

## Using the video conference setups at FASoS

At FASoS we have two types of video conferencing facilities available:

- A fixed, designated video conferencing setup in GG86 1.014 (room above Banditos);



- A portable all-in-one video conferencing device that can be used in any room combined with a laptop.



## Lifesize software

Most people are used to Skype for video conferencing. However, as Skype is a free service its quality and reliability are not up to standard. That's why FASoS is using a different, professional system for video conferencing: Lifesize. It offers superior call quality and is very easy to use.

To download the Lifesize app please follow [this link](#) and install it on your computer. The app can also be downloaded using the link from the confirmation e-mail you get when booking a conference. You can also download the Lifesize app on your smartphone. We strongly advise you share the link with your caller few days in advance so they can install the app and get used to it beforehand.

## Reserving a conference setup

Before your call takes place, please make sure to book the room or the portable setup.

Please fill the form to make the reservation: [here](#)

*Note:* After completing the form, please wait for an official confirmation of your call.

Once the booking has been approved, you will get a confirmation along with a unique Lifesize **extension code** (e.g. #111222) which you can then share with your addressee. The e-mail will also contain a short instruction, including the topic and the date of the scheduled call.

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*You're invited to call FASoS Conference, June 8<sup>th</sup> 2019 on Lifesize.*

*Connect over video*

*Join with the Lifesize App: <https://call.lifesizecloud.com/111222>*

*Other ways to call: <https://call.lifesizecloud.com/otherways/111222>*

*Call in by phone*

*Netherlands: 85 888 4440*

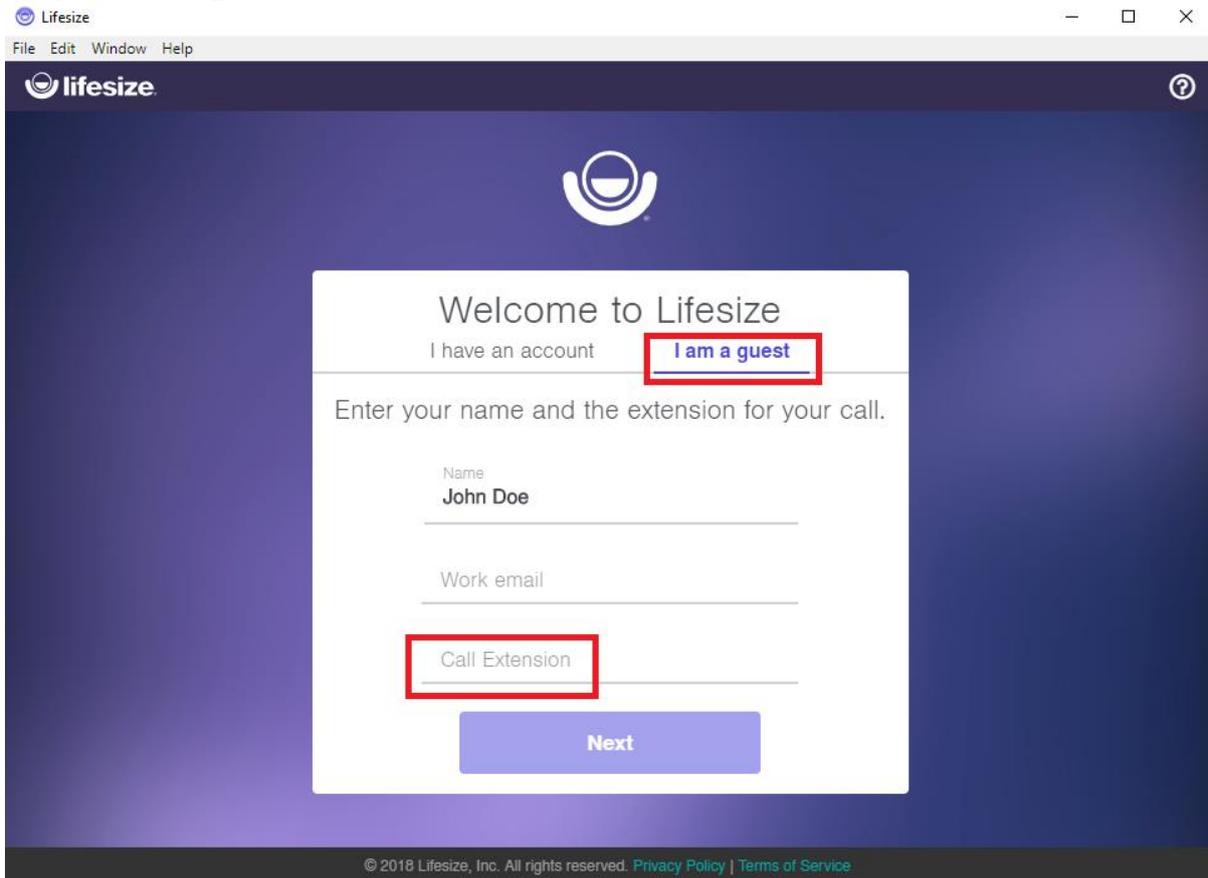
*Additional numbers:*

*<https://call.lifesizecloud.com/numbers>*

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## Using Lifesize

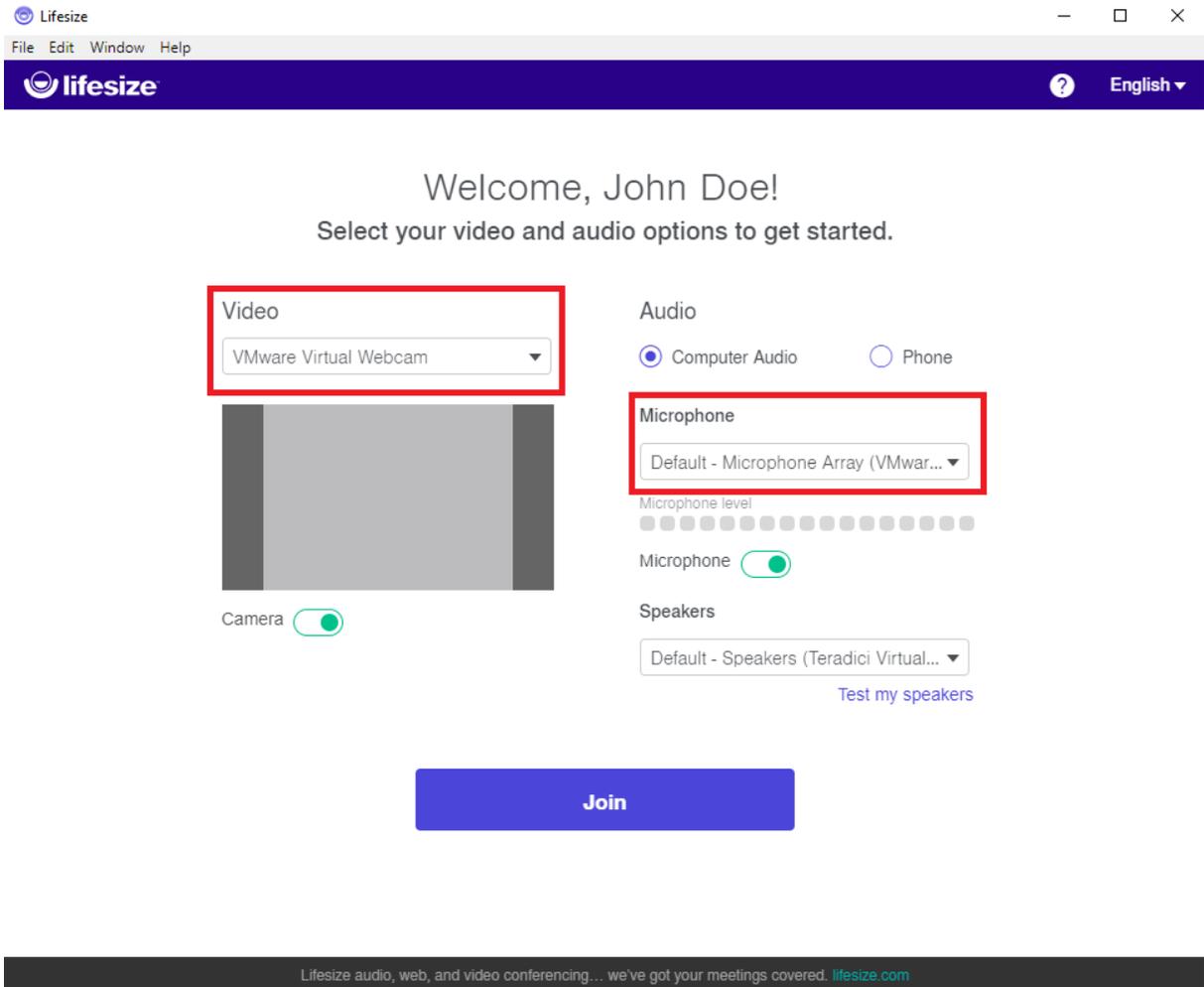
### Step 1. Joining a virtual conference room.



