

NICS

NASA Integrated Communications Services
Video Teleconferencing Service (ViTS)

LIFESIZE® ROOM VIDEO CALL AND VOICE CALL SYSTEM USER'S GUIDE

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To better serve you, THE CUSTOMER, we periodically improve and update our products. As a result of these improvements and updates, what is seen in documentation may differ slightly from our actual product.

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1. General information for the conference room

A. Conference room audio dial-in number

1. [REDACTED]

B. ViTS Number (for remote systems to call to participate in a Video Call)

1. ISDN [REDACTED]

C. VoIP

1. [REDACTED]

D. NTC Help Desk: (877) 857-6272.

1. All ISDN and IP numbers can be routed via the NTC Help Desk.
2. Call the NTC Help Desk, if you need additional instructions on how to use your integrated smart conference room.
 - a) Example: How to control individual audio levels, play a DVD, etc.

E. Trouble Ticket: (877) 677-2123.

1. Call this number if there is a general problem with the system such as a damaged microphone, faulty display, video codec lockup, etc.

F. Recording Telephone and ViTS calls.

1. Know the government rules for recording telephone and ViTS calls.
2. See NASA's policy directive, NPD 2530.1G, entitled Monitoring or Recording of Telephone or Other Conversations. The link is:
http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PD_2530_001G_&page_name=main&search_term=2530%2E1g
3. See the document "Recording Telephone Conversations" The link is:
<http://www.fcc.gov/guides/recording-telephone-conversations>

NOTE

All NASA IT Devices, attached to a NASA network, are subject to the requirement of being scanned; at a minimum, monthly, with approved vulnerability scanning tool(s). All IT devices attached to a NASA network are required to be made available, unless otherwise previously coordinated if not available for the required monthly scan. Scheduled monthly scanning will be reported through the NISN Remedy Activity scheduling system. Any questions regarding scanning activities can be addressed to Montie Roehm at 256-544-0589.

REFERENCES

NASA NITR 2810-24

Memorandum from Jerry Davis, Deputy CIO Office, Scanning and Vulnerability Elimination or Mitigation, February 2009

Unites 3000-4652 System Vulnerability Scanning

Note Written by: Montie Roehm in collaboration with Donna Karns.

2. General Information for the conference room LifeSize system

A. Hardware Manuals

1. For additional information, please read the manuals for the individual hardware components.
2. See the room operator or gateway personnel to obtain the manuals.

B. Display

1. Refers to a projector, monitor, flat panel display, plasma display, or LCD display.
2. Various displays may require a cool-down or warm-up cycle following a power off or power on action.
 - a) Example: Some NEC plasma models require a one (1) minute cycle and a count-down is indicated on the AMX Touch Panel for each display.
 - b) If the feature is supported, a LifeSize conference room system may use more than one display.
3. Used during a Video Call to view the far site.
4. Used to view presentations, television tuner, DVD/VHS video, or Video Call.
5. A black screen or screen saver on the display indicates the system is idle.
6. An additional display can be connected to the system, if supported.

C. Page

1. This references an electronic image which may replace or partially cover another electronic image on the AMX Touch Panel.

D. Camera

1. Near end, near side, and near site refers to the camera in the room.
2. Far end, far site, or far site refers to the camera at the participant's location.
3. Camera types (may not be installed on all systems).
 - a) LifeSize Camera 200 (Figure 2-1)
 - b) LifeSize Focus (Figure 2-2)

E. Microphone (LifeSize Phone and MicPod)

1. The room may contain one or both of the following items:
 - a) LifeSize Phone (Figure 2-3).
 - b) LifeSize MicPod (Figure 2-4).
2. The phone doubles as the microphone for Video Calls.
3. The phone doubles as the speaker for Voice and Video Calls.
4. Use the phone to place Voice and Video Calls and to disconnect from the audio/Video Calls.
5. Only one microphone can be active at any one time.

F. Codec

1. This hardware will not need any adjustment from the users.
2. The codec transmits to the far site.
3. The codec decompresses information from the far site.

Note: The microphones are very sensitive. Speak normally. Therefore, you can speak from your natural sitting position at the table and the far site will be able to hear you.



Figure 2-1: LifeSize Camera 200



Figure 2-2: LifeSize Focus



Figure 2-3: LifeSize Phone

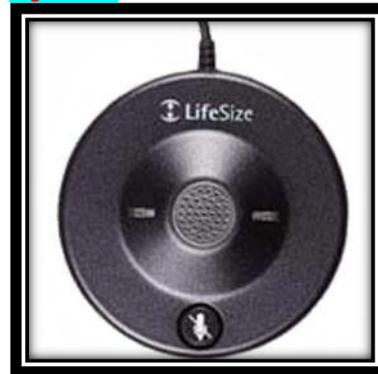


Figure 2-4: LifeSize MicPod

3. General Information for the LifeSize

A. System Sleep Status

1. The camera should be pointed down and to the right.

B. Wake the system

1. Press any button on the LifeSize remote (Figure 3-1).
 - a) Aim the remote toward the camera base
 - (1) The IR receiver is located on the base of the camera
2. If there is no image on the display;
 - a) Power on the display.
 - (1) Look for a LED on the lower right corner of the display.
 - (2) See the manufacturer's manual for the color of the LED.
 - (a) Example: Green = On
 - b) Select the correct input.
 - (1) Use the display remote
 - (2) To locate the correct input read the manual or ask GOPS

C. Camera Control

1. Press CAMERA NEAR; or
2. Press CAMERA FAR
 - a) Use the navigation arrow buttons (Figure 3-1)
 - (1) Left/Right to pan
 - (2) Up/Down to tilt
 - b) Use the zoom buttons on the remote (Figure 3-1)

D. Camera Input selections

1. Primary: Camera
 - a) Press the CAMERA NEAR button
 - b) Input should be HD Camera 1
2. Secondary: Used for presentations
 - a) Press the button
 - b) Input should be on PC

E. How to control speaker volume levels

1. Locate the LifeSize remote and wake up the system
 - a) Press any button on the LifeSize remote
2. View the Main Screen
3. Use the volume button + or – to control the speaker volume

