

Quickstart Guide

Video Conferencing:

1. Power on Desktop computer located in lower cabinet.
2. Power on Sympodium monitor
3. Power on the 2 small Lilliput monitors
4. Logon to the network. The Video Conferencing menu automatically opens on the desktop.



After **System On** is clicked, it takes a couple of minutes for the system to startup as it must go through an initialization process.

The projector, TV's and DVD/VCR will be powered on after **System On** is clicked.

Video conference volume is initially set to 0. If sound is required during a video conference for a presentation, DVD/VCR, video, music etc – Click on the **Volume** menu bar button and drag the volume level up.

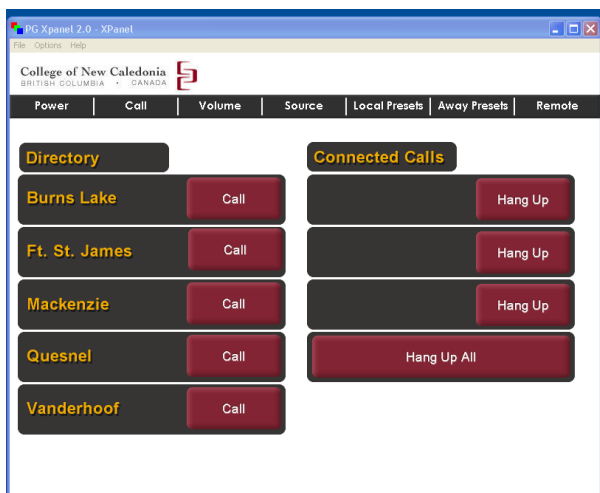
Note: Both the lapel and student microphone volume is statically set and CANNOT be adjusted.

If the Digital Presenter is to be used, it will need to be pulled out of the side drawer, folded out and powered on separately.

To start a Video Conference:

Click **Call** on the top **Menu Bar** to display the Call page. To connect to a receiving site click the **Call** button next to the site you wish to connect to.

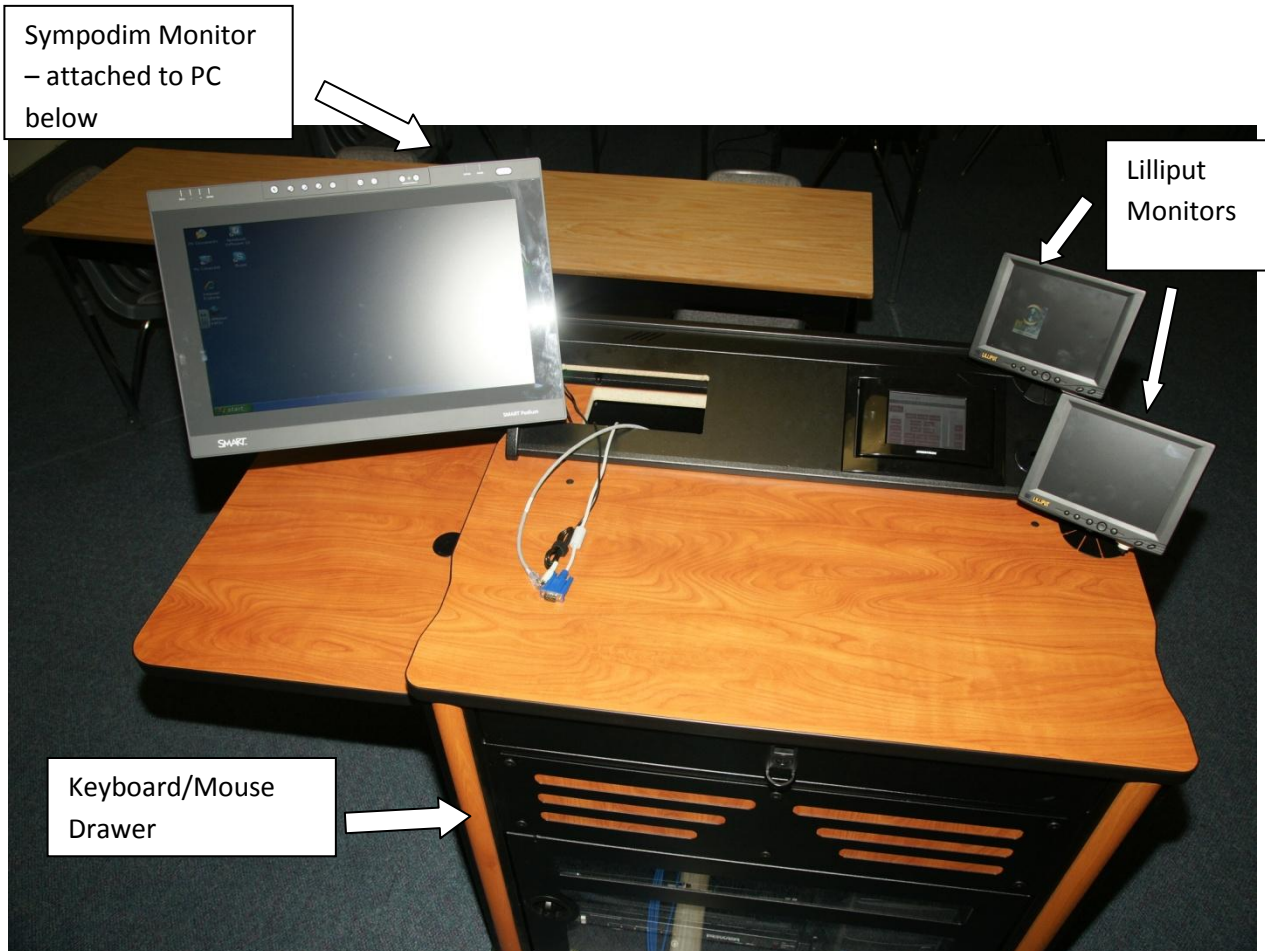
Note: Call only one receiving site at a time, wait for the receiving site to connect before calling another one.



