

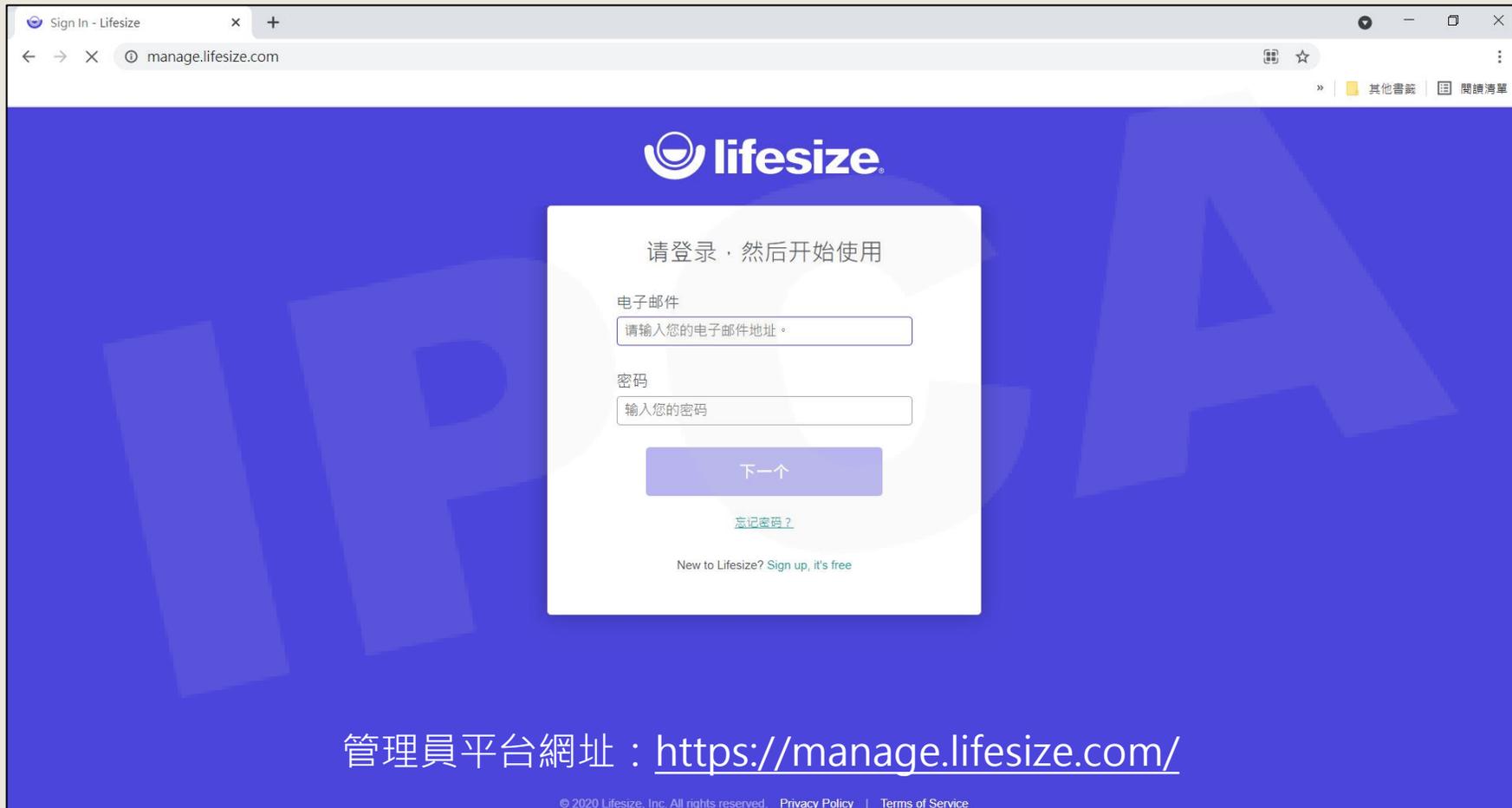
# LIFESIZE CLOUD操作手冊

使用者 (User) 新增 / 編輯 / 刪除

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# 📋 Lifesize Cloud 管理員平台登入

- 使用瀏覽器打開管理員平台，輸入 Eamil、密碼，之後登入。

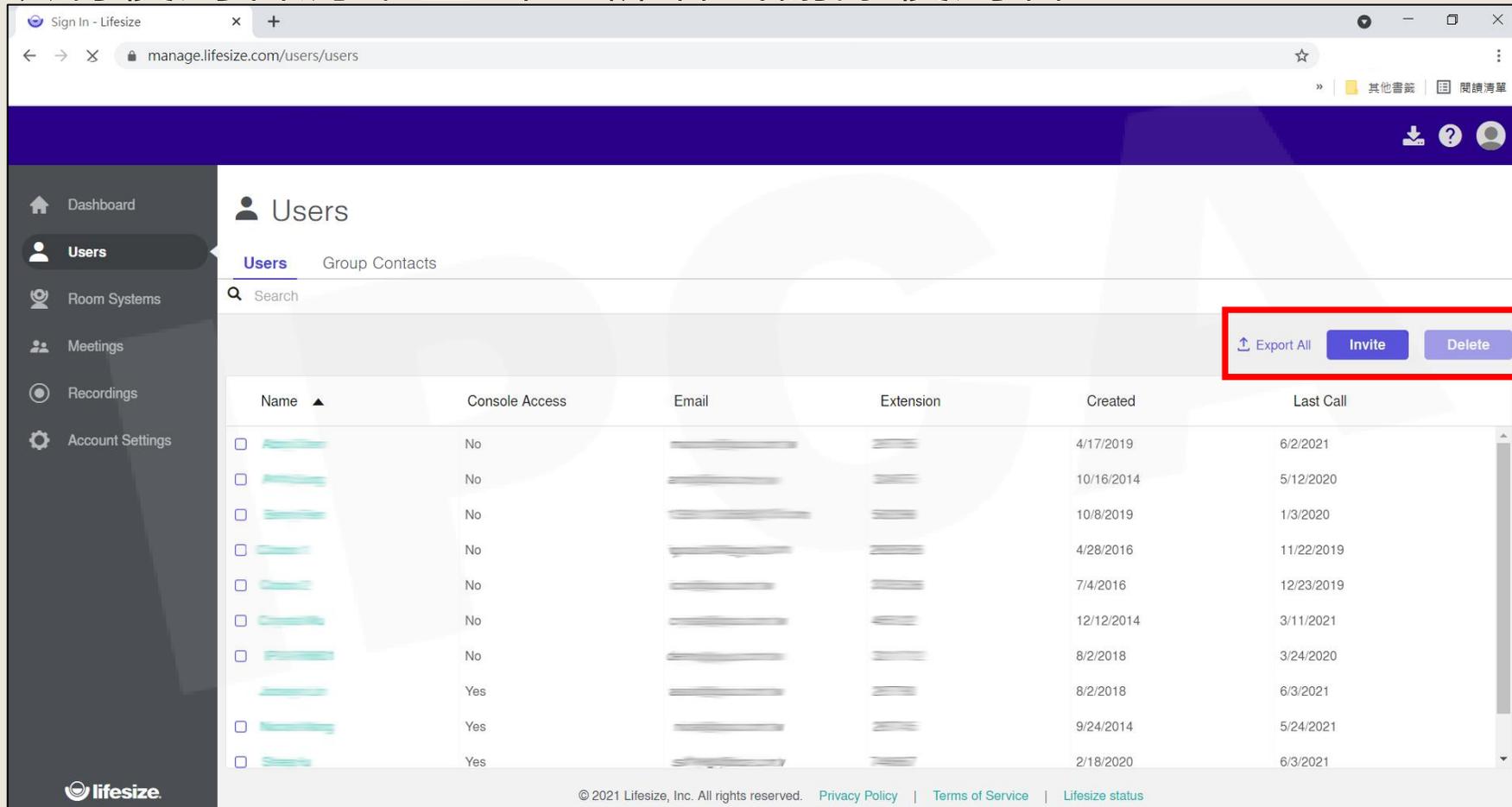


# 使用者 (USERS)

新增/編輯/刪除

# 📋 使用者總覽

- 於使用者(Users)清單中，可看到目前已註冊的使用者。
- 可以將使用者清單匯出、新增或刪除使用者。



The screenshot displays the 'Users' management page in the Lifesize system. The interface includes a sidebar with navigation options like Dashboard, Users, Room Systems, Meetings, Recordings, and Account Settings. The main content area shows a table of users with the following columns: Name, Console Access, Email, Extension, Created, and Last Call. A red box highlights the 'Export All', 'Invite', and 'Delete' buttons located above the table.

