Section 2: Using Your LifeSize Icon Video System

Placing, answering, and ending a call
Select Call ☎️ and navigate to one of the available calling options:
- Favorites 🌟
- Recents 📞
- Directory 📚
- Meetings 🗓️
- Dialer ➔
To place a call scheduled on LifeSize UVC Manager, select Schedule ☑️ and an entry in the list.
Select Answer ✅ to answer a call and ✅ to end a call.

Initiating a presentation
Select Presentation 🎨 to start a presentation.
By default, support for presentations is enabled. If you connect a laptop to a video input on the system during a call, a presentation starts automatically.

Controlling a near or far end camera
To adjust the near end camera when the system is idle, select View 🎥.
During a call, select 🎥 to adjust the near end camera. Select 🎥 to adjust the far end camera.

Creating a recording
With LifeSize UVC Video Center configured, select 🎥 to create a recording. This feature is available only when you are not in a call.

When your LifeSize video system is idle, the screen is black. An incoming call, showing a presentation, or pressing any button on the remote control activates the system. Point the remote control at the IR receiver (located on both the camera and the codec), not the screen, and tap a button to activate the system.

Additional options include:

| My Info 📂 | Shows the system name and numbers that callers use to dial into the video system. |
| Do Not Disturb ☑️ | Select to reject incoming calls. When enabled, ☑️ appears. |
| Volume 🎧 | Opens a volume navigation bar for you to select a volume level from 0 to 100. The level represents the volume as a percentage. Use the remote control to adjust the level. Tap ‹ or › to adjust the level in 1% increments. Press ‹ or › to rapidly and continuously adjust the volume. |
| Sleep 🛌️ | Select to put the video system (including camera and display) to sleep. Read more at Sleep. |
| System 🛠️ | Select to show system status and information. Read more at System Options. |
Sleep

Select 🍀 to put the video system, camera, and display to sleep. The video system automatically sleeps under the following conditions:

- Ten minutes elapse without user interaction.
- A voice call connects.

Tap any key on the remote control to wake the system. When the system wakes, one of the following options is highlighted, depending on the state of the video system:

- 🍀 – A system issue is present. Select 🛠️ for more information about the issue.
- 🎉 – The do not disturb feature is enabled.
- 📺 – A call scheduled on LifeSize UVC Manager is available on your video system.
- 📞 – No other conditions are present.

Navigation and Search

Your LifeSize video system shows call entries and other system information in lists that you can navigate with the remote control.

<table>
<thead>
<tr>
<th>Navigate to the top or bottom of a list</th>
<th>Tap ⬇️ to quickly navigate to the top or bottom of the list. A bar to the right of the list shows your current position and the total number of entries in the list.</th>
</tr>
</thead>
</table>
| Search call entries                    | Tap ⬅️ to open a search box to locate call entries. As you select values, the list is filtered to match any word in an entry’s name that starts with the filter string. Search box options include:  
  - Tap ⬅️ to delete a value in the search box.  
  - Select the # symbol to represent any numeral.  
  - Select the 🍀 symbol to insert a space between search entries, allowing you to use multiple words in your filter. |

NOTE When you select Russian for the language of the video system’s display, the search uses the Cyrillic alphabet. Select abc to show the Latin alphabet.
Placing a Call

Place a call using one of the following methods.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Select to show calls scheduled on LifeSize UVC Manager for your video system. Select an entry in the list to dial the number.</th>
<th>Joining a Call From the Video System’s Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorites</td>
<td>Select to show your Favorites. Select an entry in the list to dial the number. You can also delete an entry or all entries in Favorites from this view.</td>
<td>Placing a Call From Favorites</td>
</tr>
<tr>
<td>Recents</td>
<td>Select to show recent calls. Select an entry in the list to dial the number or add the number to your favorites. You can also delete an entry or all entries in Recents from this view. NOTE: Recents is limited to 50 entries.</td>
<td>Placing a Call From Recents</td>
</tr>
<tr>
<td>Directory</td>
<td>Select to show entries in your company directory (or from LifeSize UVC Manager, if LifeSize UVC Manager manages your system). Select an entry in the list to dial the number or add the number to your Favorites.</td>
<td>Placing a Call From the Directory</td>
</tr>
<tr>
<td>Meetings</td>
<td>Select to show available calls scheduled on LifeSize Bridge (or on LifeSize UVC Manager). Select an entry in the list to dial the number.</td>
<td>Joining a Meeting</td>
</tr>
<tr>
<td>Dialer</td>
<td>Select to enter calling information manually. Specify alphanumeric characters, call bandwidth, and protocol.</td>
<td>Placing a Call Manually</td>
</tr>
</tbody>
</table>

