

University of Tasmania

Video Conferencing

CloudAxis Quick User Guide Version 0.3

3rd September 2014

Please ensure your speakers, microphone and webcam are working correctly prior to starting a video conference. Please contact your local IT support if you require assistance.

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LOGGING IN

1. Using your web browser, go to <https://meetme.utas.edu.au> and enter your email address and click “Sign in”, as shown below in *Figure 1 – Sign In*.

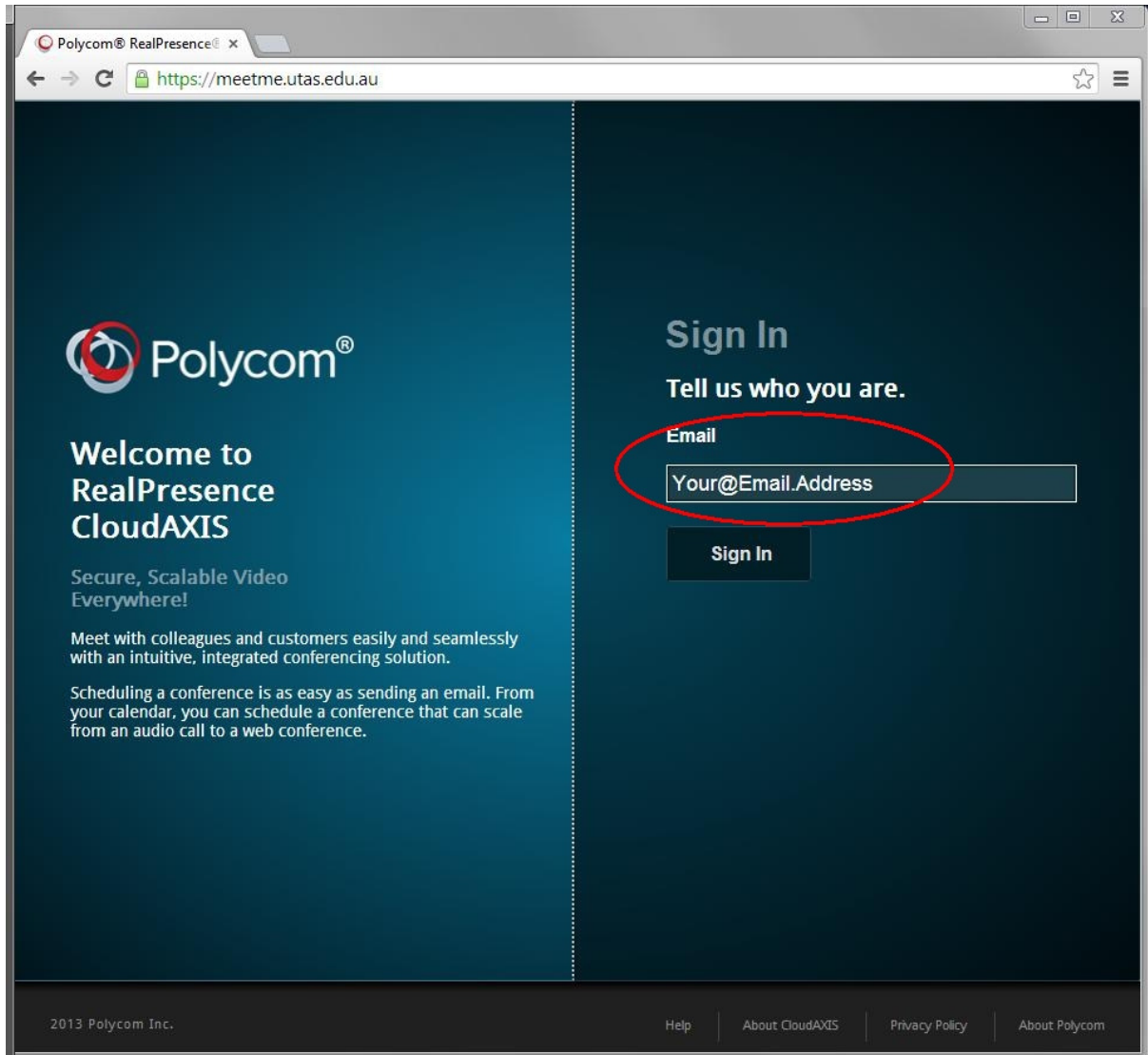


Figure 1 - Sign in

2. Enter the **Meeting Pin**. The **Meeting Pin** will be provided by the meeting coordinator and consists of default of “11” for the first two digits followed by the provided **Meeting Pin**. Click “**Join Meeting**”, as shown below in **Figure 2 – Meeting Pin**. The **Passcode** is optional and not in use at this time.

