




**For Support:**

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 (Call Mary's desktop and talk to her live from your LifeSize unit / Dial 50.28.1.203 at prompt put in Ext 91786)

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**LifeSize Classroom QUICK GUIDE**

**1. Room Set Up – each room will be unique – these are general guidelines. When you enter the room, you will find an instructor area with a document camera and a computer.**

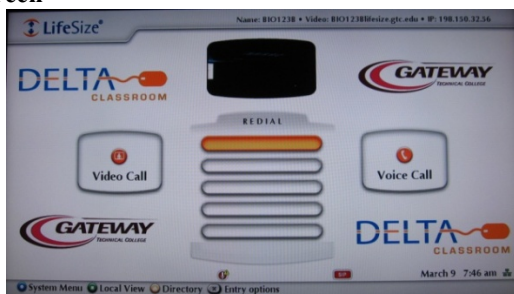
<b>Turn on projectors/computer/monitors if necessary.</b>	
<b>If using your laptop</b> , plug it in using the Laptop cable. Plug the audio cable into the speaker port (headphone jack) on your laptop.	
<b>If using the document camera</b> , turn on the document camera by pressing the power button.	
<b>Move mic pod to center of room.</b> There are two mic pods near the instructor area. Move one mic pod to a table or desktop in the center of the room.	
<b>Turn on the external speakers</b> attached to the LifeSize Codec.	


**2. Turn on LifeSize or Wake LifeSize from Standby Mode**

The LifeSize system has an on/off switch on the back of the codec. Generally, you should leave the unit on continuously and it will go to standby mode to conserve energy. Leaving the unit on will enable Gateway to remotely maintain and schedule the unit. To wake the LifeSize system from standby mode, press the HOME button on the remote if needed.

You will see the “LifeSize Home Screen” on the room screens/monitors.

**LifeSize Home Screen**

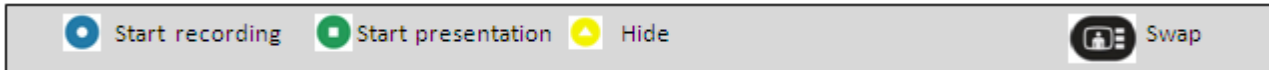


If you don't see the LifeSize Home screen, **press the HOME** button  on the remote control.

The LifeSize volume should be set by default. If not, adjust the volume using the volume up/down buttons on the remote. If external speakers are attached, these have a volume control as well.

For a quick visual reference on how to control your LifeSize classroom, check the bottom **Navigation Bar**. Some buttons change function depending on what screen you are in. In the example below, the yellow button will Hide the Navigation Bar. Each button acts as a toggle switch: press once to start, then press again to end.

### Navigation Bar



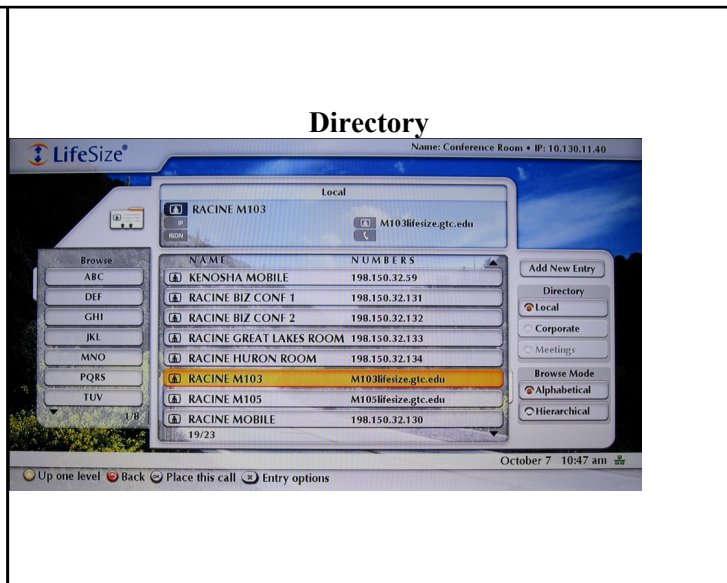
### 3. Placing a Call/Connecting to a Far Site Room

#### Select a far site from the directory:

- From the Home Screen, press the yellow button to view the directory.
- Arrow down to select the far site.
- Press OK and LifeSize will dial that site.

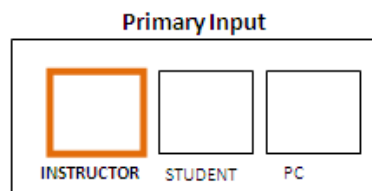
#### To add another site to a call:

- Press the Call button on the remote.
- Press the yellow button for directory and arrow down to select the second site.
- Press OK.
- Repeat for additional sites as necessary.




### 4. Initial Checks and Settings

All rooms are set for student view as the primary input. The primary input needs to be changed to Instructor view for your site.




#### Set the Primary Input to Instructor:

- Press the **input** button  to show Primary Input menu.
- Arrow over to "Instructor."
- Press **OK** to select the new input.

If you see **Far Input** instead of **Primary Input**, see Troubleshooting.

**If the view on the screens is not what you want:**

- a. Press the Swap button  to scroll through all the viewing options.  
Continue to press the Swap button until the desired view appears.


The amount of views available depends on how many rooms are connected. The number of available views appears on the bottom of the screen, then fades away. In the example below, “2/7” means this is the second view in a total of seven possible views. (The second view is voice activated; video follows the voice.)



Move mic pods to desired locations so all students can be heard. You may need to experiment with mic pod locations.

## 5. To Start Presentation


To start a presentation from the computer or document camera, first select the source using the switcher, then press the green button on the remote – sources are: Instructor Computer, Laptop, Doc Camera.

**Press the green button**  on the remote control to Start Presentation of digital information. The information will show on the screens.

## 6. Navigation and Ending Presentation

To end the presentation **press the green button**  on the remote control.

### 1. To Have Students at the Far Site do a Presentation

To start presentation, the student at the far site must press the green button  on the remote control. To end presentation at far site, the student must press the green button again.

### 2. Ending a call/Disconnecting to a Far Site Room

Before disconnecting, ask students at far sites to move mic pods and remote control back to the instructor station. Press the hang up button  twice.

3. **If the equipment will not be used again soon, turn off projectors and monitors. The LifeSize unit will go into Standby mode. There's no reason to turn off the power on the LifeSize unit.**

## Troubleshooting

Adjust LifeSize Volume using remote control. (Be sure to check that speakers are powered on and that speaker volume is set to about halfway)



When moving Mic Pods: mute then unmute. This helps them re-set.



During start up, if the computer screen appears on your projection wall, press the Green button on the remote to stop presentation.



If **Far Input** shows instead of **Primary Input** on your screen:



- Press OK to get to the main view.

Press near/far button

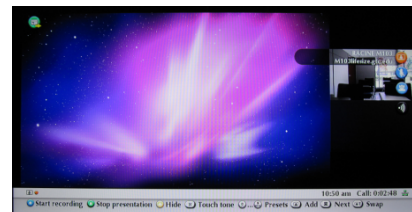


- Continue to press near/far button until the orange camera icon shows on the image of your site.



Students at the far site can see multiple views also. Students may have to hit the Swap button repeatedly to get to the appropriate view (e.g. 2/7)

Continue to press the Swap button until the desired view is seen.



LifeSize units go to sleep/standby. If you are turning on equipment in the room, but see nothing on the screen, press the home button on the LifeSize remote control.



To adjust focus on the LifeSize cameras, zoom in and out. LifeSize will re-focus.



To reduce glare, change lighting in the room.