The instructor is to pin on the lapel microphone and attach the power unit to their person. The handheld microphone is set out to be made available to the students. Both devices must be powered on separately.

PG Campus, Rm. 3-342.

VC Podium – Top components view:





Components beneath VC Podium:

A - Crestron Control Unit*

B – Extron Audio/Video Switcher*

C – Extron Amplifier*

D – VCR/DVD Player

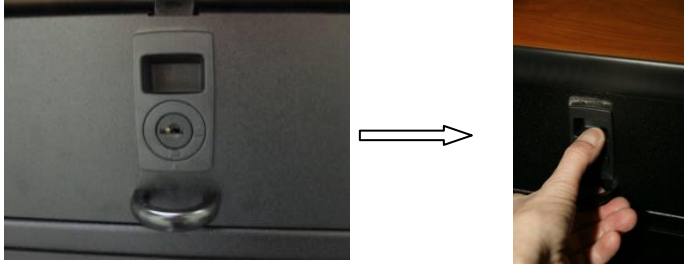
E – Life Size Video Conference Unit

F – Middle Atlantic Production Power bar*

*** Please do not press any of the buttons or change settings of these devices.**

Open the Wireless Keyboard/Mouse drawer:

On the front of the drawer you'll see a rectangular shape. Insert your thumb or finger and push down before the drawer will open:



After the drawer is open – the front of the drawer is only attached with magnets Pull down flat so the wrist rests can be used:



To Power on the VC Podium:

*****TWO devices to Power On.**

1. **Power on the Desktop computer in the lower, right side of the cabinet.**

The handle to the cabinet lower door is in a locked, vertical position – twist the handle counter-clockwise to make it horizontal and pull open.



Press the rectangular silver power button on the right side of the PC. The blue light strip on the front of the PC will light up. The Smart Podium monitor will display the startup events. Once a logon screen is displayed – Logon with your username and password. The user home directory and shared drives will be available.

After logon is complete, the Video Conferencing menu will automatically open. Click the **System On** button. The projector, TV's and DVD/VCR will automatically be powered on. By default sound

for video conference is set to 0. The sound level for both the lapel and student microphone is statically set and cannot be adjusted.



Device **Power** On/Off page



Volume page

2. Power on the Lilliput Monitors

The Lilliput monitors are not controlled by the Video Conference menu and must be powered on/off separately. Press the Power Button in the lower right of each small monitor. *The source selection button for the monitors is next to the power button and can easily be changed by accident by users which can cause them to display a blank screen.*

The Power Button will change to green



Power on (Green)

