



Vidyo®

An overview for users at the
Goethe University Frankfurt



1. You can find VidyConnect for PC and Mac on the website: <https://vc.uni-frankfurt.de>
Here you can download and install the software to your computer.



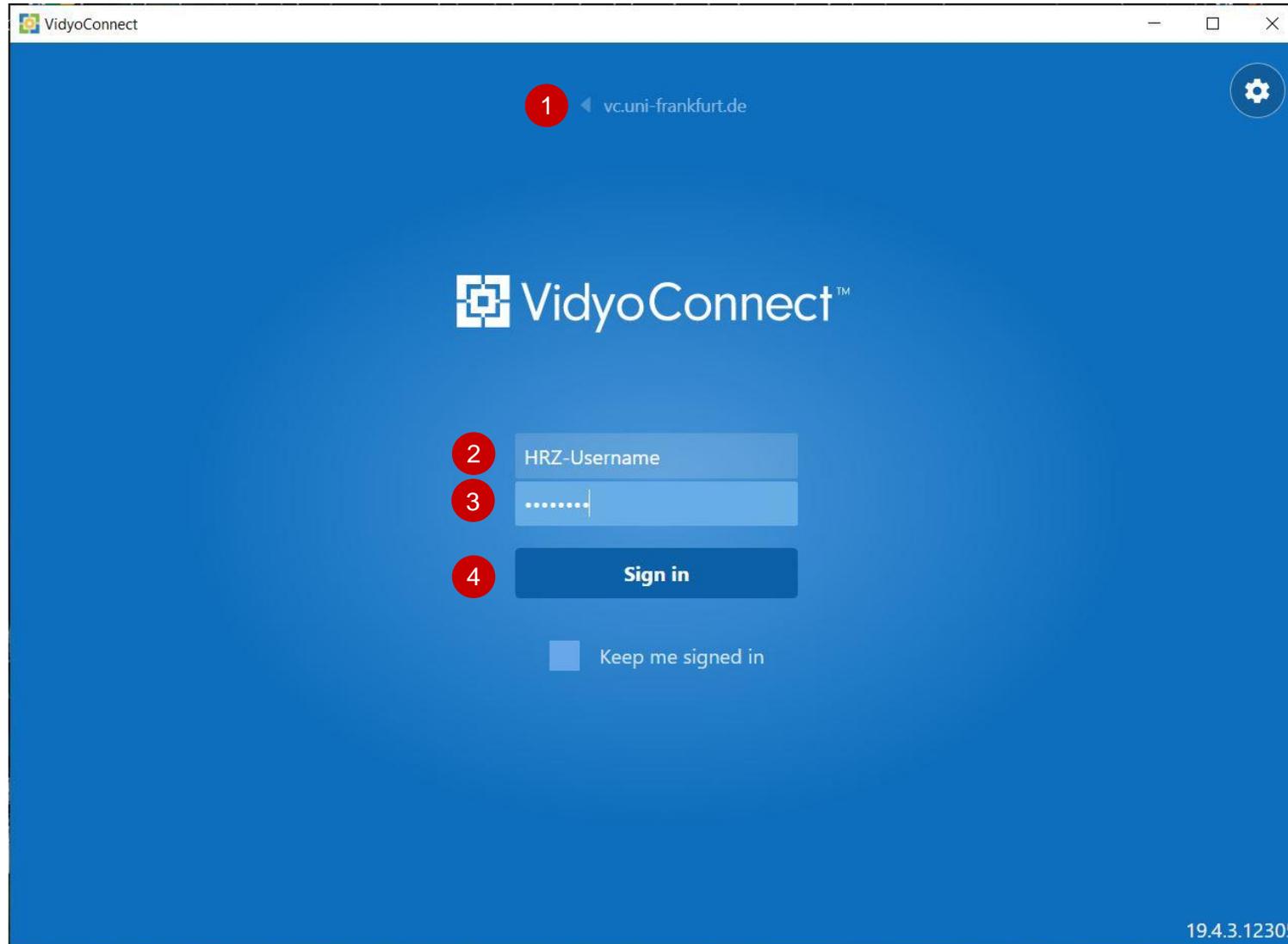
Download the installer



After downloading the installer,
open it to install the app.

