

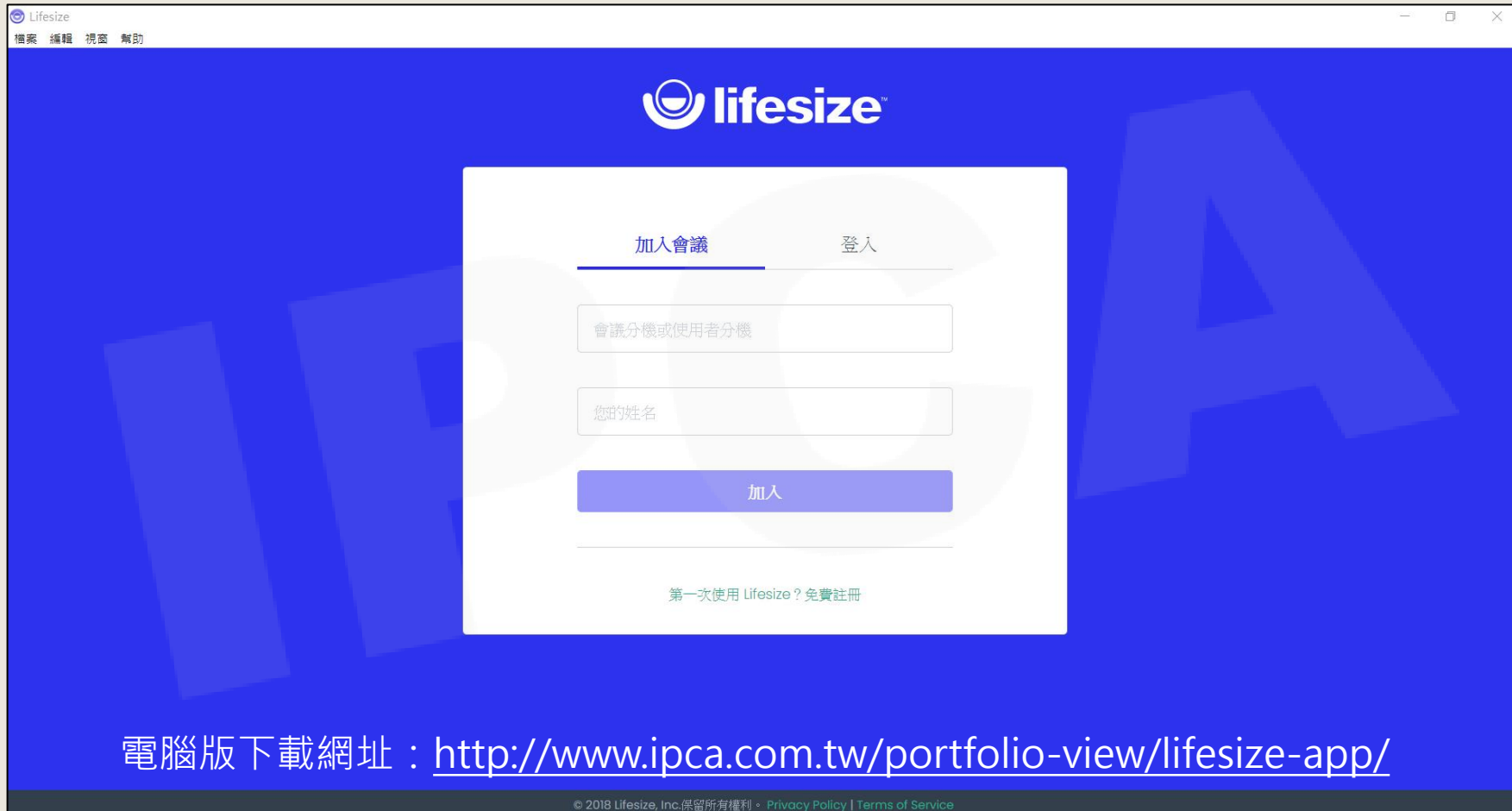
# LIFESIZE CLOUD操作手冊

來賓(無帳號)連線至雲端會議室

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# 📝 輸入連線資訊

- 打開Lifesize Cloud電腦版或網頁版，點選加入會議，輸入會議分機或使用者分機、您的姓名，之後加入。



The screenshot shows the Lifesize Cloud web interface. The page has a blue background with the Lifesize logo at the top center. Below the logo, there are two tabs: "加入會議" (Join Meeting) and "登入" (Login). The "加入會議" tab is selected. Below the tabs, there are two input fields: "會議分機或使用者分機" (Meeting ID or User ID) and "您的姓名" (Your Name). Below these fields is a blue "加入" (Join) button. At the bottom of the form, there is a link: "第一次使用 Lifesize ? 免費註冊" (First time using Lifesize? Free registration).

