



**lifesize™**

**Using the**  
**Lifesize Video**  
**Conference System**

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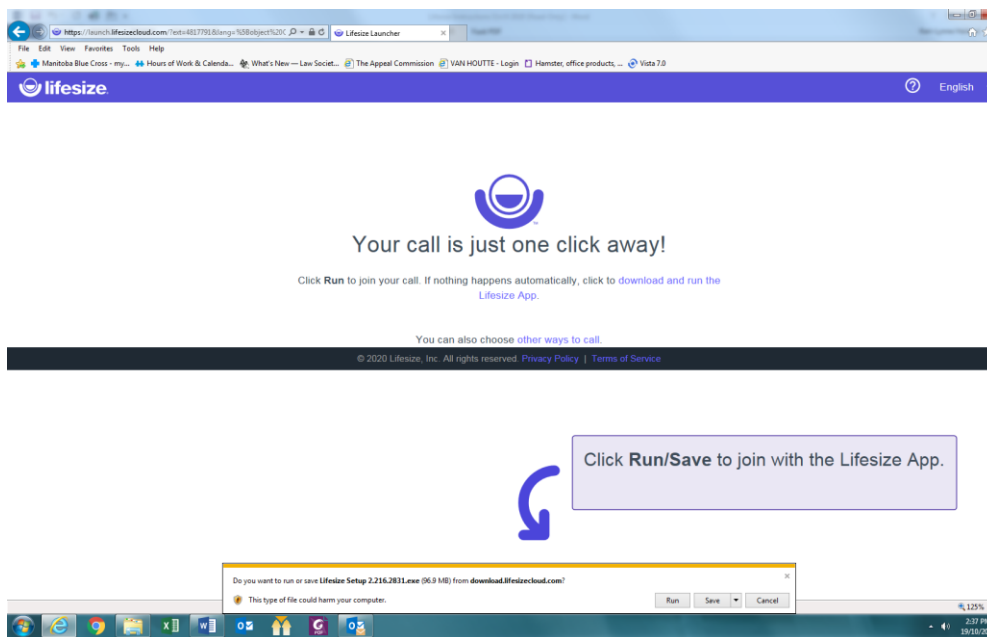
**\*\*\*It is recommended that you download the app (if required) and familiarize yourself with the login process prior to your hearing\*\*\***

**If you require assistance please contact:**

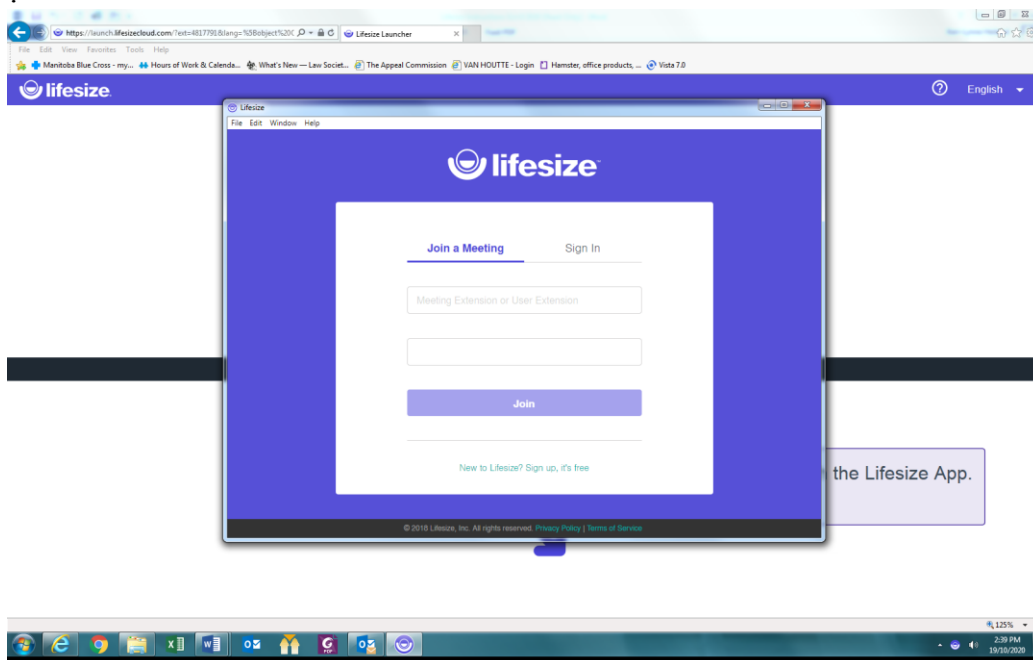
**Keri Heiland at (204) 925-6109 or [kheiland@appeal.mb.ca](mailto:kheiland@appeal.mb.ca)**

