

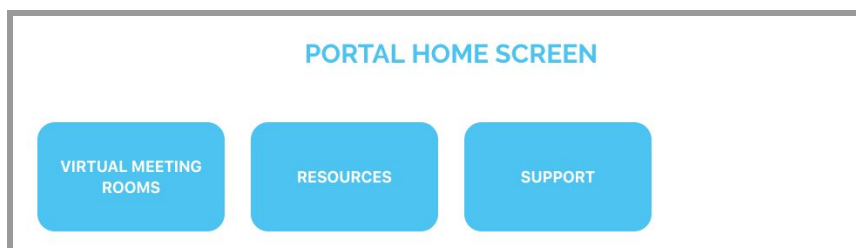
First Time User Computer Setup

The following instructions will help a new user get their computer setup and optimized for EasyConnect HD. If using the built-in laptop webcam or laptop speakers, please make sure to remove it from a docking station and have the screen open.

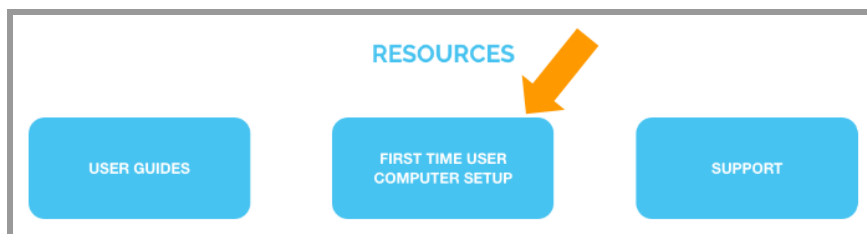
- 1) Go to the meeting Portal **OUTSIDE OF CITRIX** and save it as a favorite or bookmark for easy access on your computer

Meeting Portal: <http://lec.easyconnecthdportal.com/>

- 2) Click on the Resources button from the Portal home screen



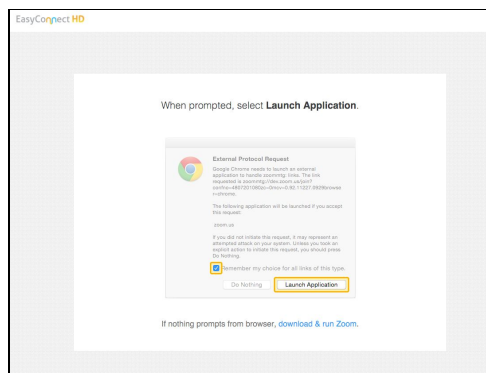
- 3) Click on the "First Time User Computer Setup" button



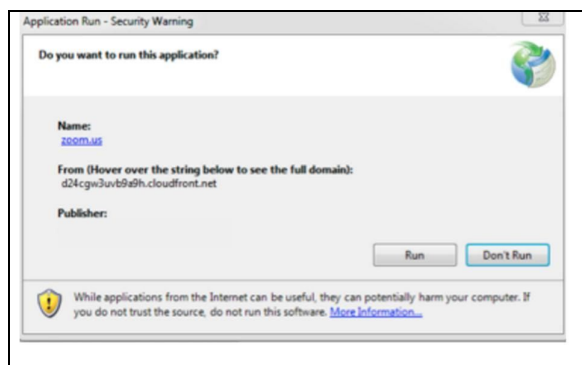
- 4) Then click on the "Computer Setup" button and it will launch the setup meeting room



5) Since this is your first time joining a meeting room, you will be prompted to launch the application



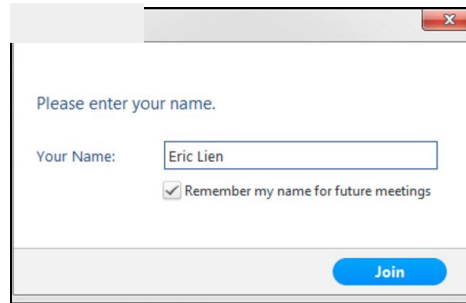
6) You may see a pop up window like this, select **run**



7) You may also see a pop up window like this, **check the box** Do not show me the warning for this program again, then **select** Allow



8) You will be prompted to enter your name, **check the box** to remember my name for future meetings



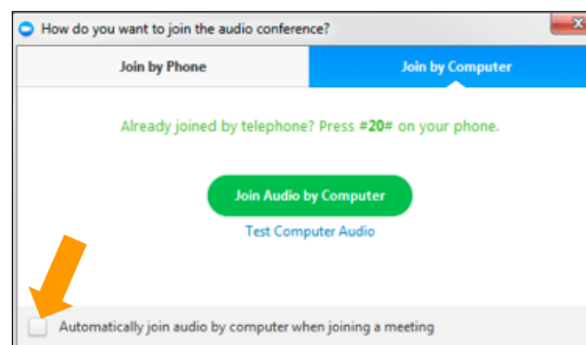
Please enter your name.