Name	Console Access	Email	Extension	Created	Last Call
[Redacted]	No	[Redacted]	[Redacted]	4/17/2019	6/2/2021
[Redacted]	No	[Redacted]	[Redacted]	10/16/2014	5/12/2020
[Redacted]	No	[Redacted]	[Redacted]	10/8/2019	1/3/2020
[Redacted]	No	[Redacted]	[Redacted]	4/28/2016	11/22/2019
[Redacted]	No	[Redacted]	[Redacted]	7/4/2016	12/23/2019
[Redacted]	No	[Redacted]	[Redacted]	12/12/2014	3/11/2021
[Redacted]	No	[Redacted]	[Redacted]	8/2/2018	3/24/2020
[Redacted]	Yes	[Redacted]	[Redacted]	8/2/2018	6/3/2021
[Redacted]	Yes	[Redacted]	[Redacted]	9/24/2014	5/24/2021
[Redacted]	Yes	[Redacted]	[Redacted]	2/18/2020	6/3/2021

# 📝 使用者新增(1/2)

- 使用者註冊方式分為兩種：Email、網址
  - Email：將信件寄送給需註冊帳號的人員，依循內文步驟進行註冊。
  - 網址：複製提供的網址至新的瀏覽器分頁，輸入相關資訊進行註冊。

The screenshot displays the Lifesize user management interface. The main content area shows a table of users with columns for Name and Console Access. A modal dialog titled 'Invite Users' is open, providing instructions to send an invitation from a default email app and share a link. The 'Invite' button in the background interface is highlighted with a red box, and a red arrow points from it to the dialog box.

Name	Console Access
[Redacted]	No
[Redacted]	Yes
[Redacted]	Yes
[Redacted]	Yes

Invite Users

Send an invitation from your default email app.

Send Invitation

Share the following link in an email with those you want to become users.

