Operating Instructions for Electronic Conference Room: Granada Center 213

To Turn on the Monitors:
1. Locate the Samsung LCD Monitors Remote. Point this at each monitor and press ON button; you will hear the monitors “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 Samsung 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>HDMI1</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 audio 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. Login via instructions To Login a Workstation (below).

   NOTE: To connect a laptop, locate the Laptop VGA or HDMI Cable and plug into your laptop.
   NOTE: To display the PC on both screens, press Input on the Lifesize Video Conferencing Remote and use the arrow keys to select PC as the Primary Input.

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.

GC 213 Number: 147.126.4.200

For immediate assistance, please call ext. 8-ITS
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 Place a Voice Call

Using the Lifesize Phone:

1. Press the Call button.
2. Dial the extension or 9+phone number.
3. Select Voice or Video call type.

Using the Lifesize Video Conferencing System:

1. Dialing a Number from the Call Manager.
2. Use the arrow keys on the remote control to select Voice Call or Video Call and press OK.
3. Enter the number you wish to call. The last number entered appears by default. Press the Green button if you wish to delete the number.
4. Press the Call button.

To Display a Video Conference

1. Follow instructions in To Turn on the Monitors: set the source to HDMI1
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 OK. Note you can access a full Directory by pressing the 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. Power on the PC located in the black media stand.
2. Follow the instructions above in To Display a Video Conference.
3. Follow the instructions above in To Place a Video Conference Call.
4. During the conference call press the button to bring up the PC.
   NOTE: This shows the PC image to both local and remote locations.
   NOTE: Press the again to hide the PC.

To Disconnect a Video Conference

1. On the Lifesize Video Conferencing Remote, press the button to access the Call Manager.
2. Press the HANG UP button to end your call(s).

Please Power Down the Equipment Before You Leave the Room

System Shutdown:

Follow To Disconnect a Video Conference (above) 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.

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.