Your Name:

☒ Remember my name for future meetings

Join

9) If you see the following prompt, select Join Audio by Computer **and check the box** "Automatically join by computer when joining a meeting"



How do you want to join the audio conference?

Join by Phone Join by Computer

Already joined by telephone? Press #20# on your phone.

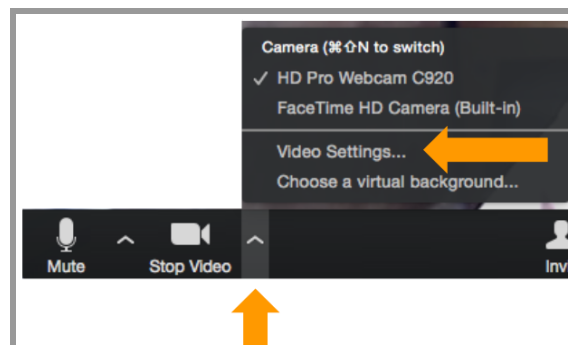
Join Audio by Computer

Test Computer Audio

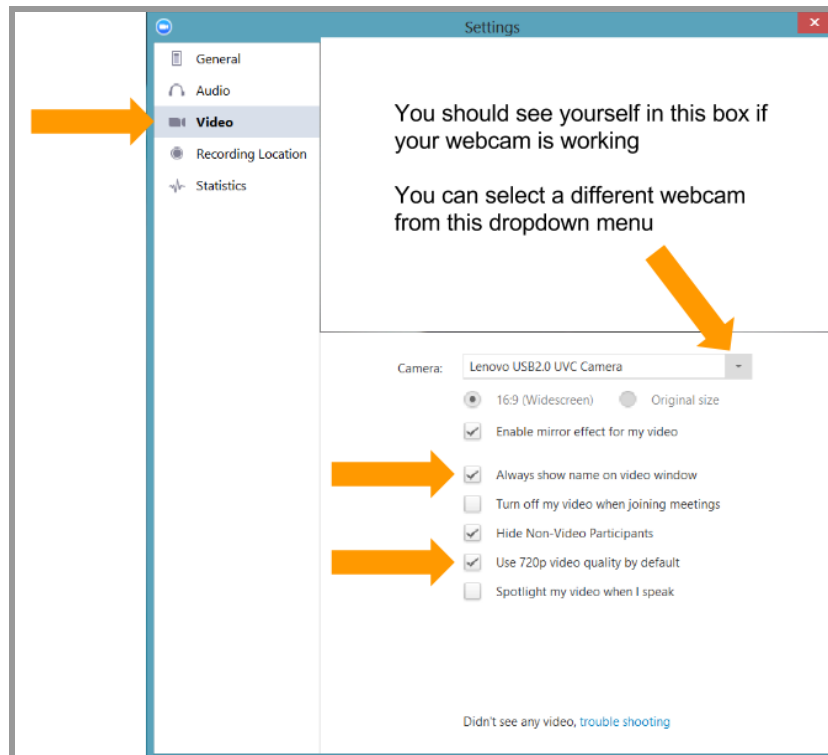
☒ Automatically join audio by computer when joining a meeting

(Make sure your computer speakers are turned on and the volume is up)

10) Now that you are in the video meeting, click the arrow button next to the Stop Video icon to bring up a menu where you will select Video Settings



