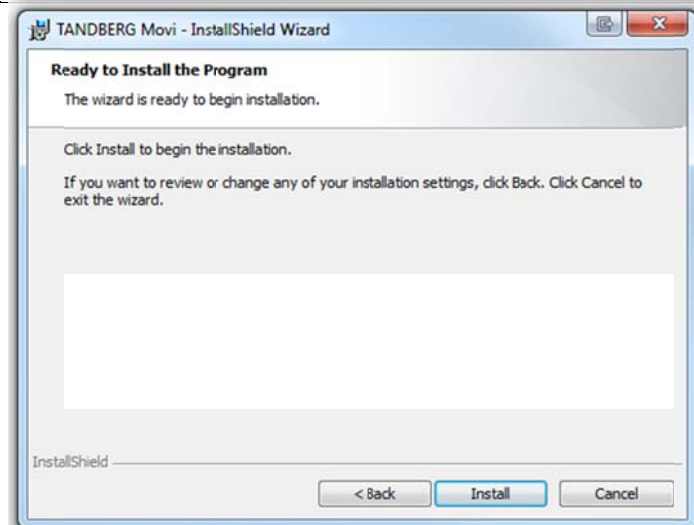
The default destination is your hard drive's Program Files folder. If this is acceptable, press the “Next” button to continue.

*Note: You may change the install destination folder by clicking the “Change” button. This is optional.*



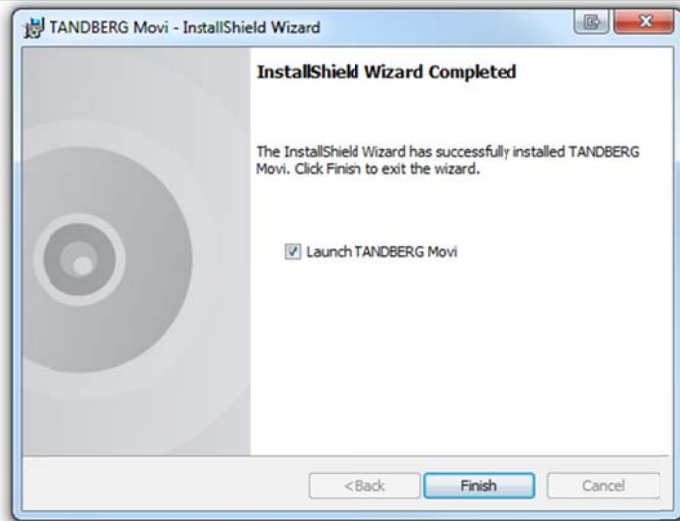
### Step 6:

Press the “Install” button to continue.



### Step 7:

Press the “Finish” button to complete the installation process.

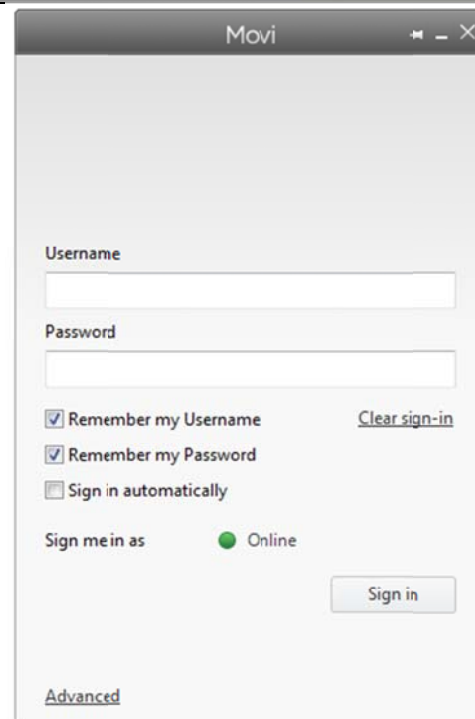


### Step 8:

To sign into Tandberg Movi, enter your username and password in the spaces provided and press the “Sign in” button.

*Note: Leave the “Sign in automatically” option unchecked in order to prevent your computer from signing into your Movi account when you start your computer. Doing so will save valuable system resources.*

The MedIT Service Desk has emailed your Tandberg Movi username and password when your account was approved. If you do not remember your username and password or are experiencing difficulty with the installation process, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca).



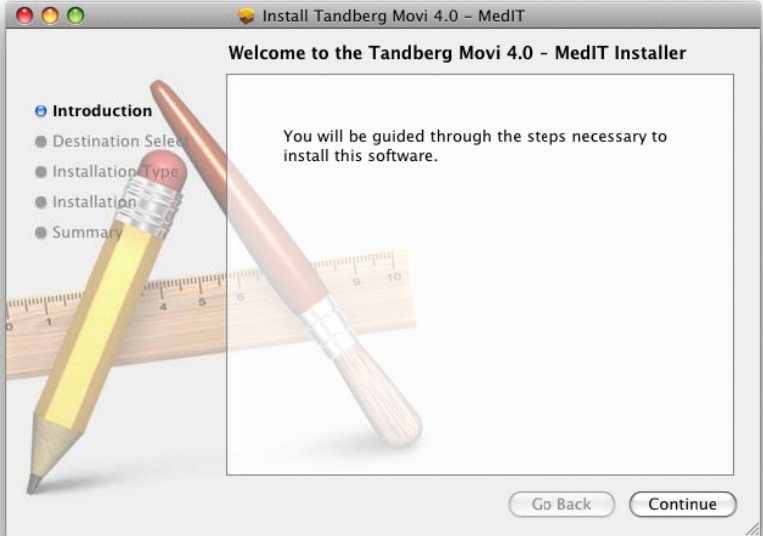


## Mac Installation Instructions

The MedIT Service Desk has emailed your Tandberg Movi username and password when your account was approved. If you do not remember your username and password or are experiencing difficulty with the installation process, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca).