F. Remote

1. The system will include a silver remote.



Figure 3-1: LifeSize Remote

Instructions

4. General Information about the LifeSize Main Screen

A. Navigate to and select

1. Locate the LifeSize remote
2. Use the navigation arrows to highlight a button
 - a) The button will be a shade of orange or outlined in a shade of orange
3. Press 

B. System Information

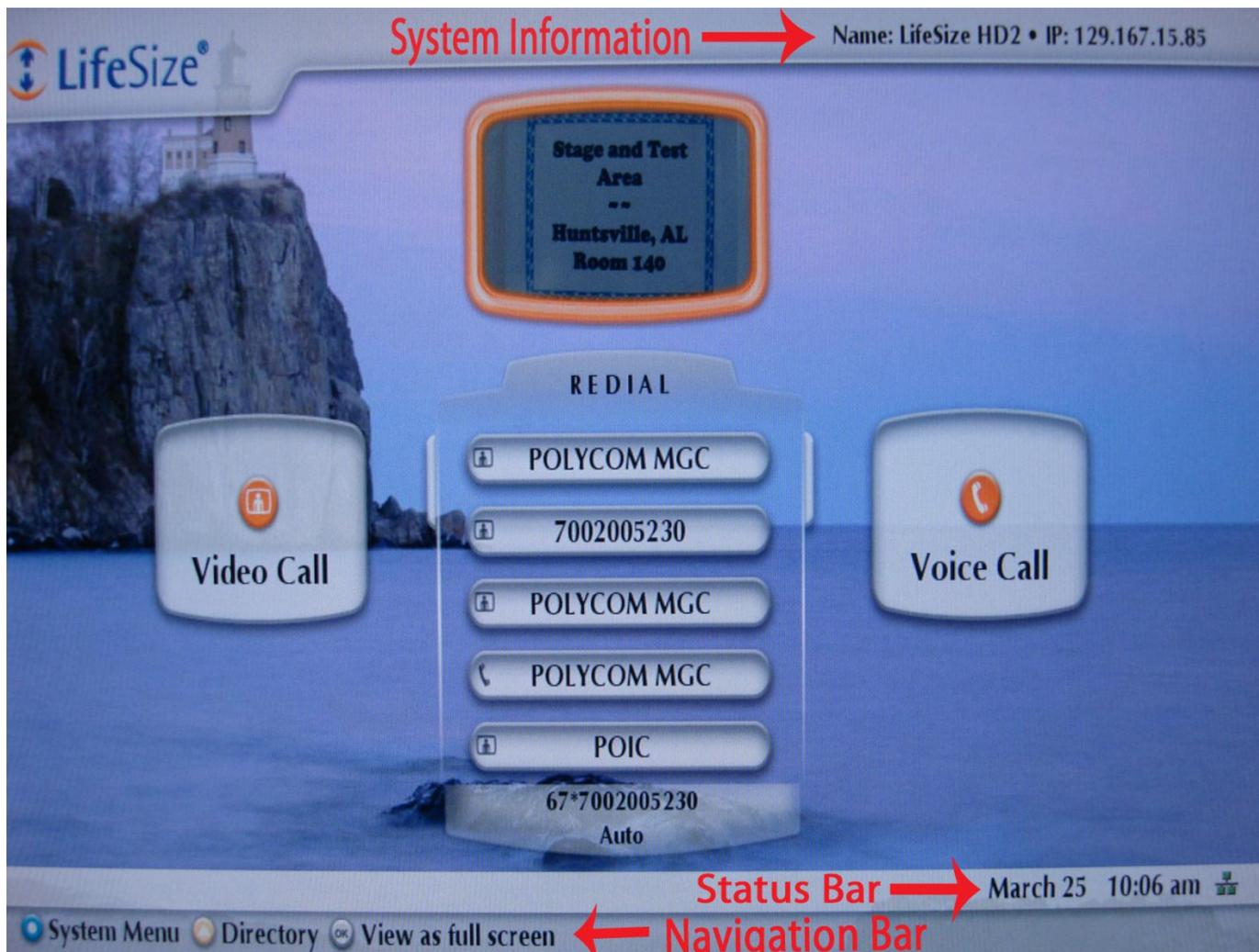
1. The upper right corner of the display on the Main Screen indicates system information
2. The Redial page, Video Call, and Voice Call menus are located on the Main Screen

C. Status Bar

1. A status bar is located at the bottom of the Main Screen, indicating system and network status, time, date, duration of call.

D. Navigation Bar

1. The gray navigation bar is located below the status bar (at the bottom of the display).
2. The icons will change as the user navigates to objects or screens.



5. How to interpret the icons on the Main Screen

| Icon | Condition |
|---|---|
|  | Indicates the number of video calls in progress. Each orange circle that appears to the right of the video icon represents a video call in progress. |
|  | Indicates the number of voice calls in progress. Each orange circle that appears to the right of the voice icon represents a voice call in progress. |
|  | Indicates that the communication subsystem is initializing. If this icon reappears after the system has booted, a problem has occurred. Reboot the system. |
|  | Indicates that the system is initializing. When the system is initializing, functionality on the main screen is disabled and no entries appear in the REDIAL list. This icon also appears when a new device is connected to the system after the system boots and disappears when the device is ready. If the icon persists, a problem has occurred and rebooting the system is necessary. |
|  | Indicates that the system does not have an active microphone. Contact your administrator. |
|  | LifeSize Networker connected to the codec is initializing. Most of the main screen elements are not visible. If LifeSize Networker never fully initializes, the red icon persists until either LifeSize Networker or the system is rebooted. Contact your administrator. |
|  | LifeSize Networker connected to the codec has initialized and is attempting to connect to the ISDN network. If this icon persists, contact your administrator. |
|  | Indicates that the phone connected to the system is booting. |
| Network Status | Identifies the network status, as follows: connected  (green indicator) in progress  (yellow indicator) disconnected  (red indicator) |

Instructions

| Icon | Description |
|---|---|
|  | Video call. |
|  | Voice call. |
|  | Microphones are muted on the near system. |
|  | Microphones are muted on the far end system. |
|  | <p>A voice call that is encrypted.</p> <p>Note: In the Call Status, Call Manager list, and Call Statistics list, the following icon appears:</p>  |
|  | <p>A video call that is encrypted.</p> <p>Note: In the Call Status, Call Manager list, and Call Statistics list, the following icon appears:</p>  |