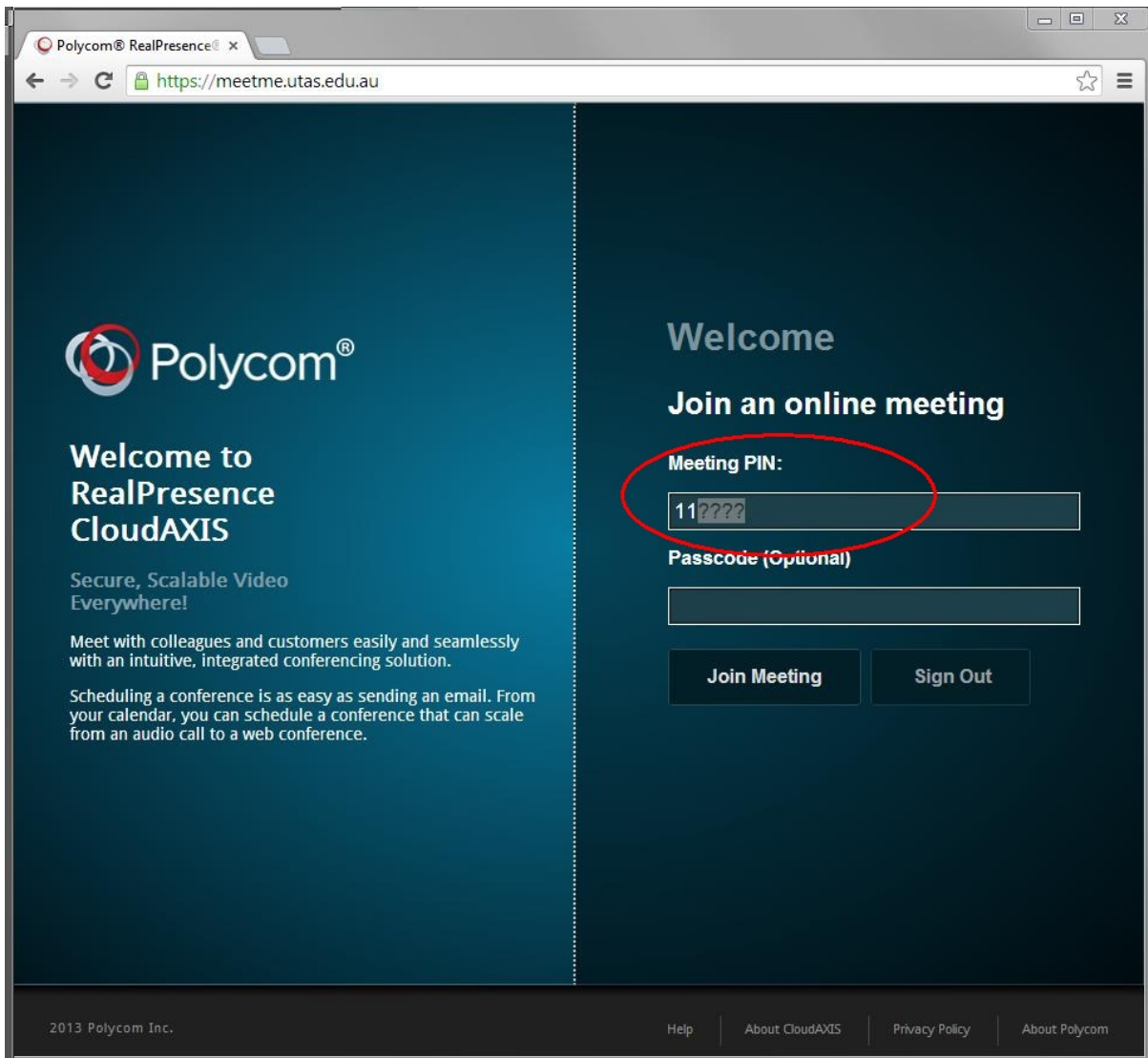


Figure 2 - Meeting Pin

3. Enter your name and click “Sign In “as shown below in **Figure 3 – Your Name**.

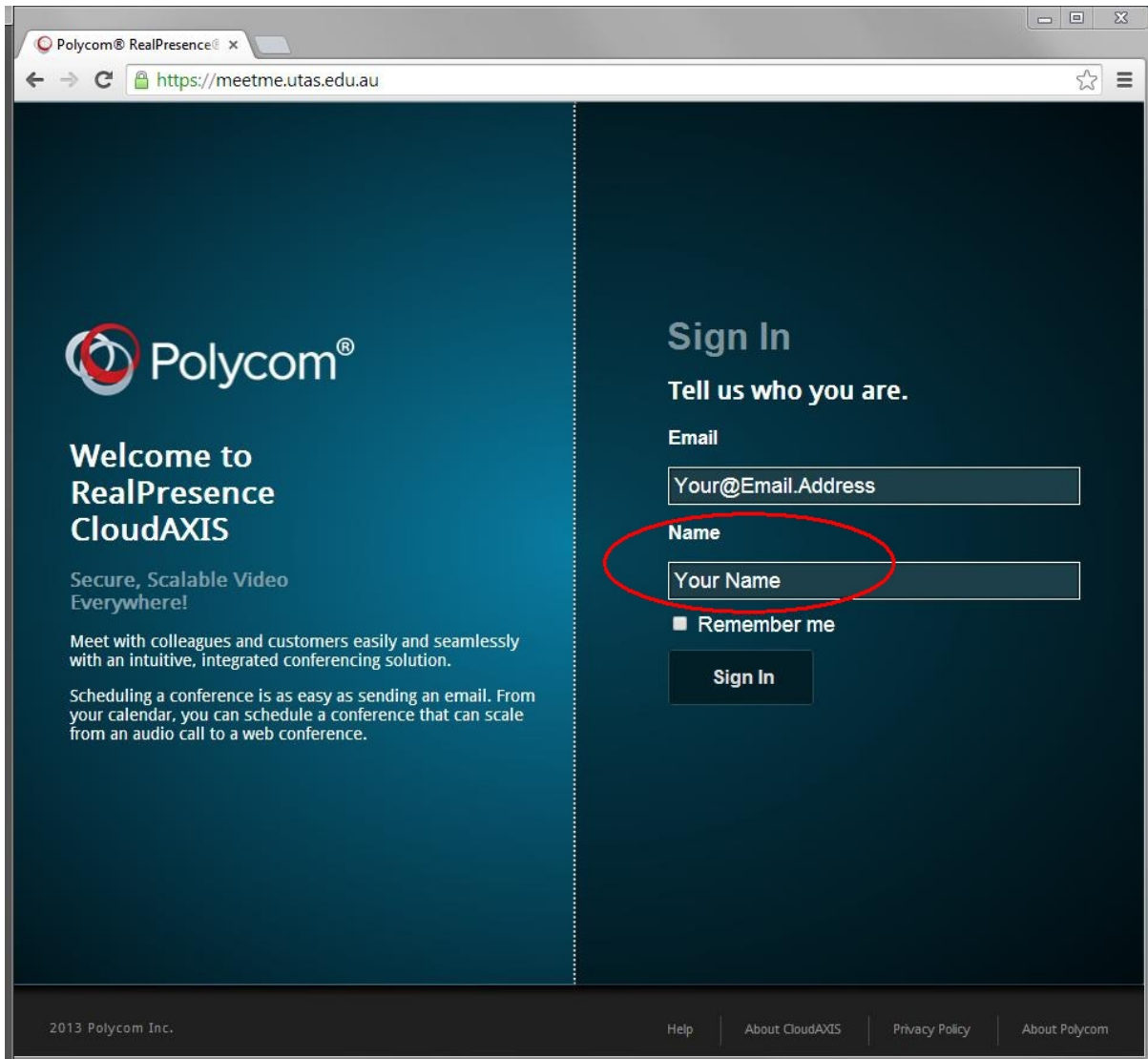


Figure 3 - Your Name

4. First time users will be required to install the CloudAXIS