Please refer to your desktop videoconferencing approval email for instructions to download the desktop videoconferencing software.

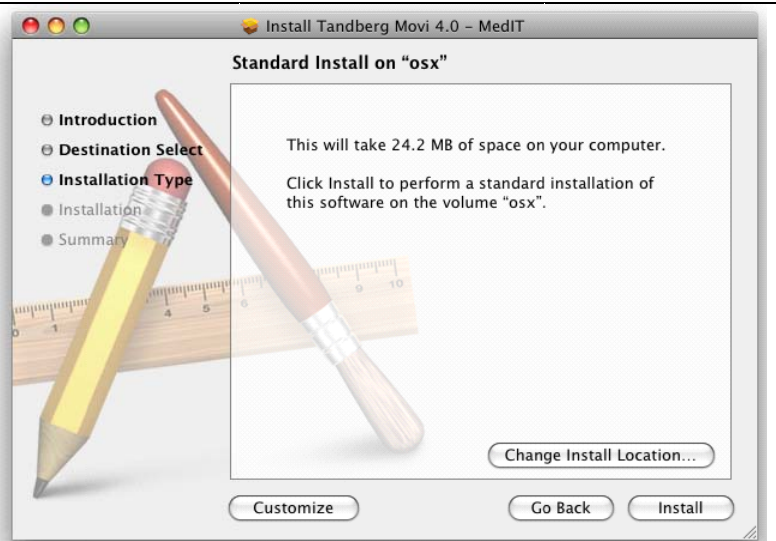
If you experience challenges downloading the desktop videoconferencing software, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca) for assistance.

<p><b>Step 1:</b></p> <p>Double-click on the “Movi4.0.Inst.zip” icon to unzip the installer file.</p>	
<p><b>Step 2:</b></p> <p>Double-click on the “Tandberg Movi 4.0 – MedIT Installer” icon to begin the installation process.</p>	
<p><b>Step 3:</b></p> <p>Press the “Continue” button to continue.</p>	

### Step 4:

Press the “Install” button to continue with installing in the default install location.

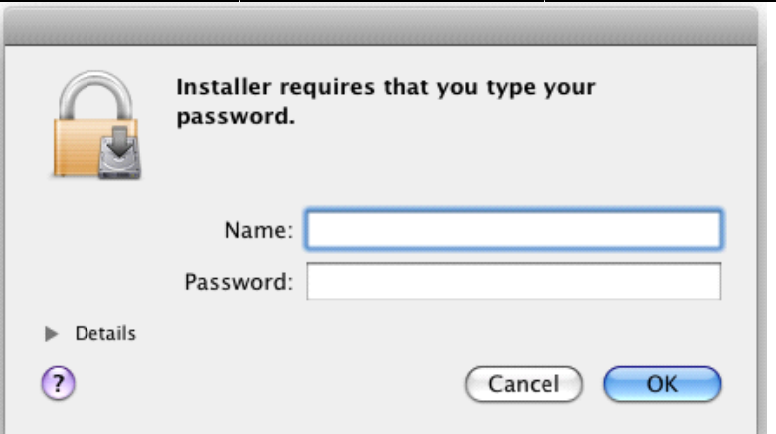
*Note: You may change the default install location by clicking the “Change Install Location” button. This is optional.*



### Step 5:

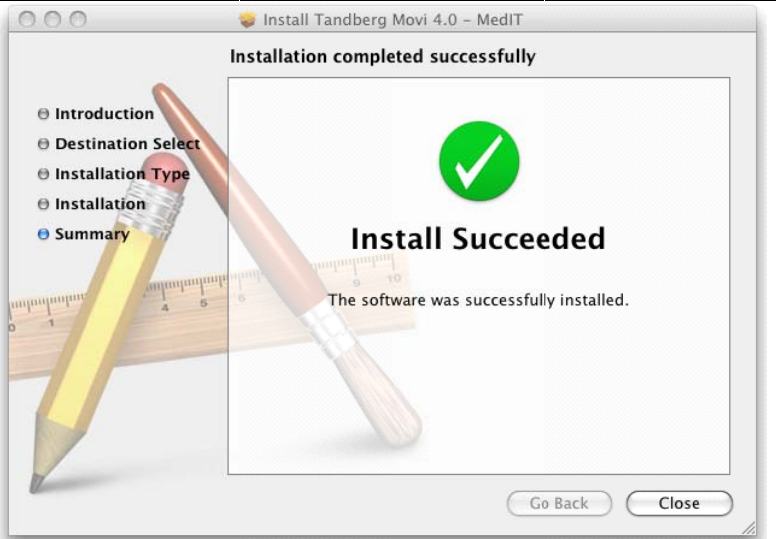
Enter your computer’s name and password when prompted and press the “OK” button to continue.

*Note: You will need to have administrator rights to install the desktop videoconferencing software. Please contact your IT department if you require assistance.*



### Step 6:

The software was successfully installed. Press the “Close” button to complete.



### Step 7:

Navigate to your Applications folder and double-click on the “Movi” icon to start the desktop videoconferencing software.



### Step 8:

To sign into Tandberg Movi, enter your username and password in the spaces provided and press the “Sign in” button.

The MedIT Service Desk has emailed your Tandberg Movi username and password when your account was approved. If you do not remember your username and password or are experiencing difficulty with the installation process, please contact the MedIT Service Desk at 1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca).