Instructions

| Icon | Condition |
|--------------------------------------|---|
| System Overheating | <p>This yellow indicator warns you when the system temperature is approaching the maximum allowed operating temperature above which the system automatically reboots. </p> <p>This red indicator indicates that the system temperature has exceeded the maximum allowed operating temperature and will automatically reboot in approximately 10 seconds unless the temperature decreases immediately to an acceptable temperature. </p> |
| SIP server registration status | <p>When SIP is configured as the protocol for placing calls, this indicator identifies the registration status of the LifeSize system with the SIP server as follows:</p> <p>In progress  (yellow indicator)</p> <p>registration failed  (red indicator)</p> <p>Contact your administrator.</p> |
| H.323 gatekeeper registration status | <p>Indicates the registration status of the LifeSize system with an H.323 gatekeeper as follows:</p> <p>In progress  (yellow indicator)</p> <p>registration failed  (red indicator)</p> <p>Contact your administrator.</p> |

6. How to shut down after the conference

- A. Power off the display
- B. Power off the TV tuner
- C. Power off the DVD/VHS player/recorder
- D. Return all remotes to the appropriate place

(no images)

7. How to view a television channel without being in a Video Call

- A. Locate the LifeSize remote and wake up the system**
 - 1. Press any button on the LifeSize remote
 - 2. Change the input selection
 - a) See 8.F. Input selections on page 12.
- B. Locate the TV tuner (or DVD/VHS unit) remote**
 - 1. Power on the TV tuner (or DVD/VHS unit)
- C. Locate the display remote**
 - 1. Check to make sure the display is on the correct input
- D. Use the TV tuner (or DVD/VHS unit) remote to change channels**

(no images)

8. How to control the camera

A. Locate the LifeSize remote

1. See [Figure 8-1](#).

B. Near site camera

1. The far site participant has the ability to control the near site camera.
2. To prevent the far site from controlling the near site camera, speak with GOPS to make the change.

C. Pan/Tilt

1. Press NEAR CAMERA (or far camera)
 - a) Pan
 - (1) Press the left/right navigation arrows
 - b) Tilt
 - (1) Press the up/down navigation arrows

D. Zoom

1. Press NEAR CAMERA (or far camera)
2. Press the zoom in or zoom out buttons

E. Multiple cameras

1. Only one camera is active at any one time (including video capture)
2. Change the video input to select a particular camera
 - a) Press NEAR CAMERA
 - b) Navigate to and highlight an input
 - c) Press **OK**
3. The brightest blue LED on the front base of the camera is the active camera

F. Input selections

1. View the Main Screen
2. Press NEAR CAMERA 
 - a) Available options on the Navigation bar
 - (1)  Presentation input
 - (2)  Hide (hides the status bars)
 - (3)  Back
 - (4)  Select new input
 - (5) Presets (not used)
3. Press NEAR CAMERA 
 - a) Available options on the Navigation bar
 - (1)  Cancel
 - (2)  Select new input
4. Navigate to the correct input.
5. Press **OK**



Figure 8-1: Silver Remote

Instructions

9. How to access call statistics, output choices, status, and display layouts during a call.

A. Press to display the statistics of the call

1. The Call Statistics page ([Figure 9-1](#)) will appear
2. Navigation Bar
 - a)  Statistics
 - b)  Near Computer (this input may be different on your system)
 - c)  Hide
 - d)  Back
 - e)  Hang up
 - f) (keypad numbers) Touch Tone
 - g)  Swap

B. Press to switch inputs for a presentation or change to another device (computer, DVD unit, etc.)

1. Navigation Bar
 - a)  Statistics
 - b)  Near Computer or Near Camera (this input may be different on your system)
 - c)  Hide
 - d)  Back
 - e)  Hang up
 - f)  Touch Tone
 - g)  Swap

C. Press to display the Status Information, Status Bar, and Navigation Bar.

1. The status information ([Figure 9-2](#)) will appear
2. Press again and the information will hide

D. Press repeatedly to change/cycle through display layouts

1. Display layout example ([Figure 9-3](#)).
 - a) Two participants (2-way call) and one presentation
2. For more information regarding the display layouts, search LifeSize.com for Product LifeSize Room, screen layouts

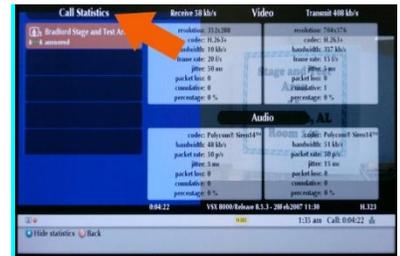


Figure 9-1: Call Statistics

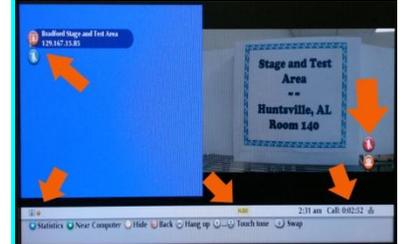


Figure 9-2: Status Information, Status Bar, and Navigation Bar

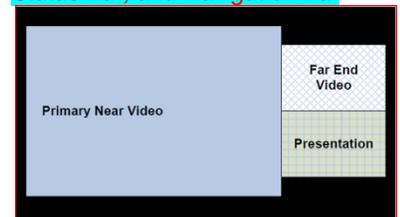


Figure 9-3: Display Layout

Instructions

10. How to adjust the volume.

A. Mute Audio

1. Locate the LifeSize remote (Figure 10-1)
2. Press , mutes all audio inputs
3. Press  again to unmute the audio

B. Increase or decrease volume

1. Press the volume up or volume down button

Note: This icon, , will appear on the video window of the participant that is speaking.