browser plugin, Click **“DOWNLOAD”** as shown in **Figure 4 – Download**.

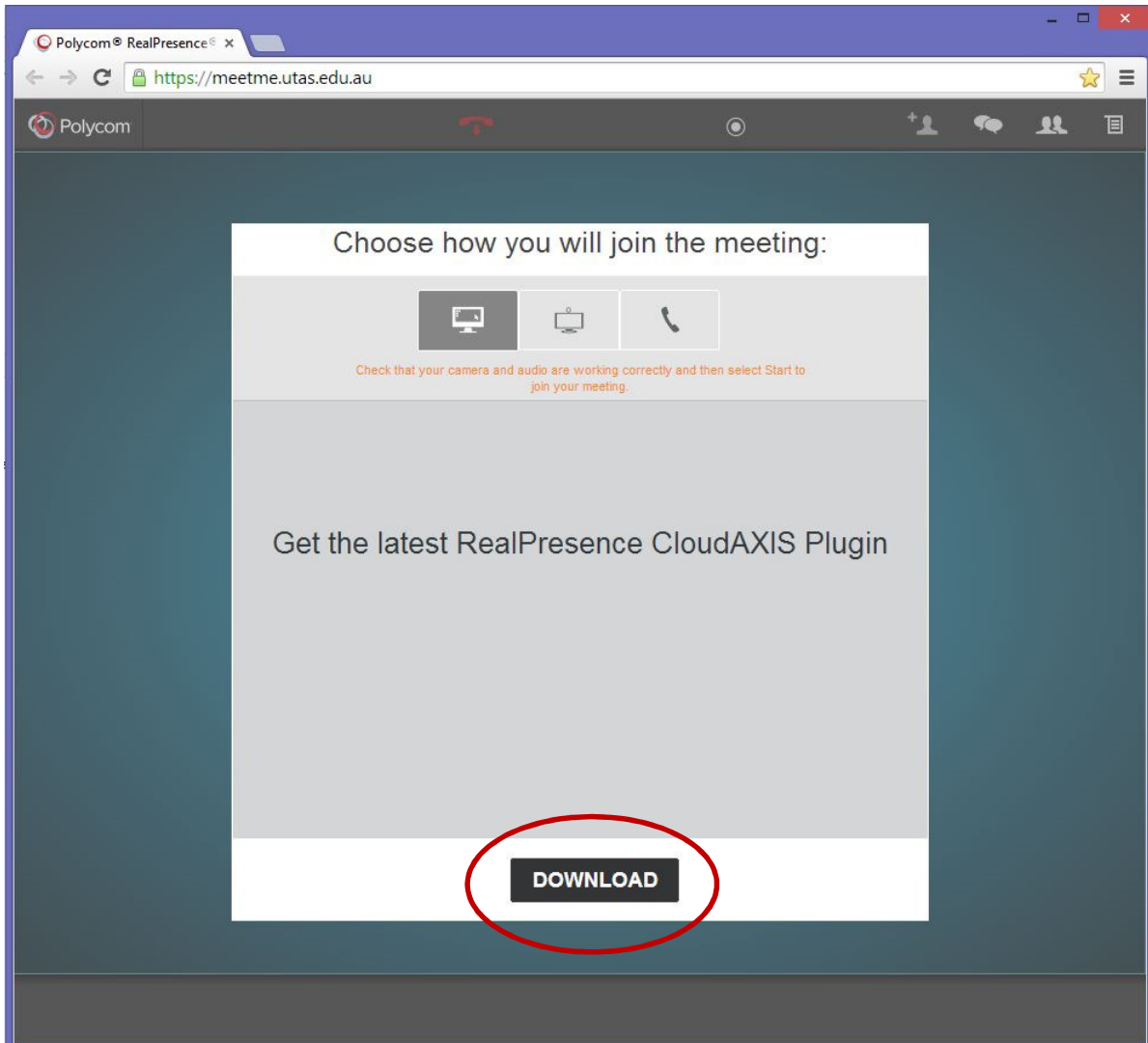


Figure 4 – Download link

5. Once downloaded, open the installer and click **“Run”** to start the plugin installation as shown below in **Figure 5 – Click Run**.

