

User Guide for EasyConnect HD

Joining, Scheduling, and Controlling Meetings

This guide assumes that you have already installed the software and set up your computer.

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NOTE: Please *DO NOT* click on meeting links in email invitations. You must be outside of CITRIX

JOINING A MEETING ON YOUR COMPUTER

Now there are two easy ways to join a meeting!

Join via Outlook Calendar Invitation

Open the calendar invitation you received and follow the instructions:

1. Copy the meeting link that is provided in the invitation
2. Open a browser **OUTSIDE** of Citrix
3. Paste the meeting link into the address bar and hit enter

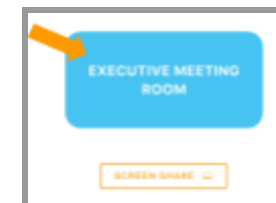
OR

Join Meeting Using NAT Portal

Open the NAT meeting portal in a browser outside of Citrix

<http://pilot.easyconnecthdportal.com/>

1. Open a web browser **OUTSIDE** of Citrix
2. Enter the meeting portal URL (*see above*)
3. Enter the username and password (*see above*)
4. Find the meeting room button (where the meeting is taking place) and **CLICK** the **BLUE** button to join the meeting room



CONNECTING TO AUDIO

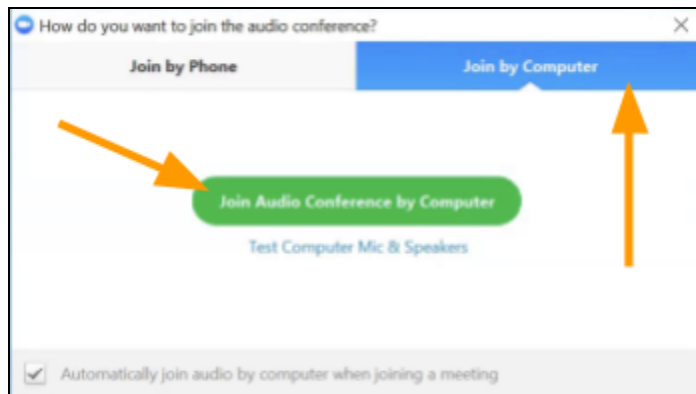
This section is for users connecting with their computer and using either their built-in microphone & speakers, or using their phone to call into the audio portion of the meeting.

Using Computer Audio

(Preferred Method)

After you join the meeting, you will see a prompt.

1. CLICK the **GREEN** button to join the audio by computer.



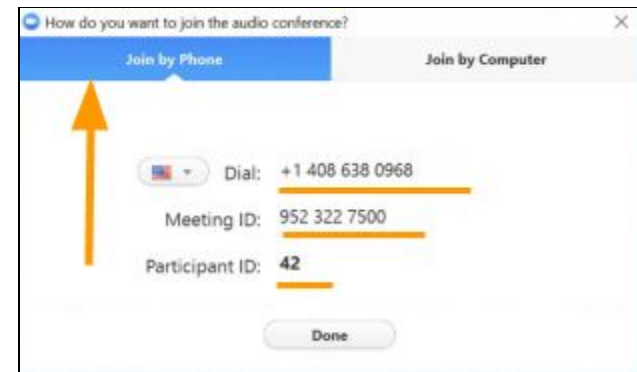
(Make sure your computer speakers are turned on and the volume is up!)

OR

Calling Into Audio By Phone

If you are calling in by phone

1. CLICK the phone tab on the left.
2. Dial the number provided
3. Enter the Meeting ID and Participant ID when prompted.



(The phone number and Meeting ID is also provided in the meeting invitation you received)

CALLING INTO MEETING BY PHONE ONLY

If you aren't able to join a meeting with your computer, you can still call into the audio portion of the meeting using your phone.

OPEN OUTLOOK CALENDAR INVITATION

These instructions should be included in the meeting invitation you have received.

