
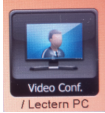




LifeSize Video Conference Quick Start Guide

Initial Setup



1. Plug in "LifeSize" power cord (should already be plugged in)
2. Turn on NEC monitor by pressing the power button  on the **NEC** remote
3. Press "Video Conf."  on the podium touchscreen
4. "Display 2" HDMI/coupler  to HDMI cable  on podium **should be plugged in already**
5. Red "1102" network cable to jack 1102 (located on the north wall behind the podium) **should be plugged in already**




Presenter onsite





1. The computer on podium should be turned on, if it isn't already
2. Load presentation – usb hub located on top of the podium
3. Connect to remote site



- Press the down arrow  on the **LifeSize** remote, select MIP in the redial list, press  to call



- If MIP isn't listed press 


Use the arrow keys  to select "CSU MIP Pathology Building" and press  to call

4. Adjust camera by pressing the arrow keys  or zoom keys  on the **LifeSize** remote
5. Press  to start presentation
6. Have the remote site mute their microphone by pressing the  button on the **LifeSize** remote

Presenter offsite

1. Connect to remote site


- Press the down arrow  on the **LifeSize** remote, select MIP in the redial list, press  to call

- If MIP isn't listed press 

Use the arrow keys  to select "CSU MIP Pathology Building" and press  to call

2. Adjust camera by pressing the arrow keys  or zoom keys  on the **LifeSize** remote
3. Mute microphone by pressing the  button on the **LifeSize** remote


Ending Conference

1. End Call by pressing the hang up  button on the **LifeSize** remote
2. Turn off NEC monitor by pressing the power button on the **NEC** remote
3. Everything else can stay plugged in and powered on

Common Issues

Computer:



The computer will automatically login once you turn it on. If it was already on and you get a login screen, you can log in as yourself using your csueid or if you restart the computer it will automatically login. If the computer is logged in already and you want to log in as yourself, click on the start menu , click the arrow next to shut down, and click logoff. You can leave the computer on when you are done with it.

If computer isn't getting displayed

- Make sure computer is on and not in sleep mode (press power button/move mouse)
- Reboot computer
- Reboot LifeSize equipment (unplug power cable and plug back in)

Keyboard/Mouse:




- On/off switch on the top right
- Touchpad on the right can be used as a mouse to navigate windows
- Extra batteries are located in the top drawer of the cabinet behind the podium

Pointer:



- Power button on the left side
- Advance ppt slides with arrow buttons
- Hold down button in middle for laser pointer
- Extra batteries are located in the top drawer of the cabinet behind the podium

Video Conference:

Presentation showing up on incorrect screen: Press layout  button on **LifeSize** remote