

AKIPRIMA LIFESIZE VIDEO CONFERENCE (QUICK GUIDE)



Steps:

- 1) You will be asked to **fill in your name and office email address.**

A screenshot of the Lifesize login page. The page has a dark blue background with a white central form. At the top of the form, it says "Welcome to Lifesize" and offers two options: "I have an account" and "I am a guest". Below this, it prompts the user to "Enter your name and the extension for your call." There are three input fields: "Name", "Work email", and "Call Extension" (with "803006" pre-filled). A blue "Next" button is at the bottom of the form.

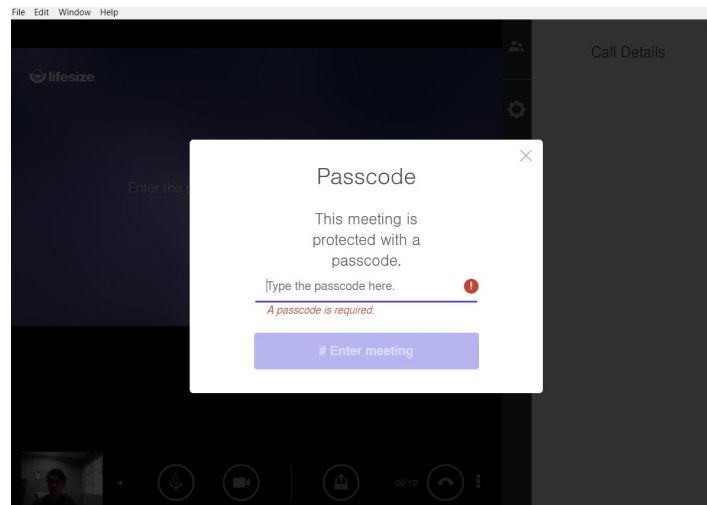
****Please choose *I am a guest* for this page****

- 2) You will be directed to the **testing page**. Please make sure all device (**front camera, microphone and speaker**) that you choose are **ready to connect**.

A screenshot of the Lifesize testing page. The page has a dark blue header with the Lifesize logo and "English" language selection. The main content area is white and says "Welcome, Alif!" and "Select your video and audio options to get started." There are two columns of settings: "Video" and "Audio". Under "Video", there is a dropdown menu for "Lenovo EasyCamera (5986:0652)" and a "Camera" toggle switch that is turned on. Under "Audio", there is a dropdown menu for "Default - Microphone (Realtek Hig...", a "Microphone level" indicator with a green bar, a "Microphone" toggle switch that is turned on, and a "Speakers" dropdown menu for "Default - 1950W (Intel(R) Display ...". There is also a "Test my speakers" link. A blue "Join" button is at the bottom.

****Please make sure all device that you choose are *ready to connect*****

3) You will be required to **fill** the **passcode** before **start** the meeting.



****if you have not receive the passcode, please contact the meeting organiser ****
If everything is set, just click **Enter meeting** to **start** the **video conference**

Hope you have a great meeting!