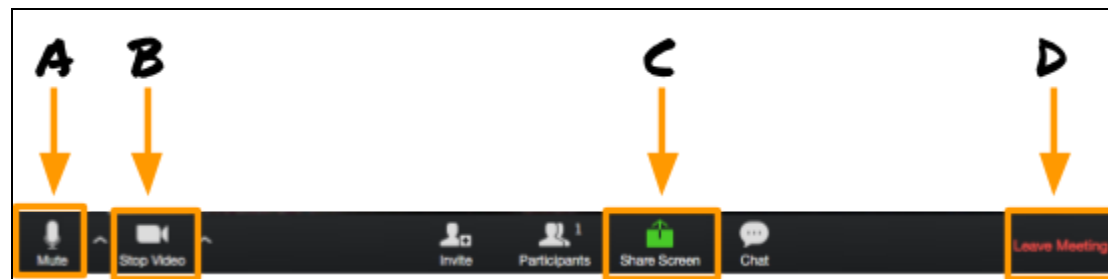
1. Open the meeting invitation in Outlook
2. Call 1-(646)-558-8656
3. When prompted, enter the "MEETING ID" (*Provided in the invitation*)
4. When prompted to enter a "Participant ID"
 - Press # - To skip

If you have not received an invitation with the meeting info please contact the meeting organizer.

BASIC MEETING CONTROLS

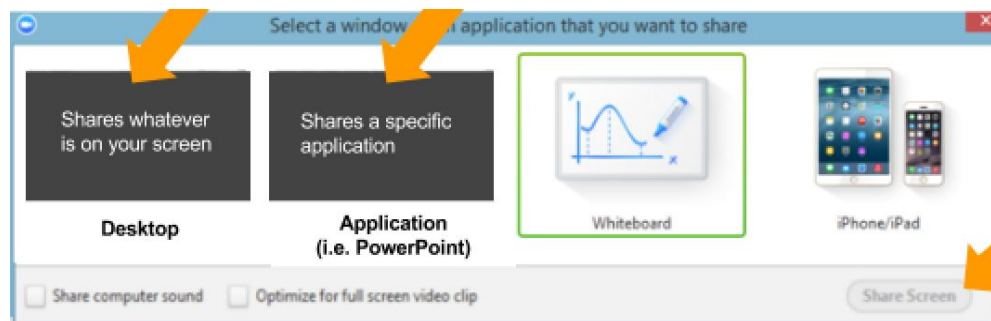
Once you have joined a meeting you can use the following controls

- A. Mute / Unmute your microphone
- B. Turn your camera On / Off
- C. Share your screen
- D. Leave Meeting



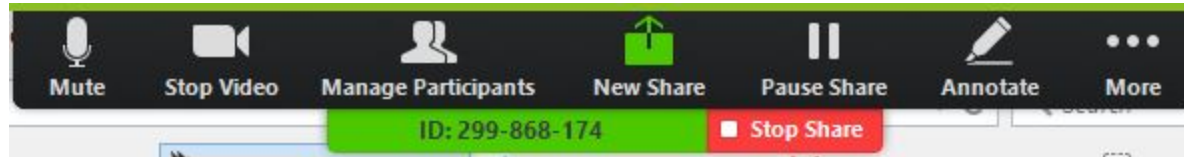
Screen Sharing From Your Computer

1. Click the “Share Screen” button (shown above)
2. Choose to share your desktop OR select a specific application to share
3. Check the box to share computer sound if you plan to share a video clip



SCREEN SHARE MENU

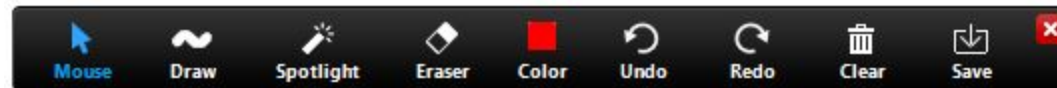
Once you start sharing your screen the controls will be available at the top of your screen



Pause	Pause your current screen share
New Share	Select a new window to share
Annotate	Use screen share tools for drawing, pointer, etc.
More	Chat, hide video panel, audio and video options, etc.

