Setting Up this Device

Connect the cables as detailed in the diagram overleaf, then follow the steps below to complete the setup of the Avaya Scopia XT4300. For details on how to use the system after setup, see the User Guide for Avaya Scopia XT4300 or the Quick Start Guide for Avaya Scopia XT4300.

⚠️ **CAUTION:** Make sure all units are switched off whenever connecting or disconnecting devices.

AVAYA

Engage **The Power of We™**

Avaya Scopia® XT4300
Quick Setup Guide

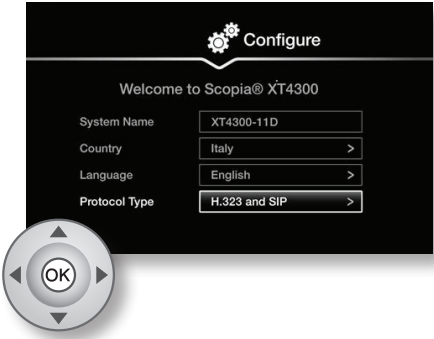### Step 1. System Installation and Activation

1. Connect all cables to the Avaya Scopia XT4000 series Codec Unit (see overleaf). Power supply must be connected after all other connections have been established.
2. Turn on the TV monitors. Monitor on HDMI1 is mandatory,monitor on HDMI2 is optional and must be enabled with a proper license.
3. Make sure the remote control has batteries installed.
4. Verify that the LED on the front panel of the Codec Unit is turned on.
5. If the codec unit does not turn on automatically, press the ⊙ button on the remote control.
6. The graphical menu appears on the monitors.

Step 2. Product Licensing

1. Retrieve your LAC (License Authentication Code) by Email
2. Access Product Licensing Delivery System (PLDS): **https://plds.avaya.com**
3. Fill in LAC and get the list of all related Entitlements
4. Provide the information on XT required on PLDS
5. The web form returns a license key that will enable the entitlements on your XT endpoint.
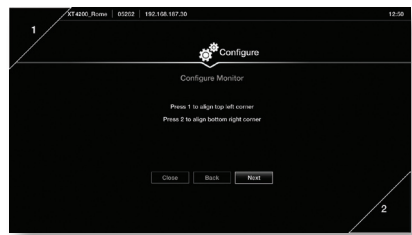
Step 3. Country and Language of Interface

1. The System Name field displays the name of this Codec Unit as displayed in a videoconference, for example:
   • **Hong Kong**, or
   • **9th Floor** Conf Rm
2. Use the remote control keypad to type the name. Press **OK** to toggle letters or numbers and lower/upper case.
3. Select the **Country** and preferred **Language.**
4. Select the desired protocol type for registration: only H.323, only SIP or both H.323 and SIP
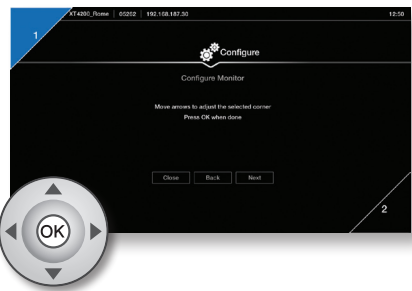5. Then select **Next**

Step 4. Graphics and Image Setup

If all the sides of the triangles 1 and 2 are visible on your monitor, select **next**.
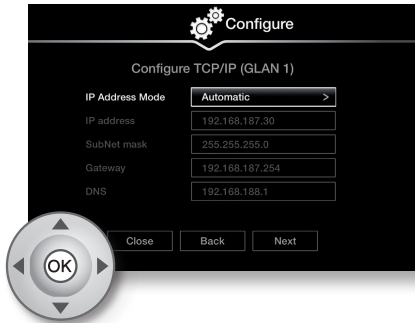
1. Otherwise, press **1** to adjust the position of the top left corner.
2. Use the arrow keys to move the selected triangle until it is fully visible on your monitor.
   Press **OK** when done.
3. Press **2** to adjust the position of the bottom right corner.
4. Repeat the procedure using the arrows.
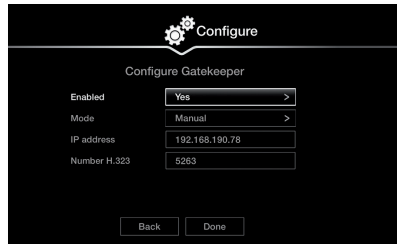5. Press **OK** and **Next** when done.

