



Instructions for Accessing the ACWA/CCWT Video Conferencing System for the Disability Justice Project Webinar

The most important piece of information is that:
You MUST use either Google Chrome OR Internet Explorer 11.
This program does not work with other browsers.

Step 1

- If Google Chrome or Internet Explorer 11 is your default browser (it opens when you try to use the internet) you can click on this link and it will take you to the virtual room where we are meeting:

<https://call.lifeseizecloud.com/extension/3413074>

OR

- If you use a different browser, you will need to open either Google Chrome or Internet Explorer 11 and then copy and paste the link into the browser.

Step 2

This will open the screen below. Type your name into the box. This is the name that will appear next to your photo on the screen. Then click next.

Get ready for your meeting

You'll choose video and audio options next.

Next

I have the Lifesize desktop app. [Call now.](#)
[Downloads and other ways to call](#)



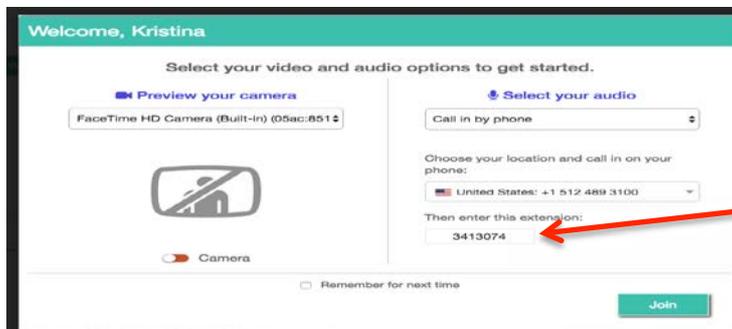
Step 3

The next screen asks you to set up your camera and audio options.

- A box may appear asking for permission to access your in built camera and audio – click Allow.
- Your computer camera will come up in the camera section.
- You should be able to see yourself. If you haven't allowed your camera there is a default icon.
- In the audio section you can choose whether you use your default microphone, a built in microphone or you call in by phone. Make your selection based on the equipment that you have.
- **Note** – most computers have a built in microphone and if you are unsure it is the best place to start.

If you wish to use your phone:

- Choose this option from the drop down list.
- A list of phone numbers will appear. Choose the Australian NSW version: **+ 61 2 8294 5586** – as we are based in Sydney.
- Enter the 7 digit extension number **3413074** into the correct box.



Use the 7
digit number
written here
for the
extension



Choose this phone
number

Step 4

Click join and you will enter the room.

It is wise to check your equipment is working correctly prior to the event itself



Using the Lifesize App

While the desktop computer is generally the easiest way of accessing a meeting, if you are not in the office, you can access the meeting through any device that is connected to the internet. This could be your mobile or a tablet/ipad. You do this by downloading an app.

Accessing the app from a mobile device

You can download the app to a mobile device. Go to the app store and search for Lifesize Cloud. The picture looks like this:



When you open the app you will be asked to choose either Registered User or Guest User. Choose Guest User.

When you enter as a guest user you will be asked for your name. This is the name that will come up on the screen above your picture.

Then you are asked for a dial string. Every meeting room or person has a 7 digit number and for ACWA it is **3413074**. Type this number into the Dial string box, then press Place Call. This will then join into the meeting room. At the bottom of the screen you will notice some icons – including a Phone handset. This is what you click to hang up.

Remember when you are in the meeting room, what your camera sees will be what the people on the call see. So if you put your phone down everyone will see the ceiling. It takes video in the selfie position – so face your screen.



Tips and Hints

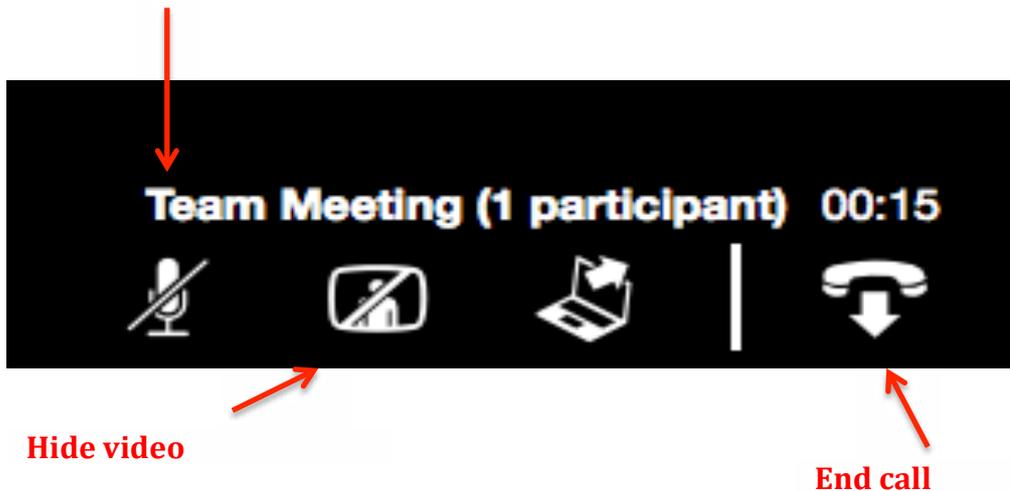
If this is the first time using the system check it out beforehand up until the end of Step 3.

Make sure you have Google Chrome or Internet Explorer 11 on your computer. There may be firewalls that restrict your access to these, and therefore you may need the support of your IT people to download one of these browsers.

Try to be in a quiet place when you are in the meeting. Any sound or movement in your background will be seen and heard by other people in the meeting. If your environment is noisy you may want to consider muting your microphone and if you are uncomfortable being on screen you can also hide your camera. You can do this using the microphone or video buttons at the bottom of the screen.

When you want to leave the meeting – click on the hang up icon.

Mute microphone



Hide video

End call

Frequently Asked Questions

Do I need to use my camera?

No, you don't need to use your camera. However ACWA and CCWT are using video conferencing as it generally seen to be a more interactive and more engaging method of remote access to meetings or trainings then just using the teleconference, audio option. Therefore we would like to strongly encourage you to use the camera. We believe it improves your experience.

Is there a difference between phoning in with the computer's microphone or using the landline/mobile phone option?

If you use the computer's built-in microphone we pay the costs of the meeting through our subscription. If you use your phone you will be charged according to the phone plan you are currently on.



What do I do if I need help?

Hopefully you have tested the system earlier and therefore aren't dealing with access issues at the last moment.

But sometimes things do go unexpectedly and you need to speak to someone. Try the person who is organising the event or training in the first instance. If you can't get them try the CCWT switchboard on 02 9281 8822