

# BeingThere Cheat Sheet

Side: A

The screenshot shows the 'Contacts Page' and 'User Page' of the BeingThere application. Callouts are numbered 1 through 6:

- 1 User List:** Points to the list of contacts on the 'Contacts Page'.
- 2 Search Field:** Points to the 'Search Contacts' input field on the 'Contacts Page'.
- 3 Calendar Invite:** Points to the calendar icon on the 'Contacts Page'.
- 4 Remove contact from user list:** Points to the star icon on the 'User Page'.
- 5 Join Room:** Points to the 'Connect to Pam - BeingThere (WA)' button on the 'User Page'.
- 6 Direct Call:** Points to the 'Connect with Pam - BeingThere (WA) Directly' button on the 'User Page'.

**User Status**

	Available
	Engaged
	Logged out

**Contacts Page**

Search Contacts

MY CONTACTS: 21

- Gerry - BeingThere
- BeingThere-EventRoom-301
- BeingThereEventRoom-302
- Pam - BeingThere (WA)**
- SWEK - Richard Bianco
- Brunswick Junction CRC
- Dan Murphy
- Guide Dogs - QLD

**User Page**

Pam - BeingThere (WA)  
Status: Available  
Extension: 1006464  
Tenant: beingthere

Connect to Pam - BeingThere (WA)'s Room

Connect with Pam - BeingThere (WA) Directly

Share screen upon connection

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## Hosting a multipoint call: Options A, B & C

- A: Tell participants to meet in your meeting room & join your own room
- B: Send email invite link (3) and join your room at the appointed time
- C: Advanced method: Control Meeting in an additional document

## Joining a multipoint call method A: Room details provided by the host

- 1: Find the host name using the search field (2) on the **contacts page**,
- 2: Select host name from list (1) on the on the **contacts page**,
- 3: Connect from available rooms (5) on the **user page**,
- 4: Enter a PIN if provided by your host and join

## Joining a multipoint call method B: Using a link provided by the host

- 1: Click on the link provided by your host
- 2: Enter a PIN if provided by your host and join

## Joining a conference by phone:

- 1: Dial into one of these numbers:  
Perth: 08-6555-3000 Sydney: 02-9119-3889  
Melbourne: 03-9988-0714 Brisbane: 07-3188-7871
- 2: When asked, enter the room number string provided by your host

## Most COMMON TASKS: IOS MAC Version

**To find someone:** Enter name in **Search Field (2)** in **Contacts Page**

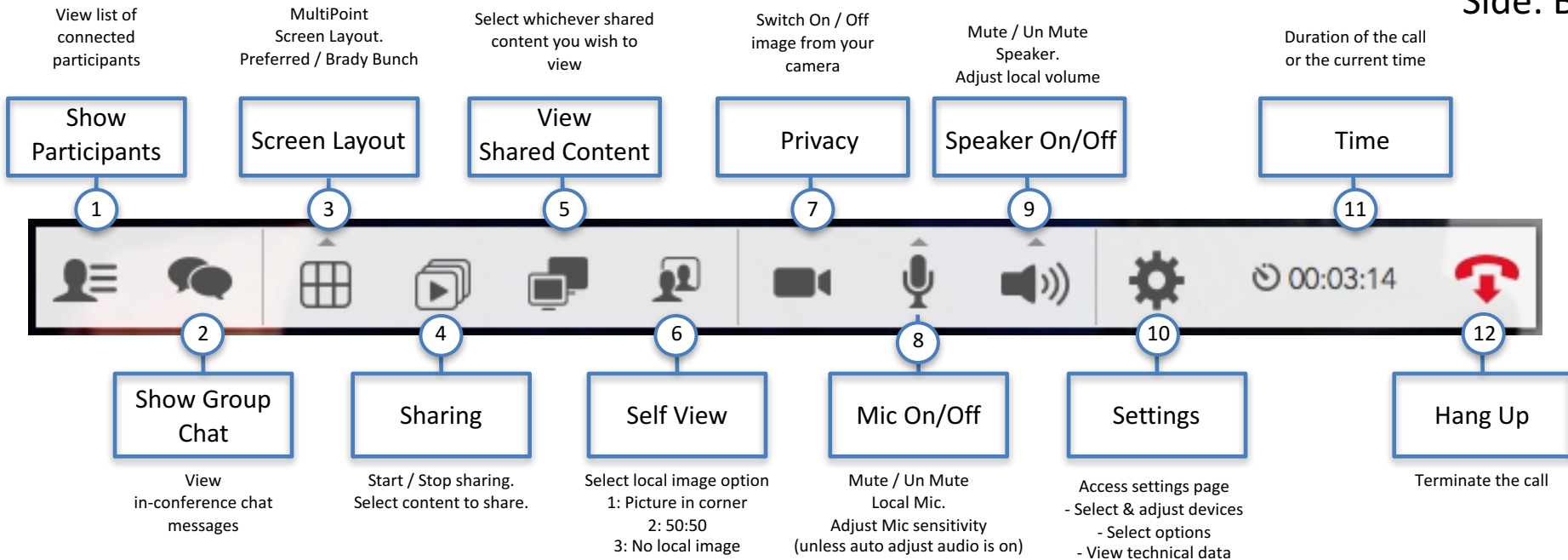
**To select the person/site:** Click on the name in the **User List (1)**

**To add a contact to your user list:** click on the yellow "+" on LHS

**To call directly:** Select the **Direct Call (6)** button on **User Page To**

**send email invite :** Click on calendar invite icon on contacts page






## Sharing Content

- 1: Open document to be shared (power point, word, XL anything static displayed on your screen)
  - 2: Click on the **Sharing** button (4)
  - 3: Select the document you wish to share which is listed above **Sharing** button (4)
- Tip: When using PowerPoint select **Browsed by an individual** in the "set up slide show" tab

## Optimising Audio setup (using an external speaker microphone only)

- 1: Select **Settings** button (10)
- 2: Ensure your speaker microphone device is selected as both Mic and Speaker.
- 3: Un tick a) **Echo Cancellation** and b) **Auto Adjust Audio** and press **Apply** at bottom.

## Logging in

- 1: Right Click Vidyo DeskTop ICON in the dock on your screen 
  - 2: Select **log in**
  - 3: If portal address and user ID fields are already populated enter your password.
  - 4: If not enter: **a) portal address, b) your user name and c) your password.**
- (If you are unsure of any of these details, please call 1300 891 551 for assistance)

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For further support:

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