<https://welcome.lifesize.com/8a2e4e60-...>

Cancel

Export A Invite Delete

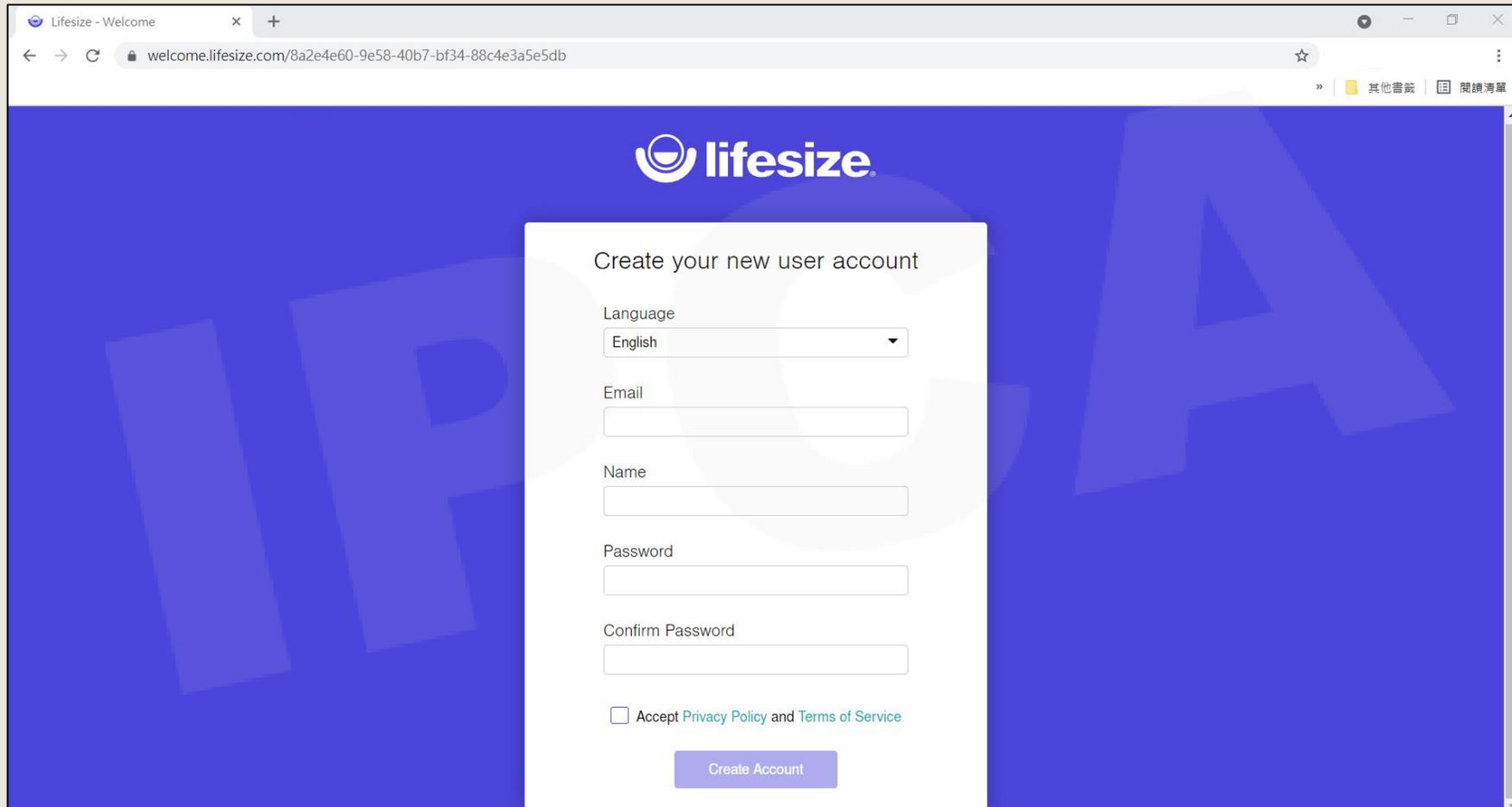
Last Call

Last Call
6/2/2021
5/12/2020
1/3/2020
11/22/2019
12/23/2019
3/11/2021
3/24/2020
6/3/2021
5/24/2021
6/3/2021

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# 📝 使用者新增(2/2)

- 註冊時帳號時輸入 Email、使用者名稱(Name)、密碼>Password)、確認密碼(Confirm Password)，確認接受隱私權及服務條款，按下 Create Account 即完成註冊。



The screenshot shows a web browser window with the URL `welcome.lifesize.com/8a2e4e60-9e58-40b7-bf34-88c4e3a5e5db`. The page features the Lifesize logo at the top center. Below the logo is a white registration form titled "Create your new user account". The form includes the following fields and elements:

- Language:** A dropdown menu currently set to "English".
- Email:** A text input field.
- Name:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Acceptance:** A checkbox labeled "Accept [Privacy Policy](#) and [Terms of Service](#)".
- Submit:** A blue button labeled "Create Account".

