



Guest Login Walk-Through

1. MINIMUM SYSTEM REQUIREMENTS FOR VIDEO CONFERENCING

a. Network/Internet Connection

- i. All calls will dynamically adjust to give the best possible quality with the available network.
 1. 720p 15FPS requires a minimum of 1mbps download/upload speeds.
 2. 4K 30FPS requires a minimum of 4mbps download/upload speeds.
- ii. Be mindful of other activities on the network that will degrade the network bandwidth.

b. High-Resolution Webcam

- i. Lifesize Cloud supports the following resolutions:
 1. 1280x720p 60fps
 2. 1920x1080p 30fps
 3. 1920x1080p 60fps
 4. 3840x2160 (4K) 30fps
- ii. Webcam can be external (USB connected) or built-in to laptop or monitor.
- iii. Verify the Client's webcam (external or built-in) has a minimum resolution of 720p.

c. Microphone

- i. External Microphone
 1. USB or 3.5mm connected standalone microphone.
 2. USB or 3.5mm connected headset with microphone combo.
- ii. Built-In Microphone
 1. Laptop microphone built-in to display
 2. External monitors can include a webcam/microphone combo. Verify model of monitor with manufacturer if present.

d. Computer Processing (Laptop or Desktop)

- i. If the computer does not meet minimum requirements, the audio and video quality will be downgraded to make the best possible call for the system's specs.
 1. CPU – Minimum Quad-Core processor
 2. Memory – Minimum 2GB of RAM



2. SOFTWARE REQUIREMENTS

a. Laptop or Desktop – Lifesize Desktop App

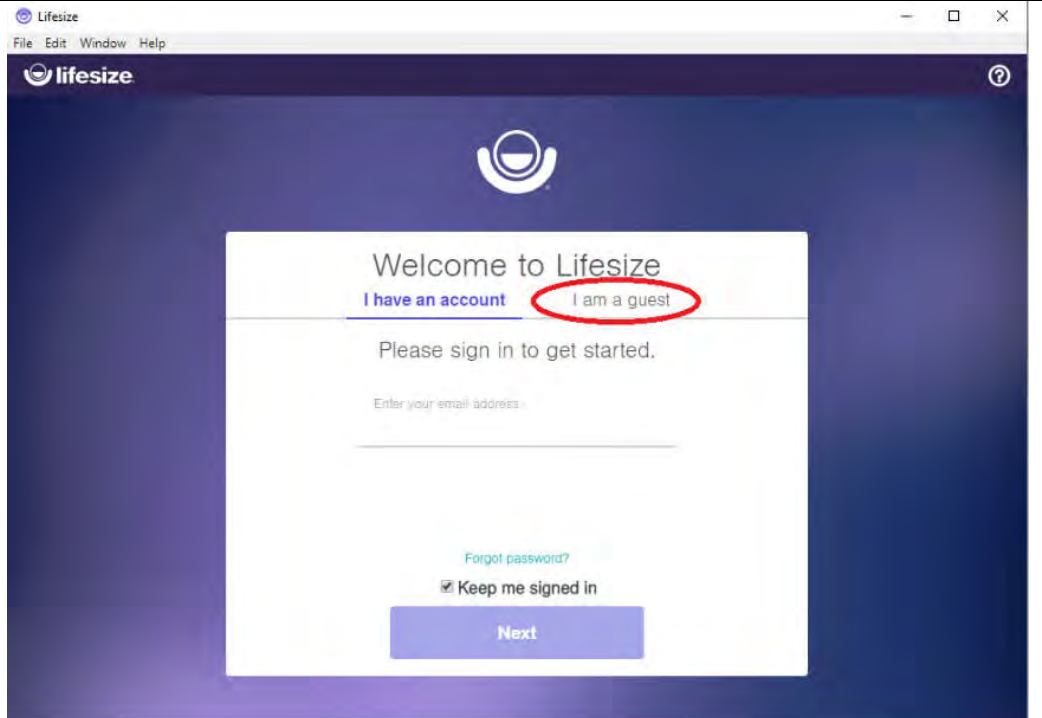
- i. Download the Windows or MAC application
 1. Download link = <https://call.lifesizecloud.com/downloads>

