



## Quick Reference Card for *Interactive Meetings* using LifeSize® Multipoint Extension™

### Getting Started with LifeSize Multipoint Extension

This Quick Reference Card covers the tasks most commonly performed in a LifeSize Multipoint Extension meeting. This card shows you how to:

- Perform the initial set up of audio and video devices
- Connect to a meeting
- Use advanced connection options
- Manage meeting layouts to emphasize the video or presentation
- Manage your audio settings
- Share your screen or present a document
- Moderate the meeting
- Invite participants to the meeting


#### What You Need to Get Started

- **Audio device** - Headset, or speaker and microphone, or USB audio device connected to your computer.
- **Video Camera** - Webcam connected to your computer.
- **Credentials:** - You may need to ask your LifeSize Multipoint Extension administrator for a user name and password if LifeSize Multipoint Extension is configured so that only authenticated users can participate in meetings, access webcasts, or watch recordings.
- **Deployment information** – You may need to know what type of LifeSize Multipoint Extension you are using.

#### First Use of LifeSize Multipoint Extension

To activate LifeSize Multipoint Extension for the first time, go to the LifeSize Multipoint Extension portal page at: <http://multipointextension-server.enterprise.com>. If prompted to do so, please download the client and follow the online instructions.

#### How do I know I am done with the initial install?

When the LifeSize Multipoint Extension initial install is complete, you should see the following icon in the task tray at the lower right corner of the screen .

### Audio Setup

On the LifeSize Multipoint Extension portal page, click 'Check Your Audio' and make sure the correct audio devices are selected for Record and Playback.

Click the 'Start audio test' button to make sure you can hear an echo of what you speak into the microphone.

### Video Setup

On the LifeSize Multipoint Extension portal page, click 'Check Your Video' and make sure the correct web cam device is selected.

Click the 'Preview' button to make sure you see your own image.

The above steps should be done before the initial setup or anytime where audio and video do not work properly.

### Connect to a Meeting

To connect to a meeting, go to the LifeSize Multipoint Extension portal page at: <http://multipointextension-server.enterprise.com>. If necessary, enter your username and password. Then enter your name, the Meeting ID and click 'Participate Now'. This will launch the audio, video and presentation on your computer.

### Advanced Connection Options

Optionally, you can click  to show advanced connection options:

**Use my computer for audio, video and presentation (default)** – Choose this option to use your computer's web cam, microphone and speakers (or headset) to participate in the meeting.

**Use my computer for presentation only** – Choose this mode to only open the presentation capabilities on your computer. You need to connect from another device (phone, video conferencing device, etc.) to get audio and video. This connection can be automated using the next check box option.

**Callback my video device number** – An optional SIP or H.323 number that is used by the system to call back for the audio/video portion of the call.

### Manage the Meeting Layout

#### Main View Control



Change the way you watch a meeting using the 'View' button at the top of the meeting room. By default, the LifeSize Multipoint Extension meeting window displays the Automatic layout.

#### Common Layout Controls



**Swap Views** - Switches between the presentation and video panes location.



**Enter Full Screen** - Expands the video or presentation pane to full screen.

#### Video controls (located on top of the video pane)



**Camera Control** – Click to stop your webcam. Click again to resume.



**Picture-in-Picture (PiP)** – Click to turn your self-view on or off. Click the pull down arrow to select the PiP location.



**Remote Video** – Select the resolution of received video (High Definition or Standard Definition) and the layout received (Active Speaker or Continuous Presence). Some selections may not be available in all meetings.

#### Presentation controls (located on the presentation pane)



Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

### Manage Your Audio Settings



Click to turn your microphone off.



Click to turn your microphone on and drag the slider next to the button to adjust the volume.



Click to turn your speakers off.



Click to turn your speakers on and drag the slider next to the button to adjust the volume.

### Present Your Screen or Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.



**Start presenting** – Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

#### Presentation Controls

The following controls are available while presenting:



**Change Application** – Use this to select a different application to share.



**Start Annotating** – Click once to freeze the screen and open the annotation tool pane. Click again to exit.



**Main Menu** – Opens a menu containing advanced options including full moderation capabilities and video handling.



**End Presentation** – Use this to stop presenting and return to participant mode.

### Moderate the Meeting

#### Moderate from the Main Toolbar

From the toolbar, the moderator can perform the following:

- Invite a phone, H.323 or SIP terminal to the meeting
- Mute/Un-mute a specific participant or all participants
- Disconnect specific participants
- Block/Unblock video of a specific participant or all participants
- Lock Meeting (no new participants allowed)
- Terminate meeting (and disconnect everyone)
- Initiate streaming or recording for this meeting



## Quick Reference Card for *Recording & Playback* using LifeSize Multipoint Extension

# Getting Started with LifeSize Multipoint Extension Recording and Playback

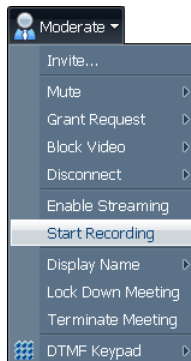
This Quick Reference Card covers the tasks most commonly used with LifeSize Multipoint Extension recording and playback:

- Who can record a meeting?
- Initiating recording
- Automatic recordings
- Stopping recording
- Managing recordings
- Watching recordings

## Can I Record Meetings?

The ability to record meeting is defined by an administrator. If you cannot initiate recording of your meeting, contact your administrator.

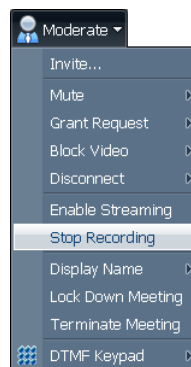
## Start Recording



Initiation of recording is possible from the 'Moderate' menu. Depending on your system policies you may need to be a moderator of the meeting or assigned recording privileges by the administrator.

Before recording starts, you are asked to supply a name, description and PINs to protect the recording.


## Stop Recordings



You can stop the recording manually from the 'Moderate' menu. The recording automatically stops when all participants have left the meeting. The administrator may define a maximum recording length after which the meeting recording stops.

## Managing Recordings

After recording has completed, it shows on the LifeSize Multipoint Extension portal page at: <http://multipointextension-server.enterprise.com> on the 'Watch Recording' tab. To manage your recording,

click the edit icon .

You can then change the recording name, crop it, change the PINs or delete it from the system. Please note that to edit a recording, you need to enter the Owner PIN provided at the time of recording.

## Automatic Recordings


If this option is supported by your administrator, you can set your virtual room to automatically record every meeting.

## Watch Recordings

Access the LifeSize Multipoint Extension portal page at: <http://multipointextension-server.enterprise.com>, and then



click

To watch a recording, click the play icon . If this icon does not show it may mean that you need to install QuickTime. Look for a warning message at the top of the screen.