Operating Instructions for Electronic Conference Room: Corboy Law Center 727

NOTE: Remotes must be requested, please contact the Help Desk at x8-4ITS to reserve the Samsung LCD Monitor and Lifesize remotes.

To Turn on the Monitors:

1. Point the Samsung LCD Monitors Remote at each monitor and press the 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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIDEO CONFERENCE .....</td>
<td>COMPONENT</td>
</tr>
<tr>
<td>COMPUTER / DVD………..</td>
<td>………….  PC</td>
</tr>
</tbody>
</table>

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:

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.

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.
3. Pointing the Lifesize Video Conferencing Remote towards the camera above the LCD monitors, 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 OK. Note you can access a full Directory by pressing the menu from the Redial screen. The call will connect shortly.
2. To add an additional site (up to 3 remote locations) press 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 redial button to bring up the PC. NOTE: This shows the PC image to both local and remote locations. NOTE: Press the redial button 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 redial button to bring up the System Menu Screen.
2. Using the arrow buttons, select User Preferences and press the OK. Next, select Appearance and press OK.
3. Under Multiway Call Layout, using the arrows buttons and the OK, 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 OK to access the Call Manager.
5. Select Hang Up All and press the OK 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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