Figure 10-1: Remote

Instructions

11. How to initiate a Voice Call from the Redial List

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen (Figure 11-1)

C. Navigate to and select a number under REDIAL

1. Navigation Bar
 - a)  System Menu
 - b)  Directory
 - c)  Place this call
 - d)  Entry Options

D. Press

1. The Call Status page (Figure 11-2) will appear
2. Navigation Bar
 - a)  Back up
 - b)  Hang up this call

E. Press to invoke Call Manager (Figure 11-3) to hang up the call or add another call

1. Navigation Bar
 - a)  Cancel
 - b)  Hang up all calls

F. Navigate to and select the appropriate action

1. Hang Up All
2. Add Call
3. Navigation Bar
 - a)  Cancel
 - b)  Hang up this call or Hang up all calls

G. Press

Note: To access other options during a call, such as call statistics, output choices, status, and display layouts see section 9 on page 13.

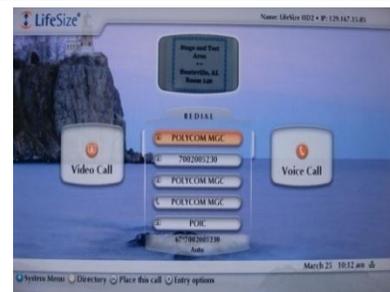


Figure 11-1: Main Screen

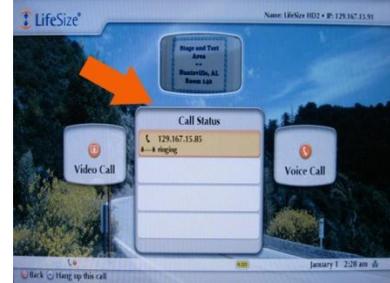


Figure 11-2: Call Status

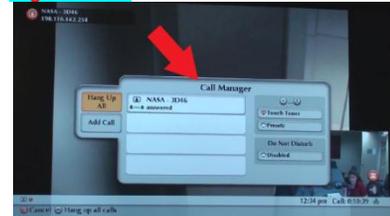


Figure 11-3: Call Manager

Instructions

12. How to initiate a Voice Call from the Directory

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen (Figure 12-1)

C. Navigate to and highlight Voice Call

1. Navigation bar

- a)  System Menu
- b)  Directory
- c)  Place a voice call

D. Press

1. The Address Listing (Figure 12-2) will appear
2. Navigation bar

- a)  Up one level
- b)  Back
- c)  Place this call
- d)  Entry options

E. Navigate to and select LOCAL, CORPORATE, or MEETINGS

F. Press

G. Navigate to a number

H. Press

1. A Call Status window (Figure 12-3) will appear
2. Navigation bar

- a)  Back
- b)  Hang up this call

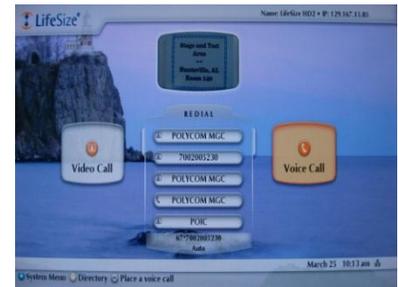


Figure 12-1: Main Screen



Figure 12-2: Address Listing

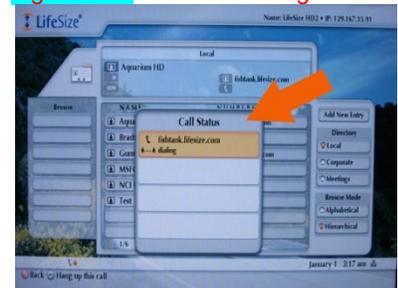


Figure 12-3: Call Status

Instructions

13. How to initiate a Voice Call manually

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen

C. Navigate to and highlight Voice Call (Figure 13-1)

1. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place a voice call

D. Press

1. Enter a voice call number page (Figure 13-2) will appear

E. Enter the voice call number

1. Navigation bar:

- a)  Keyboard
- b)  Backspace
- c)  123
- d)  Back
- e)  Place this call

F. Press

1. The call will connect.

G. A new window will open without a video window

1. Navigation bar:

- a)  Statistics
- b)  Back
- c)  Hang up

H. Press to invoke Call Manager (Figure 13-5) to hang up the call or add another call

1. Call manager
2. Navigation bar:

- a)  Cancel
- b)  Hang up

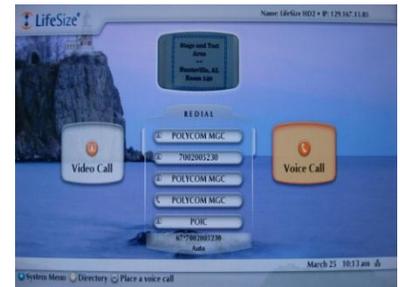


Figure 13-1: Main Screen

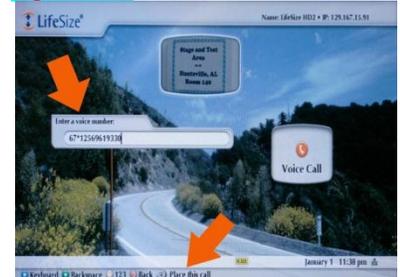


Figure 13-2: Enter a voice number

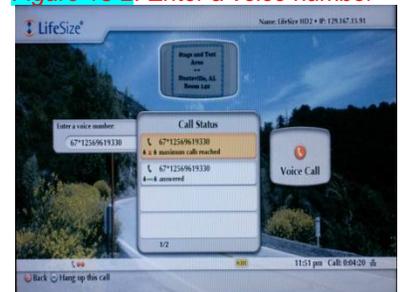


Figure 13-3: Voice Call Status

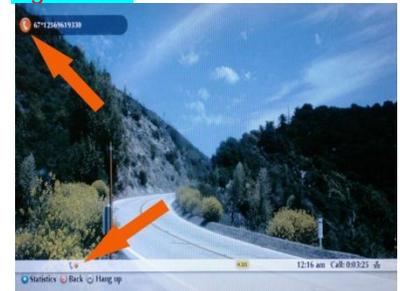


Figure 13-4: Voice Call (no video)

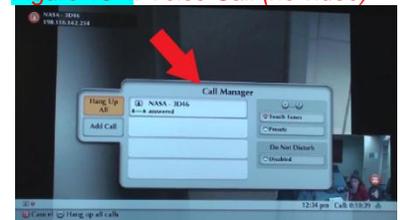


Figure 13-5: Call Manager

14. How to initiate a Voice Call using the LifeSize Phone

- A. Press  VOICE button
- B. Press the numbers on the keypad
1. The number will appear on the LifeSize Phone display (Figure 14-1).
 - a) Use the redial button to backspace
 2. The number will also appear on the LifeSize display in a Call Status (Figure 14-2) window
 3. The far site will answer
- C. Press  VOICE button to hang up when finished

Note: Press to add  another call.