ANNOTATION TOOLS

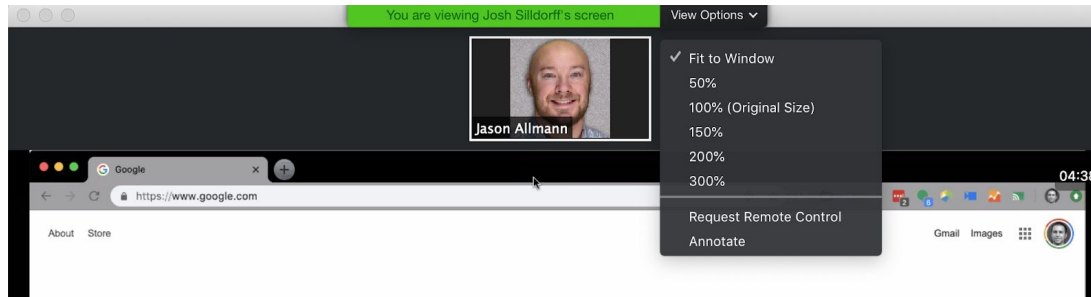
After you click the Annotate button you will see the different annotation tools you can use



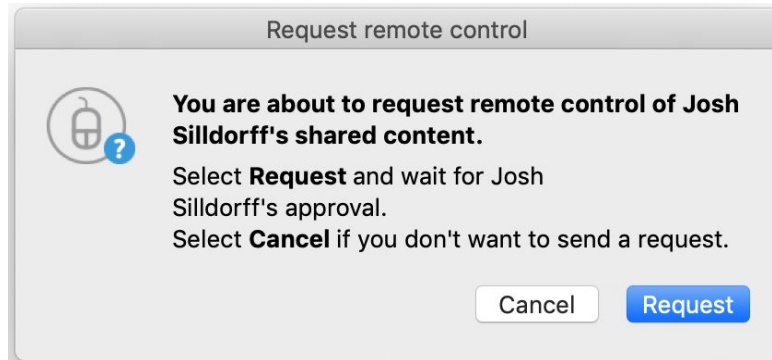
REQUESTING REMOTE CONTROL

When a user would like to control another users computer, typically used as a teaching tool.

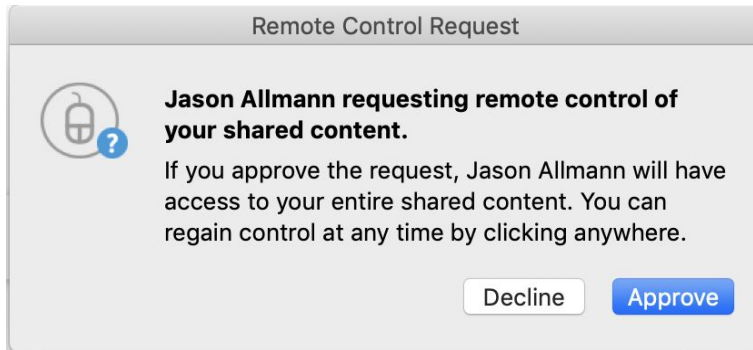
1. Have participant click "share screen" using the instructions above.
2. At the top center of your video conference window click "View Options"



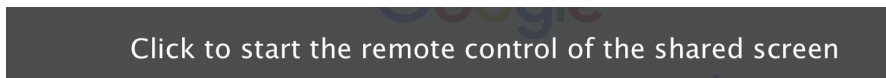
- 3.
4. Next, click "Request Remote Control" in the dropdown
5. A popup will come up, click "Request"



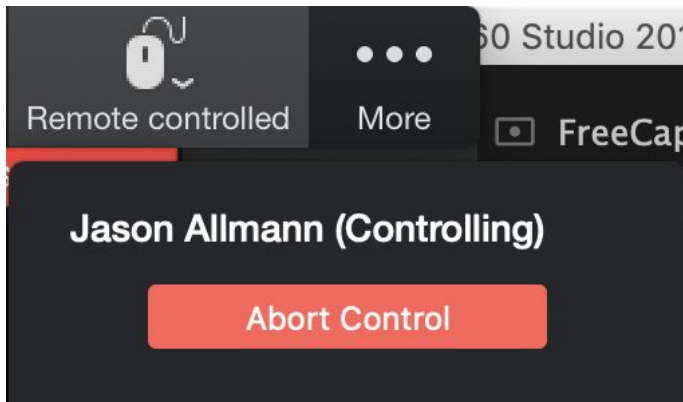
- 6.
7. The participant will get a popup, click "Approve"



- 8.
9. A message will appear on your screen "Click to start the remote control of the shared screen"
 - a. Once you have clicked you will not have control of the participants screen, They also have the ability to still control their device.