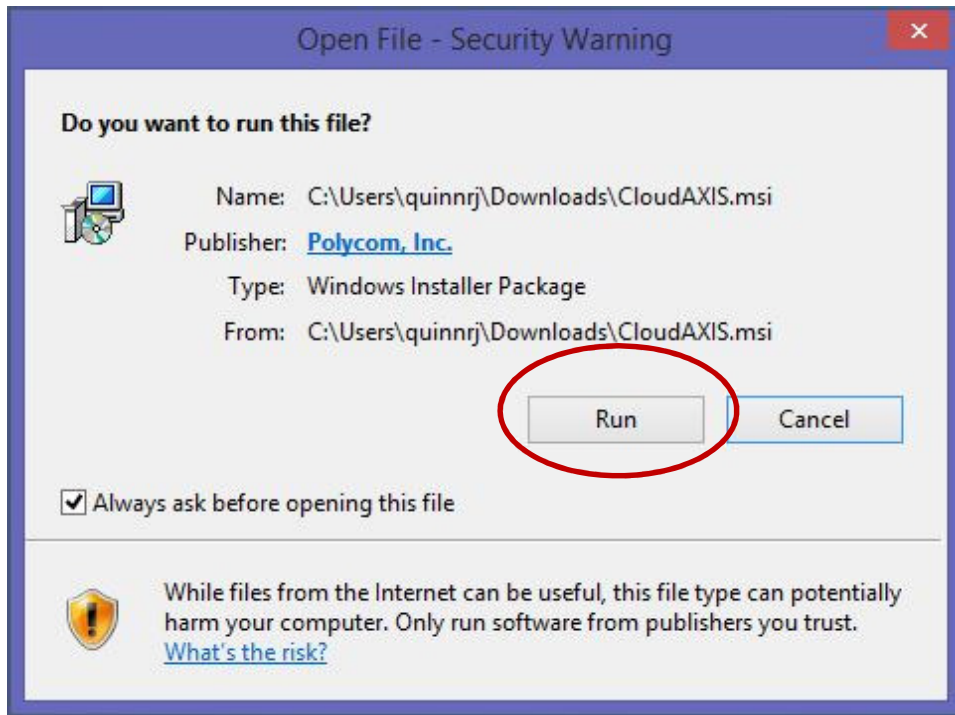


Figure 5 – Click Run

6. Accept the licence agreement and click **“Install”** as shown below in **Figure 6 – Accept and Install**.

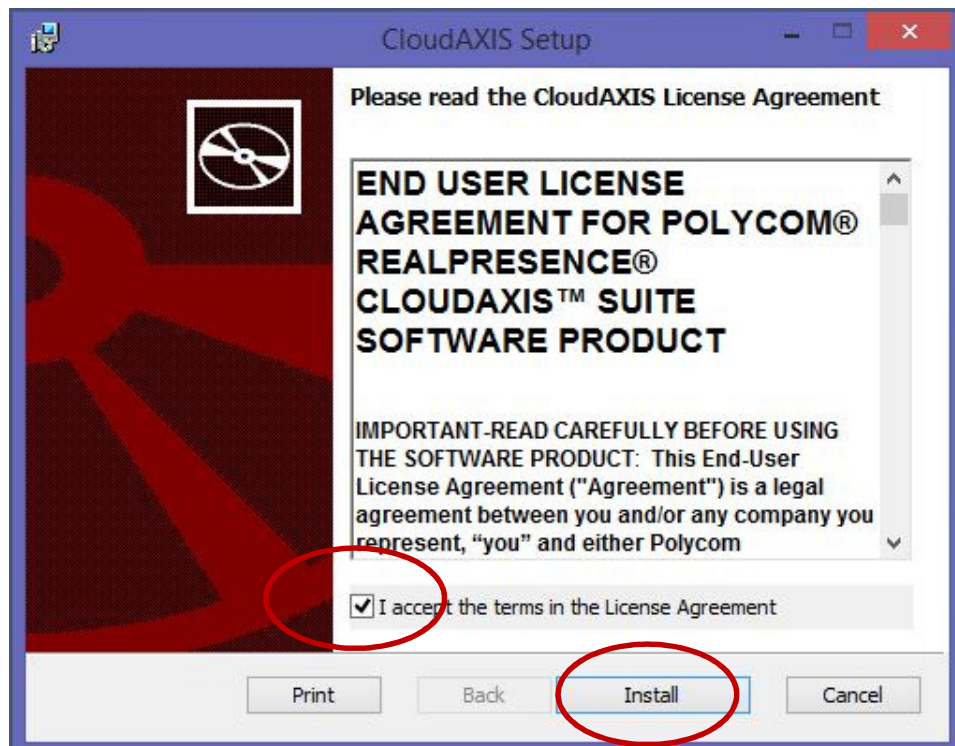


Figure 6 – Accept and Install

7. Click “**Finish**” to complete the installation as shown below in **Figure 7 – Click Finish**.

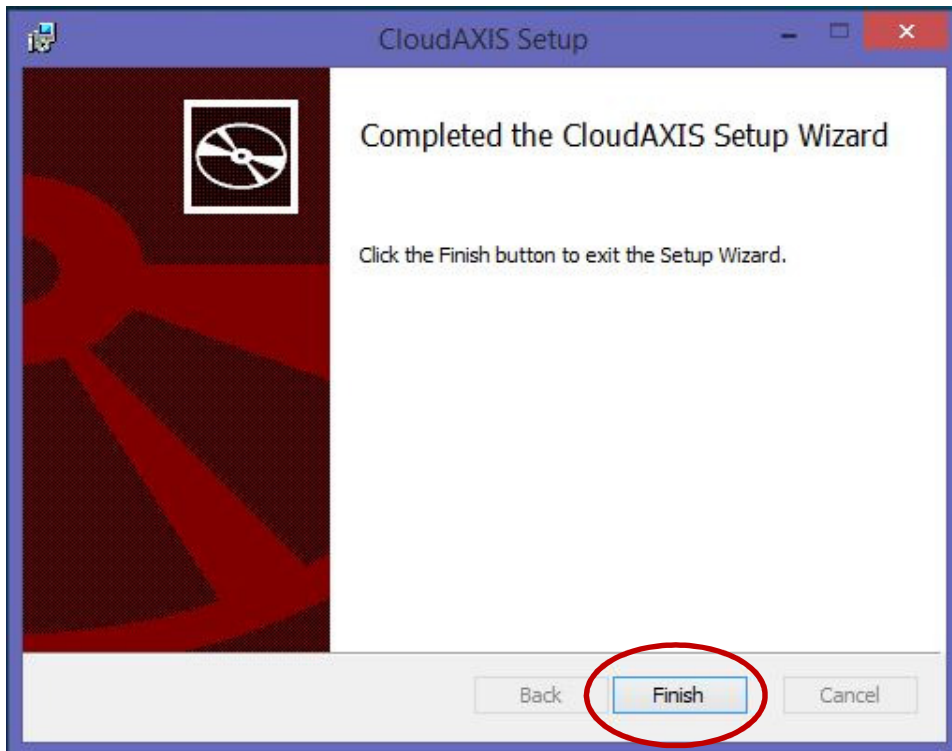


Figure 7 – Click Finish

8. The final step is to allow the CloudAXIS plugin to run, click on “**Always run on this site**” as shown below in **Figure 8 – Always run on this site**.

