

Seminar Room

Instructions for Video Conference System

To switch on system:

Press power button on the LG remote control

If required, press any button on the

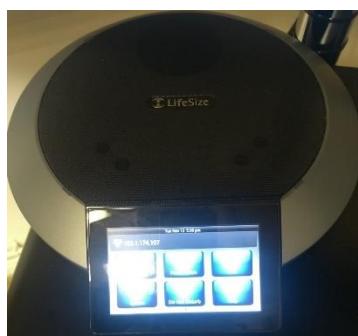
LifeSize remote control



To display content of laptop on screen:

Connect cable marked “laptop” to laptop

Press “Present” button on the microphone unit



To connect to a ZOOM meeting

There are three options

- 1 Connect to an already scheduled zoom meeting**
- 2 Connect to the Seminar Room Zoom room (Account)**
- 3 Connect to an already scheduled Zoom webinar**

1. To connect to an already scheduled Zoom meeting

Press the “Call” button on the microphone unit

press “Directory

Select “Zoom Gateway”

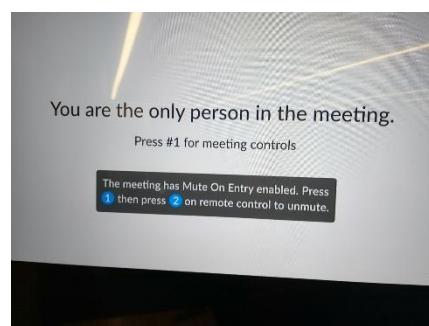
When prompted, tap on the blue bar

When prompted for the meeting id:

press the keypad symbol (labelled “Tone”),
key in the meeting id and press #

If prompted enter access code and press #

In rare cases, you may see a message like the one below telling you that the system is muted. (This happens if the organizer has dictated that everybody is muted by default).



If that happens, follow the instructions shown on the screen:

Press 1 on the keypad, then press 2.

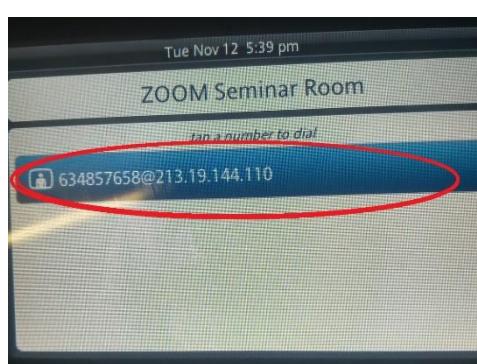
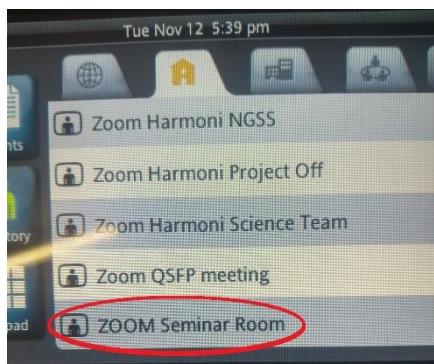
2. To connect to a video conference using the Seminar Room Zoom room

Press the “Call” button on the microphone unit
press “Directory



Select “Zoom Seminar Room”

When prompted, tap on the blue bar



You will then enter the conference

You can invite other people to join you by connecting
from a web browser or a telephone or another VC system.
See example of an invitation at the end of this document.

3 To connect to a Zoom Webinar

On a laptop or desktop PC: log in to zoom and start or join the webinar.

The on the VC unit:
Press the “Call” button on the microphone unit
press “Directory

Select “Zoom Gateway”

When prompted, tap on the blue bar

You will be greeted with the usual welcome screen:

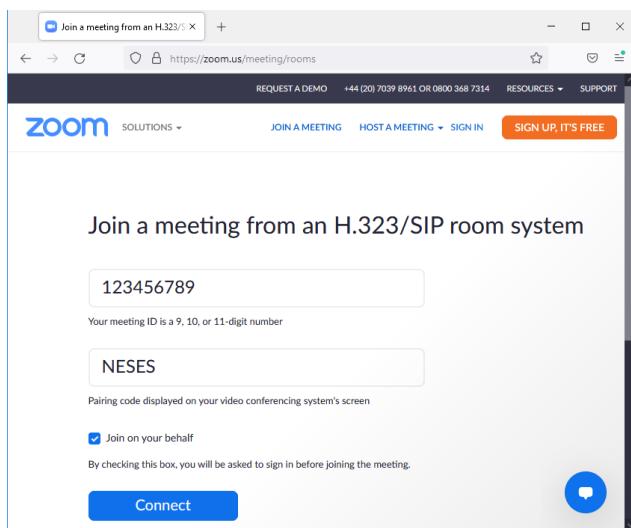


Do **not** enter the meeting id – instead follow the instructions at the bottom of the screen.

That is:

On the laptop or PC, open a web browser and go to <https://zoom.us/meeting/rooms>

And fill in the form – meeting id for your webinar plus the pairing code as shown on the VC system and tick “join on your behalf”. See example below



You will be prompted for your Zoom account details and the VC system will be connected

To connect to Webex or BlueJeans

Press the “Call” button on the microphone unit
press “Directory
select “WebEx gateway” or “BlueJeans Gateway”
When prompted, tap on the blue bar
When prompted for room extension,
 press the keypad symbol (labelled “Tone”),
 key in the extension number and press #

To make a h.323 video call to another VC system

Press the “Call” button on the microphone unit
type in the ip address of the system you want to call

To receive a h.323 video call from another VC system

Tell the other party (or parties) to call you on 163.1.174.107. The system is capable of handling up to 4 simultaneous calls.

Skype

The system does NOT support Skype.

Camera Controls

The following views are preset – just press the relevant number on the Lifesize remote control

1. Room view
2. Slightly zoomed in view
3. Zoomed in view
4. Left side of room
5. Right side of room
9. No view - parked

Example Zoom invitation for Seminar Room

Dear xxx

You are invited to join the [xxxx](#) meeting at [2/9/2019 at 09:00 \(UK time\)](#)

You can join from a web browser by going to:

<https://zoom.us/j/99905584423>

Most web browsers will work but Chrome generally works best.

(If you have not used Zoom before, we recommend that you perform a quick in advance by going to <https://zoom.us/test>)

You may also join from a video conference system by dialling one of the following access numbers

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

202.177.207.158 (Australia)

209.9.211.110 (Hong Kong)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

When prompted, enter the Meeting ID: 999 0558 4423

You can also join by phone by dialling one of these numbers

+44 203 966 3809 United Kingdom

+44 203 695 0088 United Kingdom

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+61 8 7150 1149 Australia

+61 2 8015 2088 Australia

+1 647 558 0588 Canada

+33 7 5678 4048 France

+33 1 8288 0188 France

+49 69 8088 3899 Germany

+49 30 3080 6188 Germany

+49 30 5679 5800 Germany

+41 31 528 0988 Switzerland

+41 22 518 9006 Switzerland

When prompted enter the Meeting ID: 999 0558 4423

Or dial directly from your mobile

+442039663809,, /99905584423# United Kingdom

+442036950088,, /99905584423# United Kingdom

Or via a smartphone app:

Download the Zoom app, click on “join meeting” and enter the Meeting ID: 999 0558 4423