- 10.
11. Once you are done remotely controlling the participants device, navigate back up to the top of your screen to click "View Options" like in step 2. Now click "Give up remote control"
12. They participant may also cancel by clicking the "Remote Controlled" button at the top and then the red "Abort Control"



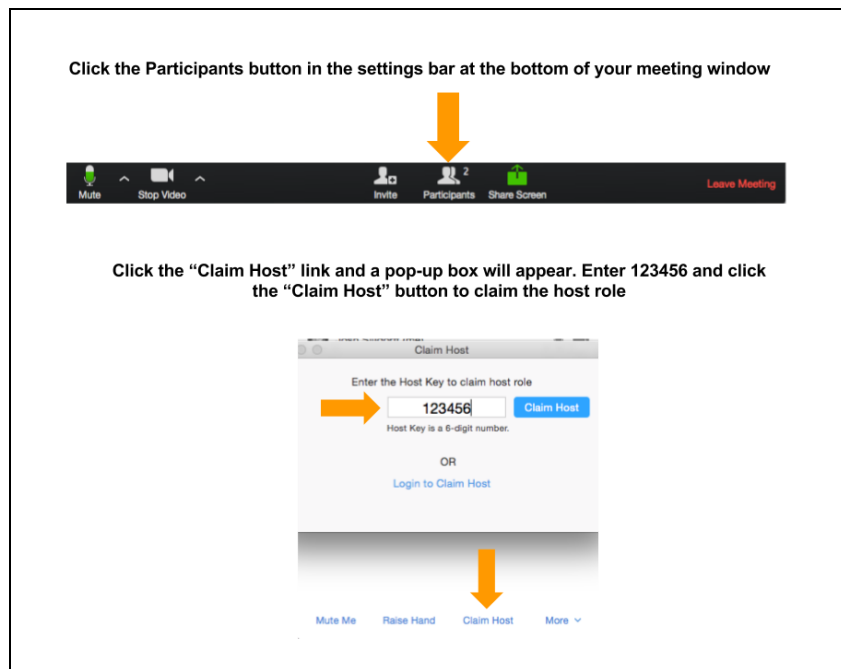
- 13.

ADVANCED MEETING CONTROLS

Advanced meeting controls are available for meeting “Hosts” and “Co-Hosts” only.

Claim Host Role

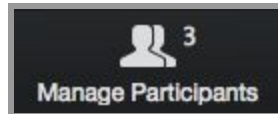
1. Click the “Participants” button
2. Click “Claim Host” in the participants panel
3. Enter Host Key “123456” OR “414216” (if first code doesn’t work second code will)
4. Click “Claim Host”
5. You are now the Host of the meeting until the meeting ends or you make someone else host. (Some meeting rooms may have more controls available than others)



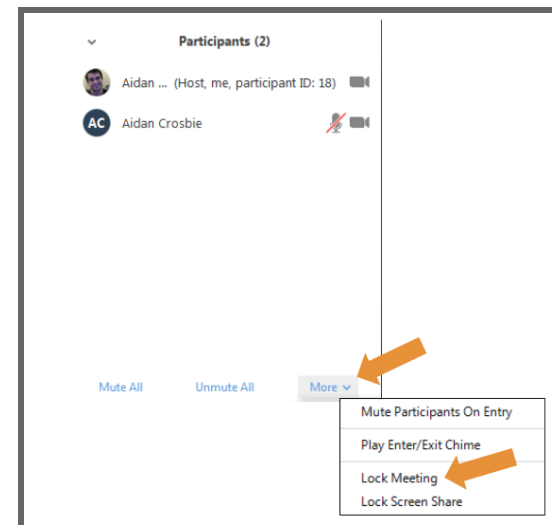
Lock A Meeting

This feature allows the meeting host to prevent additional participants from being able to join a meeting that is in progress.