Figure 14-1: LifeSize Phone



Figure 14-2: Main Screen

Instructions

15. How to initiate a Video Call from the Redial list

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Check the camera image

1. Adjust the room light, if necessary
2. Test the camera by using zoom, pan, and tilt
3. Have extra AAA batteries available, if needed

C. View the Main Screen

D. Navigate to and highlight a number under REDIAL (Figure 15-1)

1. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place this call
- d)  Entry Options

E. Press

1. The Call Status page (Figure 15-2) will appear
2. Navigation bar:

- a)  Back
 - b)  Hang up this call
3. The Far Site answers the call

- a)  Statistics
- b)  Near Computer
- c)  Hide
- d)  Back
- e)  Hang up
- f)  Touch tone
- g)  Swap

F. Press to invoke Call Manager (Figure 15-3) to hang up the call or add another call

G. Navigate to and select the appropriate action

1. Navigation bar:

- a)  Back
- b)  Hang up this call

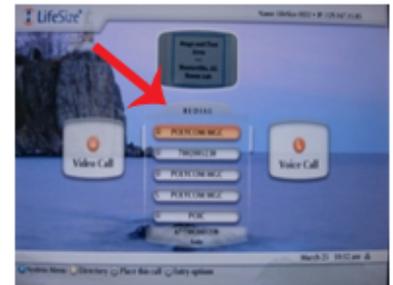


Figure 15-1: Main Screen

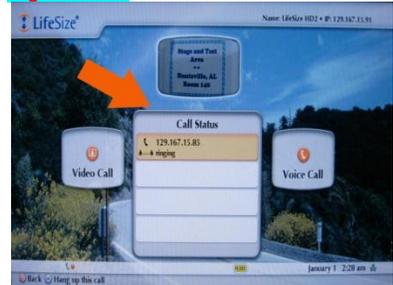


Figure 15-2: Call Status

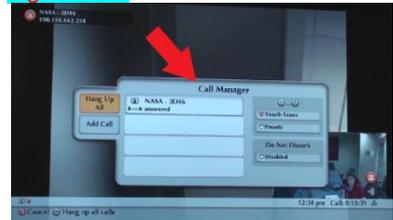


Figure 15-3: Call Manager

Instructions

16. How to initiate a Video Call from the Directory

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Check the camera image

1. Adjust the room light, if necessary
2. Test the camera by using zoom, pan, and tilt
3. Have extra AAA batteries available, if needed

C. View the Main Screen (Figure 16-1)

D. Navigate to and highlight Video Call

1. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place a video call

E. Press

1. The Address Listing (Figure 16-2) will appear.
2. Navigation bar

- a)  Up one level
- b)  Back
- c)  Place this call
- d)  Entry Options

F. Navigate to and select LOCAL, CORPORATE, or MEETINGS

G. Press

H. Navigate to and select an entry

I. Press to place the call

1. The Call Status page (Figure 16-3) will appear
2. Navigation bar:

- a)  Back
- b)  Hang up this call

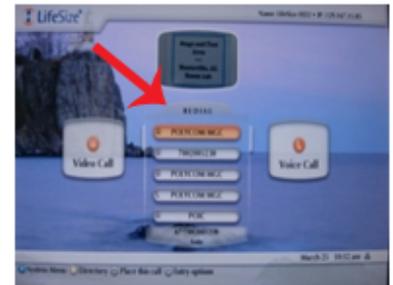


Figure 16-1: Main Screen

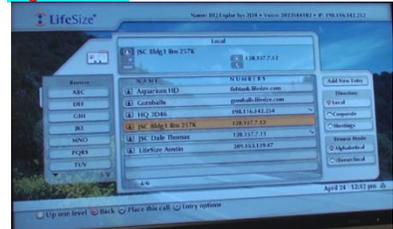


Figure 16-2: Address Listing

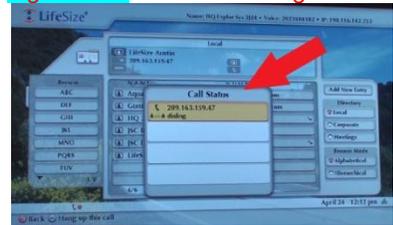


Figure 16-3: Call Status

17. How to initiate a Video Call manually

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Check the camera image

1. Adjust the room light, if necessary
2. Test the camera by using zoom, pan, and tilt
3. Have extra AAA batteries available, if needed

C. View the Main Screen

D. Navigate to and highlight VIDEO CALL (Figure 17-1)

1. Navigation bar:

- a)  System Menus
- b)  Directory
- c)  Place a Video Call

E. Press on the remote

F. The Enter a video number: page (Figure 17-2) will appear

1. Navigation bar:

- a)  Keyboard
- b)  Backspace
- c)  123
- d)  Cancel
- e)  Save
- f)  Place this call

