To Turn on the Monitors:
1. Locate the **Samsung LCD Monitors Remote** on the black media stand under the LCD monitors. Point this at each monitor and press **ON** button; you will hear the monitor “click” on. It will take a moment for the monitors to power on.
2. From the list to the right, select what Application you will be using.
3. Using the **LCD Monitor Remote**, press the **Info** button. This will display the currently selected source in the upper right hand portion of the monitor. To switch to a different source, press the **Source** button repeatedly until the correct **Source** for your **Application** is shown.

### Application | Source
--- | ---
VIDEO CONFERENCE | COMPONENT
COMPUTER / DVD |................. PC

Volume Control
1. System volume is controlled by the **Samsung LCD Monitors Remote’s VOL +/- button**.
2. During a Video conference you may adjust the volume of the remote site, by pressing the **volume up/down button** on either the **Lifesize Video Conferencing Remote** or the **Lifesize Conference Microphone** in the center of the table. NOTE: If you are not getting volume from remote site, ask them to check their mute status.

To Present the PC Locally
1. Follow instructions in **To Turn on the Monitors** for switching the monitors to **PC**.
2. Power on the **PC** located in the cabinet of the black media cart.
3. Both Monitors should display the **PC**, login via instructions **To Login a Workstation** (below).
   
   **NOTE:** To connect a laptop, locate the Laptop VGA Cable and plug into the VGA connector on the laptop.

To Present a DVD
1. Follow instructions in **To Present the PC Locally**.
2. Load your DVD media into the **PC DVD-ROM**.
3. Play the DVD by opening **Windows Media Player**.

To Login to a Workstation:

This workstation has been upgraded to **Windows 7** and **Office 2010** as part of Loyola’s Microsoft Migration Project. Upgrades to all campus lab computers are scheduled for the 2011 summer break. Faculty and staff computers will be upgraded during the fall 2011 semester. Information about the upgrade project is available online at **www.luc.edu/windows7**. Questions or comments can be directed via email to **windows7@luc.edu**.

1. At the prompt, hit the **Ctrl+Alt+Del** keys on the keyboard
2. Type your **Username and Password** and click the blue arrow button.

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For immediate assistance, please call ext. 8-4ITS

**Hours of Operation:** M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.**
To Display a Video Conference

1. Follow instructions in To Turn on the Monitors: for switching the monitors to COMPONENT
2. Locate and move the large round Lifesize Conference Microphone to the center of the meeting table. (stored on the black media stand under the LCD monitors.)
3. Locate the Lifesize Video Conferencing Remote on the black media stand under the LCD monitors. Point this towards the camera above the LCD monitors, and press any directional key. The system will activate and you will see the Lifesize Redial Screen.

To Place a Video Conference Call

1. Using the arrows buttons, select the location you wish to call and hit \text{OK}. Note you can access a full Directory by pressing the \text{ from the Redial screen. The call will connect shortly.
2. To add an additional site (up to 3 remote locations) press \text{ OK} to access the Call Manager. Using the arrows buttons select Add Call and follow step 1 above to add the new site.

To Present the PC during a Video Conference*

1. After having followed the instructions listed in To Display a Video Conference (above), power on the PC in the black media stand.
2. When not connected the PC should be seen as the 2nd Monitor, login via instructions To Login a Workstation (over).
3. During the conference call press the \text{ to bring up the PC.  NOTE: This shows the PC image to both local and remote locations.  NOTE: Press the \text{ again to hide the PC.

To Adjust Video Conference Mode: All Callers | Last Speaker

NOTE: To adjust Video Conference Mode the system must not be in an active call, and this setting will only control conferences in which this system is the bridging (or primary) site.

1. From the Redial Screen, press the \text{ to bring up the System Menu Screen.
2. Using the arrow buttons, select User Preferences and press the \text{ . Next, select Appearance and press \text{ OK}.
3. Under Multiway Call Layout, using the arrows buttons and the \text{ , select:
   i. Last Speaker if you want only the site with the active speaker on the monitor or select
   ii. All Callers if you wish to see all participating sites on the monitor at the same time.

To Disconnect a Video Conference

4. On the Lifesize Video Conferencing Remote, press the \text{ to access the Call Manager.
5. Select Hang Up All and press the \text{ to disconnect the call.

Please Power Down the Equipment Before You Leave the Room

System Shutdown:

Follow To Disconnect a Video Conference (over) if needed, logout of the PC if needed, and then power off the 2 monitors by locating the Samsung LCD Monitors Remote on the black media stand under the LCD monitors. Point this at each monitor and press OFF button in the upper right hand corner; you will hear the monitor “click” off.

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