# 📝 使用者編輯

- 於使用者清單中，直接點選要編輯的人員名稱，會跳出人員資料詳細內容，編輯完畢後儲存(Save)即可。

The screenshot displays the Lifesize user management interface. The 'Users' page is active, showing a list of users. A red box highlights the 'Users' menu item in the sidebar and the 'Users' header in the main content area. A red arrow points from a user name in the list to the 'User Details' modal window. The modal window shows the user's name, a text input field, and two toggle switches for 'Give user access to admin console' and 'Hide User from Directory'. A 'Reset Password' button is also visible. The 'Save' button is highlighted in blue.

Name	Created	Last Call
[Redacted]	4/17/2019	6/2/2021
[Redacted]	10/16/2014	5/12/2020
[Redacted]	10/8/2019	1/3/2020
[Redacted]	4/28/2016	11/22/2019
[Redacted]	7/4/2016	12/23/2019
[Redacted]	12/12/2014	3/11/2021
[Redacted]	8/2/2018	3/24/2020
[Redacted]	8/2/2018	6/3/2021
[Redacted]	9/24/2014	5/24/2021
[Redacted]	2/18/2020	6/3/2021

# 📝 使用者刪除

- 於使用者清單中，勾選要刪除的人員名稱的前小方框，之後點選刪除>Delete，會跳出提醒視窗，點選刪除>Delete，則立即刪除。

The screenshot shows the Lifesize Admin interface for managing users. The 'Users' tab is selected in the sidebar. A table lists users with columns for Name, Console Access, Email, Extension, Created, and Last Call. The first user is selected. A confirmation dialog box is overlaid on the table, asking for confirmation to delete the selected user. The dialog box contains the text: "Are you sure you want to delete the selected user? The meetings owned by the user you selected will be reassigned to your account administrator." and has 'Cancel' and 'Delete' buttons. A red arrow points from the 'Delete' button in the top right of the interface to the dialog box.