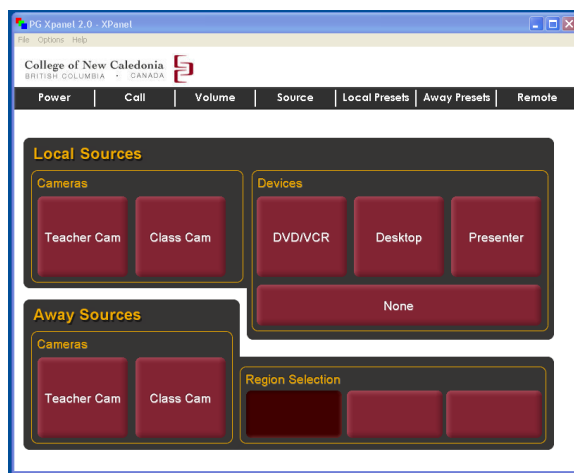
– Each Lilliput screen is synced to one wall mounted television. There are labels on each wall mounted television and each Lilliput monitor. L1 and TV1 are synced and L2 is synced with TV2

Waking up and adjusting cameras

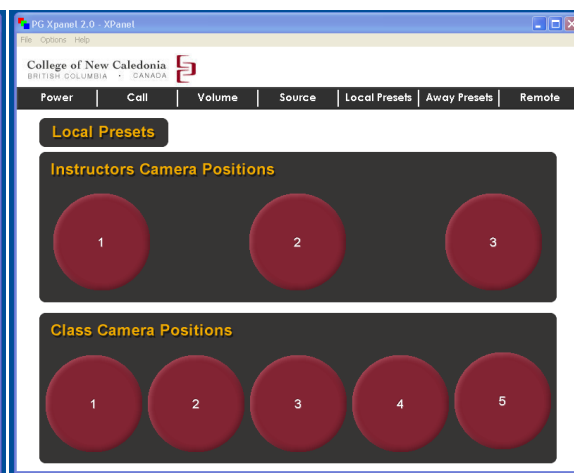
Camera heads move in left/right and upward/downward positions. The blue lights on the front of the camera indicate the cameras are on. The cameras are attached to the LifeSize control unit. The LifeSize control unit is never powered off and goes into a sleep mode. When the cameras are observed pointing in a downward position, this indicates they are in a sleep mode. When the cameras are in sleep mode they can be woken up by:

Click **Source** on the **Menu Bar**, click the camera you would like to move i.e.: Teacher Camera to look at the teacher or Class Cam to view the class.

Click **Local Presets** and click on one of the Instructor or Class Camera Positions.

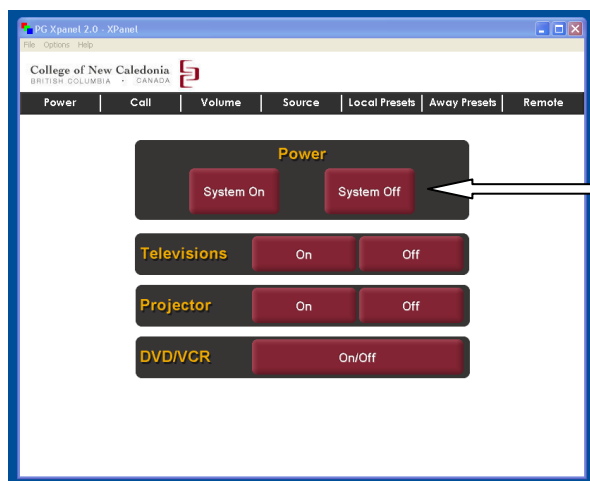


Sources page



Local Presets page

Power Off



Click the **System Off** button

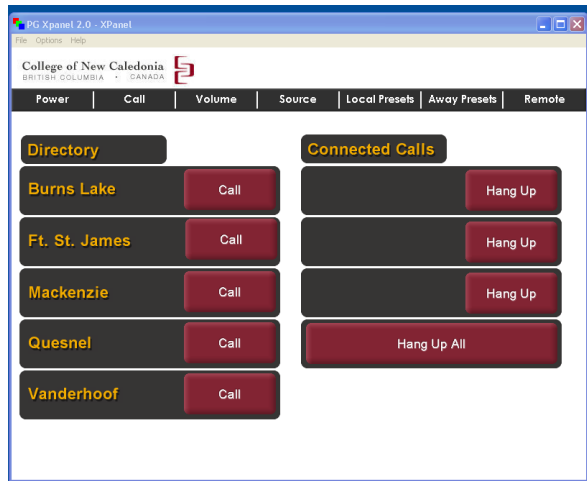
The Projector, 2 TV's and DVD/VCR will shutdown. It takes 1-2 minutes for the projector to shutdown as it must go through a warm down process. The PC must be shut down separately. If the user chooses to logout, restart or shutdown the computer without clicking the **System Off** button – the video conferencing equipment will still be running – If this happens, logon again and choose the **System Off** button from the video conferencing **Power** menu bar..

The Digital Presenter must be powered off separately, folded and slid back into the drawer.