## Using Lifesize with Internet Explorer

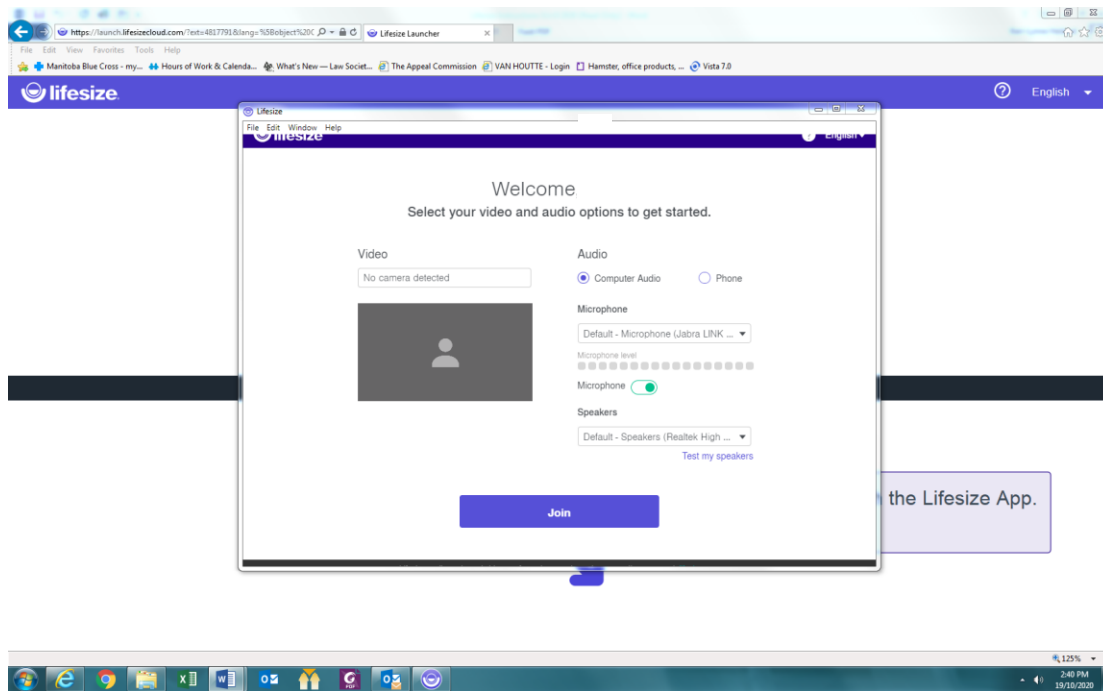
- Open the Lifesize page using the link provided by The Appeal Commission. If the link does not work please copy and paste into your browser.
- You may be prompted to "Join with the Lifesize App". If so, select "Run" to download the video conferencing program.