In the main window, click "I am a guest" under Welcome to Lifesize banner. There, fill in your name, which will be shown to other participants of the chat. Then, provide the *extension code* which you can find in the e-mail confirmation, in this manual: 111222, and click next. You can leave the work email field blank.

### Step 2. Configure your video setup

After logging in, Lifesize asks you what camera, microphone and speakers to use. Depending on your computer, you have one or more choices from the drop down lists. Make sure you pick the right camera, microphone and speakers. You can test them all in this window, so you are sure you enter the virtual conference room with the right settings.



The screenshot shows the Lifesize web interface. At the top, there is a navigation bar with the Lifesize logo and a language dropdown set to 'English'. Below the navigation bar, the main content area displays a welcome message: 'Welcome, John Doe! Select your video and audio options to get started.' The settings are organized into two columns. The left column is for video settings, featuring a 'Video' dropdown menu currently set to 'VMware Virtual Webcam', a video preview window, and a 'Camera' toggle switch which is turned on. The right column is for audio settings, featuring an 'Audio' section with radio buttons for 'Computer Audio' (selected) and 'Phone'. Below this is a 'Microphone' dropdown menu set to 'Default - Microphone Array (VMwar...)', a 'Microphone level' indicator with a bar of 10 dots (the first few are filled), and a 'Microphone' toggle switch which is turned on. At the bottom of the audio section is a 'Speakers' dropdown menu set to 'Default - Speakers (Teradici Virtual...)' and a 'Test my speakers' link. A large blue 'Join' button is centered at the bottom of the settings area. At the very bottom of the page, there is a dark footer bar with the text: 'Lifesize audio, web, and video conferencing... we've got your meetings covered. [lifesize.com](https://lifesize.com)'

Check three things:

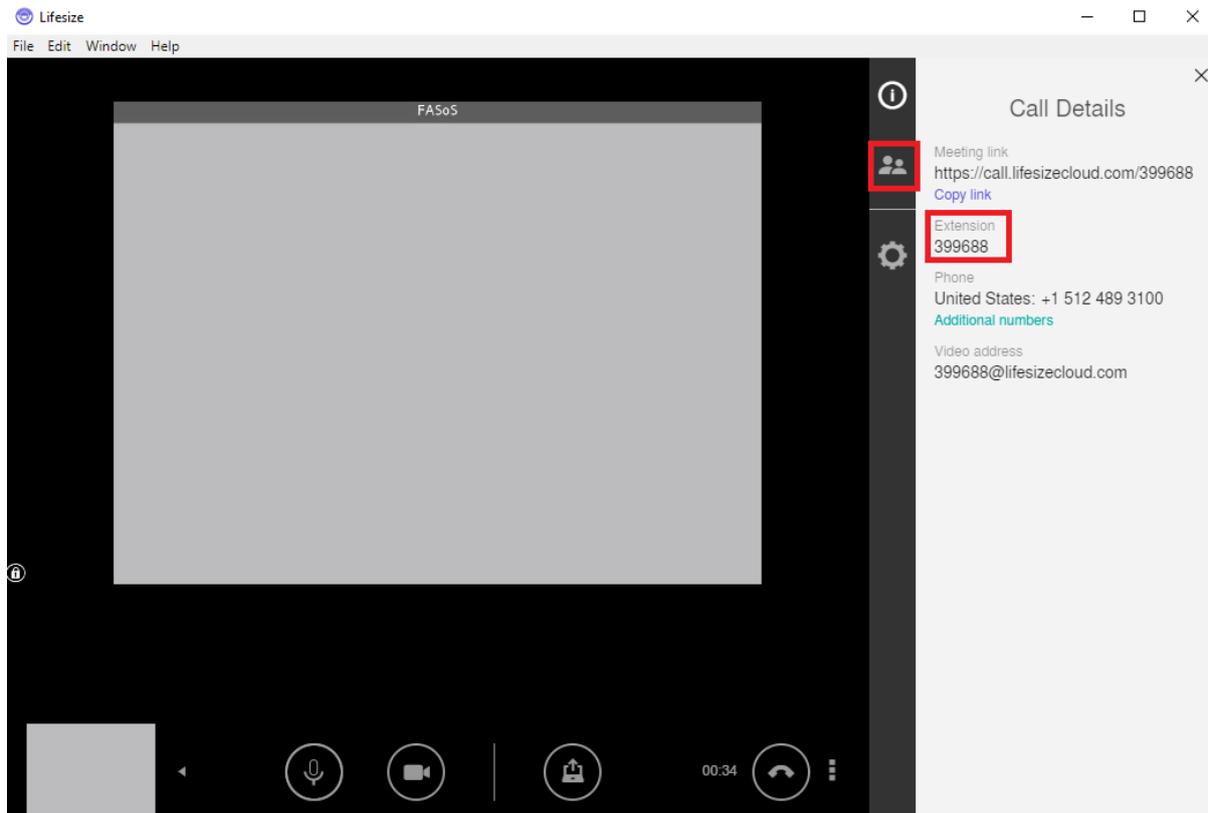
- That your camera is visible
- That your microphone is picking up your voice (you can see green indicators in the "microphone level" bar)
- That your speakers are working (click "test my speakers" to hear a test sound).

Once these settings are correct, you can continue by clicking "Join".

### Step 3. The conference window

In the conference window you can see all the participants of the meeting. The window contains some handy features like the list of participants, which can be accessed by clicking the "two people" icon on the right. Additionally, you can always see the details of the call by pressing the "i" in the top right corner to review the extension code or additional links if you wish to invite more people half-way through the call.

To end the call simply click the phone icon at the bottom of the screen.



## Conferencing room GG86 1.014

The room above Banditos café, GG86 1.014 is equipped with a designated conferencing setup which can also be used with great ease. Please mind that the room requires a booking beforehand which you can send using designated [video conference booking website](#).

Before the call, please remember to pick up the remote control for the video conferencing set at the reception desk!

Once in the room, please use the UM computer installed in the room with the **guest account**. The login details can be found next to the computer and Lifesize icon will be on the desktop.

Start the Lifesize app or click the link in the confirmation e-mail. After providing your extension code, you will be taken to the video and audio setup. Usually, the correct settings will already be in place and the page should look like on the picture below:

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

**Video**

Logitech MeetUp (046d:0866) ▼



Camera

**Audio**

Computer Audio  Phone

**Microphone**

Default - Echo Cancelling Speaker... ▼

Microphone level

Microphone

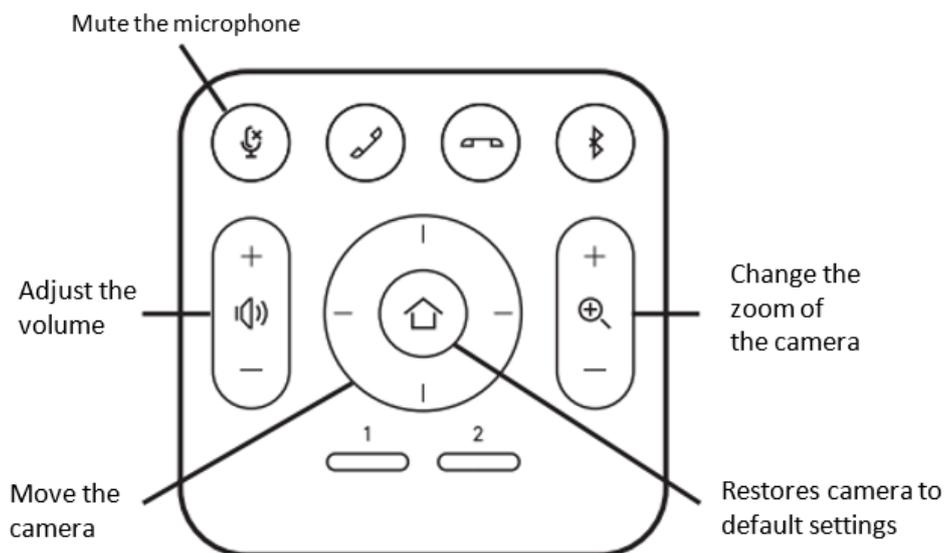
**Speakers**

Default - Echo Cancelling Speaker... ▼

[Test my speakers](#)

**Join**

The camera comes equipped with a remote which can be used to adjust the position of the camera, its zoom and the volume.



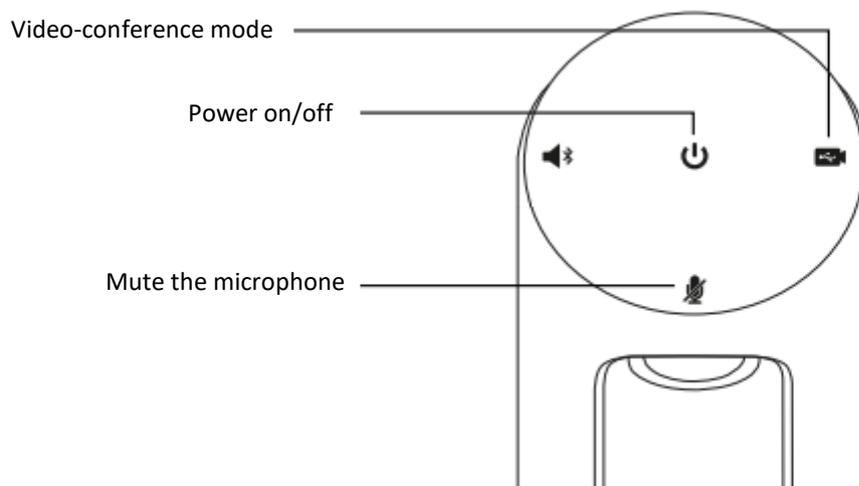
With your preferred settings you can start your call by clicking "Join".

## Portable conferencing camera - Logitech Connect

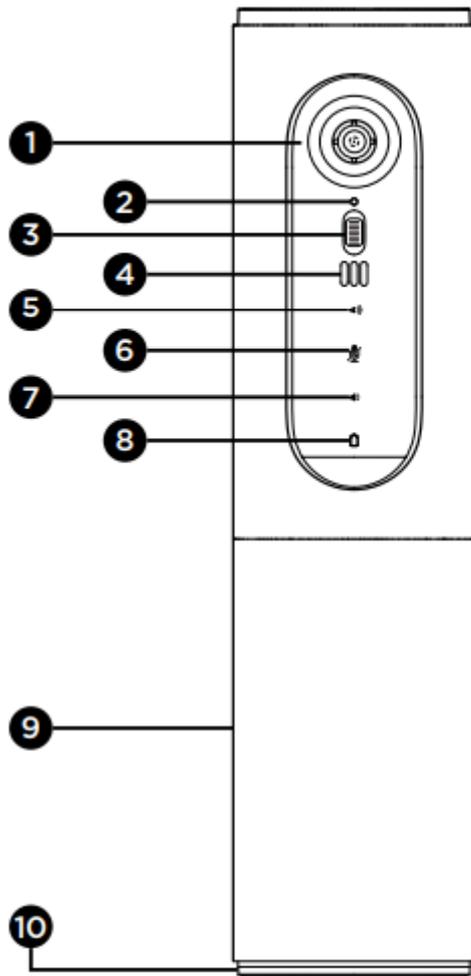
There is a portable all-in-one camera available to book and use for conferences that you can then hold in your preferred location. As of now, the camera only works with either a personal laptop or a faculty laptop, not the usual VDI workstation. Please mind that you must reserve the devices prior to your talk through [video conference booking website](#).