When you select an entry in Favorites, Recents, or Directory, calling options can include:

| Dial as Video | Available when the original call was a video call. |
| Dial as Voice | |
| Dial Now | Available when the original call was a voice call. To initiate a video call, select Advanced Dialing, navigate to advanced dialing options and select video. |
| Advanced Dialing | Opens the dialer for you to specify alphanumeric characters, call bandwidth, and protocol. |

Available calling options also depend on the applications configured in your environment:

- **Schedule** appears only when LifeSize UVC Manager manages your video system.
- Entries appear in **Directory** only when your video system is integrated with a directory server or managed by LifeSize UVC Manager.
- **Meetings** appears only when your video system is integrated with a LifeSize Bridge or managed by LifeSize UVC Manager.

A video icon represents a video call in progress. A voice icon represents a voice call. Select to end the call.
Joining a Call From the Video System’s Schedule

Select 📅 to show upcoming calls that are scheduled for your video system by LifeSize UVC Manager. Details about the call can include the start time, title, description, and participants. Calls that require a passcode show a lock icon ⚒️. The schedule also shows time periods during which no calls are scheduled.

A call starts automatically at its scheduled start time.

Placing a Call From Favorites

1. Select 📞 > ⭐️ to show entries in your video system’s Favorites.
2. Select an entry.
3. Optional:
   - Select Advanced Dialing to open the dialer.
   - Select Remove or Remove All to manage the entries in Favorites.
4. Select Dial as Video (or Dial as Voice).

Placing a Call From Recents

1. Select 📞 > ⌚️ to show recently dialed 📞, received 📞, or missed 📞 calls.
2. Select an entry.
3. Optional:
   - Select Advanced Dialing to open the dialer.
   - Select Add to Favorites.
   - Select Remove or Remove All to manage the entries in Recents.
4. Select Dial as Video (or Dial as Voice).

Placing a Call From the Directory

1. Select 📞 > 📚 to show entries in your company directory.
2. Select an entry from the list.
3. Optional:
   - Select Advanced Dialing to open the dialer.
   - Select Add to Favorites.
4. Select Dial as Video (or Dial as Voice).
Joining a Meeting

Select ✆ > 📺 to show a list of scheduled and on demand meetings available to your video system from LifeSize Bridge or LifeSize UVC Manager. Details about the meeting can include the start time, title, and description. Calls that require a passcode show a lock icon 🗝.

The status for a meeting can be:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live</td>
<td>The meeting has started.</td>
</tr>
<tr>
<td>Ready</td>
<td>Ready to join. The meeting has no participants.</td>
</tr>
<tr>
<td>Active</td>
<td>Participants have already joined the meeting.</td>
</tr>
<tr>
<td></td>
<td>If an active meeting is full, LifeSize Bridge does not accept new participants.</td>
</tr>
<tr>
<td>Unavailable</td>
<td>The meeting has no participants and no ports are available.</td>
</tr>
<tr>
<td>Full</td>
<td></td>
</tr>
</tbody>
</table>

Select an entry from the list to join the meeting. If the meeting has not yet started, a counter shows the time remaining until the meeting is live. You can join the meeting ten minutes before the start time; the bridge connects you automatically when the meeting is live.

Placing a Call Manually

1. Select ✆ > 📺 to enter calling information manually. As you enter each character, the corresponding touch tone is audible for the values 0-9, #, and *. A key click is audible for any other character.

2. Navigate to advanced options to enter alphabetic characters or select a call bandwidth or protocol.
   
   Select the shift character ⌈ to enter an uppercase letter. Select the shift character twice for caps lock.
   
   The list of available bandwidth values adjusts to the maximum bandwidth preference set by your administrator. Similarly, only enabled call protocols appear.