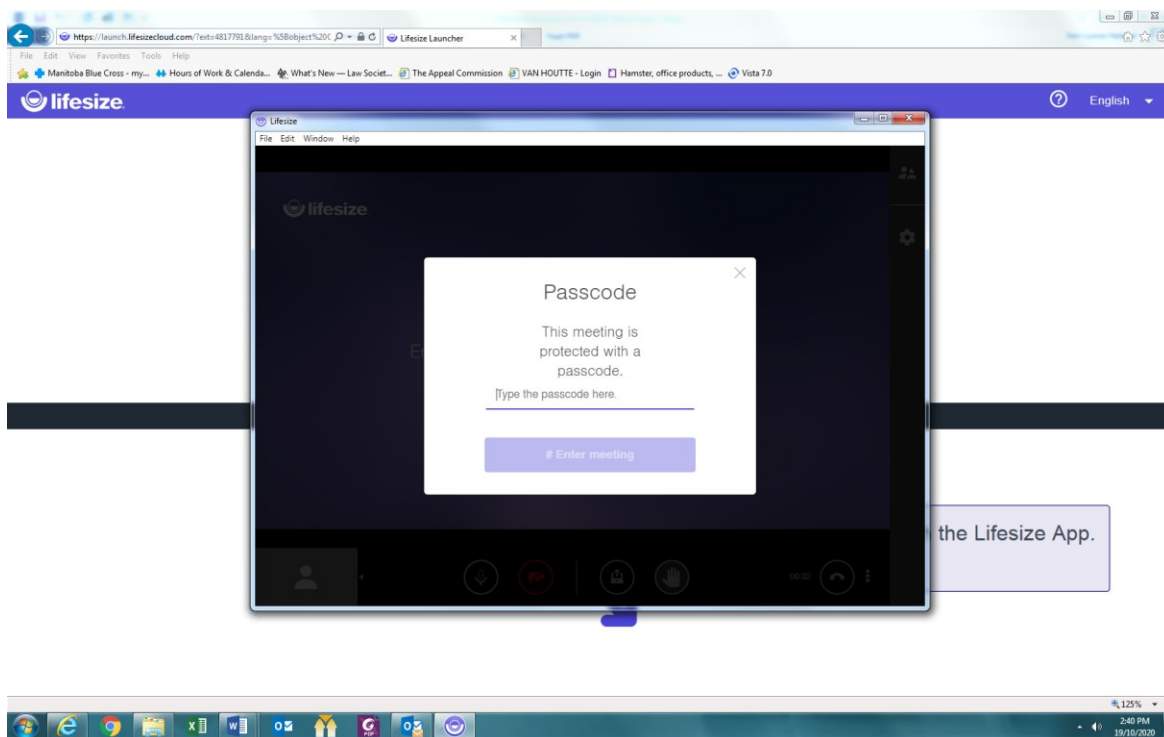
- Once downloaded, a second screen will pop up, welcoming you to Lifesize. Please select "Join a Meeting" and enter following information:  
**Meeting Extension:** 4817791  
**Your Name:** Your full name
- Click "Join".



- Next screen will connect and test the web camera and microphone on your computer. Please choose "Computer Audio".
- Click "Join".

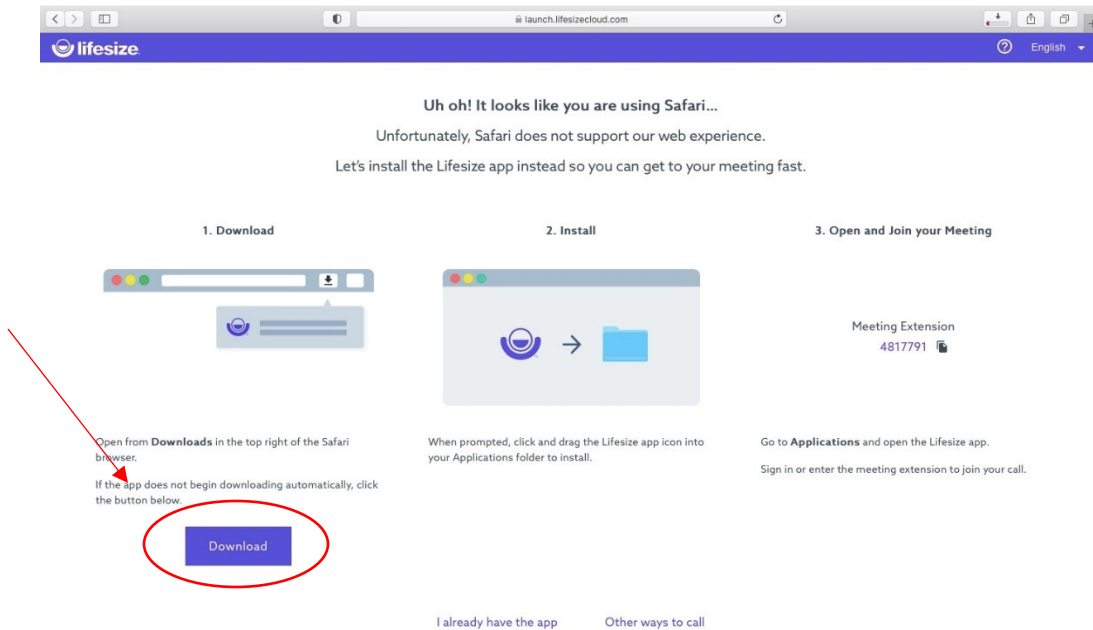


- You will be asked to enter a passcode. The passcode will be provided by The Appeal Commission.
- Click "Enter meeting".