1.) While in a meeting as the Host, move the cursor to bring up the In-Meeting Controls and click on the **Manage Participants** icon



2.) The Participants panel will open and you will click the **More** button (see image below) Which will allow you to select **Lock Meeting** from the menu



3.) You can Unlock the meeting by following the same steps above and selecting Unlock Meeting from the menu

SCHEDULING A MEETING IN OUTLOOK

The following instructions are for the meeting “Organizer” who wishes to schedule the meeting and send the information to the participants.

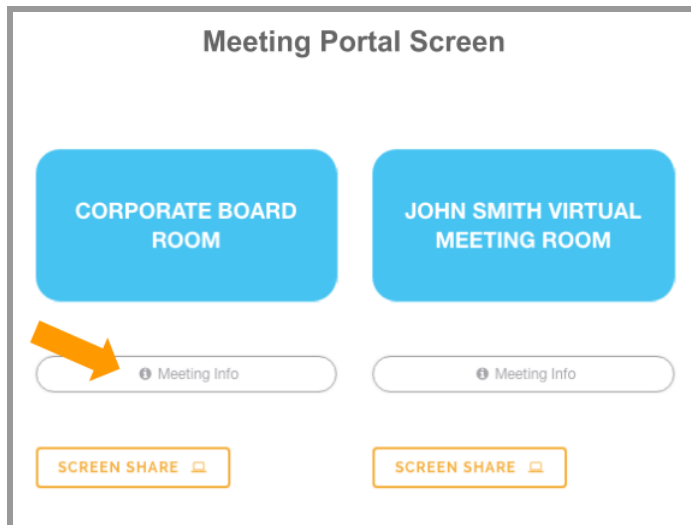
1. **Reserve your Meeting Room as a Resource in Outlook (Ex. “NAT Cloud Meeting Room #1”)**
Virtual Meeting Rooms are reserved just like physical conference rooms

Users should schedule the meeting in Outlook and reserve the Virtual Meeting Room or Cloud Meeting Room they wish to use as a Resource

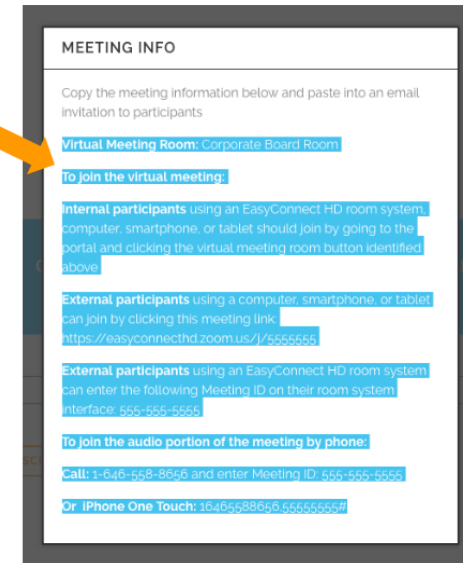
- A. Open a new meeting request in Outlook and type in a subject for your meeting
- B. Click on the “Scheduling Assistant Tab”
- C. Add any additional participants for the meeting to the meeting request
- D. Click the “Add Rooms” button
- E. Type “NAT” in the search bar and you will see “NAT Cloud Meeting Room #1” through “NAT Cloud Meeting Room #4”.
- F. Select the cloud room you would like to reserve by clicking it to highlight it and then clicking the “Rooms” button.
- G. Select the date & time you would like to reserve the room and confirm it is available (e.g. *no blue bar indicating it is busy*). If the room is busy at the date/time you need, try a different cloud room.

2) Get Meeting Details

- Go to the [Meeting Portal](https://pilot.easyconnecthdportal.com) on your computer and find the meeting room you are going to use for the meeting (pilot.easyconnecthdportal.com)
- CLICK the “Meeting Info” button
- Copy the meeting information



Copy all of the meeting information



3) Send Email Invitation

- Paste meeting invite info into the Outlook invitation
- Send to participants