LifeSize Passport VTC User Guide

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General Information
• IP Address: 168.105.44.143
• Conference Room: 413 or 425

Setup
1. Plug in Ethernet cable to dedicated wall jack in room 413 or 425
2. Plug in Surge Protector to wall outlet
3. Turn on Surge Protector
4. Turn TV on
5. LifeSize unit will begin to boot automatically; there is no power switch. TV will show No Signal for about 2 minutes, then the LifeSize splash screen will appear for 1 minute, and the menu screen should appear thereafter.
   a. If you don’t see the menu screen after 3 minutes, ensure that the INPUT on the TV is set to HDMI-1
6. Remove lens cap from camera
7. Set microphone on table
8. Adjust camera
   a. Press green button on LifeSize remote for self-view
   b. Press up/down left/right arrows and zoom buttons
9. Press red back button to go back

Place a call from the Directory

- Press yellow button
- Select a name and press OK

Place a call with an IP address

1. Select Video Call > OK
2. Enter the IP address of the far site
3. Press Call button

Place a Skype Video Call

1. Add new Skype user to LifeSize Skype Contacts list
   a. Ask the far site user to log into their Skype account and add uh.psych.lifesize as a Contact.
   b. Ask Tim to log into the uh.psych.lifesize Skype account and accept the new Contact
2. Make a call to the Skype user from LifeSize unit
   a. Make sure the far site user is logged into Skype
   b. Press the yellow button to open the LifeSize directory
   c. Search for skype:username
   d. Select the person you want to dial and select Video call
3. Alternatively, ask the Skype user to initiate the call to UH Psychiatry LifeSize UT4 from their Skype client

Far end camera control

- This feature does not work for Skype Video Calls
1. During a call, press the near/far button to set the control to the far site
2. Press arrow and zoom to adjust
Change viewing layout during a call

1. Press the swap button to switch between:
   a. Dual monitor emulation (both sides shown in 2 small windows)
   b. Far side full screen
   c. Near side full screen
   d. Content Full screen

Share PC content over video call

- Sharing PC content requires the LifeSize Virtual Link software (Mac and PC compatible). Please ask Tim for assistance on setting this up on your computer.
- This feature does not work for Skype Video Calls

1. Place the VTC call at a minimum speed of 512 kbps.
   a. Note: Lower speeds may result in “Insufficient bandwidth for presentations” error
2. Start the LifeSize Virtual Link software on the computer
3. Click the Start Presentation orange icon
4. On the LifeSize remote, press the OK button at the prompt to send the presentation
5. All sites should now see your PC image
6. To cancel presentation, press the orange icon on the LifeSize Virtual Link software.

Clean up

1. Press hang up button to end call
2. Turn TV off
3. Turn off surge protector
4. Put lens cap back on