## Using Lifesize with Safari (on a Mac)

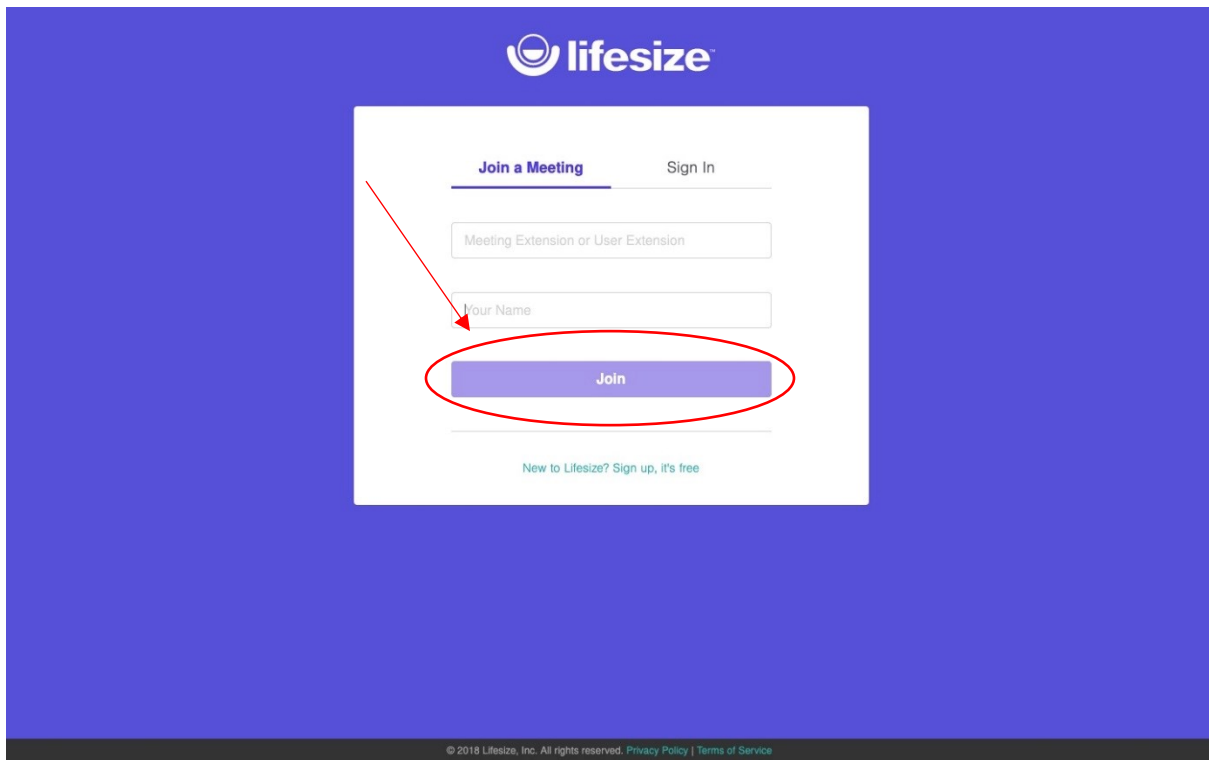
- Open the Lifesize page using the link provided by The Appeal Commission. If the link does not work, please copy and paste into your browser.
- You will be directed to download the Lifesize app.
- Click on the download button and follow the onscreen prompts.



- Once the installation is complete you can click on the Lifesize icon to open the app.



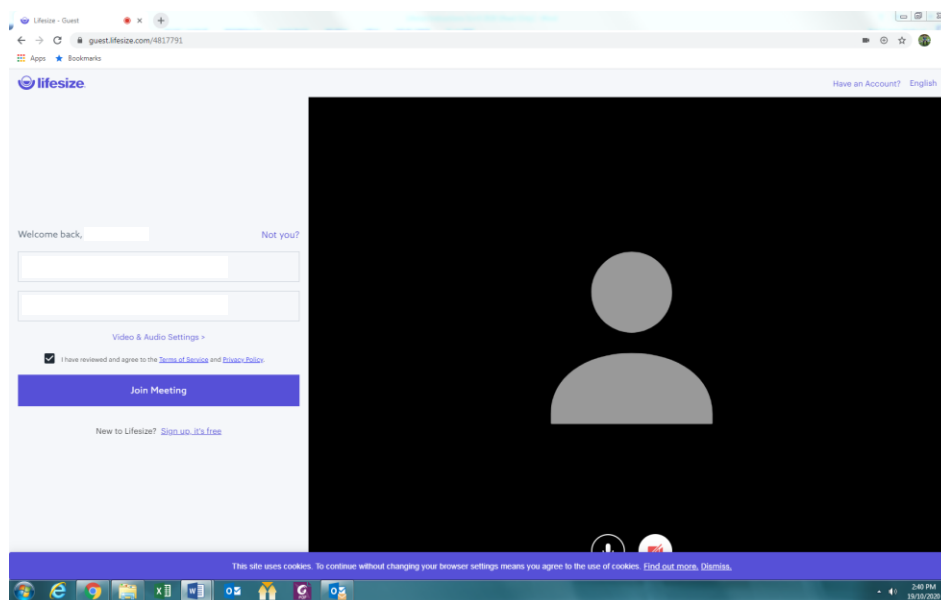
- You will be asked to enter the Meeting Extension and your name. **Meeting extension: 4817791.**
- Click Join.
- Enter the passcode provided by The Appeal Commission when prompted to enter the meeting.



