LifeSize® Quick Start Guide

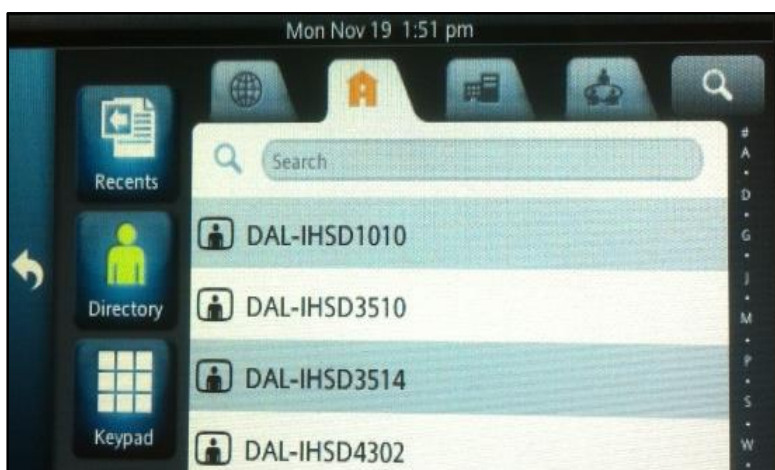1. On the LifeSize pod, press **Call** on the main menu.

   To make a video call → [main menu screen showing 10.84.60.59] ← If **Do Not Disturb** is selected all incoming calls will be rejected.

2. Touch **Directory** to select a room from the list (scroll down to find more rooms). Click the IP address to connect to the room.

   Touch **Recent** to access recent calls. Touch **Keypad** to manually dial an IP address. → [directory screen] ← Rooms are listed by campus:
   DAL – Dallas
   DEN – Denton
   HOU - Houston

3. To connect an additional room, press **Add** and repeat step 2.

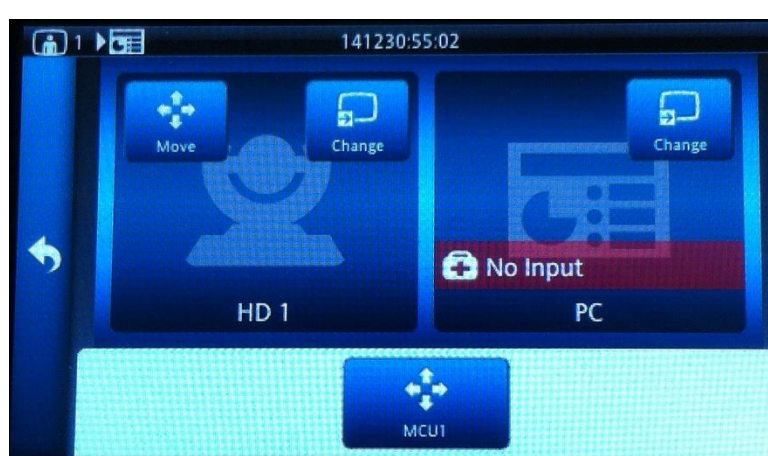   Touch **Layout** to adjust screen views → [call controls screen] ← To **mute** the call, touch the microphone icon. Touch **Volume** to adjust volume level.

4. To share a presentation (PC), touch **Presentation** on the main menu. To stop sharing, press **Sending**.
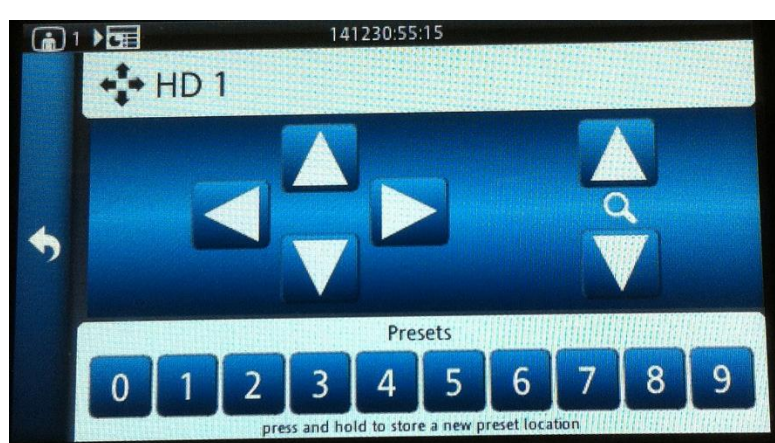
5. To adjust camera direction or zoom in/out, press **Inputs**, and touch **Move**.

   Touch the left arrow to return to the main menu → [inputs screen]

6. Use the arrows to control the camera direction or zoom in/zoom out.

   Use arrows on the left to adjust camera direction → [camera control screen] ← Use arrows on the right to zoom in or zoom out

7. To end a call, press **End** on the main menu.

   In rooms where Document Camera is equipped, press **Inputs** on the main menu, then touch **Change**, and select **Doc Cam.** [input selection screen]

For assistance contact the Technology Service Desk at 940-898-3971.