Make a video conference call:

Click **Call** on the top **Menu Bar** page to display the Call page. To connect to a receiving site click the **Call** button next to the site listed in the **Directory** you wish to connect to.

Note: Call only one receiving site at a time, wait for the receiving site to connect before calling another one.



Once connected the receiver site will be placed in a **Connected Calls** box. If the site is not available there will be no connection and the site IP address instead of name will stay in the **Connected Call** box. Only up to three receiver sites will be displayed, but more than three receiving sites may be called.

Video conference calls to multiple sites

To connect multiple receiving sites you must click each site and click the **Call** button for each individual site.

Multiple video conference sites can be connected for meetings. Only the first 3 calls will be displayed under **Connected Calls** - but more than 3 receiving sites may be called.

*****Classroom teaching using video conferencing – There will only be 1 sending site connected to a maximum of 2 receiving sites.***

Hang up a video conference call:

1. Click the **Hang Up** button beside the connected region to hang up an individual call **OR**
2. Click **Hang Up All** to disconnect multiple connected sites.
3. If done with the system click the **System Off** button and all calls will be disconnected.

Different Source Devices to project:

By default there is no source being projected. Users must click on the Source menu and in devices DVD/VCR, Desktop or Presenter or none can be clicked and chosen.

1. Digital Presenter

The Presenter is folded up in the side drawer. The Presenter is powered off/ on using the off/on switch on the presenter itself.



Presenter folded up



Presenter folded out

There are 2 options for light - Base Light or Upper Arm Light. (Only one at a time may be chosen)

* Note – the lights take a few seconds to completely brighten

** Lights can be turned on using either the physical buttons on the presenter

2. Desktop (in lower cabinet)

Users must power on the desktop computer by pressing the power on button on the front.

The Desktop computer is linked to the Smart Monitor. The Smart Monitor power on button is on the top, upper right

Light Status on Sympodium monitor

Green light – “On”

Orange Light – “Sleep mode” – will change to green when computer is out of sleep mode

No light – “Off” – Must be manually powered on.

3. DVD/VCR

The DVD/VCR is powered on/off through the Video Conferencing menu. If the DVD/VCR is not powered on - Power on the DVD/VCR through the video conferencing Control Panel. Power – DVD/VCR

4. None

No source is chosen to be projected.

FAQs

Q: Why can't the camera move and audio is not working? Or why can't I call a receiving site?

A: Most likely the LifeSize codec unit is frozen and must be restarted. The Prince George, Quesnel and Mackenzie Video Conference podiums have a wireless power button installed to power off/on the LifeSize codec. By cycling the codec power off and back on the LifeSize startup will occur, it will take a few minutes for the unit to finish powering up.

Q: Why is the projector screen, TV 2 and Lilliput monitor all black?

A: There are three options that can be displayed on the projector screen. If it is black then none is chosen, click the **Source** menu bar and click the correct device to be projected.

Q: Why is my desktop not being displayed on the projector screen?

A: There are three options that can be displayed on the projector screen at a time. If the Projector is not displaying what you want click the **Source** menu bar and click the correct device to be projected.

Q: Why can't I use my USB key in the computer?

A: The USB ports on the computer do work – But if a USB key is plugged into the computer, the door is left ajar which creates a safety hazard. To alleviate this there are 3 USB ports that can be used on the Smart Podium monitor- one USB port is on the right side and 2 are on the left side.

Q: Why is the mouse or keyboard not working?

A: The wireless mouse and keyboard are battery operated. On the right side of the keyboard there is a picture of a battery with a green light and on the top center of the mouse there is a green light battery status indicator. When the battery is low these lights will not be lit. Contact your local Video Conference support person for new AA batteries for these devices.

Q: Why am I am not getting any audio?

A: Audio is by default set to 0. Click on the **Volume** menu bar button and drag the volume level up.

Q: Why is the Lilliput monitor screen black?

A: The source selection button for the monitors is next to the power button on the Lilliput monitor and can easily be changed by accident by users which can cause them to display a blank screen. If you press the source selection button it should be set to PC. If the incorrect source selection is chosen, the user may see the message – No Input selected.

Q: Why are the contents on the Lilliput monitor are hard to see?

A: The contrast or brightness on the monitor may have been changed.

To reset – Press the **MENU** button on the monitor. Pressing the arrow keys on either side will cycle the user through the monitor settings. When the contrast or brightness menu is reached, press the **+** or **-** buttons on the menu until the contents of the screen is easier to read. Once set optimally press the **MENU** button to exit the monitor settings options.