3. To place the call, select Call.
Managing Your Video System In a Call

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide onscreen text</td>
<td>Select ▲ Hide.</td>
</tr>
<tr>
<td>Mute audio</td>
<td>Press 🎤 on the remote control to mute audio to the far end. When enabled, 🎤 appears. You can also mute audio to the far end by pressing 🎤 on your audio device.</td>
</tr>
<tr>
<td>Mute video</td>
<td>Select 🎤 &gt; 🎤 to mute video to the far end. When enabled, 🎤 appears.</td>
</tr>
<tr>
<td>Show picture in picture</td>
<td>Select 🎤 &gt; 🎤 to show picture in picture video when the video system is in a call. When enabled, 🎤 appears.</td>
</tr>
<tr>
<td>Change the presentation layout</td>
<td>During a call, select 🎤 and navigate to the desired layout. Read more at Initiating a Presentation.</td>
</tr>
<tr>
<td>Change the call layout</td>
<td>Available in LifeSize Bridge calls only: Select 🎤 and navigate to the desired layout. If your video system is integrated with a LifeSize Bridge, available layouts for the call appear. If your video system is a participant in a call hosted by LifeSize Bridge but is not integrated with the bridge, navigate to the desired layout by selecting Next or Previous. NOTE: 🎤 is not available if the call has only one available layout.</td>
</tr>
<tr>
<td>Move the cameras</td>
<td>During a call, select 🎤 to adjust the near end camera. Select 🎤 to adjust the far end camera. Read more at Camera Control.</td>
</tr>
<tr>
<td>Swap camera input</td>
<td>If two cameras are connected, select 🎤 or 🎤 to swap the primary camera input. By default, the HD camera is the primary input, camera 1, and the DVI camera is camera 2. Selecting 🎤 adjusts camera 1. NOTE: Presentations are not available with two cameras connected to the video system.</td>
</tr>
<tr>
<td>Use the keypad</td>
<td>Select 🎤 to show a keypad to enter tones if required by the far end.</td>
</tr>
<tr>
<td>Show caller information</td>
<td>Select 🎤 &gt; 🎤 to show details about the caller, including the system name and number. Call statistics also appear and include the call type and protocol, connection time, and direction of the call.</td>
</tr>
<tr>
<td>End the call</td>
<td>Select 🎤.</td>
</tr>
</tbody>
</table>

By default, you must manually answer or ignore incoming calls. Administrators can set the Auto Answer and Auto Answer Mute preferences.
Initiating a Presentation

Select Presentation 📀 to start a presentation during and before a call. By default, if you connect a laptop to a video input on the system, a presentation starts automatically and 📀 appears. To stop the presentation, select 📀.

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NOTE If your video system is already receiving a presentation, connecting a laptop does not automatically start a presentation.

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Select from the following layout options during a call:

- 📀 – Presentation input and video from the far end appear side by side.
- 📀 – Presentation input and video from multiple callers appear. This layout is available with bridge calls from Meetings 🗓️.
- 📀 – Presentation input appears.
- 📀 – Video from the far end appears.

If the video call does not support presentations simultaneous with video, the video system automatically swaps the primary and presentation inputs to send the presentation. The near end shows both the camera and presentation input, and the far end shows only the presentation.

Camera Control

Your LifeSize video system allows you to adjust a camera during and before a call. To prevent far end users from adjusting the near end camera, your administrator can disable Far Control of Near Camera (enabled by default) in Preferences > Video. To prevent far end users from using and configuring camera presets for the near end camera, disable Far Control of Near Camera or Far Set of Camera Presets.

Pan, Tilt, and Zoom

1. Select the camera you want to control:
   - 📀 – Adjust the near end camera anytime the system is not in a call.
   - 📀 – Adjust the near end camera during a call. The near end video appears in the PIP window.
   - 📀 – Adjust the far end camera.

2. To pan and tilt, select 📀 to activate the feature.
   - Tap ▶ and ◀ to pan and ▲ and ▼ to tilt. Select Pan/Tilt again to exit.
3. To zoom, select  to activate the feature.

    Tap ▲ and ▼ to zoom in and out. Select ◥ again to exit.

    NOTE With the zoom feature active, tap ◥ to access Pan/Tilt.

4. To end your camera control session, select ◥.

Camera Presets

A camera preset is a predefined camera position that is associated with a numeral. Camera presets enable you to quickly change the position of a camera during a call.

1. Select the camera you want to control: ◥, ◥, or ◥.

2. Navigate to the presets and select a numeral. A preset might have two available options:

   - If a preset shows Select to move, select the preset to adjust the camera position as defined by the preset.
   - If a preset shows Hold to set, select the preset and hold until Preset saved appears. This action associatess the camera’s position with the numeral.

Recording with LifeSize UVC Video Center

With LifeSize UVC Video Center configured in your environment, you can initiate a recording while you are not in a call.

