

## How do I use this LifeSize videoconference unit?

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You're using a room equipped with a LifeSize videoconference system (big camera, circular phone saucer, one or two TV displays on the wall); what are the basics of using this equipment?

**Turn on** all equipment using the little touch screen.

**To connect a laptop** to both TV displays, **no** videoconference:

1. Plug VGA/HDMI cable from LifeSize into laptop (use a Mac adaptor if necessary)
  1. The laptop window will show on one of the two displays
2. Press the Input button on the black LifeSize remote control; press it a second time to bring up a list of the different inputs available
  1. Scroll to the PC input and press "OK" on the LifeSize remote control
3. The laptop is now visible on both TV screens
4. PLEASE remember to change the input back to the HD Camera when you are finished.

**To make a videoconference call** to a UBC Vancouver VC room:

1. Press the yellow button on the black LifeSize remote control to pull up the Directory.
2. On the right-hand side of the screen, select the Corporate directory if it is not already selected
3. In the centre of the screen, scroll down to the room to which you are calling, and press "OK" on the remote control.
  1. The call will now begin ringing and will connect when the other side answers
4. To share a PowerPoint or other presentation with the conference participants, connect your laptop to the VGA cable coming from the LifeSize box.
  1. The GREEN button on the remote control toggles the sharing on and off.
5. Press the "hangup" button at the top right of the remote control when your call is finished.

**To make a videoconference call** to a room not in the directory:

1. Using the black LifeSize remote, on the main menu of the LifeSize system (showing on left-hand display), scroll to and select Video Call
2. Type in the IP address OR the five-digit extension of the unit to which you are calling, and press "OK"
3. Press the "call" button on the top left of the remote control
  1. The call will now begin ringing and will connect when the other side answers
4. To share a PowerPoint or other presentation with the conference participants, connect your laptop to the VGA or HDMI cable coming from the LifeSize box.
  1. The GREEN button on the remote control toggles the sharing on and off.
5. Press the "hang up" button at the top right of the remote control when your call is finished.

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