

USER QUICK-GUIDE

USING THE AUDIO-VISUAL EQUIPMENT IN ATKINSON HALL

Room 6004

VTC IP: 137.110.147.26

Room phone: (858) 822-4889

COMPUTER PRESENTATION

1. **Connect the VGA cable to the monitor output of your laptop.**
If your laptop requires an adaptor, ensure that the adaptor is connected securely.
2. **Power-on the LEFT plasma display with the Samsung remote control.**
Also, make sure that the LifeSize system is not in standby by pressing any key on the LifeSize remote. Toggle the appropriate **Fn + F** key on your laptop, or adjust the screen resolution settings, if necessary.

The image will only appear if the Lifesize is not currently in a call.



For assistance, please contact:

av@calit2.net

VIDEO/AUDIO TELE-CONFERENCE

1. **Power-on both the LEFT and the RIGHT plasma displays.**
2. **Wake up the video-conferencing unit using the LifeSize remote control.**
Aim the remote control **towards the video camera** on the silver stand, and press any button. Both displays should show the image of the VTC menu.
3. **Using the remote, select Video Call on the left side of the menu. Input the IP address and then push the call button located at the top of the remote.**
To initiate a multipoint conference call, push the **OK** button and select **Add Call**.

4. **To display (and send) the image from your laptop computer, connect the VGA cable to the monitor output port.**
You should see the computer image on the plasma display to the left. If not, press the green button  on the LifeSize remote control.
5. **To end a call, push the OK button on the LifeSize remote and select the connection that you would like to end, or select Hang Up All.**
You will return to the main menu. Power off the left and right displays with the Samsung remote.

AUDIO ONLY TELE-CONFERENCE

1. **Power-on the RIGHT plasma display with the Samsung remote control.**
You can receive calls by pressing the **OK** button when prompted.
2. **Push the voice button on the LifeSize telephone.**
You should hear a dial tone accompanied by **blue** lights.

3. **Dial the number and adjust the volume on the RIGHT display.**
Dial "8" first, for off-campus calls. If needed, use your UCSD long-distance calling code. You might need to press the 'star' key * twice if you want to type an asterisk.



More detailed instructions at:

<http://mtr.calit2.net>

Atkinson Hall, 5th floor