Operating Instructions for Video Conference Room
Granada Center 253

To Use Lifesize Icon Flex For Web Conferencing:

1. The Lifesize camera and microphone should already be the default devices used for any web conferencing applications (Adobe Connect, Lync, Skype, etc.). You can check preferences in the individual apps to confirm.

2. Adobe Connect camera and microphone settings:

3. Lync camera and microphone settings:

For immediate assistance, please call ext. 8-4ITS

Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.

Instructional Technology & Research Support (ITRS) • Revised 10/20/2015
To Use Lifesize Icon Flex With Lifesize Cloud:

1. Open the Lifesize Cloud icon from the desktop, and click “Guest User”.
2. Type your name and dial string and click “Place Call”. The dial string is the extension for the Lifesize Cloud user, meeting, or video conference system.

Campus system dial strings:
- GC 213: 775180
- IC 332: 1611886
- CLC 206: 16075442
- SON 4510: 1604998

Adjusting the camera:

1. From the microphone pod touch screen’s main menu, select “View”.
2. From the local view menu, select “Move” to bring up camera controls.
3. Use the arrows to adjust the camera angle and zoom.

For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed
**Please note that support hours are subject to change without formal posting.**