1. Select ◥.

2. Select from one of the available recording options to start the recording session:

   ◥ – Record input from the camera.
   ◥ – Record input from the presentation.
   ◥ – Record two streams: input from the presentation and camera.
   ◥ – Record input from both cameras. Select ◥ or ◥ to select the camera that provides the primary input. This option is available only with two connected cameras.

3. Select ◥ to start recording.

4. If prompted, enter a valid recording key. If successful, the recording begins and the recording icon appears.

5. Optional: If you are recording input from the camera or from a presentation, select ◥ to toggle the input: presentation or camera. If you are recording two streams, select ◥ to toggle between recording two streams (presentation and camera) and a single stream (camera).

6. To stop recording, select ◥.

7. To end the recording session, select the appropriate option: ◥, ◥, ◥, or ◥, depending on your selection in step 2.
Managing Calls Hosted by LifeSize Bridge

When LifeSize Bridge is integrated with your LifeSize video system, scheduled and on demand conferences available to your video system appear in \( \text{Meetings} \). When you join a call from \( \text{Meetings} \), all LifeSize Bridge layouts available for the current call scenario appear. If the current call scenario supports more than one layout, \( \text{Layout} \) appears. To change the call layout, select \( \text{Layout} \) and navigate to the desired layout.

When you join a call that is hosted by a LifeSize Bridge that is not integrated with your LifeSize video system, select \( \text{Menu} \) to access options in LifeSize Bridge:

1. Tap \( \downarrow \) and \( \leftarrow \) and select \( \text{Menu} \) to show bridge options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self View</td>
<td>The view from a participant’s camera appears on their screen.</td>
</tr>
<tr>
<td>Speaker Order</td>
<td>When enabled, the most recent speaker appears in the prominent window.</td>
</tr>
<tr>
<td>Status Indicators</td>
<td>When enabled, status icons appear.</td>
</tr>
<tr>
<td>Mute Video</td>
<td>When enabled, mutes video.</td>
</tr>
<tr>
<td>Announcements</td>
<td>Voice prompts and system sounds indicate the current system status or action</td>
</tr>
<tr>
<td>Camera Control Navigation</td>
<td>Toggles far end camera control and DTMF tones.</td>
</tr>
<tr>
<td>Touch Tone Navigation</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>The language of the onscreen text and voice prompts for LifeSize Bridge.</td>
</tr>
<tr>
<td>Text Inset</td>
<td>How far the text is offset from the sides of the screen.</td>
</tr>
</tbody>
</table>

2. Navigate the menu by selecting onscreen touch tones:
   2 – Up
   8 – Down
   6 – Select

   -or-

   Use the arrows on the navigate button.

   _________________________________________________________________
   **NOTE**  Select ## to switch the method of navigation.
   _________________________________________________________________

If the LifeSize Bridge Virtual Operator answers the call, you are prompted to select a conference to join.
Dual Displays

When you connect a second display, your LifeSize video system automatically configures the second display and shows the following information, depending on the state of the video system. The icons on the main screen do not appear on the second display.

<table>
<thead>
<tr>
<th>When the video system is...</th>
<th>The second display shows...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td>Black</td>
</tr>
<tr>
<td>Showing a presentation in or out of a call</td>
<td>Presentation input</td>
</tr>
<tr>
<td>Showing video from a call with no presentation</td>
<td>Video from the call; indicates whether the call is local or remote in origin</td>
</tr>
</tbody>
</table>

Connecting a second display requires a license key. Contact your LifeSize Representative for details.

System Options

Select 📅 to access system options:

- Shows the status of the system, including communications, system inputs and outputs, temperature sensors, and fan speeds.
- Shows detailed system information, including communications, network, system inputs and outputs, and cameras.
- Allows you to configure the safe area of your display.
- Shows the system's IP address for your administrator to configure the system. If the system is not configured or inoperable, serial port information appears.
- Select the language for onscreen text.
- Shows licenses applied to the system.
- After confirmation, reboots the system.
- Provides access to administrative tasks:
  - 📅 – Resets network settings to their default values: enables DHCP, resets the VLAN tag to 0, and enables HTTP and SSH.
  - ⏹️ – Resets all settings to their default values and reboots the system.
  - ❌ – Reverts the system to an alternate software version, resetting all preferences to their default values, and then reboots the system.

This area requires a numeric passcode. Select 📒 to log out.