

# BeingThere Cheat Sheet

Side: A

The screenshot shows the 'Contacts Page' and 'User Page'. Callouts are as follows:

- 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: Windows 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 icon on contacts page (3)



View list of connected participants

MultiPoint Screen Layout. Preferred / Brady Bunch

Start / Stop sharing. Select content to share.

Select local image option  
1: Picture in corner  
2: 50:50  
3: No local image

Mute / Un Mute Local Mic. Adjust Mic sensitivity (unless auto adjust audio is on)

Access settings page  
- Select devices  
- Select options  
- View technical data

Terminate the call

Show Participants

Screen Layout

Sharing

Self View

Mic On/Off

Settings

Hang Up

1

3

5

7

9

11

13



2

4

6

8

10

12

Show Group Chat

Full Screen

View Shared Content

Privacy

Speaker On/Off

Time

View in-conference chat messages

Click to move into and out of full screen view

Select whichever shared content you wish to view

Switch On / Off image from your camera

Mute / UnMute Speaker. Adjust volume

Duration of the call or the current time

## Sharing Content

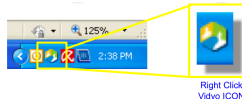
- 1: Open document to be shared (power point, word, XL anything static displayed on your screen)
  - 2: Click on the **Sharing** button (5)
  - 3: Select the document you wish to share which is listed above **Sharing** button (5)
- Tip: When using PowerPoint select **Browsed by an individual** in the "set up slide show" tab

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

- 1: Select **Settings** button (11)
- 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 bottom RHS of 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 call 1300 891 551 for assistance)



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