b. iOS or Android Mobile Devices

- i. Available in the Apple App Store and in the Google Play Store

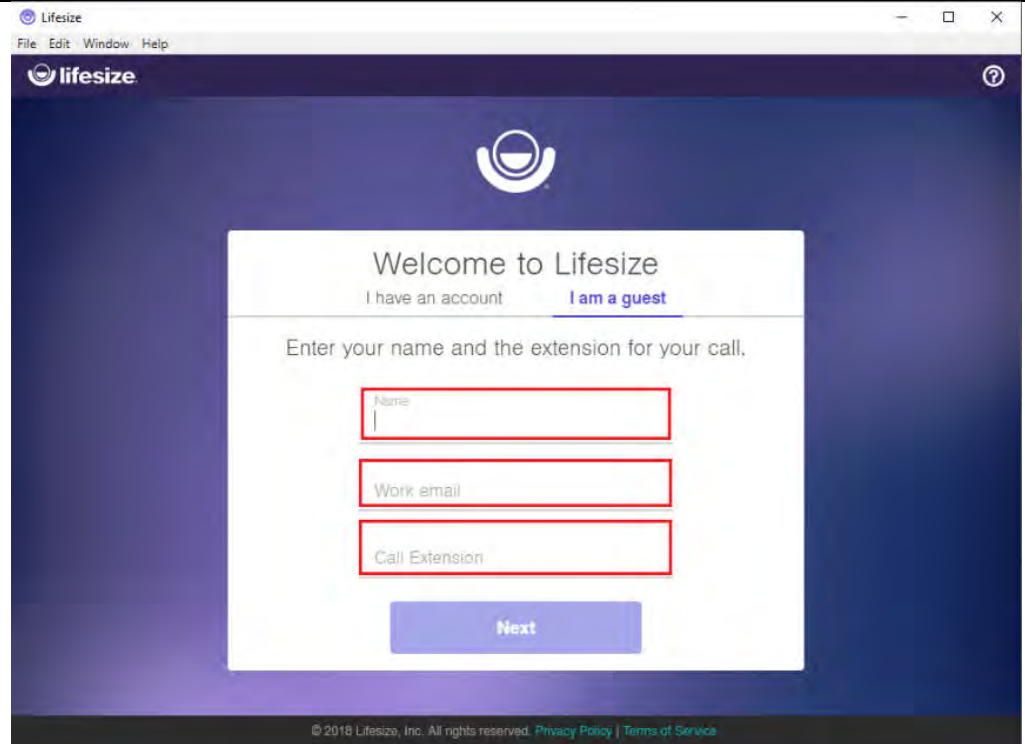
<p>Lifesize In the Apple App Store</p>	 <p>Lifesize Video Conferencing 4+ HD Video Meetings Made Easy Lifesize, Inc. #189 in Productivity ★★★★★ 3.3, 44 Ratings Free</p>
<p>Lifesize in the Google Play Store</p>	 <p>Lifesize Video Conferencing Lifesize Communication ★★★★★ 561 Everyone You don't have any devices Add to Wishlist Install</p>