On the next page you can see the camera and its features. Take notice of the ability to tilt the camera lens to your needs to get the image of your liking (see the images below to locate the tilt slider).

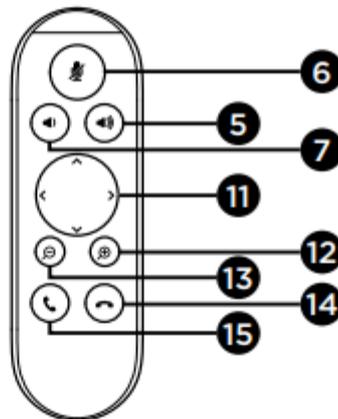
When you get the camera, first take the AC adapter and the USB cable provided and plug them at the back of the camera. Plug the AC adapter into the wall plug and the USB cable into your laptop. Then, on the top of the camera click and hold the power button until you hear a sound (see below for reference). Make sure the camera is in the 'video-conference mode' by pressing and holding the 'video-conference mode' button (see the image below) and the microphone is turned on (*no* red light at the bottom).



*Note:* the camera will turn on automatically when plugged into a computer.



1. Camera, 1080p and 90-degree FOV
2. Camera LED
3. Tilt wheel for tilting camera lens
4. Microphones
5. Volume Up
6. Mute
7. Volume down
8. Battery indicator



9. Speakerphone
10. Speakerphone/Battery LED
11. Pan and Tilt
12. Zoom In
13. Zoom Out
14. End Call
15. Make/Answer Call

The image was taken from Logitech manual.

## Using the Logitech Connect on Windows

*This camera cannot be used with the default VDI workstation.*

The setup of the camera looks exactly the same as before. The video and audio settings however should be adjusted to take advantage of the camera. In the second window after providing the extension code, please select the "Connect" from the drop-down lists everywhere like shown on the picture below.

Please keep in mind that nowadays most laptops have a built-in camera. However, most of them have questionable quality of the call, therefore you should always pay attention to the video settings page and select the conferencing camera to ensure the highest quality of the call.

Make sure that under video the "Connect" camera is selected and for Audio, both Microphone and Speakers are "Echo Cancelling Speakerphone (Connect)".

With these settings you can proceed to your call by clicking "Join".

## Using the Logitech Connect on macOS (Apple)

To use the camera with Lifesize app on your Apple machine, simply plug it into the USB port and turn the device on.

Joining the virtual conference room is exactly the same as explained above. However, to correctly select the "Connect" camera you need to change the settings as below. When the conferencing devices are unavailable you can use the built-in "FaceTime HD Camera", though the quality of the image might be a bit worse.

Make sure that in all sections: Video, Microphone and Speakers you select "Connect" as shown above. If you chose the correct settings, below the "Video" section you should see a live-stream from your camera.

Once finished you can proceed to the call by clicking "Join".

## Troubleshooting

One of the known issues on the Apple laptops is that the camera is not detected by Lifesize on the first attempt. If that happens just close and open the app again, with the camera connected.

If you encounter further problems, please contact FASoS IT support staff.

We suggest that before using Lifesize for the first time you reach out to us, so we can walk you through the software and the conferencing setups for a worry-free call.

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