Download

Logging into VidyoConnect



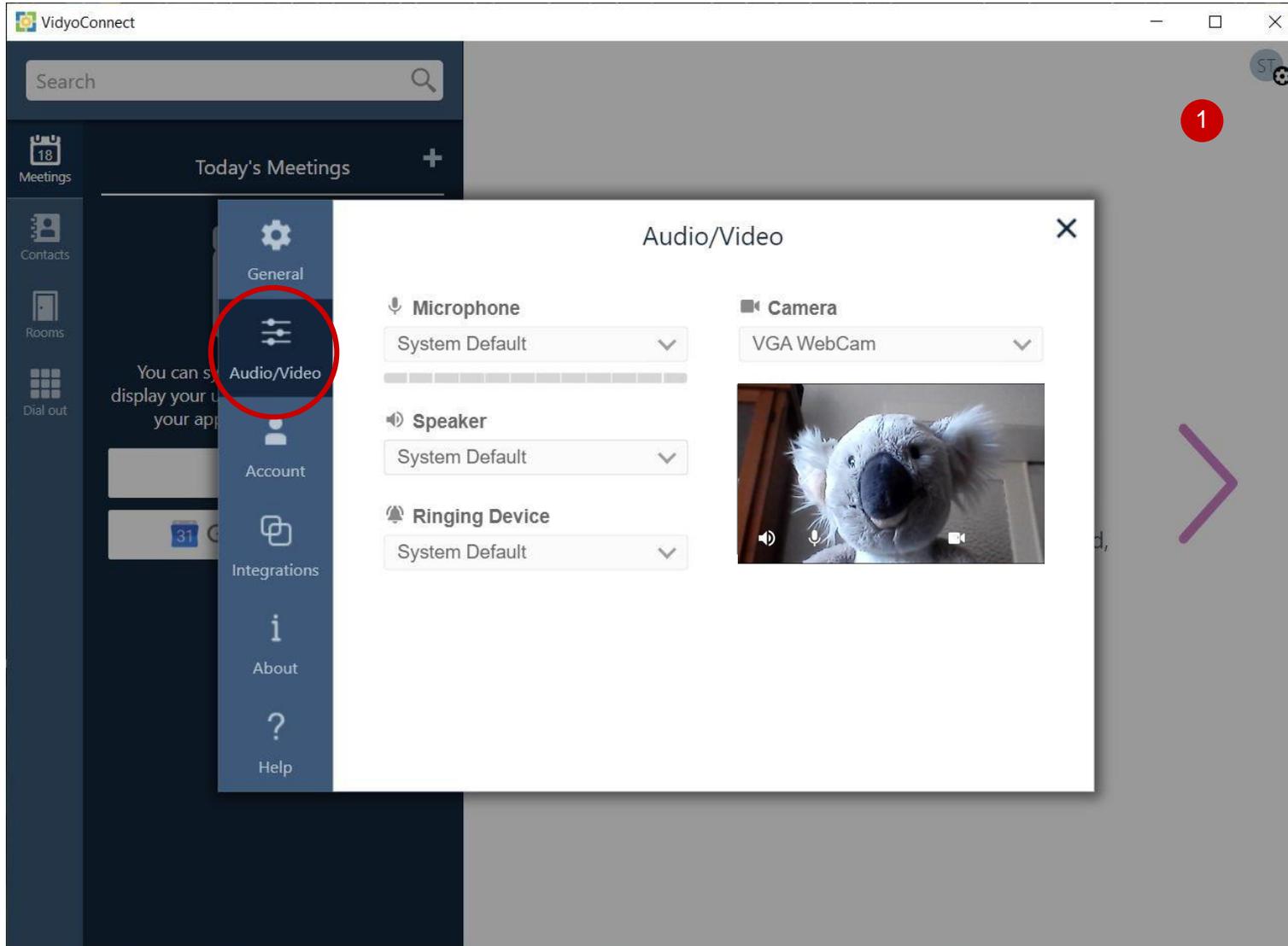
1. VidyoPortal:
vc.uni-frankfurt.de

2. Username: Enter your
HRZ login username here.

3. Password: Enter your
HRZ login Password here.

4. Click on 'Sign in' -
You're online!

Settings



In the settings menu (1) you have the option to select your camera, microphone and speakers (found under 'Audio/Video').

IMPORTANT: Please make sure that all other video conference applications (e.g. Skype) are properly closed.

Your own virtual VC Room

The screenshot shows the VidyoConnect interface. On the left, a sidebar contains navigation options: Meetings, Contacts, Rooms, and Dial out. The 'Rooms' tab is selected, and a red circle highlights the 'Test User' room entry. The main content area displays the configuration for the 'Test User' room. At the top, there is a 'JOIN' button with a red circle containing the number '5'. Below it, the 'Room Link' is shown as <https://vc.uni-frankfurt.de/join/abCdEf123>, with a red circle containing the number '2' next to it. Underneath the link, there are two checkboxes: 'Mute my microphone' and 'Turn off my camera'. At the bottom, there are five options, each with a red circle containing a number: '1' for 'Send invitation', '3' for 'Create an access code', '4' for 'Lock this room', and '5' for 'Remove this room from my rooms'.

