1. 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. Press the Tandberg Remote « Presentation » blue button.

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

1. **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. **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. **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. **Log in** [https://vidyoportal.cern.ch](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. **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 Vidyoportal “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)