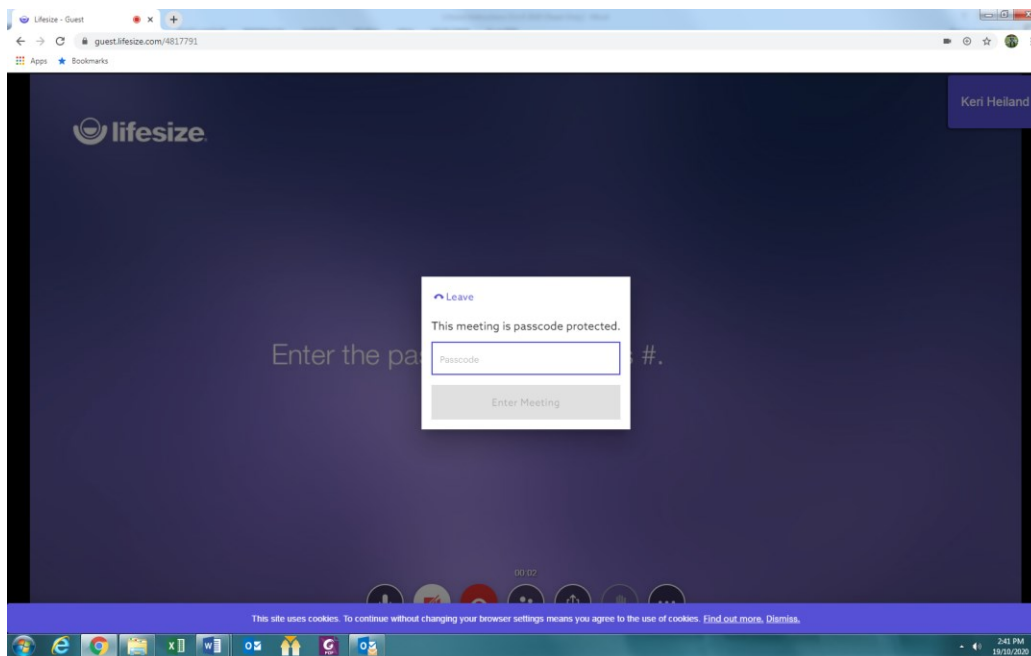
The image shows a screenshot of the Lifesize web interface for joining a meeting. The background is a solid blue color. At the top center, the Lifesize logo is displayed. Below the logo, there is a white rectangular box containing the join meeting form. Inside this box, at the top, are two tabs: "Join a Meeting" (which is selected and underlined) and "Sign In". Below the tabs are two input fields: "Meeting Extension or User Extension" and "Your Name". A red arrow points from the left towards the "Your Name" field. Below these fields is a prominent purple "Join" button, which is circled in red. At the bottom of the white box, there is a link that says "New to Lifesize? Sign up, it's free". At the very bottom of the page, below the white box, is a small copyright notice: "© 2018 Lifesize, Inc. All rights reserved. Privacy Policy | Terms of Service".

## Using Lifesize with Google Chrome - Computer

- Open the Lifesize page using the link provided by The Appeal Commission. If the link does not work please copy and paste into your browser.
- You should be directed to Lifesize start page .
- You may be asked to allow Lifesize to access your camera and microphone. Please allow access.
- You will be asked to enter name and email (optional). Please include your full name. You do not need to enter your email.
- Check box to agree to Terms of Service and Privacy Policy.
- Click "Join Meeting".