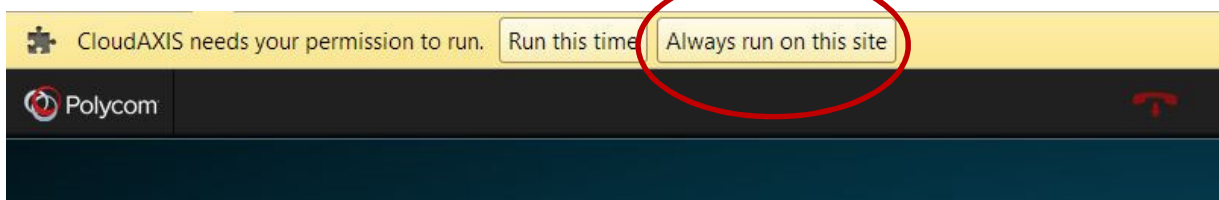


Figure 8 – Always run on this site

NOTE: Once these steps are completed, the Join Meeting screen will be displayed. If you have problems with the plugin installation please contact your local IT support for further help.

JOINING A MEETING

9. In most cases, the pre-selected option of using your PC and webcam will be correct. Make sure the correct speakers, webcam and microphone are selected for your system, then press **“Start”** as shown below in **Figure 9 – Use your PC Webcam**.

