

# LifeSize Video Conferencing Guide

## Introduction

This guide will provide instructions and information to enable members of the public to attend Division of Workers' Compensation (DWC) trials via video conference.

DWC currently uses a video conferencing product called LifeSize. This document will go over the installation and testing of LifeSize on a desktop computer.

## Prerequisites

### System Support Requirements for LifeSize video conferencing system

- Webcam
- Microphone/Speakers or USB Headset
- Computer with following specifications:
  - Mac OS X or Windows
  - Quad Core CPU
  - 2 GB RAM (more is recommended)
  - Webcam, microphone, and speakers
- Reliable, consistent internet connection with minimum speed of 1 megabit/second
- More detailed requirements available at the [LifeSize Video Conferencing Blog](https://www.lifesize.com/en/video-conferencing-blog/video-conferencing-requirements).  
<https://www.lifesize.com/en/video-conferencing-blog/video-conferencing-requirements>

### LifeSize on phone and tablets

- LifeSize software is available for Android phone/tablets and IOS (iPhone and iPad).
- The LifeSize download page has buttons for Android and IOS software installation.
  - When you attempt to install LifeSize, you will be notified if it is compatible with your particular device.

## Installation and Configuration of LifeSize

Download and install the LifeSize desktop app on your computer. Please note: DIR staff will be unable to provide technical assistance.

### Download link for LifeSize Software

<https://call.lifesize.com/download>

Above link has installers for Mac OS X, Windows, Android, and IOS (iPhone/iPad)

Log in as guest

**Join a Meeting** Sign In

Meeting Extension or User Extension

Your Name

**Join**

New to Lifesize? Sign up, it's free

**You will be provided with the extension number or sent an email with a link to click.**

Figure 1 Click Join a Meeting tab and fill out extension and user name. Then click Join button to enter trial.

Fill in Name and Call Extension. Call extension will be provided by DWC staff. The extension will connect you to a virtual meeting room where you will wait for the hearing to start.

After clicking the Join button, you will see the Audio/Video Set up window below. Set up your audio/video per screenshot below.

## Set up Audio and Video

Welcome, test!  
Select your video and audio options to get started.

**Video**

Integrated Webcam (1bcf:2985) ▼

**Click drop down box and select your webcam. You will see your image when you select the correct entry.**

Camera

**Audio**

Computer Audio  Phone

**Microphone**

Default - Microphone Array (Realte...) ▼

Microphone level

Microphone

**Click the drop down to select your microphone. When you select the correct microphone, the Microphone level meter will bob up and down when you talk.**

**Speakers**

Default - Speakers / Headphones ... ▼

[Test my speakers](#)

**Click the drop down box to select your speakers. When you select the correct speakers, click the Test my speakers link and you will hear a sound.**

**Join**

Figure 2 Set up Audio and Video. Click drop down menus to set up video and audio.

## Controls available during a video call

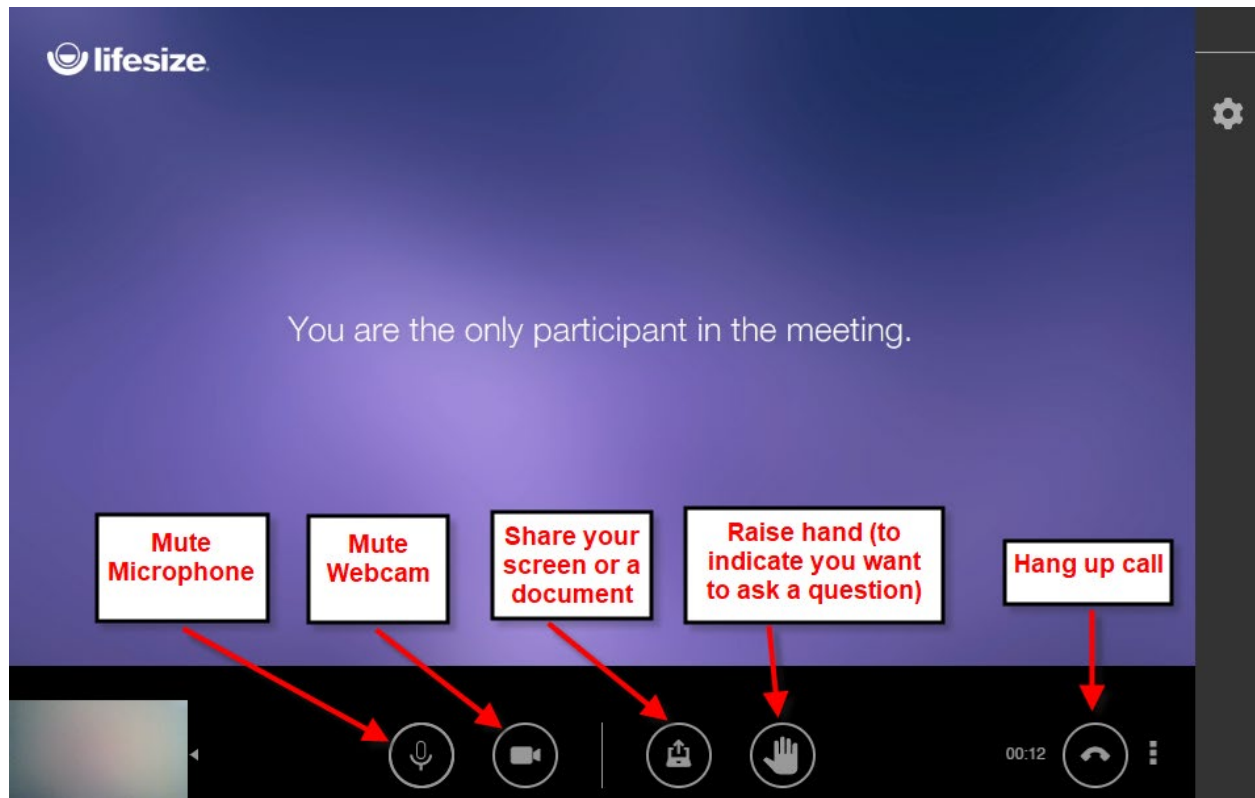


Figure 3 Controls available during a video call. Control include muting video, muting audio, and hanging up.

## Virtual Conference Room for Testing Video Calls

A virtual conference room has been created for members of the public to call into for testing. An attorney and their client can call into the conference room to see and talk to each other. This will enable the attorney to verify, prior to the trial, that the client/injured worker has the necessary equipment and software for a successful video call. All parties should be aware that DWC will not be monitoring this virtual conference room. The room is not private, and other participants may be using it. The room may be used for test purposes only.

Use the following information to access the virtual conference room:

Name: AAA Test Conf Room for Public

Extension: 5005421

Meeting Link:

<https://call.lifesizecloud.com/5005421>