Duke University - Pratt School of Engineering

Need Help? IT Help Desk - Mon thru Fri - 7am to 6pm - 413 Teer - 660.5400

Classroom Technologies

Quick Start Guide

Projector + Laptop
Tele Conferencing
Video Conferencing
Projector / Laptop

To start up:

The projector screen can be raised and lowered using the switch located on the front wall of the room.

1. Lower the projector screen.
2. Press the ON/STAND BY button to start the projector.
3. Connect the VGA cable to the laptop.
4. Make sure the laptop is in external display mode (press Fn+F8, or equivalent).

To shut down:

1. Press ON/STAND BY button on projector to shut down projector.
2. Press the ON/STAND BY Power button once more to confirm shutting down the projector.
3. Raise the projector screen using switch on wall.
Teleconferencing

Polycom Teleconference Quick Start Guide

<table>
<thead>
<tr>
<th>To place a call:</th>
<th>To receive a call:</th>
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<tr>
<td>Press the phone button</td>
<td>Have outside party call: 919-660-5433</td>
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<tr>
<td>For local calls dial 7-digit #: 555-5555</td>
<td>Press phone to pick up</td>
</tr>
<tr>
<td>For long-distance, dial 1 + area code</td>
<td>Press phone to hang up</td>
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<tr>
<td>Press phone</td>
<td></td>
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</table>

**General info:**

To mute a call, press mute button: ☿


The functions of the “soft keys” (triangular buttons near the display screen) are determined by what is displayed on the screen. Use these buttons to place a call on HOLD, or to RESUME a call. To access more functions, press the menu button (located to the left of the screen). Below the menu button is the exit menu/previous screen button. To the right of the display screen is a scroll up/down button and a “select” button that allows you to choose a menu item.

**HELP / troubleshooting**

If no dial-tone, phone cord may have inadvertently been unplugged or is loose.

If you have a dial-tone, but dialing a phone number doesn’t stop the dial-tone OR if you are receiving an incoming call - it rings, but you have trouble picking up successfully, try unplugging unit from floor (power plugs into floor socket, near backside of table), wait a few seconds, and plug back in.

For help (Mon - Fri, 7am - 6pm): Pratt IT Help Desk - 660-5400 / 413 Teer.
Video Conferencing

Teer 304 IP Address 152.3.197.180

Turning on the system

Since the LifeSize hardware is always on, you only have to turn on the Sony Bravia display.

1. Press “Power” on the Sony Bravia remote.

2. If you see cable TV rather than the LifeSize main screen, press “Input” on the Sony remote until you see the LifeSize menu.

Navigation and selecting objects on the LifeSize Main Screen

Use the arrow keys (pictured right) on the LifeSize remote to navigate the main screen.

Note: As you navigate to different parts of the menu, icons and their descriptions that appear in the navigation bar change to indicate what actions are available for a selected object or screen.

Placing a call

You can place a video or voice call with your LifeSize system from the redial list, directory, or by dialing a video number or voice number manually.

• Placing a call from the “redial” list
  Note: The REDIAL list on the main screen stores up to 15 recently dialed numbers. A scroll bar appears when more than five entries are available for selection.

  1. Use the arrow keys on the remote to select an entry and press OK.

• Placing a call from the “directory”
  Note: The directory includes three subdirectories: the local, corporate, and meetings directories. You can modify the local and meeting directories, not the corporate directory.

  1. From the main screen, press the button on the remote control to access the directory.
  2. Use the arrow keys to select the Local, Corporate, or Meetings directory, and press OK.
  3. Use the arrow keys on the remote control to select the entry that you wish to dial, and press OK.

Video Conferencing continued on next page...
...Video Conferencing continued

- **Manually Dialing a Number from the Main Screen**
  
  **Note:** The person you are dialing should provide you with a valid IP address to their IP-based videoconference system.

  1. Use the arrow keys on the remote control to select *Video Call* and press OK.
  2. Enter the number you wish to call. The last manually entered number appears by default.

  To edit the number, use the following keys:
  - The button changes the text entry method (indicated at the bottom of the screen).
  - The button behaves as backspace.
  - The button displays the keyboard from which you can enter alphabetical characters.

  Use the arrow keys to navigate to the character you wish to enter and press OK.

  Press OK to exit the field.

  3. Press the call button (pictured right) to dial the number.

- **Adding an Entry to the Directory**

  1. From the main screen, access the directory by pressing the button on the remote control.
  2. Using the arrow keys, select either the *Local* or *Meetings* directory.
  3. Select the *Add New Entry* button and press OK.

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This mic should be placed on the conference table during the call (it has a 25-foot range).

Your camera can be controlled by using these buttons on the remote.
Video Conferencing

LifeSize systems include support for sharing data from the presentation input (typically a personal computer connected to the codec) while simultaneously showing video from the primary input. This enables you to view a live presenter and the content at the same time.

1. Connect the VGA cable to your laptop

2. Make sure the laptop is in external display mode (press Fn+F8, or equivalent)

During the call, Start presentation appears in the navigation bar of the user interface.

Press the button to start the presentation

A message appears indicating that the presentation is starting.

Press the Stop presentation button again to stop the presentation.

Optional: Change Screen Layout

During a video conference, you can change the layout of the video sources on your screen to accommodate your personal preference.

Click on this screen layout button to change to change the video layout

Your video layout options are:

• A far end participant appears as the largest video image
• Your site (the near end participant) appears as the largest video image
• All video images from all participants are the same size