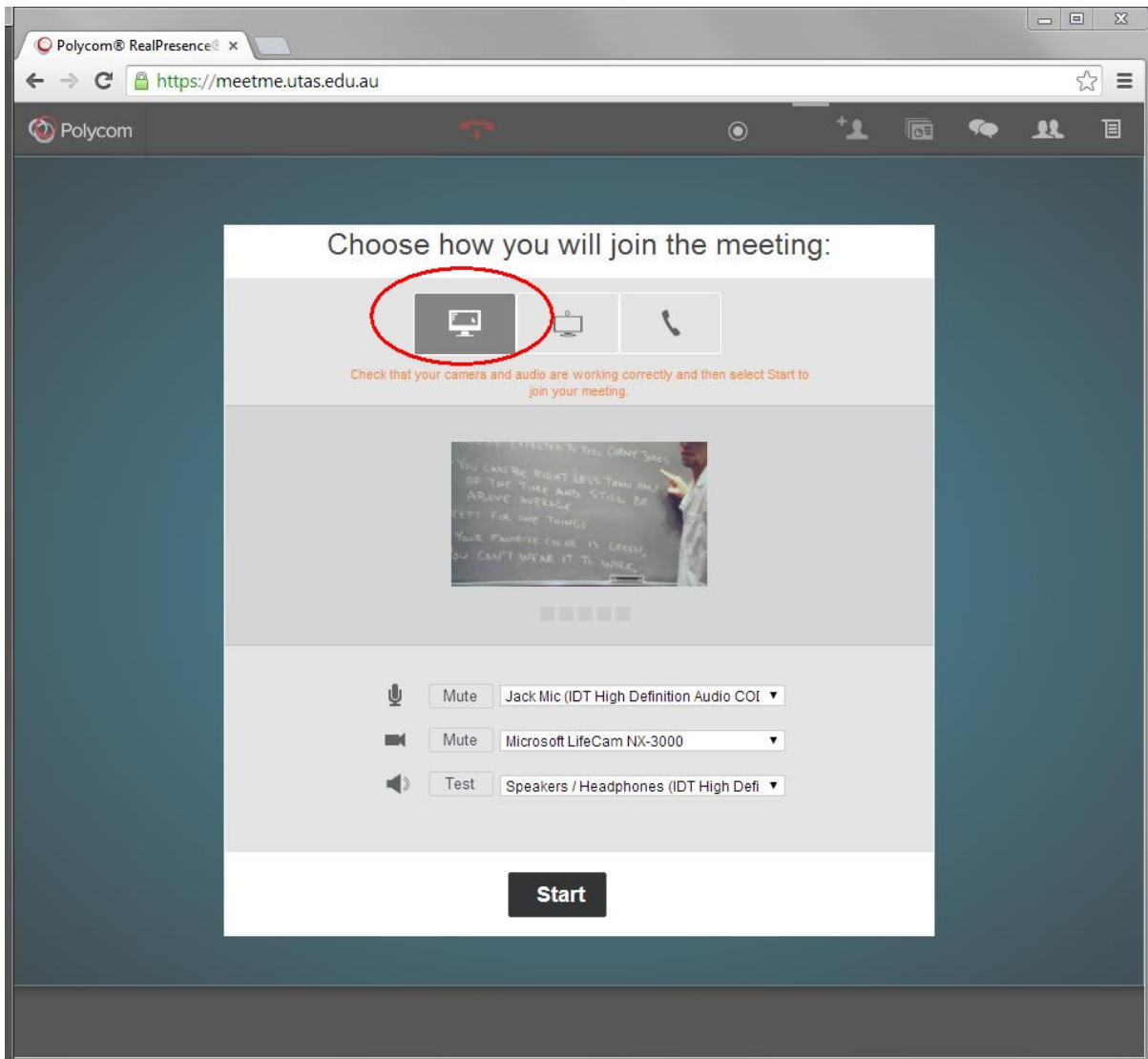
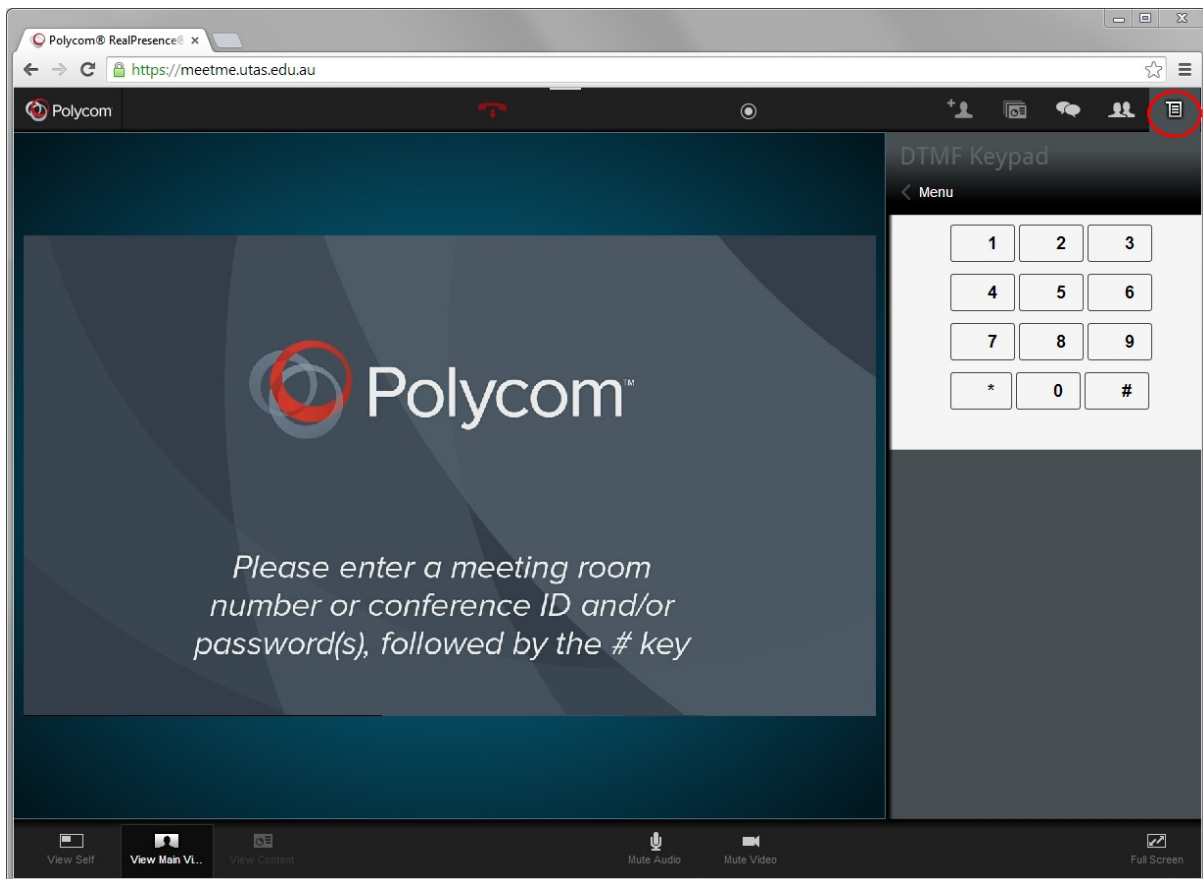


Figure 9 - Use your PC Webcam

10. If you have joined the meeting in prior to the scheduled start time, you may be required to enter **the 6 digit conference ID** again. This is the default of “**11**” for the first two digits followed by the provided 4 digit **Meeting Pin**. It can be entered by clicking the “**Menu**” icon at the top right of the page, then clicking “**Keypad**”. Use the mouse to enter the 6 digit conference ID, as shown in **Figure 10 – Enter the Conference ID**.



