



e:Presence

Teleconference Service

Instructions for using Zoom Client

Version 2

April 2020

INTRODUCTION

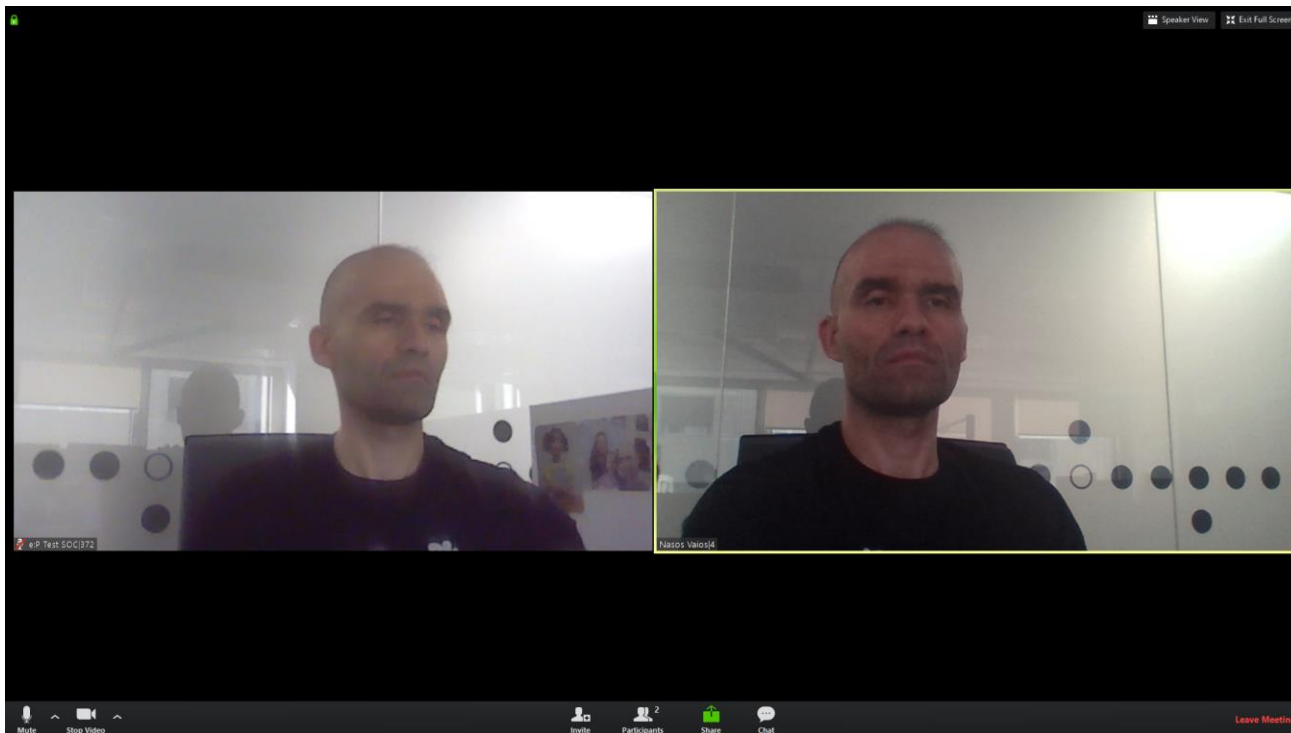
e:Presence teleconference service is mainly addressed to the academic and research community of Greece, allowing its members to organize and carry out high-definition teleconferences, reducing the relevant costs of travel and increasing productivity. The teleconferences through the e:Presence service have now replaced the vast majority of meetings which traditionally were held through the required physical presence of the participants, such as Foundation Councils, Meetings for the development of faculty members, Meetings for research and development programs, Committees for the examination of postgraduate theses or doctoral dissertations.

e:Presence teleconference service is based on Zoom's video conferencing technology. It offers a handy management environment with increased capabilities and implements an extremely easy process for the end users, in order to access directly the video conference meeting. Here, we will cover all the necessary instructions for using the Zoom client.

- Up to 500 participants allowed in a teleconference
- Duration of a teleconference up to 12 hours
- It is recommended to use headphones

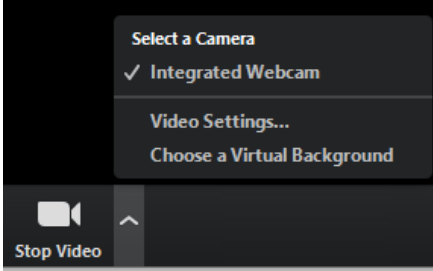

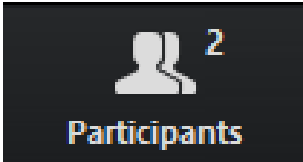
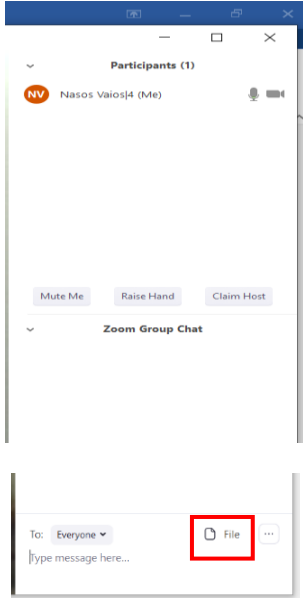
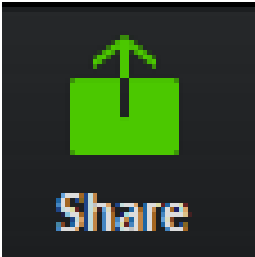
USING ZOOM CLIENT