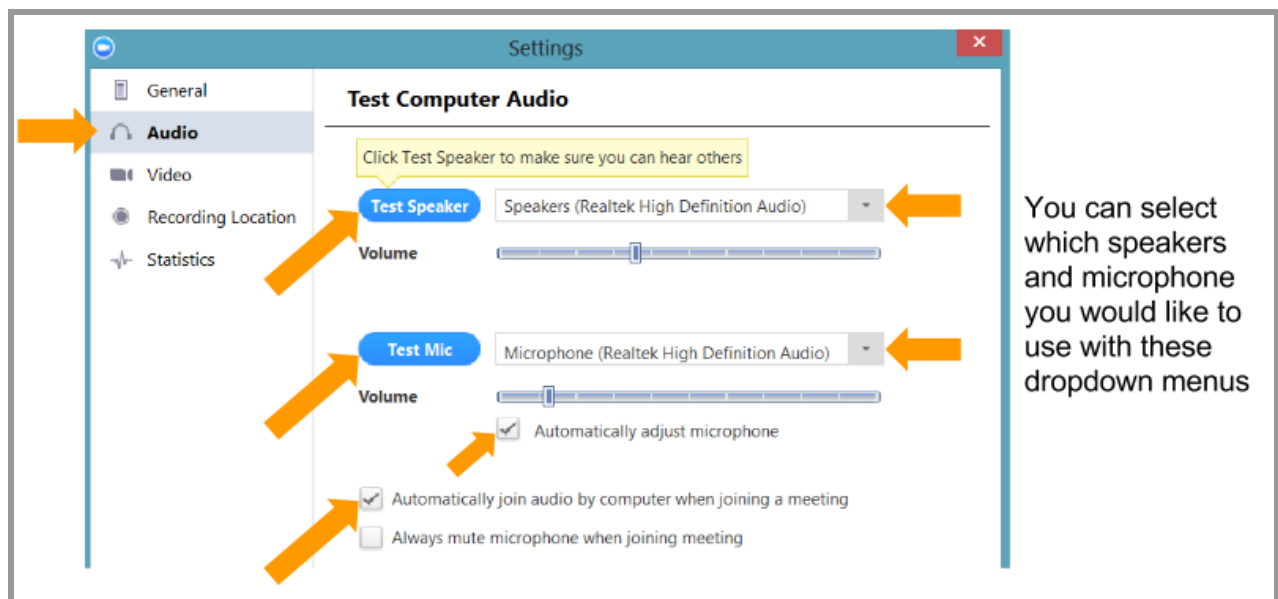
11) You should now see a preview of what your webcam is capturing. Please check the boxes as indicated below.



Please contact the Prelude Helpdesk if your webcam does not work properly

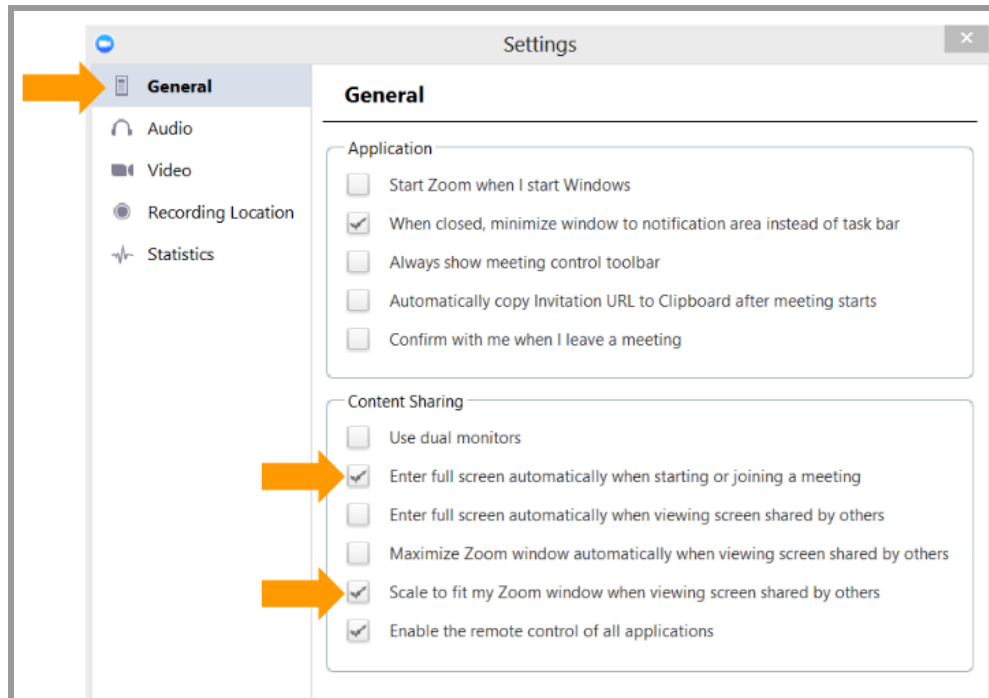
12) Click on the Audio tab on the left and now you can confirm your microphone and speakers are working.

- Click test speakers and make sure you can hear the sound coming out of your computer speakers.
- Click Test Mic and it will record a short audio clip and play it back for you to confirm that your microphone is working.
- Check the box to automatically adjust your microphone
- Make sure the box is checked to Automatically join audio by computer when joining a meeting



Please contact the Prelude Helpdesk if your speakers or microphone do not work properly

13) Click on the General tab on the left and check the boxes indicated below. You can close this window and leave the video meeting after that.



Your computer is now set up and optimized for EasyConnect HD video conferencing and virtual collaboration