NOTE: This step will only be required if you have entered the conference prior to its scheduled start time.

BASIC CONTROLS

11. The basic controls for CloudAxis can be accessed by clicking on the “Menu” icon at the top right of the window, as shown in **Figure 11 – Menu**. The menu can be closed by clicking the “Menu” icon a second time.

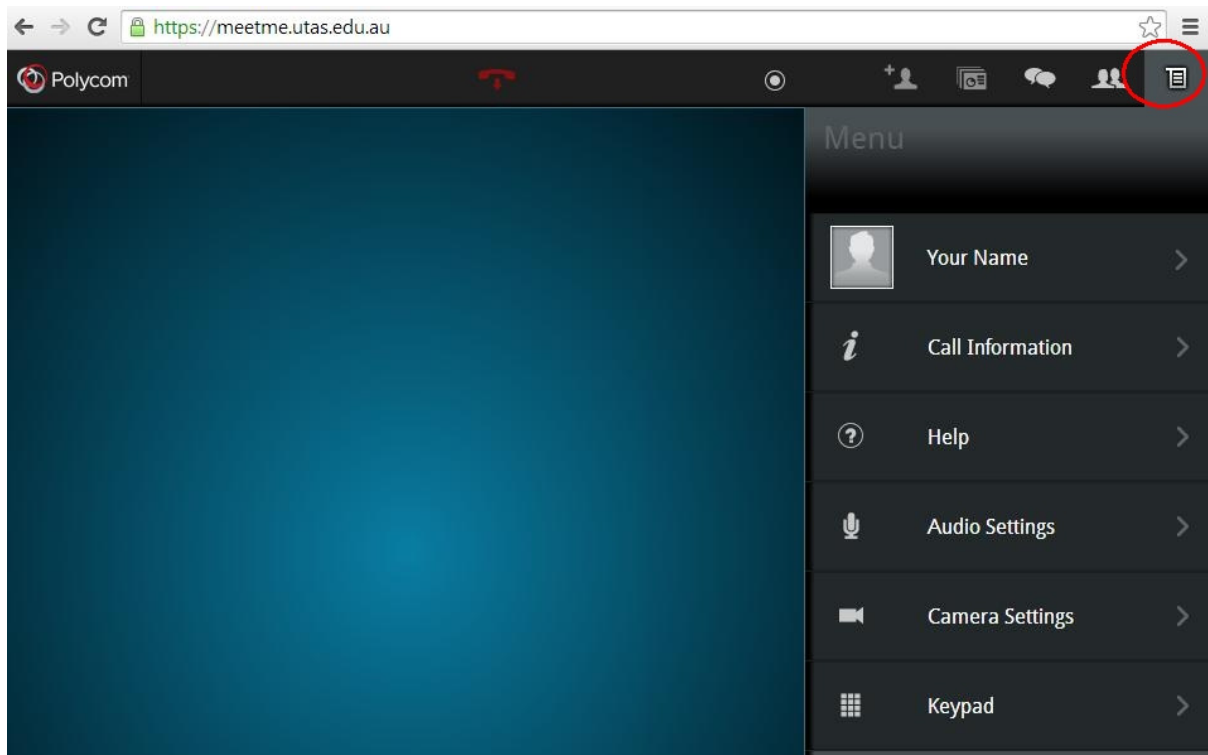


Figure 11 - Menu

SHARING CONTENT

12. To share a screen with the other participants during a call, click the “Content” button on the top bar and select a screen to share, as shown in **Figure 12 – Sharing Content**. Click “Stop Sharing” to stop sharing content.