電腦版下載網址：<http://www.ipca.com.tw/portfolio-view/lifesize-app/>

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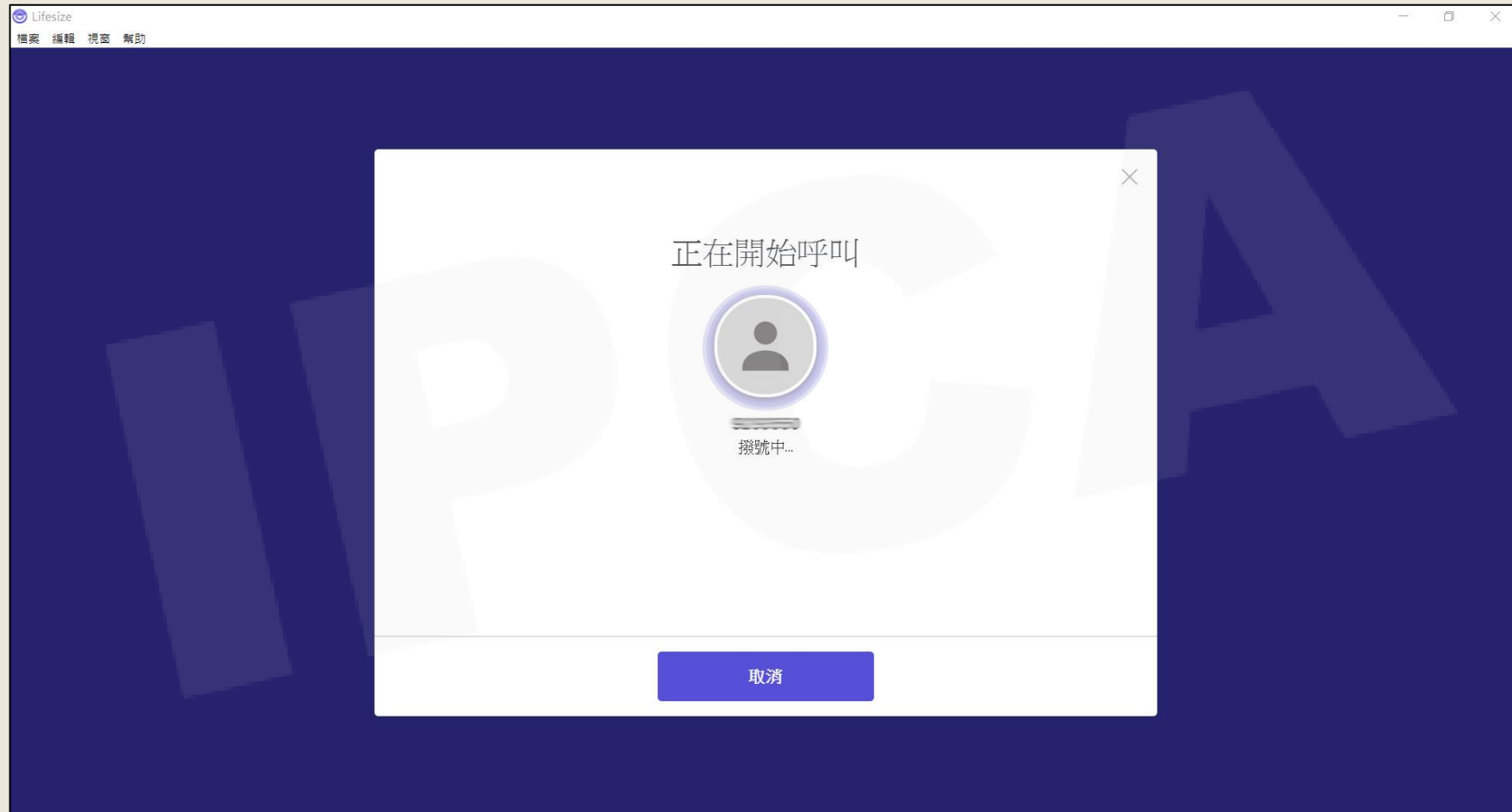
# 📝 確認設備來源