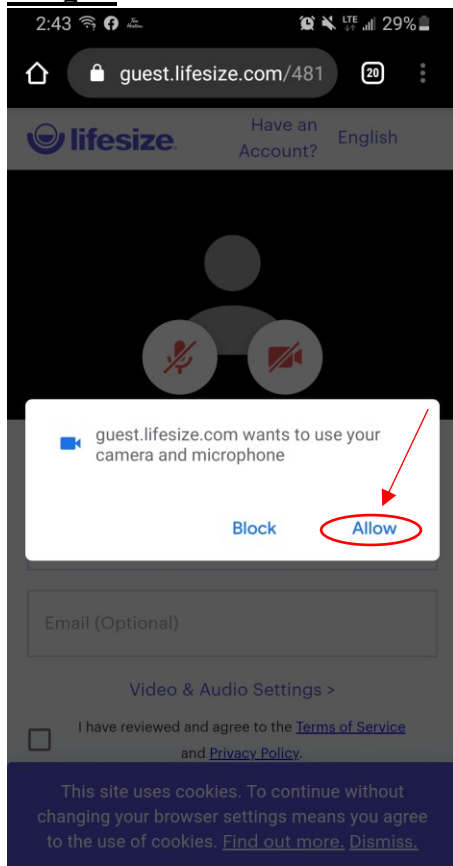
- You will be asked to enter a passcode. The passcode will be provided by The Appeal Commission.
- Click "Enter Meeting".



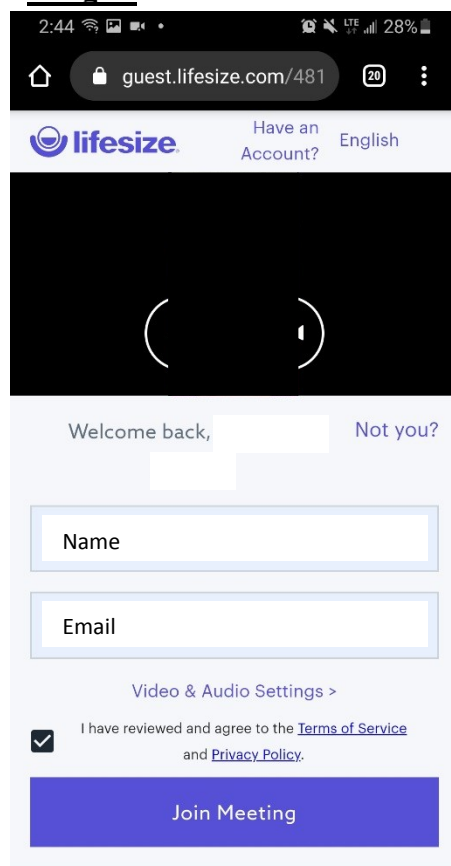
## Using Lifesize with Google Chrome - Mobile

- Open the Lifesize page using the link provided by The Appeal Commission. If the link does not work please copy and paste into your browser.
- You should be directed to Lifesize start page .
- You may be asked to allow Lifesize to access your camera and microphone. Please allow access (Image 1).
- You will be asked to enter name and email (optional). Please include your name. You do not need to enter your email.
- Check box to agree to Terms of Service and Privacy Policy.
- Click "Join Meeting" (Image 2).
- You will be asked to enter a passcode followed by the # sign. The passcode will be provided by The Appeal Commission. (Image 3).