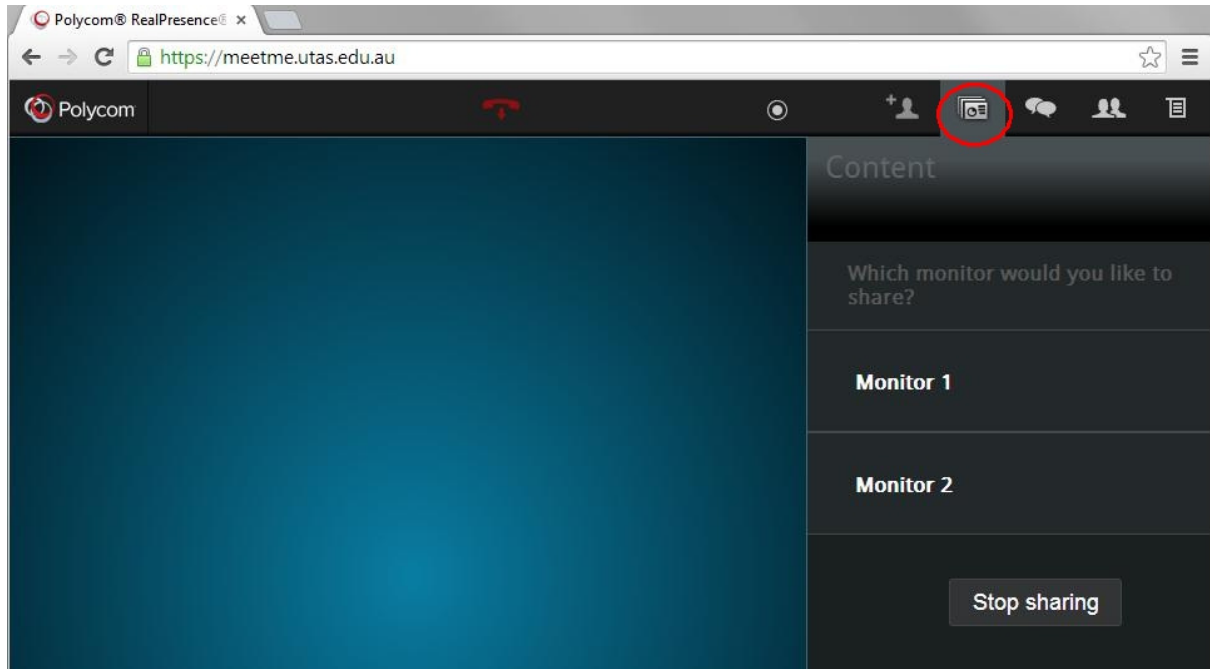


Figure 12 - Sharing Content

13. To mute your microphones or your speakers, select the “Menu” icon at the top right and select “Audio Settings” from the list. Microphone (**Audio Input**) and speaker (**Audio Output**) levels can be adjusted, muted or unmuted here, as shown in **Figure 13 – Audio Settings**.

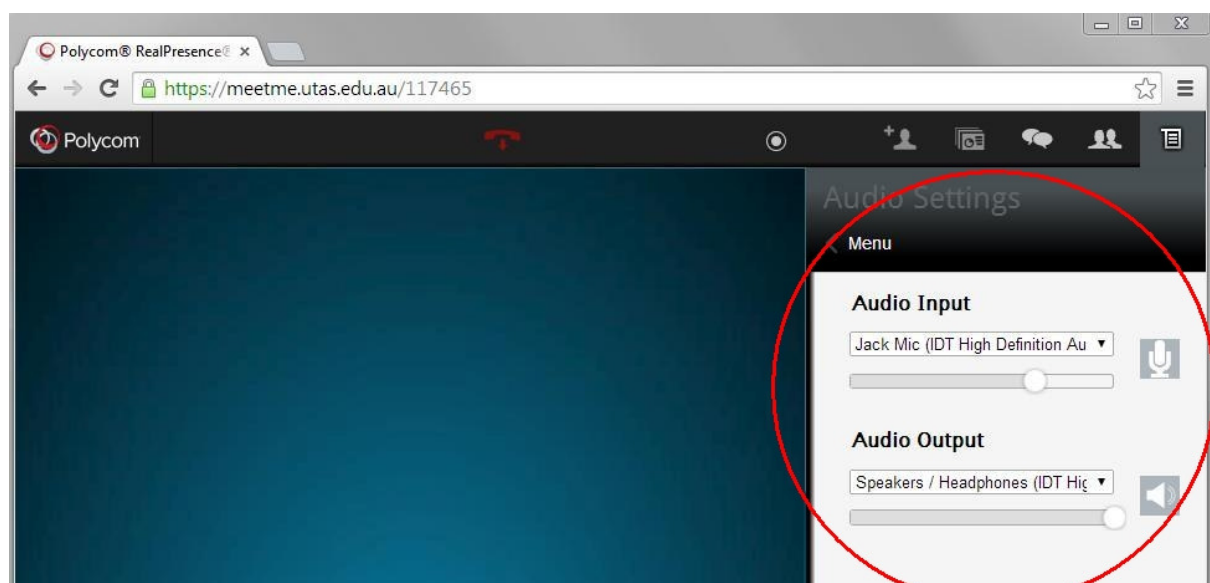


Figure 13 - Audio Settings

ENDING A CALL

14. To end your participation in the video conference prior to its scheduled termination, click on the red “Hang up” icon on the top bar, as shown in **Figure 14 – Hang Up**.

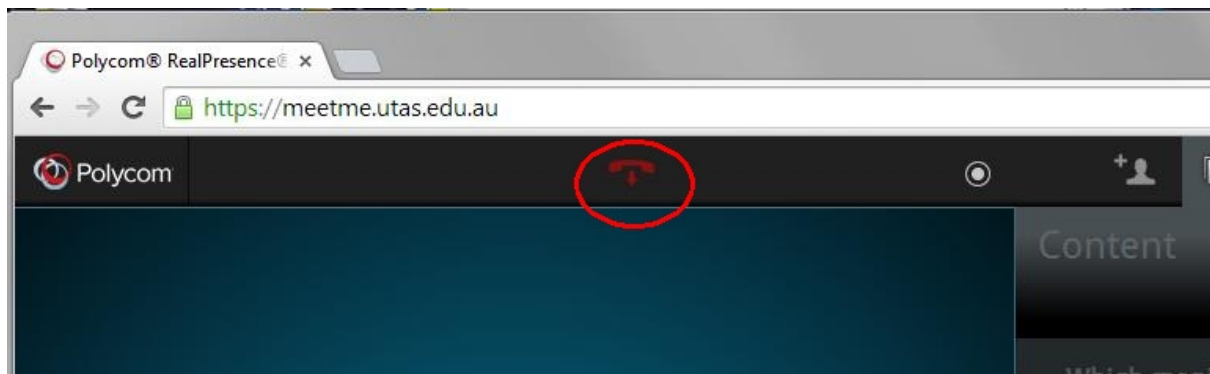


Figure 14 - Hang Up

Video Conferencing Service Desk Contact Details

General enquiries phone +61 6226 1818

Faults & difficulties phone: +61 3 6226 6161

Email: video.conference@utas.edu.au