Videoconferencing Quick Guide

Directory: Scroll down list of video conference rooms.

Returns you to the previously viewed page

System Menu

Start presentation

Mute

Camera control: Press, then use arrows to adjust camera position

Determine view

Use number keys if dialing manually

Press twice to select laptop input (for presentation)

Video Conference

1. Turn on the LCD display by pressing the red button in top left hand corner on the SHARP remote. If display does not appear, press the input button until Input 5 is selected
2. The home page should appear on the display
3. If the camera position is not where you want it, adjust by pressing Near/Far Camera and then the arrow keys
4. You can make a call by either manually entering the IP address and then pressing the call button (top left on LifeSize remote), or press the yellow Directory button and use the arrow keys to select the IP you want to call (campus numbers are already programmed in)
5. To accept a call, you must press the video button on the table telephone

Video Conference with Presentation

1. Plug in laptop to "Table Ethernet" cable and "Laptop" cable
2. Follow steps above
3. Click the green button on the LifeSize remote, which corresponds to the green "DV1-1 input" button on the bottom of the LCD display
4. It will say “Starting Presentation”. Don’t press OK.
5. Your PC screen should come up on the display
6. Press button on LifeSize remote (to left of Input) to adjust view

Teleconference Only

1. To initiate a call, simply begin dialing
2. Press Voice Button on the phone to connect.
3. To accept a call, you must press the Voice button

Presentation Only

1. Plug in laptop to "Table Ethernet" cable and "Laptop" cable
2. Turn on the LCD display by pressing the red button in top left hand corner on the SHARP remote
3. Click the green button on the LifeSize remote, which corresponds to the green "DV1-1 input" button on the bottom of the LCD display
4. It will say “Starting Presentation”. Don’t press OK.
5. Your PC screen should come up on the display
6. If that doesn't work, press the Input button on the LifeSize remote twice and select PC

Projector lamps are expensive. Please turn off projector when finished.