3. GUEST CALL USING DESKTOP APPLICATION

<p>Step 1 – Switch main screen to “I Am A Guest”</p>	 <p>The screenshot shows the Lifesize desktop application window. The title bar reads 'Lifesize'. The menu bar includes 'File', 'Edit', 'Window', and 'Help'. The application header features the Lifesize logo and a help icon. The main content area displays a login form with the following elements: <ul style="list-style-type: none"> Header: 'Welcome to Lifesize' with two links: 'I have an account' and 'I am a guest' (circled in red). Text: 'Please sign in to get started.' Form: 'Enter your email address:' with an input field. Links: 'Forgot password?' and a checked checkbox for 'Keep me signed in'. Button: A blue 'Next' button. </p>
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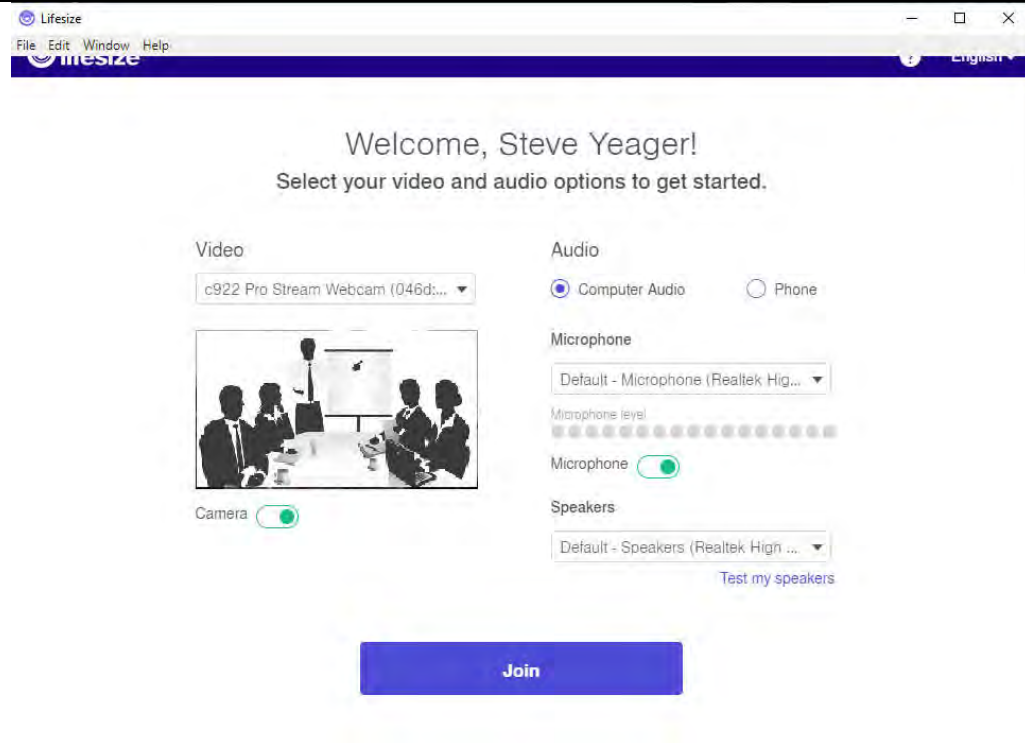
Step 2 – Fill out all blank fields:

1. Name
2. Work or Personal Email
3. Extension – Provider to share extension (and passcode) with client.
4. Select “Next”



