

FieldTripZoom

Getting Started Guide

How do I...?

➤ Assemble the equipment

For a basic configuration you should have three pieces of equipment:

- a web camera,
- either a speaker/microphone or a set of headphones/microphone.
- LCD screen or overhead projector

More advanced audio connections would involve tapping into existing room speaker systems or mixers, also using portable microphones etc.



Web Camera



Speaker/Microphone



Headset/Microphone



Plug devices into your computer

➤ Connect the equipment

1. Plug the speaker phone or headphones into your computer.
2. Plug the camera into your computer.
3. Position the camera on top of your computer monitor or at the head of the classroom. Use the self-view to optimize.
4. Plug the overhead projector or LCD screen into the computer.

➤ Connect from a PC or Mac

1. You should have been provided a Guest URL browser link from your meeting organizer.
2. Click on the link and enter name in the Guest field and click 'Join'.
3. Download and Install the software if prompted.
4. When the **Configuration and Status** screen displays select the speaker, microphone and camera you will be using.
5. Check 'Echo Cancellation' if you are using open speakers and microphone.
6. Click 'Save'.
7. You will enter the room. If the other party is not in the room yet, you will see a loop back video of your own camera otherwise you will see them.



➤ Connect with an H323 device (ex. Tandberg, Polycom, Lifesize)

1. You should have been provided a dial-in alias from your meeting organizer. (ex. Tandberg 061031001@207.115.95.163 or Polycom 207.115.95.163##061031001).
2. Dial the number as you normally do to connect to the Gateway.
3. Wait for the far endpoint to connect.

➤ Connect with an IPAD or Android

1. Search for 'VidyoMobile' in the App Marketplace.
2. Download and Install the App.
3. You should have received the portal url, username and password from the meeting organizer.
4. Enter this information in the VidyoMobile client and click 'Login'.
5. You will join the room and see the far endpoint(s).

➤ Control the meeting



Change screen layout. Default is set to 'Auto'. Select '0' to see only the shared document.



Click for full screen mode.



Share an application window with other participants.



Toggle amongst multiple shared documents.



Click to turn on/off **Self-view** (the ability to see yourself), including Picture-in-Picture (PIP).



Speaker volume (up, down, mute). All the green buttons control mic, speaker and camera picture (on/off).