Step 5. Network Settings

1. Enter your network settings. For questions about this information, consult your system administrator.
2. Then select **Next**.

Step 6. Gatekeeper Settings

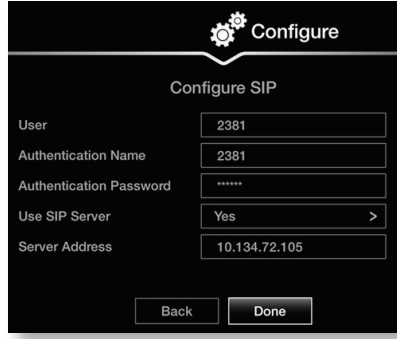If H.323 is a selected protocol for registration, enter the Gatekeeper settings
1. Enter your **Gatekeeper** settings and your E.164 number. For questions about this information, consult your system administrator.
2. Then select **Done**.
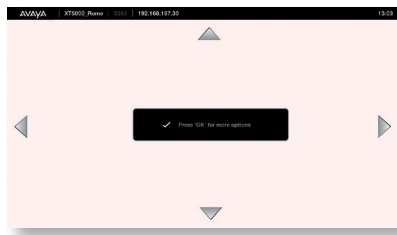
Step 7. SIP Server settings

If SIP is a selected protocol for registration, enter the SIP Server settings
1. Enter your SIP Server settings and your SIP User, SIP Name, and SIP Password (login code). For questions about this information, consult your system administrator.
2. Then select **Done**.

Step 8. Moving the Camera

1. On the general screen, navigate to **Control Camera** using the arrow keys and press **OK**.
2. Use the arrow keys to move the camera to the preferred position.
3. Press **Back** when done.

The Avaya Scopia XT4300 offers outstanding value and cost-effective HD video collaboration specifically designed for the needs of smaller and mid-sized conference rooms as well as customers who don't require all the high-end features offered in the Avaya Scopia XT5000. The system is nonetheless incredibly powerful with many features that can be costly upgrades in other vendor offerings.

Package Content:

• Avaya Scopia XT4000 series Codec Unit
• Avaya Scopia XT Flex Camera for XT4300
• Avaya Scopia XT 1-way Microphone POD
• Avaya Scopia XT Remote Control Unit
• First camera cable: 2.5m triple camera cable, including power, VISCA and DVI-D/HDMI
• DVI-I to VGA converter
• Cable LAN 4mt
• Cable HDMI M/M, 2.5M
• Power Supply and power cable
• 1-way Microphone POD cable
• Remote Control Batteries

Avaya Scopia XT4300

Quick Hardware Setup

Package Content:

1 Codec Unit

2 Avaya Scopia XT Flex Camera for XT4300

3 1-way Microphone POD

4 Remote Control Unit and Batteries

5 First camera cable

6 HDMI Cable

7 1-way Microphone POD cable

8 Ethernet Cable for LAN, 4m

9 Power Supply and Power Cable

10 DVI-I to VGA converter for PCs with VGA output only

Avaya Optional – Not Included Accessories

11 Audio Cable. Both sockets on the unit are dual purpose. They accept either an analog 3.5mm MiniJack cable or an optical Toslink cable with a Toslink mini-plug adapter. Optical digital audio format is S/PDIF. 1-way microphon POD is connected to the analog/optical input. Analog/optical output can be used for connection to analog or digital media device

12 Optional microphone POD

13 DVI to DVI Cable

Non-Avaya

14 HDMI Cable for second monitor

15 Ethernet Cable for LAN2. Second LAN is optional, and a license key is needed to unlock it.

16 VGA cable

> **CAUTION:** Make sure all units are switched off whenever connecting or disconnecting devices.

Scopia XT Flex Camera

Digital or Analog Media Device

Remote Control Batteries

Avaya Scopia XT4000 series Codec Unit

12V === 5A   Analog/Optical Audio   2   1   2   1