Step 3 – Select Audio/Video Components

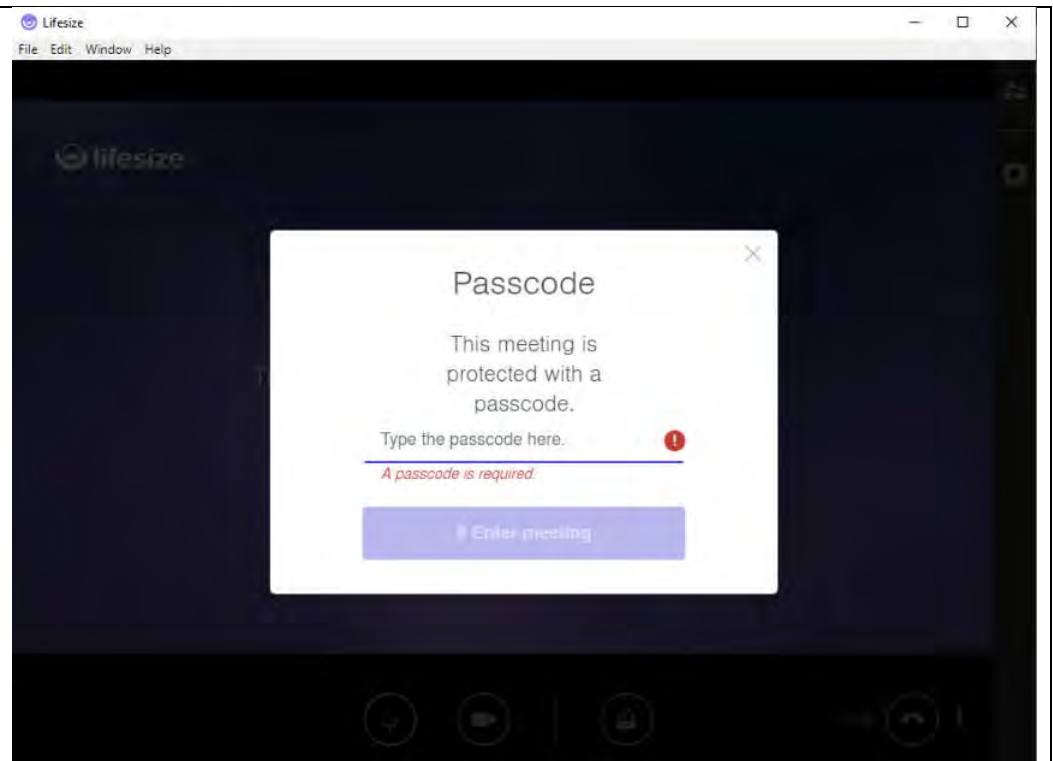
1. **Video** – Select Available Camera (mobile device) or Webcam (Laptop or Desktop)
2. **Audio** – Computer Audio or Dial-In by Phone
3. **Microphone** – Select Available Microphone, Disable Microphone.
4. **Speakers** – Select Available Built-In Speakers or External Speakers, Test Speaker System
5. Select “Join”.



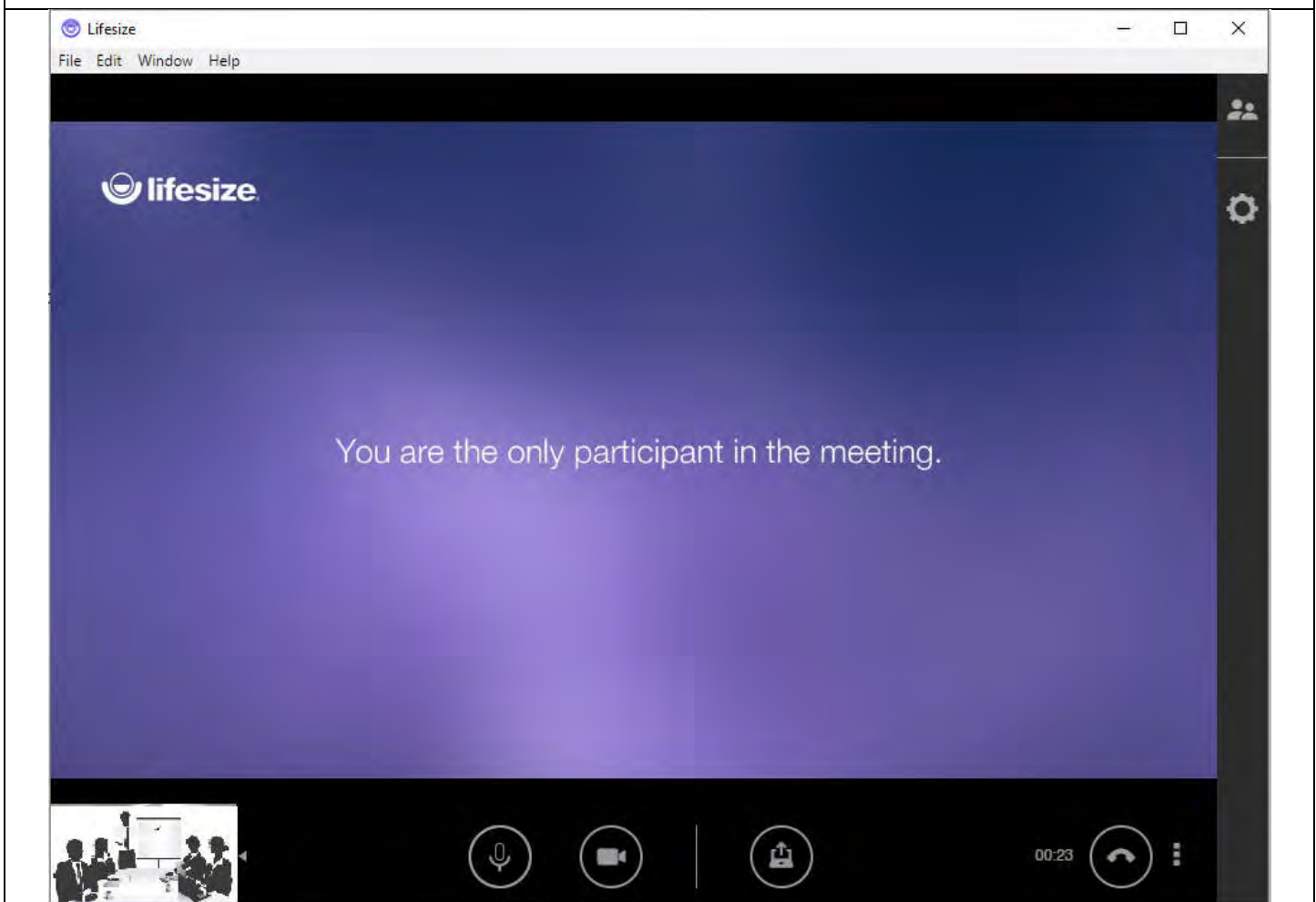
If a passcode has been set, user will be prompted to enter on next page.