- 進行撥號前，確認視訊攝影機、音訊設備來源，以及是否需使用虛擬背景，確定後點選加入。

The screenshot displays the Lifesize web interface for joining a meeting. The main window has a purple header with the Lifesize logo and a '繁體中文' (Traditional Chinese) language selector. The main content area says '歡迎 IPCA!' (Welcome IPCA!) and '選取視訊和音訊選項後開始使用。' (Select video and audio options after use). Under the '攝影機' (Camera) section, 'Integrated Camera (13d3:56b2)' is selected. A video preview shows a blurred person. Below the preview is a red-bordered button labeled '選取虛擬背景' (Select Virtual Background). To the right, under '音訊' (Audio), '裝置視訊' (Device Video) is selected, and 'Communications - Microphone Array (Re...)' is selected for the microphone. A '麥克風' (Microphone) toggle is turned on, and a volume slider is visible. Under '揚聲器' (Speakers), 'Default - Speakers (Realtek(R) Audio)' is selected. A '測試我的喇叭' (Test my speakers) button is at the bottom right. A large blue '加入' (Join) button is at the bottom center. An inset window on the right shows the '選取背景' (Select Background) menu with options for '音訊/視訊' (Audio/Video), '整合' (Integrated), '網路' (Network), and '我的個人資料' (My Profile). It also shows a grid of virtual background thumbnails and a '關閉' (Close) button.