In the 'Rooms' tab you will find your own personal virtual VC Room. When selected you are presented with the following options:

1. Generate an E-Mail invitation to your virtual room
2. Alternatively, you can copy and send your static URL link, which can be used to connect to the room directly
3. Create an access code to be entered upon entry into room
4. Here you have the option to lock your room
5. Click here to enter/join your room

Creating more rooms

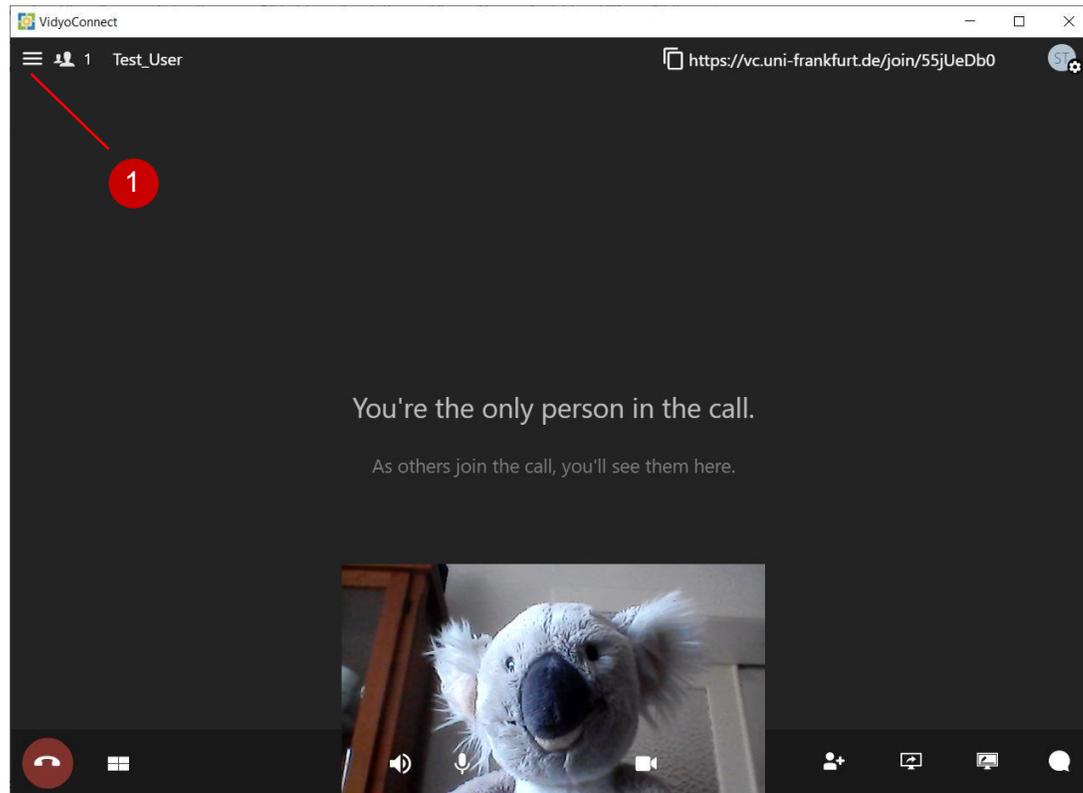
The screenshot shows the VidyoConnect web interface. On the left is a dark blue sidebar with navigation icons for Meetings, Contacts, Rooms, and Dial out. The main area is titled 'Today's Meetings' with a red circle containing '2' and a '+' sign. Below this is a 'Schedule a meeting' button and a calendar icon. A text box says: 'You can sync with your calendar to display your upcoming meetings. Choose your app below to get started.' Below this are two buttons for 'Outlook Calendar' and 'Google Calendar'. On the right, a room card for 'Test User' is shown. It has a green 'JOIN' button. Below the button is a red circle with '1' and the text 'Room Link:'. The link is 'https://vc.uni-frankfurt.de/join/b87EoqhrYZAFlyxTVY9cbaGbJQ'. Below the link is the text 'For this call only:' followed by two checkboxes: 'Mute my microphone' and 'Turn off my camera'. At the bottom of the room card are five options: 'Remove this room from my rooms' (star icon), 'Lock this room' (lock icon), 'Create an access code' (key icon), 'Create a moderator PIN' (person icon), and 'Send invitation' (envelope icon).

In addition to your own permanent VC room **(1)**, you have the option of creating additional temporary rooms

Each time you click ,+' **(2)**, another room is generated. This room can only be entered via the generated dial-in data.