Step 4 – Enter Passcode

1. Type in passcode (Provider to share with client) and end passcode with a hashtag (#).
2. Shift-3 is for the # symbol.











In-Call Settings and Features




Guest

A guest calling into a meeting has the following controls:

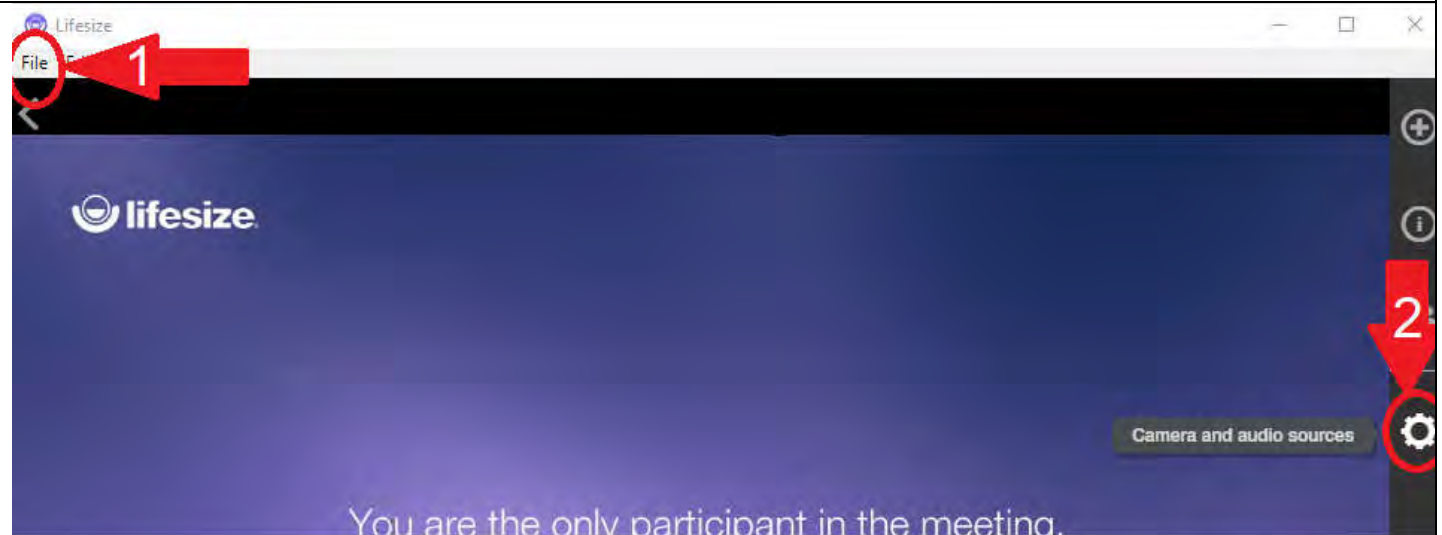
- Turn microphone on and off 
- Turn camera on and off  (not available with audio-only call)
- Share screen 
- Leave the call or presentation 
- More options 