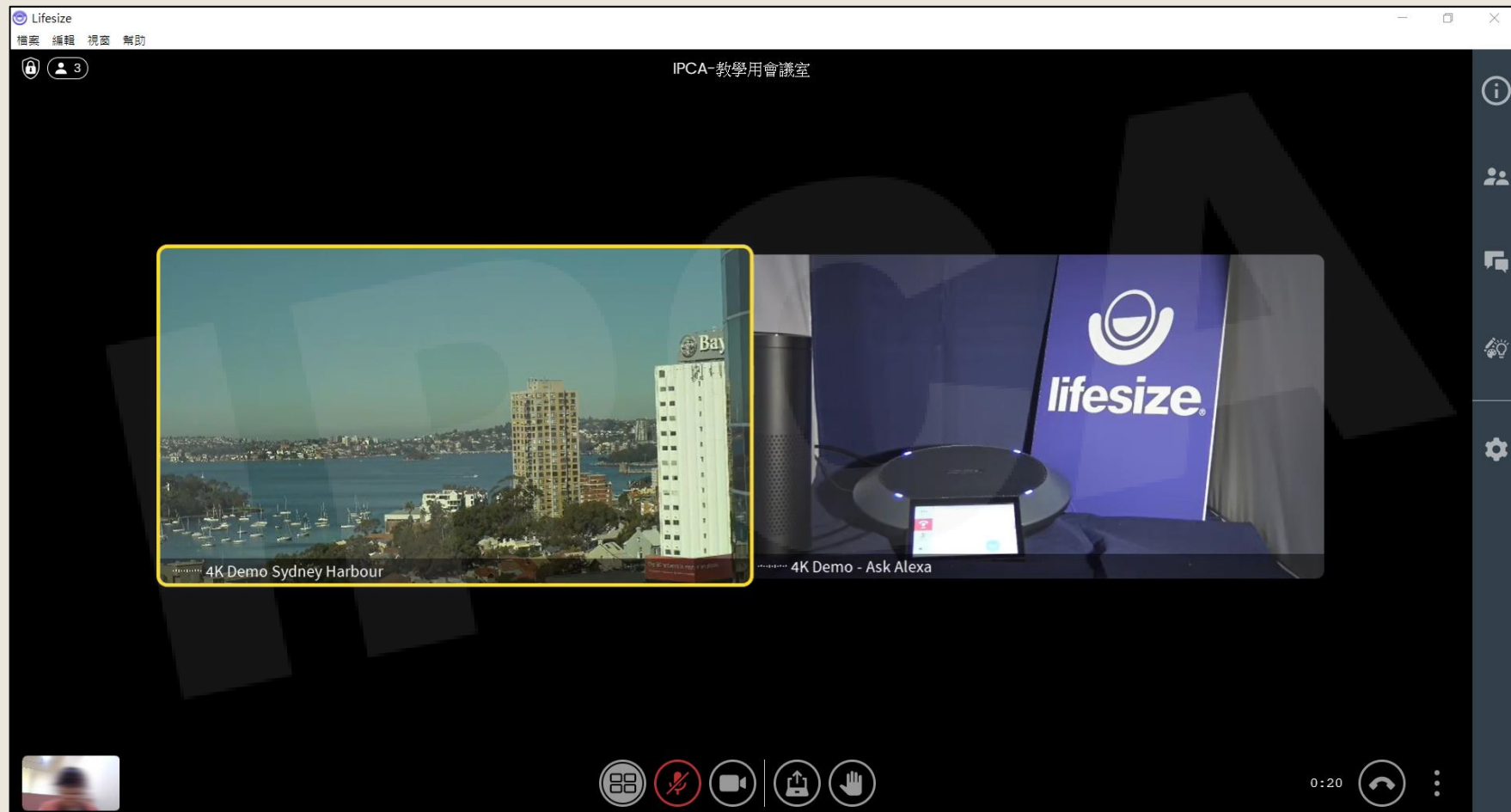
# 撥號連線

- 進行撥號連線。

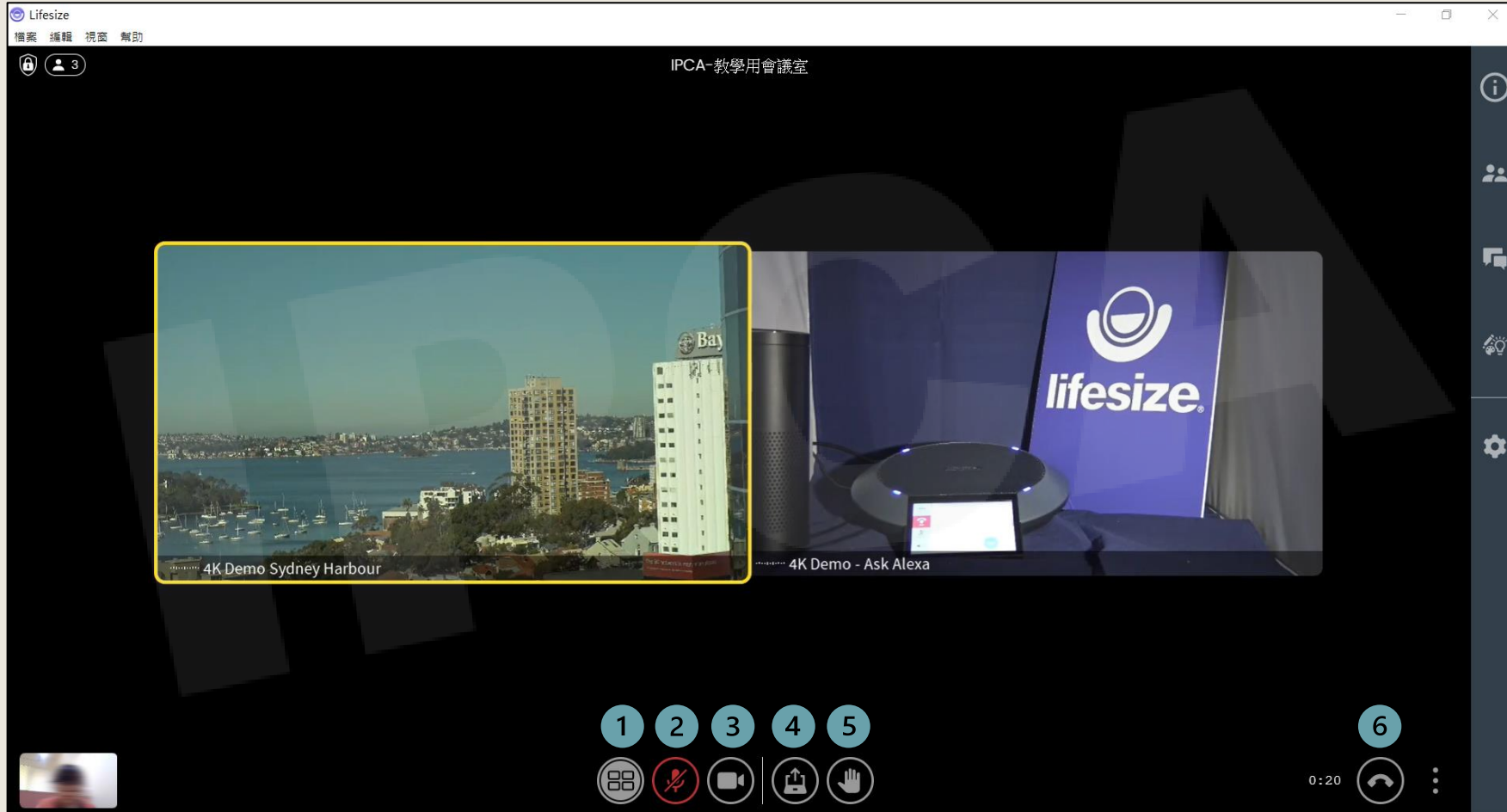


# 進行會議

- 進入會議室後，即可進行視訊會議。

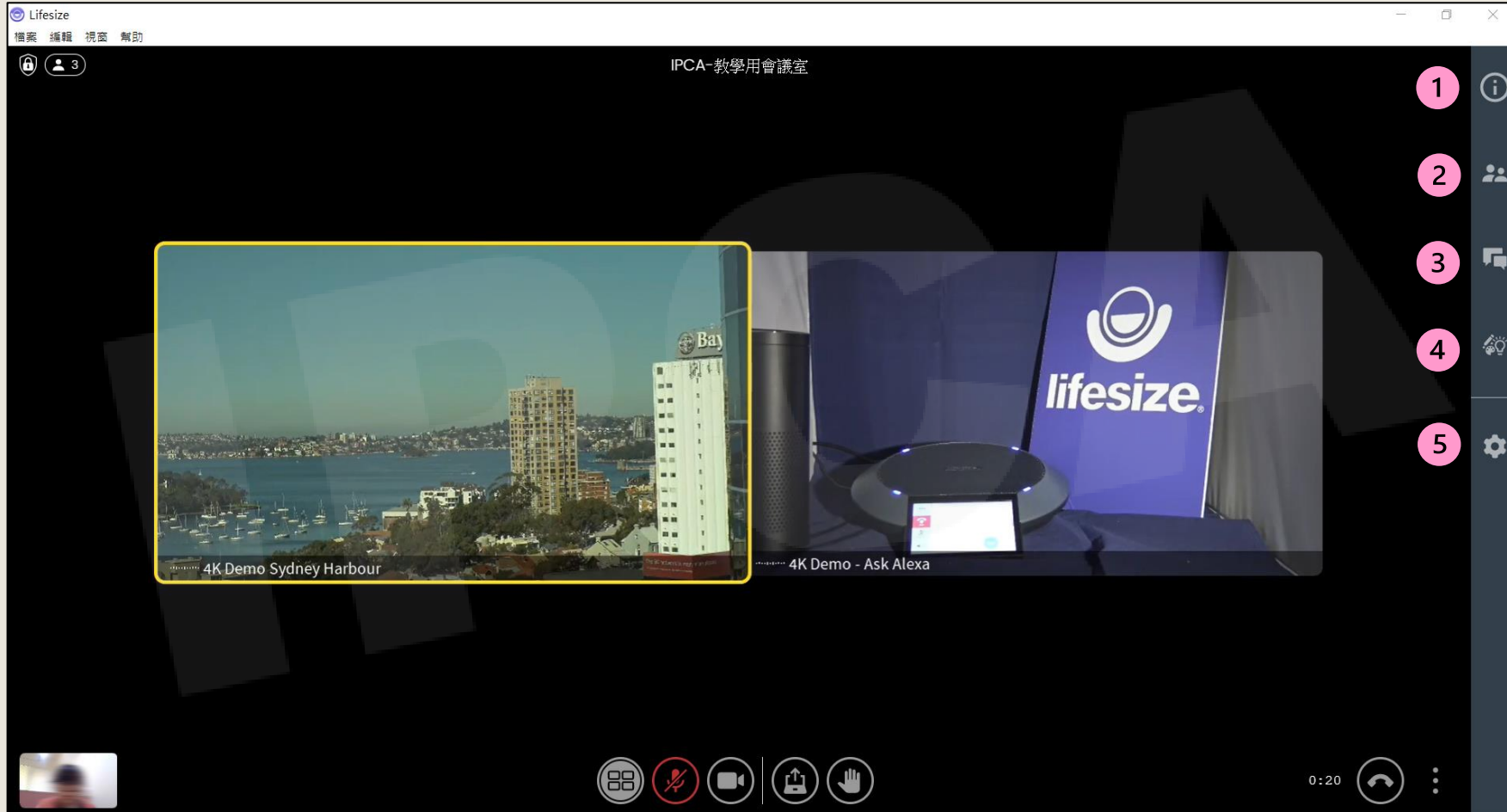


# 功能鍵說明(1/2)



- ① 版面配置
- ② 麥克風開啟/靜音
- ③ 鏡頭開啟/靜音
- ④ 簡報分享
- ⑤ 舉手
- ⑥ 離開會議

# 功能鍵說明(2/2)



- ① 會議資訊
- ② 與會者名單
- ③ 聊天
- ④ 協作工具(白板)
- ⑤ 設定

# Thank you

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