You can moderate your permanent and temporary rooms (See next slide)

Moderating your own permanent and temporary VC Rooms

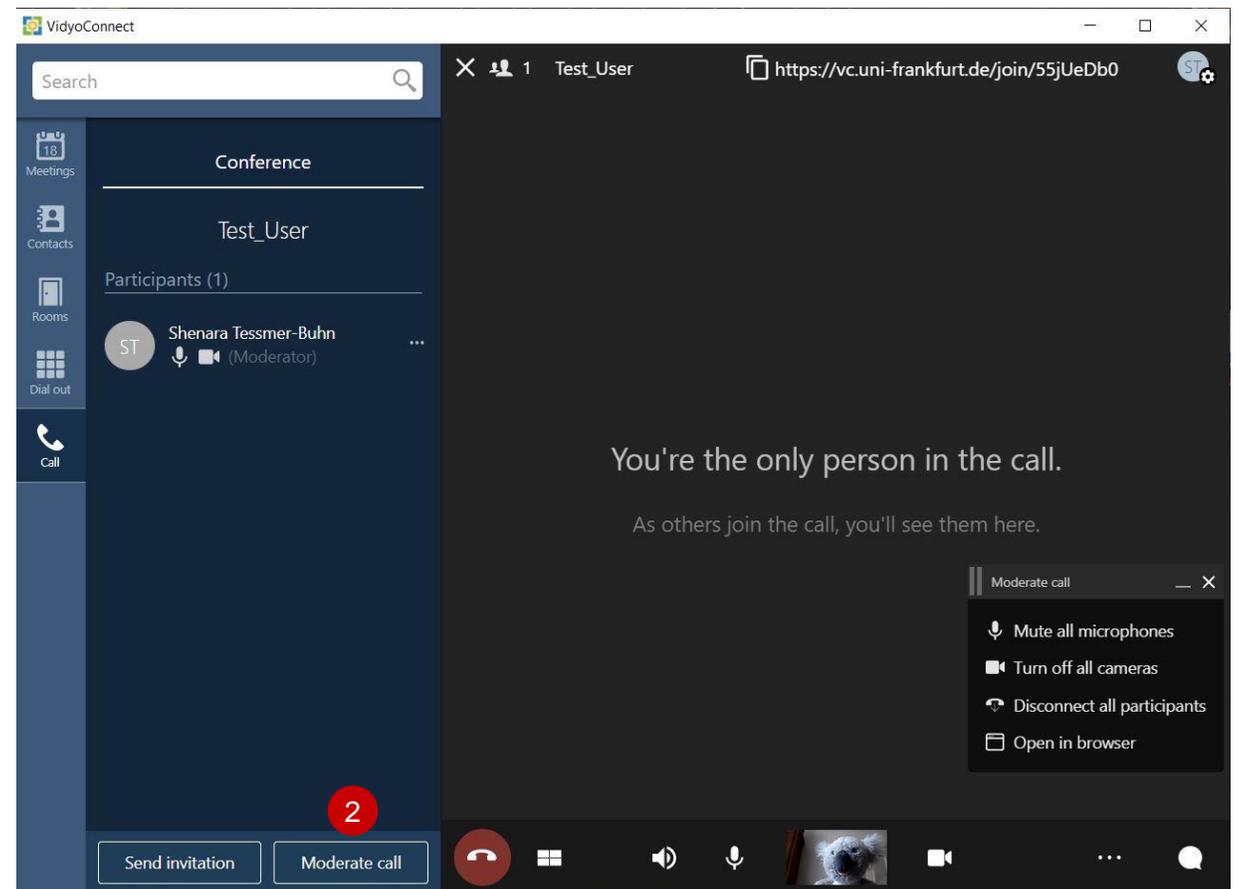


- You can moderate your permanent and temporary rooms:

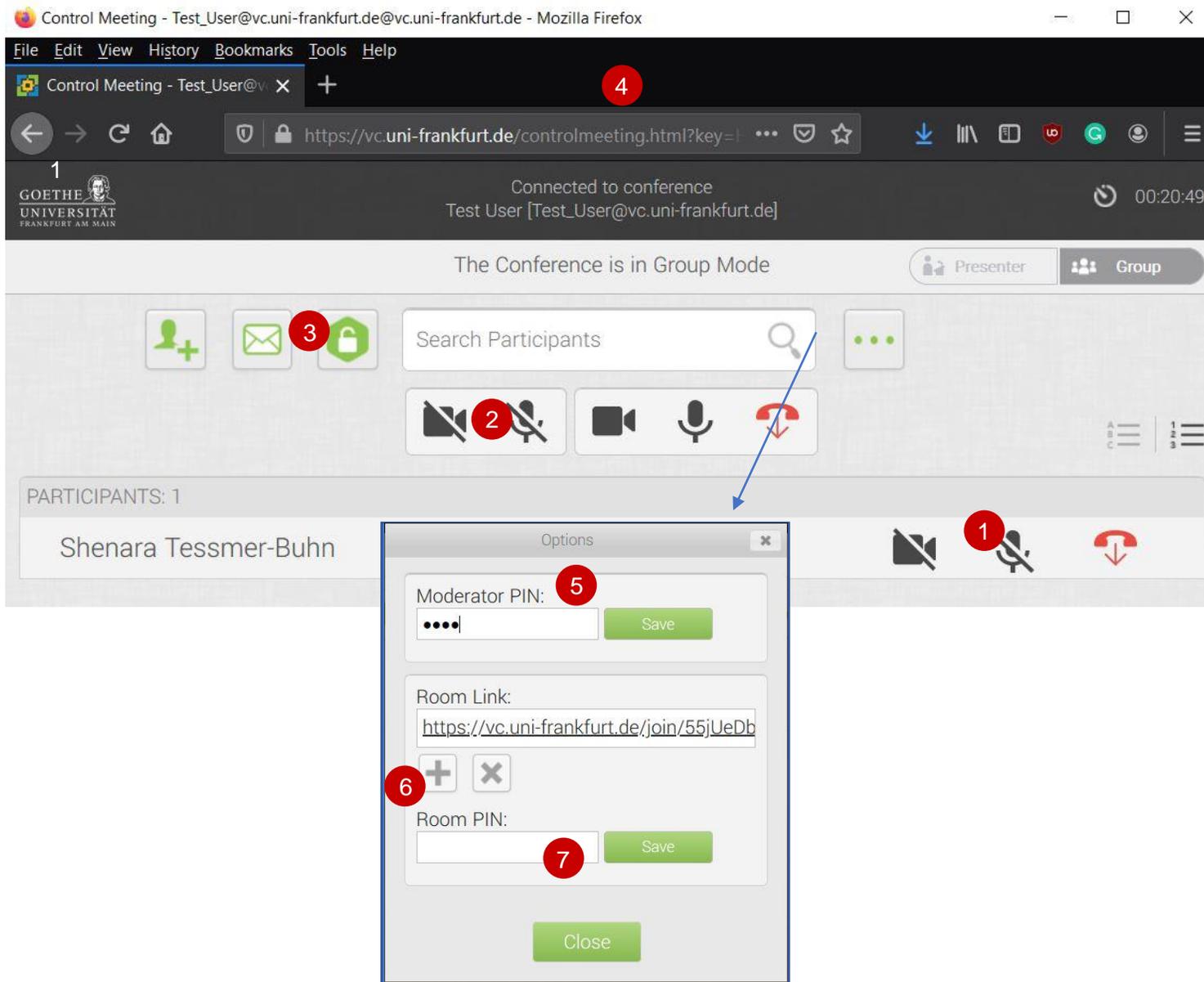
Enter your room

1. Click the  icon in the top left-hand corner
2. Select 'Moderate call'

3. Select 'Open in browser'



Moderator rights

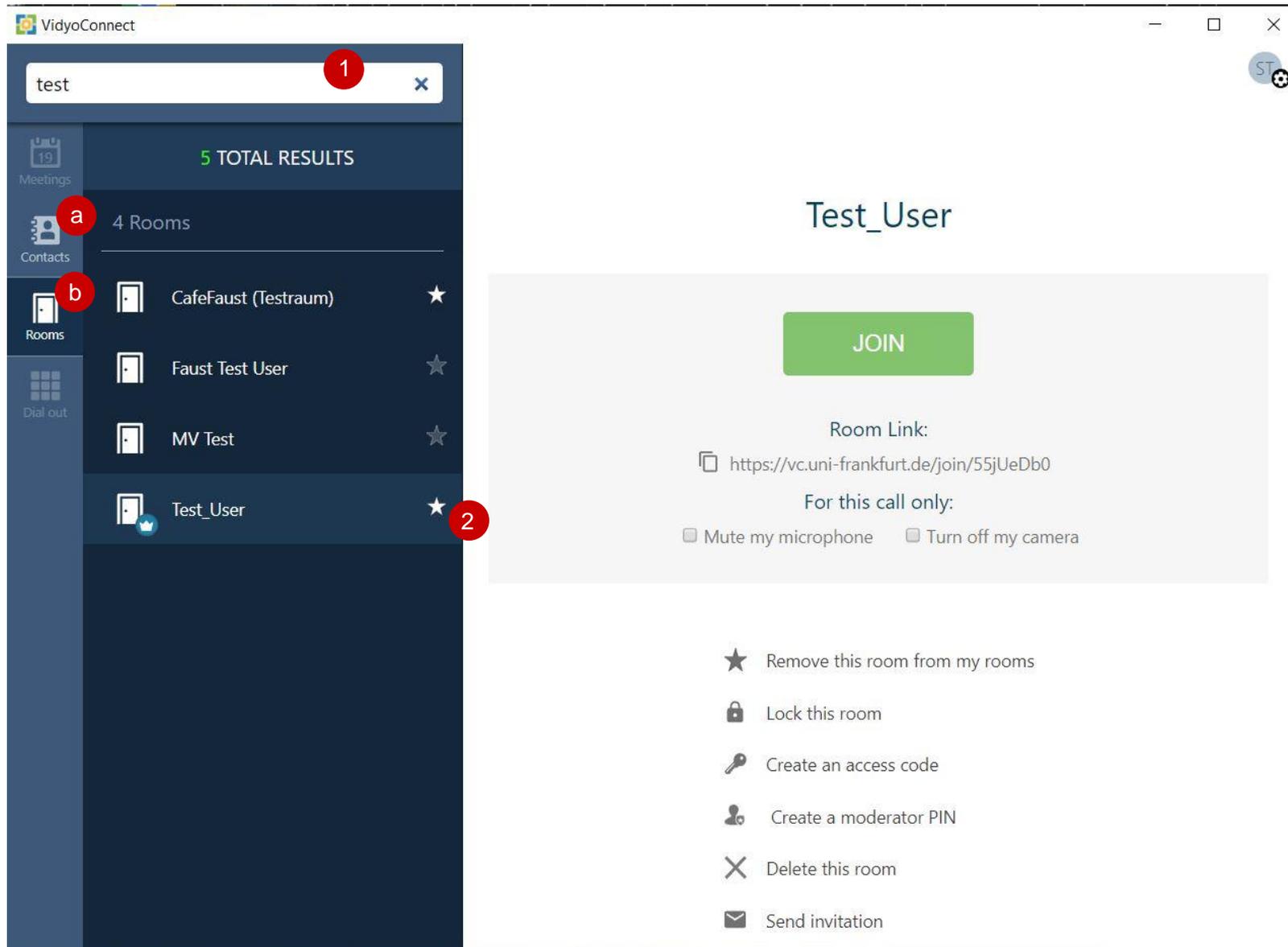


The screenshot shows a web browser window titled "Control Meeting - Test_User@vc.uni-frankfurt.de@vc.uni-frankfurt.de - Mozilla Firefox". The address bar shows the URL <https://vc.uni-frankfurt.de/controlmeeting.html?key=+>. The page header includes the Goethe University logo and the text "Connected to conference Test User [Test_User@vc.uni-frankfurt.de] 00:20:49". The main content area displays "The Conference is in Group Mode" and "Presenter" / "Group" buttons. Below this is a toolbar with icons for adding participants, email, lock, search, mute, video, microphone, and end call. A "PARTICIPANTS: 1" section shows a participant named "Shenara Tessmer-Buhn". An "Options" dialog box is open, showing fields for "Moderator PIN:", "Room Link:", and "Room PIN:". Red circles with numbers 1-7 highlight specific features: 1. Mute/unmute individual participants (muted icon), 2. Mute/unmute all participants (muted icon), 3. Lock the conference room (lock icon), 4. Allow moderation by other people (plus icon), 5. Set a moderator PIN (Moderator PIN field), 6. Renew your own room link (refresh icon), 7. Set a room PIN (Room PIN field).

As moderator you can do the following (among other things):

1. Mute / unmute individual participants
2. Mute / unmute all participants at the same time
3. Lock the conference room for further participants
4. Allow moderation by other people (by forwarding the link)
5. Set a moderator PIN
6. Renew your own room link
7. Set a room PIN