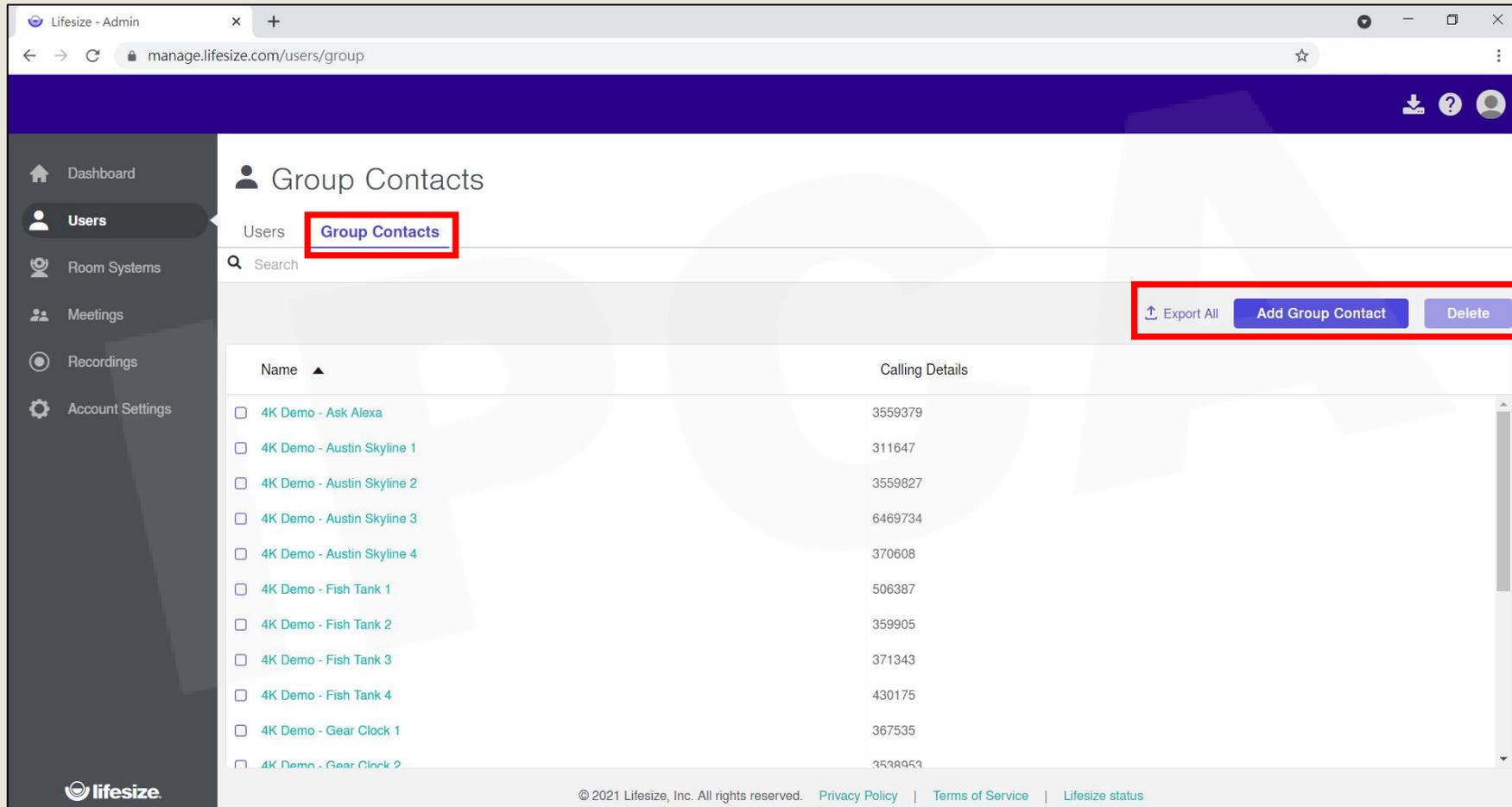
Name	Console Access	Email	Extension	Created	Last Call
<input checked="" type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	6/2/2021
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	5/12/2020
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	1/3/2020
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	11/22/2019
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	12/23/2019
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	[Redacted]	3/11/2021
<input type="checkbox"/> [Redacted]	No	[Redacted]	[Redacted]	8/2/2018	3/24/2020
<input type="checkbox"/> [Redacted]	Yes	[Redacted]	[Redacted]	8/2/2018	6/3/2021
<input type="checkbox"/> [Redacted]	Yes	[Redacted]	[Redacted]	9/24/2014	5/24/2021
<input type="checkbox"/> [Redacted]	Yes	[Redacted]	[Redacted]	2/18/2020	6/3/2021

# 群組聯絡人 (GROUP CONTACTS)

新增/編輯/刪除

# 群組聯絡人總覽

- 於群組聯絡人(Group Contacts)清單中，可看到目前已建立的聯絡人。
- 可以將聯絡人清單匯出、新增或刪除聯絡人。



The screenshot shows the Lifesize Admin interface for managing Group Contacts. The page title is "Group Contacts" and the URL is "manage.lifesize.com/users/group". The left sidebar contains navigation options: Dashboard, Users, Room Systems, Meetings, Recordings, and Account Settings. The "Users" section is expanded, and "Group Contacts" is selected. The main content area features a search bar and three action buttons: "Export All", "Add Group Contact", and "Delete". Below these buttons is a table with two columns: "Name" and "Calling Details". The table lists several group contacts, each with a checkbox and a unique name.

