

DELTA Class (LifeSize) QUICK GUIDE

1. Room Set Up

When you enter the room, you will find an instructor table with a document camera, a tablet and a computer workstation. Mounted to the underside of the table there is a button to move the table up and down.



Instructor Table

- If using the computer during your class, turn on the instructor workstation.** Press the On/Off button on the computer mounted under the instructor table.
- If using your laptop,** plug it in using the Laptop cable on top of the table. Plug the audio cable into the speaker port (headphone jack) on your laptop.
- If using the document camera,** turn on the document camera by pressing the power button.
- Move mic pod to center of room.** There are two mic pods on the instructor table. Move one mic pod to a table or desktop in the center of the room.

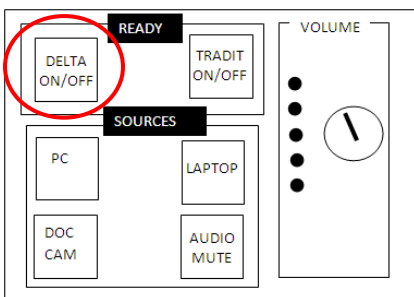


2. Turn on LifeSize

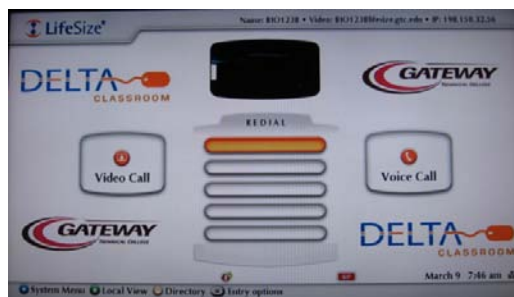
There will be a control panel on the wall near the instructor table.

To turn on the LifeSize projection system **Press DELTA On/Off** button on control panel.


You will see the "LifeSize Home Screen" on the screens.



Control Panel



LifeSize Home Screen

If you don't see the LifeSize Home screen, **press the HOME**  button on the remote control.

The room volume should be set by default, if not, see Troubleshooting for volume control.

3. Placing a Call/Connecting to a Far Site Room

Select a far site from the directory:

- Press the yellow button for directory.
- Arrow down to select the far site.
- Press OK and LifeSize will dial that site.

To add another site:

- Press the Call button on the remote.
- Press the yellow button for directory and arrow down to select the second site.
- Press OK.
- Repeat for additional sites as necessary.


Directory



4. Initial Checks and Settings

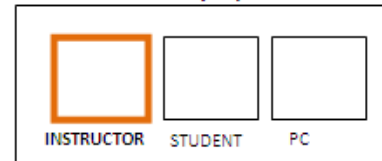
All DELTA rooms are set for student view as the primary input. The primary input needs to be changed to Instructor view for your site.

Set the Primary Input to Instructor:


- Press the **input** button  to show Primary Input menu.
- Arrow over to "Instructor."
- Press **OK** to select the new input.

If you see **Far Input** instead of **Primary Input**, see Troubleshooting.

Primary Input



If the view on the screens is not what you want:

- Press the Swap button  this will scroll through all the viewing options. Continue to press the Swap button until the desired view appears.

The amount of views available depends on how many rooms are connected. The amount of available views appears on the bottom of the screen, then fades away. In the example below, "2/7" means this is the second view in a total of seven possible views. (The second view is voice activated, video follows the voice.)



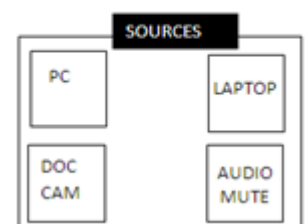
Move mic pods to desired locations so all students can be heard. You may need to experiment with mic pod locations.


5. To Start Presentation

To start a presentation from the computer or document camera, first select the source using the control panel on the wall, then press the green button on the remote.

- For Instructor Workstation computer: Press the **PC button** on the control panel (located on the wall)
- For Laptop: Press the **Laptop button** on the control panel (located on the wall)
- For Doc Camera: Press the **Doc Cam button** on the control panel (located on the wall)

Control Panel



Press the green button  on the remote control to Start Presentation of digital information. The information will show on the screens.


6. Navigation and Ending Presentation

To end the presentation **press the green button**  on the remote control.


For a quick visual reference on how to control your LifeSize classroom, check the bottom **Navigation Bar**. Some buttons change function depending on what screen you are in. In the example below, the yellow button will Hide the Navigation Bar. Each button acts as a toggle switch: press once to start, then press again to end.



7. To Have Students at the Far Site do a Presentation

To start presentation, the student at the far site must press the green button  on the remote control. To end presentation at far site, the student must press the green button again.

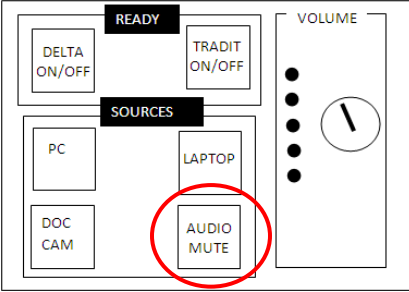






8. Ending a call/Disconnecting to a Far Site Room





Before disconnecting, ask students at far sites to move mic pods and remote control back to the instructor station. Press the hang up button twice .

9. Turn off LifeSize

Press **DELTA On/Off** button on control panel (located on the wall) to turn off the LifeSize projection system.

Troubleshooting

<p>The room volume has been customized to each room. If you experience feedback, press the audio mute button to reset to the default settings.</p>	
<p>Adjust LifeSize Volume using remote control.</p>	
<p>When moving Mic Pods: mute then unmute .</p>	
<p>During start up, if the computer screen appears on your projection wall, press the Green button on the remote to stop presentation.</p>	
<p>If Far Input shows instead of Primary Input on your screen:</p> <ul style="list-style-type: none"> Press OK to get to the main view. Press near/far button  Continue to press near/far button until the orange camera icon  shows on the image of your site. 	

<p>To move your presentation to the big screen, ask a student at the far site to press Swap button </p> <p>Continue to press the Swap button until the presentation is on the big screen.</p>		
<p>LifeSize units go to sleep. If are turning on the room and press the DELTA On/Off button, but see nothing on the screen, press the home button on the remote control.</p>		
<p>To adjust focus, zoom in and out. Lifesize will re-focus.</p>		
<p>To reduce glare, change lighting in the room.</p>		
<p>Tech Support</p>	<p>Burlington</p>	<p>5700</p>
	<p>Elkhorn</p>	<p>8612</p>
	<p>Kenosha</p>	<p>2800</p>
	<p>Racine</p>	<p>6600</p>
<p>Mary Blue – VANguard Initiative</p>	<p>5354</p>	
<p>Distance Learning</p>	<p>3202</p>	
<p>Phone extensions for LifeSize rooms</p>	<p>BIOC-123A</p>	<p>3642</p>
	<p>BIOC-123B</p>	<p>3718</p>
	<p>ACAD-A226</p>	<p>3554</p>
	<p>RACI-L207</p>	<p>6276</p>
	<p>RACI - L208</p>	<p>6287</p>
	<p>ELK - N210</p>	<p>8022</p>
	<p>ELK – S237</p>	<p>3588</p>