Search Function

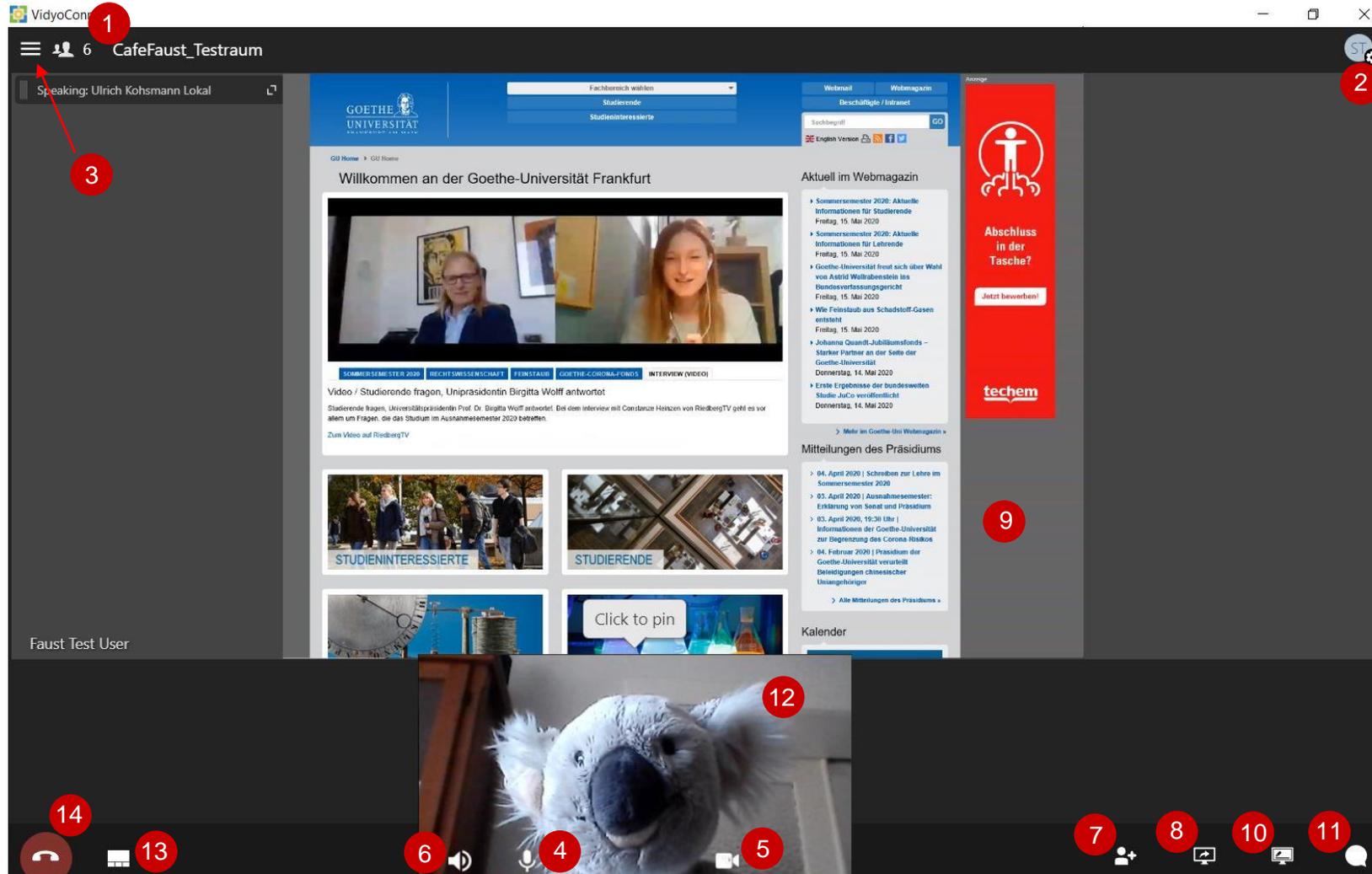


The screenshot shows the VidyoConnect interface. At the top, a search bar contains the text "test" and is marked with a red circle containing the number "1". Below the search bar, the interface displays "5 TOTAL RESULTS". On the left sidebar, there are icons for "Meetings", "Contacts" (marked with a red circle "a"), "Rooms" (marked with a red circle "b"), and "Dial out". The "Rooms" section lists four items: "CafeFaust (Testraum)", "Faust Test User", "MV Test", and "Test_User". The "Test_User" item is highlighted and has a star icon next to it, which is marked with a red circle containing the number "2". The main content area shows the details for the "Test_User" room, including a green "JOIN" button, the room link "https://vc.uni-frankfurt.de/join/55jUeDb0", and options to "Mute my microphone" and "Turn off my camera". At the bottom, there is a list of actions: "Remove this room from my rooms", "Lock this room", "Create an access code", "Create a moderator PIN", "Delete this room", and "Send invitation".

Use the search bar (1) to find other users/contacts (a) or rooms (b).