Name	Calling Details
<input type="checkbox"/> 4K Demo - Ask Alexa	3559379
<input type="checkbox"/> 4K Demo - Austin Skyline 1	311647
<input type="checkbox"/> 4K Demo - Austin Skyline 2	3559827
<input type="checkbox"/> 4K Demo - Austin Skyline 3	6469734
<input type="checkbox"/> 4K Demo - Austin Skyline 4	370608
<input type="checkbox"/> 4K Demo - Fish Tank 1	506387
<input type="checkbox"/> 4K Demo - Fish Tank 2	359905
<input type="checkbox"/> 4K Demo - Fish Tank 3	371343
<input type="checkbox"/> 4K Demo - Fish Tank 4	430175
<input type="checkbox"/> 4K Demo - Gear Clock 1	367535
<input type="checkbox"/> 4K Demo - Gear Clock 2	3538953

# 📝 群組聯絡人新增

- 於群組聯絡人清單中點選新增群組聯絡人(Add Group Contacts)，會跳出視窗，填寫名稱、雲端號碼或設備IP，儲存後即建立。

The screenshot shows the Lifesize Admin interface for managing group contacts. The 'Add Group Contact' dialog box is open, allowing users to enter a name and calling details. The background interface shows a list of existing group contacts and a sidebar with navigation options.

Name	Calling Details
<input type="checkbox"/> 4K Demo - Ask Alexa	
<input type="checkbox"/> 4K Demo - Austin Skyline 1	
<input type="checkbox"/> 4K Demo - Austin Skyline 2	
<input type="checkbox"/> 4K Demo - Austin Skyline 3	
<input type="checkbox"/> 4K Demo - Austin Skyline 4	
<input type="checkbox"/> 4K Demo - Fish Tank 1	
<input type="checkbox"/> 4K Demo - Fish Tank 2	359905
<input type="checkbox"/> 4K Demo - Fish Tank 3	371343
<input type="checkbox"/> 4K Demo - Fish Tank 4	430175
<input type="checkbox"/> 4K Demo - Gear Clock 1	367535
<input type="checkbox"/> 4K Demo - Gear Clock 2	3538953

# 📝 群組聯絡人編輯

- 於群組聯絡人清單中，直接點選要編輯的人員名稱，會跳出人員資料詳細內容，編輯完畢後儲存(Save)即可。

The screenshot displays the Lifesize Admin interface for managing group contacts. The 'Group Contacts' tab is selected in the top navigation bar. A list of contacts is shown, with '4K Demo - Ask Alexa' highlighted. A modal window titled 'Edit Group Contact' is open, showing the details for the selected contact. The modal includes fields for 'Name' (4K Demo - Ask Alexa) and 'Calling Details' (3559379), along with 'Save' and 'Cancel' buttons. A red arrow indicates the flow from the contact list to the edit modal.

# 📝 群組聯絡人刪除

- 於群組聯絡人清單中，勾選要刪除的人員名稱的前小方框，之後點選**刪除>Delete**，會跳出提醒視窗，點選**刪除>Delete**，則立即刪除。

The screenshot shows the Lifesize Admin interface for managing group contacts. The 'Group Contacts' tab is selected in the top navigation. The 'Delete' button is highlighted in the top right. A confirmation dialog box is displayed, asking 'Are you sure you want to delete the selected group contact?' with 'Cancel' and 'Delete' buttons. A red arrow points from the 'Delete' button to the dialog box.

Name	Calling Details
<input checked="" type="checkbox"/> 4K Der 10 - Ask Alexa	
<input type="checkbox"/> 4K Demo - Austin Skyline 1	
<input type="checkbox"/> 4K Demo - Austin Skyline 2	
<input type="checkbox"/> 4K Demo - Austin Skyline 3	
<input type="checkbox"/> 4K Demo - Austin Skyline 4	
<input type="checkbox"/> 4K Demo - Fish Tank 1	
<input type="checkbox"/> 4K Demo - Fish Tank 2	359905
<input type="checkbox"/> 4K Demo - Fish Tank 3	371343
<input type="checkbox"/> 4K Demo - Fish Tank 4	430175
<input type="checkbox"/> 4K Demo - Gear Clock 1	367535
<input type="checkbox"/> 4K Demo - Gear Clock 2	3538953

# Thank you

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