



CLOUD COMMUNICATIONS

ArkadinVideo

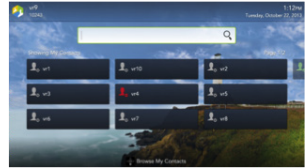
Powered by Vidyo

Quick Start

Your video conference call

The easy way to enjoy sharing starts here!
When ArkadinVideo powered by Vidyo appears on the TV screen, you will be automatically logged into the portal and ready to start a video conference instantly.

Please note that the room system should have been configured by your IT administrator.



ArkadinVideo portal

Start a meeting

Search for a contact

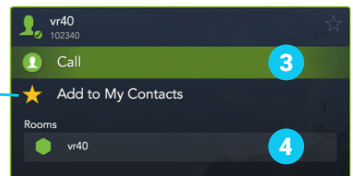
1. Enter a name or location to search for a contact.
As soon as you begin typing, search results appear.
2. Use the arrow keys on the remote to select your contact from the search results.



Initiate an instant video call

You can make a direct one-to-one video call (3.a) or launch a multi-participant video conference (3.b). Multi-participant video conferences would usually be planned in advance by the host.

- ★ Press OK when highlighted to save the contacts you call most frequently.



3. Select call and press OK to start a one-to-one direct video call with the contact.

OR

3. The list of that contact's rooms. Highlight a room and press OK to join a multi-participant call.

Plan your meeting

Plan meetings using an ArkadinVideo enabled conference room with participants connecting from another conference room, a desktop or a compatible mobile device.

1. Decide which online virtual room all participants will meet in

Note: Both ArkadinVideo room and users might have their own online virtual room to host the meeting.

2. Send an invitation to participants with the following information included:

- The name of the account (room or user) appearing in the contact directory of the ArkadinVideo Portal.
- OR**
- The URL link for the online virtual room so that unregistered guests can join the meeting Note: contact your IT administrator if you do not have the URL and would like to invite external guests using the room account



Check your ArkadinVideo room system

Your video conference suite is generally composed of the following elements. Make sure everything is plugged in and turned ON before starting your call:



The Codec is the central device which all other elements are plugged. It enables connection with the ArkadinVideo Portal.



TV/display – either a single screen or a set of two.
Tip: Make sure the right video source is selected on the TV/display.

Speakerphone (optional) - incorporates a set of speakers and microphones, which is ideal for group meetings. Tip: Make sure the speakerphone is not muted, if you wish to speak.

Video camera - a professional high-definition device with remote control for pitch, yaw and zoom (PTZ).
Tip: Make sure the camera can turn freely.

Sharing device - enables screen sharing from a computer via a VGA connection.
Tip: Make sure the computer is set to use VGA as the video output.

Use the remote control

When you are ready to start your meeting, use the remote control to navigate around the ArkadinVideo Portal and manage your video meetings.

Menu Navigation

Use the arrow keys to navigate the on-screen menu. The options are highlighted in green when selected. Press OK to confirm.

Mute

Alphanumeric keypad

Use these keys to enter a name when searching for a contact. As soon as you begin typing, search results appear.


Application shared in full screen





Leave the meeting


Camera control


Self view

 **Privacy** – Blinds the room camera

 **Toggle** – Cycles through shared sources

 **Share** – Starts the desktop sharing using the VGA sharing device

 **Home** – Resets the camera to default position

 **Manage** – Brings up the settings menu and moderator features

Status icons description

Contact status:  Available  In a call  Offline

Room status:  Available  Available (occupied)  Available (PIN-protected)
 Locked  Full

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