Using the ATLAS Videoconferencing System in Room G58

The ATLAS Videoconferencing System allows you to have a live audio and video conference with sites around the world over the internet, almost as if you were in the same room together.

These instructions are intended to show you how to control the basic functions you may need during a videoconference.

**PREPARING FOR YOUR VIDEOCONFERENCE:**

- Please arrive 10 minutes before your videoconference is scheduled to begin so that ATLAS staff can make sure we have everything you need ready before the conference begins.
- At 10 minutes before the conference begin time ATLAS staff will open the room, turn on the videoconferencing system and connect to the videoconference for you.
- ATLAS staff will not stay in the room during the videoconference, and we are not able to monitor the videoconference call.
- *However, ATLAS staff will be on call during your videoconference in the event you need assistance.*

**THE REMOTE CONTROLS:**

There are two remotes for the system, which should always be kept at the instructor’s podium when not in use: the plasma screen remote and the LifeSize Room videoconferencing system remote.

You will primarily be using the LifeSize remote in order to control the camera in the room, mute the room microphone and adjust the volume of the sound you hear.

![Remote Controls Image]
ABOUT THE VIDEOCONFERENCING SYSTEM:

The system has two screens:

On the left screen you will see the remote site(s) you are connected to.

On the right screen you will see either the video from the room’s camera or a PC presentation you are sharing with the conference.

CONTROLLING THE SOUND YOU HEAR IN THE ROOM:

- The sound from the remote sites you are conferencing with comes from speakers mounted on the plasma monitors.
- Use the Volume keys on the LifeSize remote to raise or lower the volume.
- Take care not to make the sound too loud or you may get feedback or cause echoing at the other sites.

CONTROLLING THE SOUND YOU SEND TO THE VIDEOCONFERENCE:

At times you may want to mute the room microphone during a videoconference:

- If you are in a conference with multiple sites the organizer may sometimes ask everyone who is not speaking to mute in order to limit background noise.
- Some multi-site videoconferences use voice detection in order to choose which site appears on screen. Muting when nobody is speaking ensures that inadvertent noises, like coughing or sneezing, don’t trigger the system.
- You may want to have a brief private discussion with other people in the room while still remaining connected to the conference.

To mute the microphone press the mute button on the LifeSize remote. Press it again to unmute.
CONTROLLING THE SOUND YOU SEND TO THE VIDEOCONFERENCE, CONTINUED:

You can also mute the microphone by using the mute button on the microphone itself.

When the microphone is muted, this symbol appears on the screen:

The lights on the microphone turn red:

and the mute button turns red:

The lights are blue when the microphone is unmuted:
You can control what the other site(s) in your conference see by changing the camera position and zooming in or out. To make things simple you can quickly move the camera to 5 present positions, pictured below.

To select a preset just press the corresponding number on the LifeSize remote:

- **Preset 1**: Wide shot, full room
- **Preset 2**: Instructor's podium
- **Preset 3**: Back/South side tables
- **Preset 4**: West side tables
- **Preset 5**: East side tables & Podium
CONTROLLING THE CAMERA: PAN, TILT AND ZOOM

If none of the presets suits your needs you can also move the camera independently using the LifeSize remote.

Use the arrow keys to tilt up and down or pan left and right.

Use the zoom keys to zoom In and Out.

SENDING PC PRESENTATIONS (POWERPOINT, WEB PAGES, ETC.):

In some conferences it is possible to send both camera video and video from the PC on the podium at the same time. This is called "Dual Display." This is usually only possible when connecting with just one other site, and it must be arranged in advance with the other site’s technical contact.

If Dual Display is possible with your videoconference, you can send the PC’s video by pressing the blue button on the LifeSize remote while connected to a videoconference.

If Dual Display is not possible, it is still possible to send the PC video instead of the camera video. To do this:

While in the call press the NEAR button on the remote.

Then use the arrow keys to select PC, then click OK. To change it back to the camera press NEAR, then select HD Camera 1 and press OK.

NOTE: If you will need to share PC presentations during your conference please notify ATLAS staff before the conference. Email atlas-av@uiuc.edu or talk with the ATLAS staff who connects your conference call.