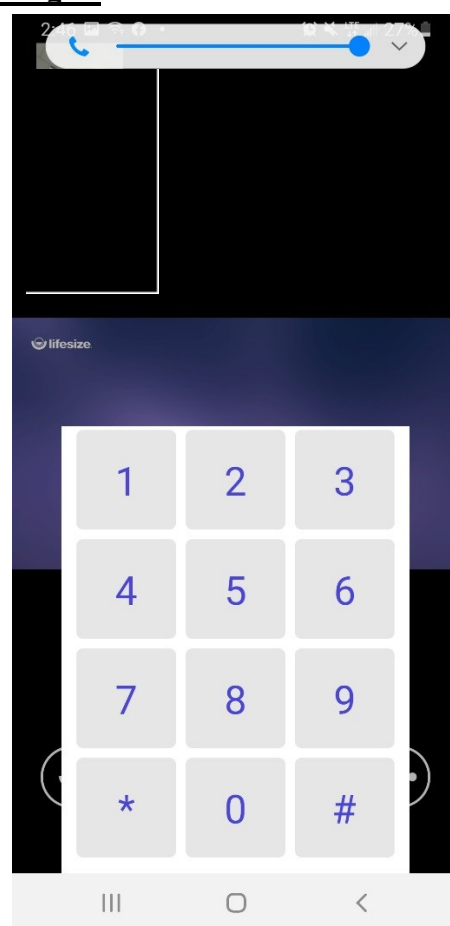
**Image 1**



**Image 2**



**Image 3**



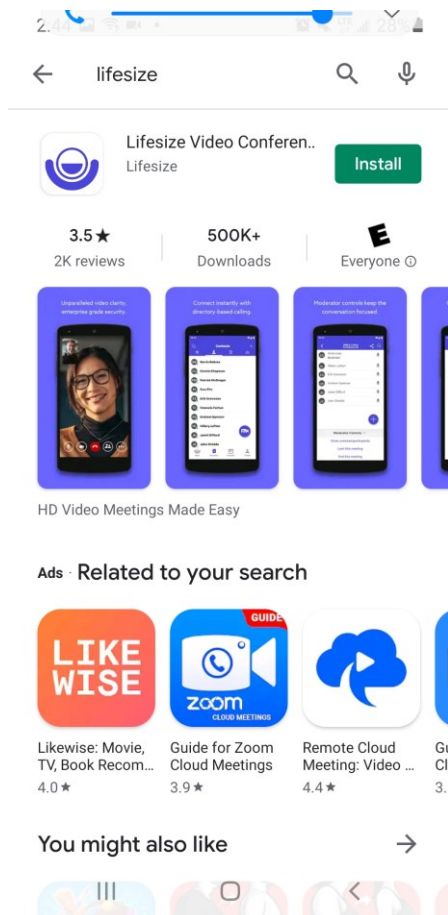


## Download the Lifesize Video Conferencing App

- Open the App Store (Apple) or Play Store (Android) on your device.
- Search for Lifesize Video Conferencing.
- Download or Install the App.

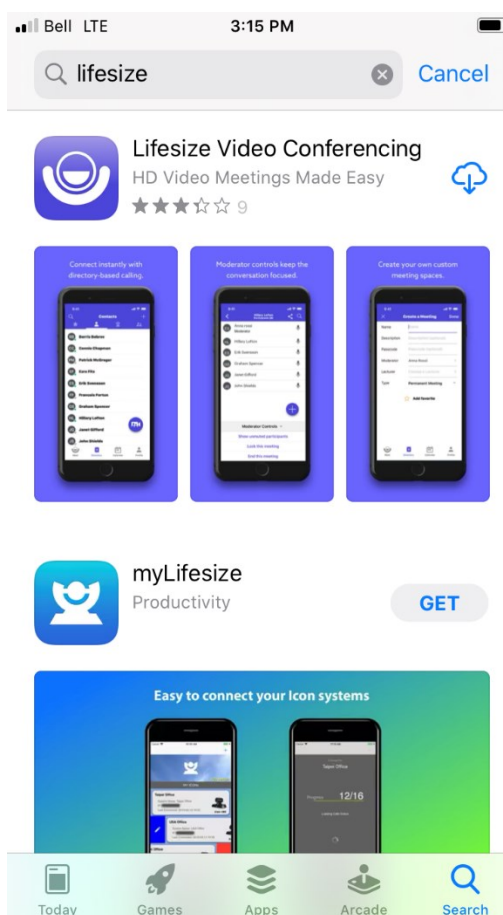
### Google Play Store

#### (Android Phone or Tablet)



### App Store

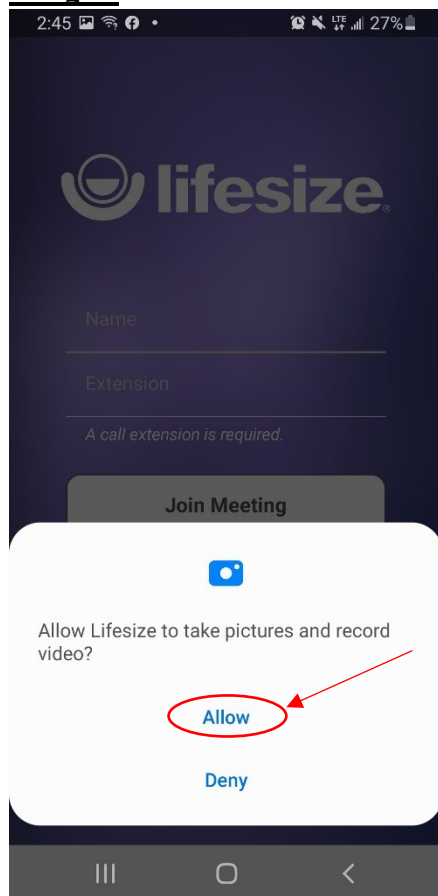
#### (iPhone or iPad)