G. Press to place the call

1. The Call Status page (Figure 17-3) will appear
2. Navigation bar:

- a)  Back
- b)  Hang up this call

3. The far-site will answer (Figure 17-4)

H. Press Hang up when finished

- a)  Cancel
- b)  Hang up this call



Figure 17-1: Main Screen



Figure 17-2: Enter a video number

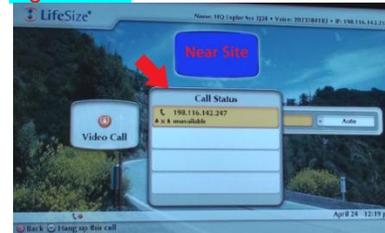


Figure 17-3: Call Status

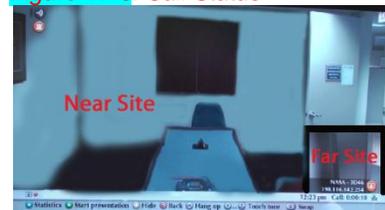


Figure 17-4: Video Call Windows

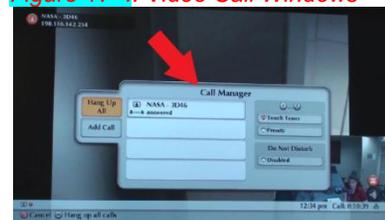


Figure 17-5: Call Manager

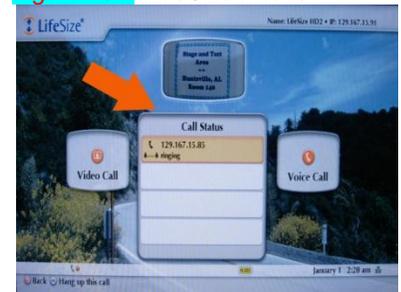
18. How to initiate a Video Call using the LifeSize Phone

- A. Press  VIDEO
- B. Press the numbers on the keypad
 1. The number will appear on the LifeSize Phone display ([Figure 18-1](#))
 - a) Use the redial button to backspace
 2. The number will also appear on the LifeSize display in a Call Status ([Figure 18-2](#)) window
 3. The far site will answer
- C. Press  VIDEO button to hang up when finished

Note: Press  to add another Video Call.



[Figure 18-1: LifeSize Phone](#)



[Figure 18-2: Call Status](#)

Instructions

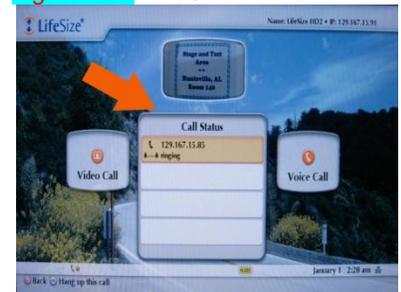
19. How to initiate a Voice Call using the LifeSize phone

- A. Press  voice
- B. Press the numbers on the keypad
1. The number will appear on the LifeSize Phone display ([Figure 19-1](#))
 - a) Use the redial button to backspace
 2. The number will also appear on the LifeSize display in a Call Status ([Figure 19-2](#)) window
 3. The far site will answer
- C. Press  voice button to hang up when finished

Note: Press  to add another Video Call.



[Figure 19-1: LifeSize Phone](#)



[Figure 19-2: Call Status](#)

20. How to initiate a multi-party Video Call

- A. A Video Call is in progress (Figure 20-1)
- B. Locate the LifeSize remote
- C. Press  to return to the Main Screen
- D. Select a number by navigating to one of the following:
 1. Use Redial (See - 15 How to initiate a Video Call from the Redial list)
 2. Use the Directory (See -16 How to initiate a Video Call from the Directory)
 3. Manually dial the number (See - 17 How to initiate a Video Call manually)
 4. On the LifeSize Phone press  add (See 18 How to initiate a Video Call using the LifeSize Phone)



Figure 20-1: Video Call Windows

21. How to accept/reject an incoming Video Call or Voice Call

A. An incoming call can be answered or ignored

1. The Incoming Call page (Figure 21-1) will appear
2. Navigation bar

- a)  Answer
- b)  Ignore
- c)  Answer this call

B. Press Answer

Note: An incoming call can be answered automatically by the system. This setting can be changed. Mute is automatically selected, if enabled. The system beeps to indicate a call has connected.



Figure 21-1: Incoming Call

22. How to add a Video Call to an in progress Voice Call

- A. A Voice Call is in progress
- B. Locate the LifeSize remote
- C. Press  to return to the Main Screen
- D. Enter the number for the additional party:
 1. Use Redial (See - 15 How to initiate a Video Call from the Redial list)
 2. Use the Directory (See -16 How to initiate a Video Call from the Directory)
 3. Manually dial the number (See - 17 How to initiate a Video Call manually)
 4. On the LifeSize Phone press  ADD (See 18 How to initiate a Video Call using the LifeSize Phone)

(no images)

23. How to add a Voice Call to an in progress Video Call

- A. Assumes a Video Call is in progress
- B. Locate the LifeSize remote
- C. Press  to return to the Main Screen
- D. Enter the number for the additional party by:
 1. Use Redial (See - 11 How to initiate a Voice Call from the Redial List)
 2. Use the Directory (See - 12 How to initiate a Voice Call from the Directory)
 3. Manually dial the number (See - 13 How to initiate a Voice Call manually)
 4. On the LifeSize Phone press  ADD (See 14 How to initiate a Voice Call using the LifeSize Phone)

(no images)

Instructions

24. How to view a computer presentation without being in a Video Call

A. Power on the PC.

1. Connect your laptop to the provided VGA cable and enable the laptop's output (extend your laptop's display)

B. Locate the display remote

1. Check to make sure the display is on the correct input

C. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote
2. Initiate a presentation while idle or in a Voice Call
3. View the Main Screen (Figure 24-1)
4. Press near camera to change the input
5. Navigation bar

- a)  Primary input
- b)  Hide
- c)  Back
- d)  Select new input

D. Press to Start or Stop the presentation

E. Press to invoke Call Manager (Figure 24-2) to hang up the call or add another call

1. Navigation Bar
 - a)  Cancel
 - b)  Hang up all calls

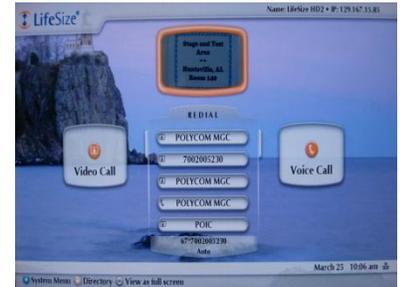


Figure 24-1: Main Screen

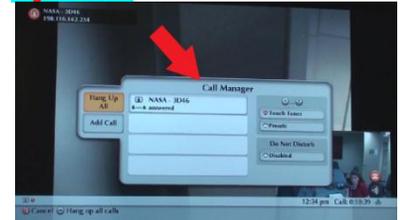


Figure 24-2: Call Manager

Instructions

25. How to transmit a presentation during a Video Call

A. Assumes a Video Call is in progress (Figure 25-1)

1. Prior to beginning the Video Call
 - a) Connect a laptop to a pop-up or a VGA cable
 - (1) Extend the laptop display
2. If using the room computer, it is already connected to the system
3. Cue the presentation
4. Navigation bar:
 - a)  Statistics
 - b)  Start Presentation
 - c)  Hide
 - d)  Back
 - e)  Hang up
 - f)  Touch tone (add a Voice Call)
 - g)  Swap