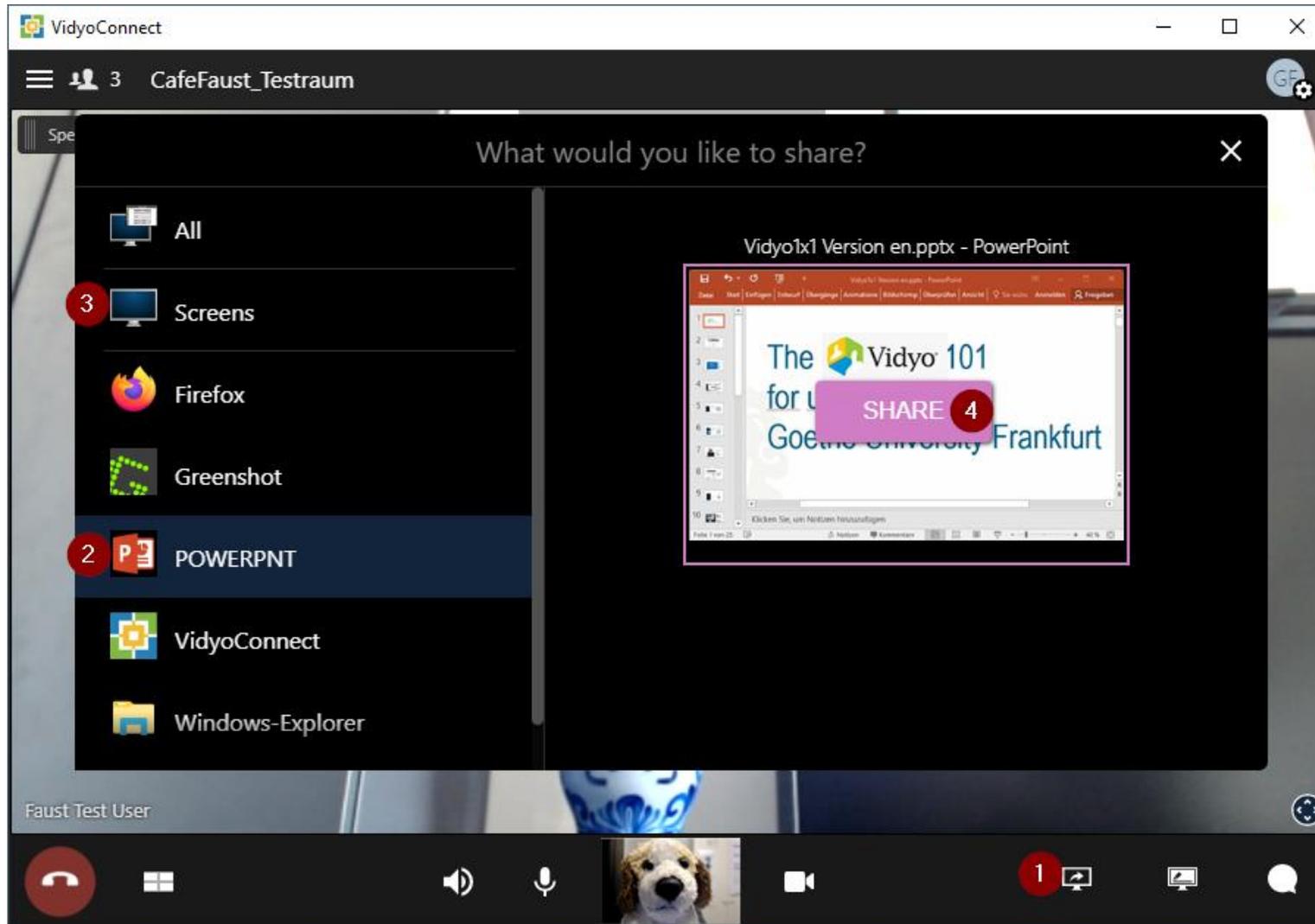
(2) Click the star next to a user or room to add them to your favourites list.

The various functions available to you during a video conference:



1. Here you see the room name and the number of current participants
2. Settings
3. Overview of participants / moderation (of your own room)
4. Mute / un-mute your own microphone
5. Switch your own camera on / off
6. Mute / un-mute your own speakers
7. Invite participants
8. Share application / presentation
9. Undock / enlarge presentation
10. Share whiteboard
11. Use the chat function during the video conference
12. Undock / enlarge various participants (yourself included)
13. Change video layout
14. Leave the videoconference

Sharing a presentation



You can share a presentation or your desktop by following the steps below:

Click on ‚Share Applications‘ (1)

Select what you would like to share. (Either an open application (2) or your whole desktop (3))

Click on ‚Share‘ (4)

Note: If you only have a small screen, it makes sense to share PowerPoint in the design view or the entire screen, otherwise VidyoConnect will no longer be visible in the background.

You have the option to adapt this invitation text if you are unable generate an invitation text yourself.

Meet your fellow participants in the virtual conference room “Room Name” using one of the following options below:

To join with Vidyo from your desktop or mobile device:

Click the room link _____.

A website will open, presenting you with two options:

You can either install the Vidyo Client (Software) on to your computer

(1) “Join via the app”

or join directly via the browser

(2) “Join via the browser”

We recommend installing the Software client.

(1) Installing VidyoConnect

- a) After it has downloaded, Vidyconnect will open. Enter **vc.uni-frankfurt.de** as the 'portal'.
 - b) You will be prompted to enter your name. Please enter either your Name or location and click on JOIN.
 - c) You will be asked to allow access to your webcam and microphone. Allow for both.
- You should now be connected to the video conference room.

(2) Joining via browser

- a) You will be prompted to enter your name. Please enter your name or location.
 - b) You will be asked to allow access to your webcam and microphone. Allow for both.
- You should now be connected to the video conference room.

To join via Video Conference system using H.323 or SIP:

Connect through VidyoGateway 141.2.194.181 and enter 1, the meeting ID 798_____ and #.

To join using a Phone:

Dial +496979876888, enter 1, the meeting ID 798_____ and #.

You are welcome to test the connection beforehand using our test room below at any time:

Room: CafeFaust

Link: <https://vc.uni-frankfurt.de/join/0CIJRaK8>

Meeting ID: 79800000