- Dial pad 
- Far-end camera controls. **NOTE:** This option is only available if your device or camera supports far-end camera control. 
- Camera and audio sources 

- View participant list 

3. Audio and Video Sources

Settings Menu for Audio and Video



1 – Open “**File**” > “**Settings**” > “**Audio, Video and Language Settings**”

2 – Direct shortcut to “**Audio, Video and Language Settings**”

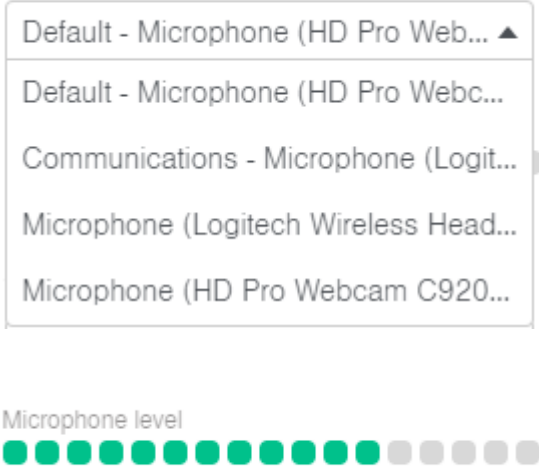

Camera

To select the source for video, please open the drop down menu under “**Camera**” to display available options on your device.

Based on your device, you will be selecting either an **external** webcam or a **built-in** webcam.

Camera

HD Pro Webcam C920 (046d:082d) ▲
HD Pro Webcam C920 (046d:082d)

<p style="text-align: center;">Microphone</p> <p>To select the source for your sending audio, please open the drop down menu under “Microphone” to display available sources for your device.</p> <p>Once selected, you can test your microphone by speaking in to the microphone and checking to make sure the “Microphone Level” is working by acknowledging the green dots.</p> <p>Based on your device, you will be selecting either an external microphone or a built-in microphone. The built-in microphone is also included on a headset/mic combo.</p>	<p style="text-align: center;">Microphone</p> 
<p style="text-align: center;">Speakers</p> <p>To select the source for your receiving audio, please open the drop down menu under “Speakers” to display available sources for your device.</p> <p>You may have multiple selections. If so, please select one at a time and test before selecting another.</p> <p>Based on your device, you will be selecting either an external speaker set or a built-in speakers.</p>	<p style="text-align: center;">Speakers</p> 
<p style="text-align: center;">Video Quality</p> <p>To select a different resolution, in the case where internet bandwidth is a concern, open the drop down menu under “Video Quality” and select a lower settings.</p> <p>Your video will be sent to other meeting participants at the quality selected. Lowering your transmit quality can improve CPU performance, but will not provide the optimal meeting experience.</p> <p>1080P – 30fps – HIGHEST Quality 480p – 30fps – LOWEST Quality</p>	<p style="text-align: center;">Video Quality ?</p> 