Video Conferencing at Loyola
Equipment Locations

There are multiple locations here at Loyola that allow for video conferencing. This documentation will focus on the high-definition LifeSize equipment located in SSOM. In SSOM, there are video conferencing capabilities in 190, 390, 405, 429, 460, and APEC. Rooms 190, 390, 429, and 460 are connected to the projectors in the room. In 405 and APEC, the equipment is on a portable cart and connected to an LCD panel.
Rooms 190 and 390 have the LifeSize controls built into the Crestron touch panel on the podium. In order to start a video conference, first turn on the projector, select Video, and then select Video Conference.
SSOM 190 and 390

After the projector warms up and turns on, you may need to press one of the directional arrows to “wake” up the camera. You should see a screen similar to the picture at the bottom right. At this point if someone is calling into your location nothing else needs to be done. If you will connect to another endpoint, either locate the location in the directory or select Video Call, press OK, enter the IP address, and press Call. If during your video conference you need to share media from your endpoint, press the green square and then select the content you’d like to share. You can also press the Layout button to cycle through the different layouts. When done, press the Hang Up button and shut off the projector.
SSOM 405, 460, and APEC

These rooms utilize the LifeSize remote to control a video conference. First, turn the TV or projector on and select the video input. If the camera is in sleep mode, press one of the directional arrows to wake up the system. If someone is calling into your location nothing else needs to be done. If you will connect to another endpoint, either locate the location in the directory or select Video Call, press OK, enter the IP address, and press Call. If during your video conference you need to share the PC from your endpoint, press the green square and then select the PC input. You can also press the Call button during the call to cycle through the different layouts. When done, press OK to end the call and shut off the TV or projector.
Room 429 has the LifeSize controls built into the Crestron controller on the podium. Begin by turning on the projector and selecting the LifeSize source.

Select the LifeSize icon at the top of the screen. You may need to press one of the directional arrows to “wake” up the camera. If someone is calling into your location, press Answer to pick up the call. If you are dialing the remote location, type in the IP address and press Dial.
If you would like to share media during the meeting, press the Source Share button and the source to share. The Stop Presentation button will stop sharing the source when you are done. To cycle between the different available layouts, click the Layout button until you find the layout you want.

To position the local or remote camera, press the camera icon at the top of the screen. Press the camera you’d like to move and then the directional arrows or zoom options at the bottom.