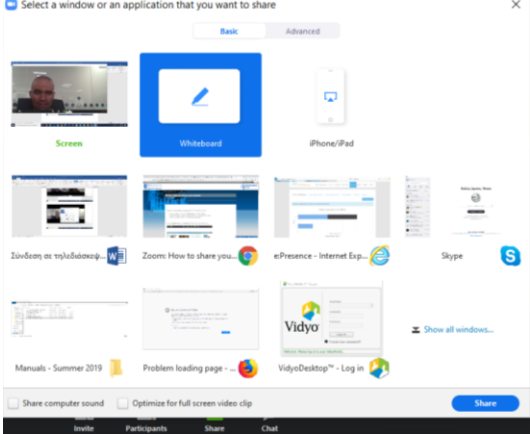
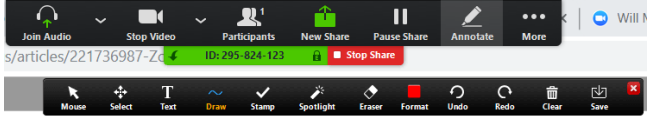
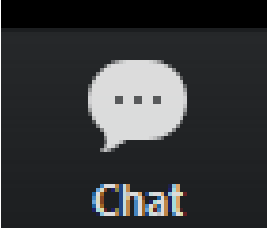
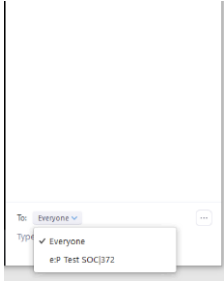
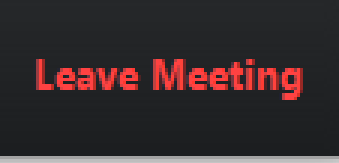
Participating in a teleconference is achieved with the use of the Zoom client. The basic buttons/functions of the client are described below.



	<p>View/Full Screen: Set the view order of the participants (View) and ability to maximize the window of the Zoom client (Full Screen). Amongst the options of the view order, there is the function for the speaker to appear in the main window (Speaker View) or to view simultaneously all the participants (maximum 25 at the same time) (Gallery View).</p>
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	<p>Microphone: Options/Settings of microphone and speaker, activation and deactivation, as well as check of functioning properly (“Test Speaker & Microphone” option).</p>
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 <p>A screenshot of the Zoom camera selection menu. It shows a dark background with a white text box containing the following options: 'Select a Camera', '✓ Integrated Webcam', 'Video Settings...', and 'Choose a Virtual Background'. Below the text box is a 'Stop Video' button with a camera icon and an upward arrow.</p>	<p>Video: Option/Settings of the camera that you are using.</p>
 <p>An icon for the 'Invite' function, showing a white silhouette of a person with a plus sign. The icon is crossed out with a red circle and a diagonal slash, indicating that this function is not permitted.</p>	<p>Invite: Although the client has this option, <u>it is not permitted by e:Presence to add participants who were not initially invited by the moderator in a videoconference (this does not apply to a test conference).</u></p>
 <p>An icon for the 'Participants' function, showing a white silhouette of two people with the number '2' next to it. Below the icon is the word 'Participants' in white text.</p>	<p>Participants / File Sharing: Shows participants and provides chat options with others as well as file sharing ("File" option).</p>  <p>A screenshot of the Zoom interface showing the 'Participants' panel on the left and the 'Zoom Group Chat' on the right. The 'Participants' panel shows one participant, 'Nasos Vaiosj4 (Me)'. The 'Zoom Group Chat' panel shows options to 'Mute Me', 'Raise Hand', and 'Claim Host'. At the bottom of the chat panel, there is a 'To: Everyone' dropdown and a 'File' button highlighted with a red box.</p>
 <p>An icon for the 'Share' function, showing a green square with a white arrow pointing upwards. Below the icon is the word 'Share' in white text.</p>	<p>Share: Multiple options of sharing content from the user's computer and the ability to view / control it by a third party, as well as a shared board (Whiteboard).</p> <p>From a screen with windows and computer applications open, the user will select what he/she wants to share and press the "Share" button.</p>

	 <p>From the menu that will appear, there is a plethora of options for managing shared windows.</p> 
	<p>Chat: Allows written conversation with all participants or some of them, as well as file sharing (as with the “Participants” option).</p> 
	<p>Leave meeting: Disconnect from the conference call. To reconnect to it (as long as it is active), the user will have to press the green connection button again from their account on the service.</p>