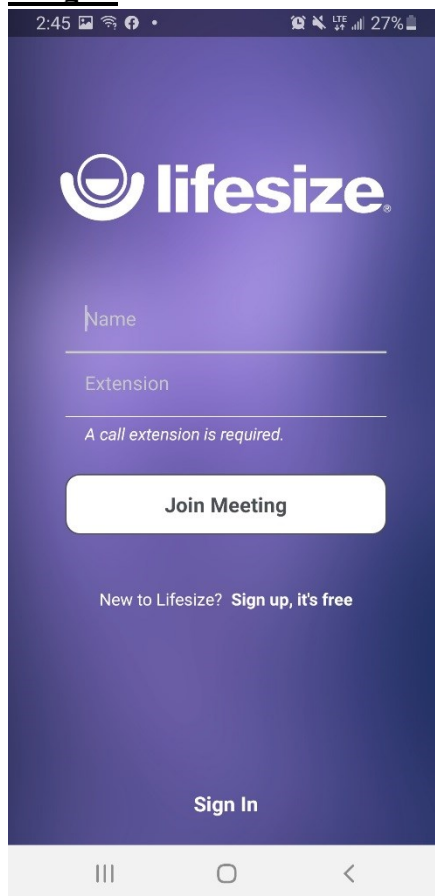
## Using the Lifesize App

- Open the Lifesize app on your device.
- You may be asked to allow Lifesize to access your camera and microphone. Please allow access (Image 1) .
- You will be asked to enter your name and extension. **Meeting Extension: 4817791.**
- Click "Join Meeting" (Image 2).
- You will be asked to enter a passcode followed by the # sign. The passcode will be provided by The Appeal Commission. (Image 3).

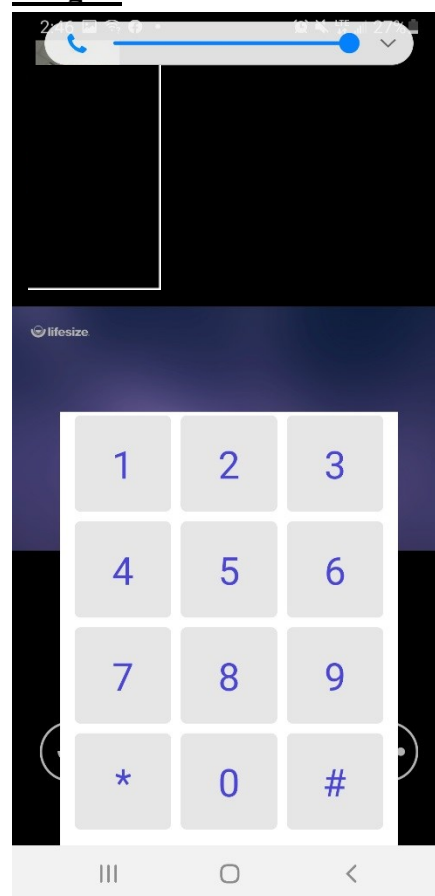
**Image 1**



**Image 2**



**Image 3**



## **Other Ways to Connect to Lifesize**

Call in by Phone (audio only)

Canada: **+1 (844) 572-5683**

United States: **+1 (312) 392-3152**

Meeting extension: **4817791#**

Passcode: Will be provided by The Appeal Commission

Additional phone numbers: <https://call.lifesize.com/numbers>

Calling from a Lifesize conference room system? Just dial 4817791 with the keypad.

Other ways to call: <https://call.lifesize.com/otherways/4817791>

# Commonly Used Controls for your Lifesize Videoconference - Web Browser

The screenshot shows a web browser window with the address bar displaying "guest.lifesize.com/4817791". The main content area has a dark blue background with the Lifesize logo in the top left and the text "You are the only participant in the meeting." in the center. At the bottom, there is a row of circular icons for call controls. On the left, four black boxes with white text are connected by arrows to specific icons: "View call participants" points to the participants icon, "End your call" points to the red hang-up icon, "Turn camera on/off" points to the camera icon, and "Mute/Unmute your microphone" points to the microphone icon. On the right, two black boxes with white text are connected by arrows to icons: "Raise your hand" points to the hand icon, and "More options" points to the three-dot menu icon. A timer "01:27" is displayed above the participants icon. The Windows taskbar at the bottom shows icons for various applications and the system clock indicating 2:38 PM on 20/11/2020.

lifesize

You are the only participant in the meeting.

01:27

View call participants

End your call

Turn camera on/off

Mute/Unmute your microphone

Raise your hand

More options

# Commonly Used Controls for your Lifesize Videoconference - Mobile App

