

LifeSize Videoconferencing Instructions

Simulcasting in Pathology 103

- 1. Move the TV CART to the front of the room, just to the side of the main projection screen.**
- 2. Power on Projector using Projector Remote.**
- 3. Power on TV using TV Remote.** *(there is a delay before the TV display lights up. You'll see a tiny red light in the lower right corner of the TV indicating it is powering-on)*



****Adjust speaker volume using TV Remote**

Note: The LifeSize System will automatically start once the TV is powered on.



Looking at the TV monitor, the currently selected item will be “highlighted” in Yellow/Orange.

3. Use ARROWS on the remote to highlight “IDRC Video Conference” and press “OK” to call.

[If receiving the call from the IDRC, select “OK” to answer.]

4. Use ARROWS to highlight the main speaker view and select “OK”. Adjust camera view with ARROWS to include a majority of the audience.



5. Change the layout so that the speaker at IDRC is the main image on the TV Monitor. **Note:** The local view insert will disappear after a few minutes. *(The speaker’s presentation will automatically appear on the projection screen)*

6. Mute the sound *(this will avoid the speaker at the IDRC from hearing Path 103 attendee chatter during his/her presentation. Un-mute at the end of presentation so speaker can hear questions from Path 103 attendees)*

Don't Forget the Lights!

Dim the lights during the presentation so half of them are on so the presenter can see the audience and the projection is easy to see.

After Presentation:

1. Turn ON Main Lights
2. Power OFF Projector
3. Power OFF TV
4. Move TV Cart to in front of podium, facing podium.