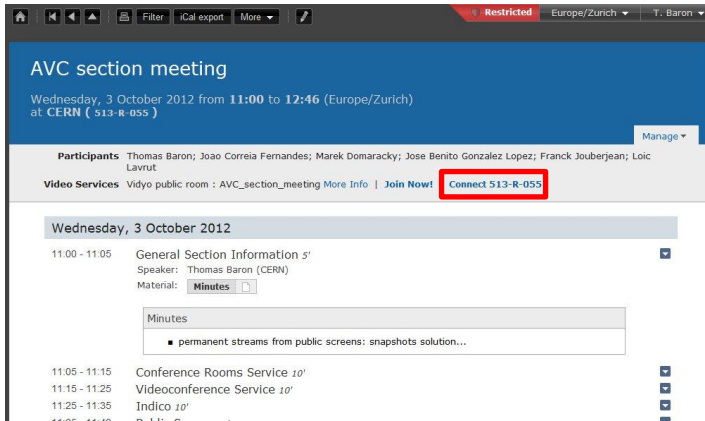


Vidyo meeting created in Indico

1

**CONNECT THE ROOM TO
VIDYO THROUGH INDICO**



Open the page of your event in Indico.

Click the “Connect...” button

Note: The “Connect...” button appears for all users if the page is opened on the PC equipping the meeting room. On a different PC, it appears only for the manager of the event.

2

SHARE THE LOCAL SLIDES



Press the Tandberg Remote « Presentation » blue button.

3

DISCONNECT THE ROOM

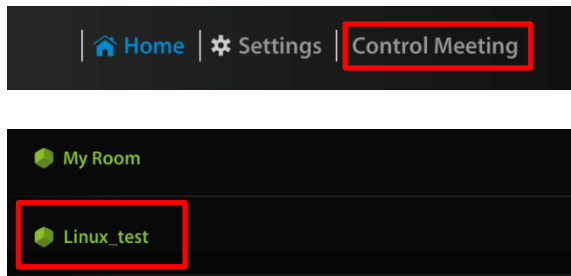


Once your meeting is over, please disconnect the room by pushing the Tandberg Remote  button.

Moderating the meeting

1

CONTROL THE MEETING THROUGH THE VIDYO PORTAL



Log in <https://vidyoportal.cern.ch>

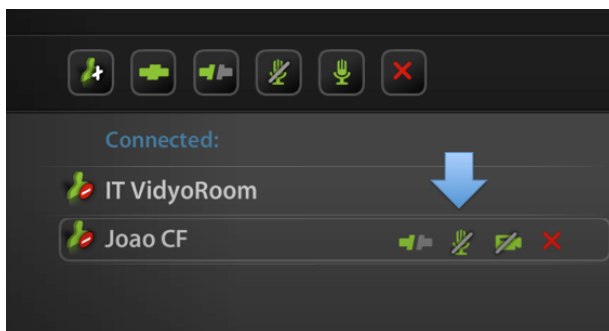
Click “Control Meeting”

Click on the name of the ongoing meeting

Note: This operation does not need to be performed on the room PC itself, it can be done on any PC even remotely. Only the Vidyop meeting owner can perform this action.

2

MUTE PARTICIPANTS THAT CAUSE NOISE



Use the microphone icon on the line of the corresponding participant to mute them.

You can also mute their video, or disconnect them from the meeting.

3

MUTE ALL PARTICIPANTS



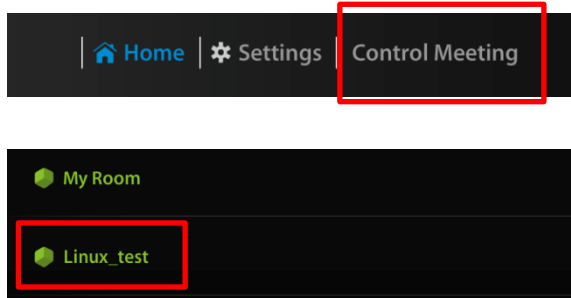
If you mute all participants at the beginning of the meeting, people will join muted and will be able to unmute themselves if necessary.

If you do so, make sure you unmute the room itself right after the mute all!

Vidyo meeting NOT created in Indico

1

CONTROL THE MEETING
THROUGH THE VIDYOPORTAL



Log in <https://vidyoportal.cern.ch>

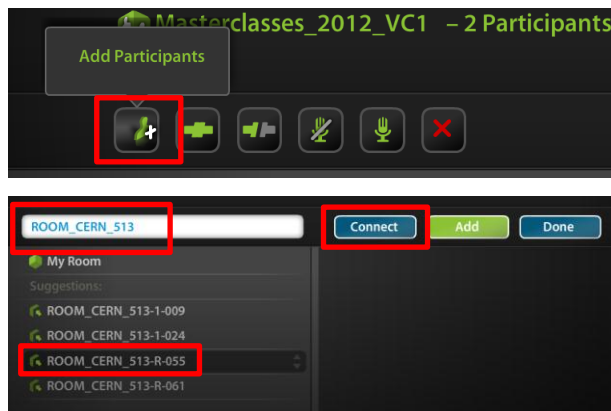
Click “Control Meeting”

Click on the name of the ongoing meeting

Note: This operation does not need to be performed on the room PC itself, it can be done on any PC even remotely. Only the Vidyo meeting owner can perform this action.

2

ADD THE ROOM TO THE
MEETING



Click the “Add Participants” button

Search for the room contact name and select it

Click on “Connect”

Note: CERN meeting rooms are registered in Vidyo using the format “ROOM_CERN_roomname”, for example “ROOM_CERN_513-R-055”



Troubleshooting

1

No « Connect... » button on Indico ?

You must use the meeting room PC, or be the manager of the Indico event or the owner of the Vidyo room to see the connect button on the management interface.

Also check that the room defined as the event location in Indico has been properly selected using the proposed drop-down list of CERN rooms.

2


How do I know the room is connected to Vidyo?

When the room connects, you should hear the standard jazzy connection tone. The videoconference dedicated screen in the room should show you images of the other participants.

You can also use the Vidyportal “Control meeting” option to see the participants list (and check if your room “ROOM_CERN...” is listed there). Or launch the VidyoDesktop application, configuration panel, “Attendees”, and see if the room is listed there.

3

The room does not connect

If the room does not connect to the Vidyo meeting, first disconnect the room from any remote connection by using the  button on the Tandberg remote, and then try the connection again. If it still does not work call 77777.

4

The remote participants do not hear the room speakers

Check that the microphones are open.

Check that the room is unmuted in Vidyo (vidyoportal “control meeting” feature)