B. Press Start presentation

1. A window will appear with the following message “Starting the Presentation” (Figure 25-2).
 - a) Navigation bar:
 - (1)  Cancel
 - (2)  Dismiss dialog
2. The far site will answer
3. A Video Call window (Figure 25-3) will appear
 - a) Navigation bar:
 - a)  Statistics
 - b)  Stop Presentation
 - c)  Hide
 - d)  Back
 - e)  Hang up
 - f)  Touch tone (add a Voice Call)
 - g)  Swap

C. Press to Stop the presentation

D. Press Hang up when finished



Figure 25-1: Video Call in progress

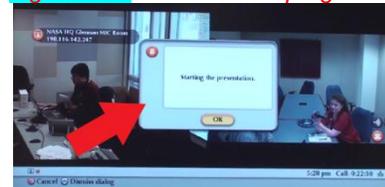


Figure 25-2: Starting the presentation

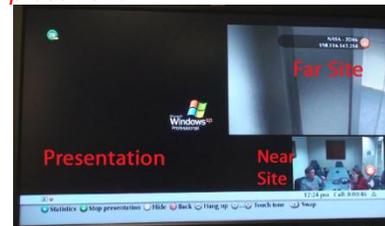


Figure 25-3: Video Call and Presentation

Instructions

26. How to transmit the TV tuner (or DVD) to the far site during a Video Call

A. Assumes a Video Call is in progress (Figure 26-1)

1. Prior to beginning the Video Call
 - a) Power on the TV Tuner (or DVD)
2. Navigation bar:
 - a)  Statistics
 - b)  Start Presentation
 - c)  Hide
 - d)  Back
 - e)  Hang up
 - f)  Touch tone (add a Voice Call)
 - g)  Swap

B. Press Start presentation (tv tuner)

1. A window will appear with the following message "Starting the Presentation" (Figure 26-2).
 - a) Navigation bar:
 - (1)  Cancel
 - (2)  Dismiss dialog
 - b) This symbol Sending a presentation will appear at the top of the video
2. The far site will answer
3. A Video Call window (Figure 26-3) will appear
 - a) Navigation bar:
 - (1)  Statistics
 - (2)  Stop Presentation
 - (3)  Hide
 - (4)  Back
 - (5)  Hang up
 - (6)  Touch tone (add a Voice Call)
 - (7)  Swap
 - (a) Change display layout (Figure 26-3)

C. Press Stop the presentation

D. Press Hang up when finished



Figure 26-1: Video Call in progress



Figure 26-2: Video Call and Presentation



Figure 26-3: TV Tuner full screen

Instructions

27. How to lock or unlock an entry in the Redial list

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Navigate to and highlight a number under REDIAL

1. View the Main Screen (Figure 27-1)
2. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place this call
- d)  Entry Options

C. Press

1. Navigation bar

- a)  Cancel
- b)  Save entry to Directory

2. A drop down menu (Figure 27-2) will appear.

- a) Save
- b) Remove
- c) Lock

D. Navigate to Lock or Unlock

E. Press (Lock entry or Unlock entry)

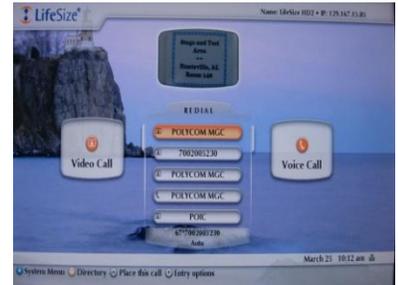


Figure 27-1: Main Screen



Figure 27-2: Drop Down Menu

Instructions

28. How to remove an entry in the Redial list

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Navigate to and highlight a number under REDIAL

1. View the Main Screen (Figure 28-1)
2. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place this call
- d)  Entry Options

C. Press

1. Navigation bar

- a)  Cancel
- b)  Save entry to Directory

2. A drop down menu (Figure 28-2) will appear.

- a) Save
- b) Remove
- c) Lock

D. Navigate to and highlight Remove

E. Press Remove entry

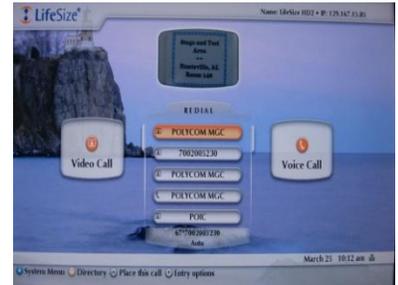


Figure 28-1: Main Screen



Figure 28-2: Drop Down Menu

Instructions

29. How to save a phone number to the local or meeting directory from Redial

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. Navigate to and highlight a number under REDIAL

1. View the Main Screen (Figure 29-1)
2. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  Place this call
- d)  Entry Options

C. Press

1. Navigation bar
 - a)  Cancel
 - b)  Save entry to Directory
2. A drop down menu (Figure 29-2) will appear.
 - a) Save
 - b) Remove
 - c) Lock

D. Navigate to Save

- #### E. Press
1. A window (Figure 29-3) will appear

- #### F. Press
1.  Cancel
 2.  Dismiss dialog

Note: Passwords for “Meet Me” numbers should not remain in the Redial listing. Please remove the entry after the conference is finished.

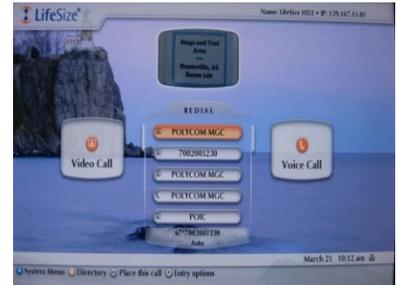


Figure 29-1: Main Screen



Figure 29-2: Drop Down Menu

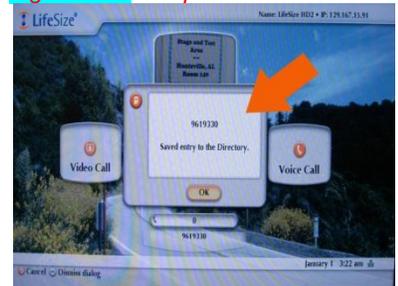


Figure 29-3: Saved entry to the Directory

30. How to add a phone number to the local or meeting directory

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen

C. Navigate to and highlight the video window

1. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  View as full screen

D. Press Directory

1. The Directory Menu ([Figure 30-2](#)) will appear

- a) Navigation bar:

- (1)  Up one level
- (2)  Back
- (3)  Place this call
- (4)  Entry Options

E. Navigate to and select Local or Meetings

F. Press

G. Navigate to and select Add New Entry

H. Press

1. Navigation bar

- a)  Cancel
- b)  Change field

2. The New Directory Entry page ([Figure 30-3](#)) will appear

I. Navigate through the fields and enter the information using the remote keypad or virtual keyboard

1. System Name:
2. Video Number:
3. Voice Number:
4. Bandwidth: Auto
5. ISDN:
6. IP Address:
7. Hierarchy:

J. Navigate to and select Add Entry

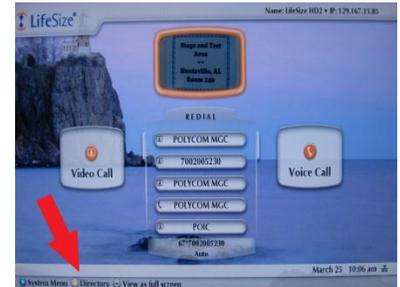


Figure 30-1: Main Screen



Figure 30-2: Directory Menu

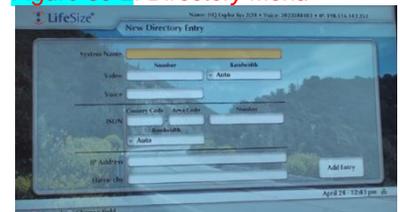


Figure 30-3: New Directory Entry

31. How to edit/remove an entry from the Local or Meetings Directories

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen

C. Navigate to and highlight the video window

1. Navigation bar:
 - a)  System Menu
 - b)  Directory
 - c)  View as full screen

D. Press Directory

1. The Directory Menu ([Figure 31-2](#)) will appear
 - a) Navigation bar:
 - (1)  Up one level
 - (2)  Back
 - (3)  Place this call
 - (4)  Entry Options

E. Navigate to and highlight an entry

F. Press Entry Options

1. A drop down menu ([Figure 31-3](#)) will appear.
2. Navigation bar
 - a) Edit
 - b) Remove

G. Navigate to and select Edit or Remove

1. Edit
 - a) Press 
 - b) The Edit Directory Entry ([Figure 31-4](#)) will appear
 - c) Make the corrections
 - d) Press Change field
 - e) Navigate to and select Save Changes
- f) Press 
2. Remove
 - a) Press 
 - b) The Remove this entry ([Figure 31-5](#)) window will appear
 - c) Highlight YES or NO
 - d) Press 

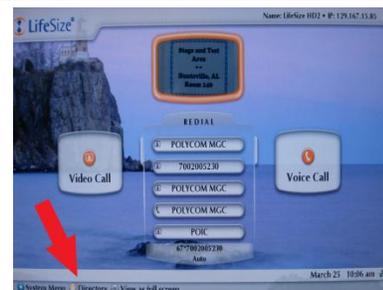


Figure 31-1: Main Screen



Figure 31-2: Directory Menu

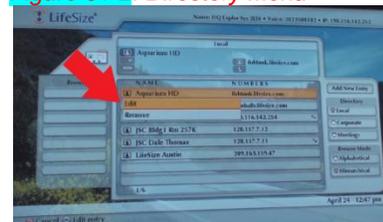


Figure 31-3: Edit or Remove

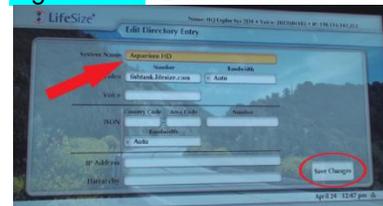


Figure 31-4: Edit Directory Entry

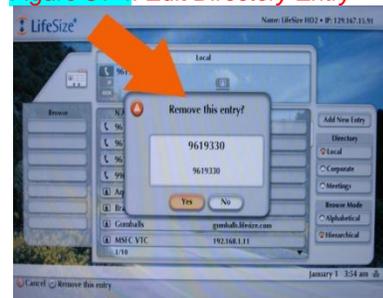


Figure 31-5: Remove this entry

Instructions

32. How to activate System Do Not Disturb during Video Call or Voice Call

A. Locate the LifeSize remote and wake up the system

1. Press any button on the LifeSize remote

B. View the Main Screen

C. Navigate to and highlight the video window (Figure 32-1)

1. Navigation bar:

- a)  System Menu
- b)  Directory
- c)  View as full screen

D. Press

E. Do not disturb

F. Navigate to and highlight Do Not Disturb (Figure 32-2)

1. Navigation bar:

- a)  Previous page
- b)  Next page
- c)  Back
- d)  Enable the System Do Not Disturb

G. Press

1. A window (Figure 32-3) will appear stating: "The system Do Not Disturb is enabled. The system rejects incoming calls. Press to continue normal operation."

H. Press



Figure 32-1: Main Screen Video Window

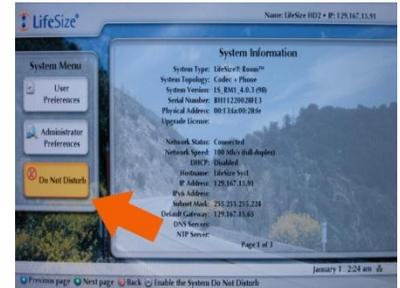


Figure 32-2: Do Not Disturb



Figure 32-3: Do Not Disturb Message