



e:Presence

Teleconference Service

Instructions for Using the Zoom Client

Version 5.0

May 2026

INTRODUCTION

e:Presence service is mainly addressed to the academic and research community of Greece, giving its members the ability to organize and conduct high-definition teleconferences, reducing travel costs and increasing productivity.

Teleconferences through e:Presence have now replaced the vast majority of meetings that traditionally required the physical presence of participants, such as:

- University Board Meetings
- Faculty promotion meetings
- Research and development project meetings
- Committees for postgraduate thesis or doctoral dissertation examinations

e:Presence teleconferencing service is based on the advanced teleconferencing technology of Zoom, while also providing a user-friendly management environment with enhanced features and an extremely easy process for direct access to teleconferences for end users.

- The maximum duration of a teleconference is 24 hours.
- Up to 300 participants can attend a teleconference, with the option to increase the limit up to 1000 participants through the “Increase participant number” option in the conference settings.

ACCESSIBILITY MENU

Users can control:

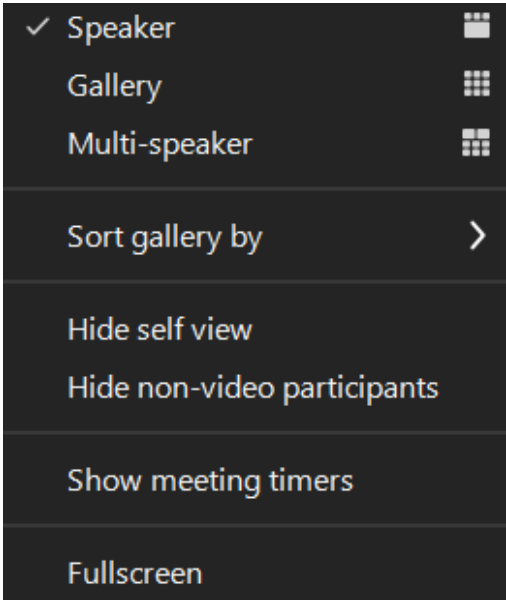
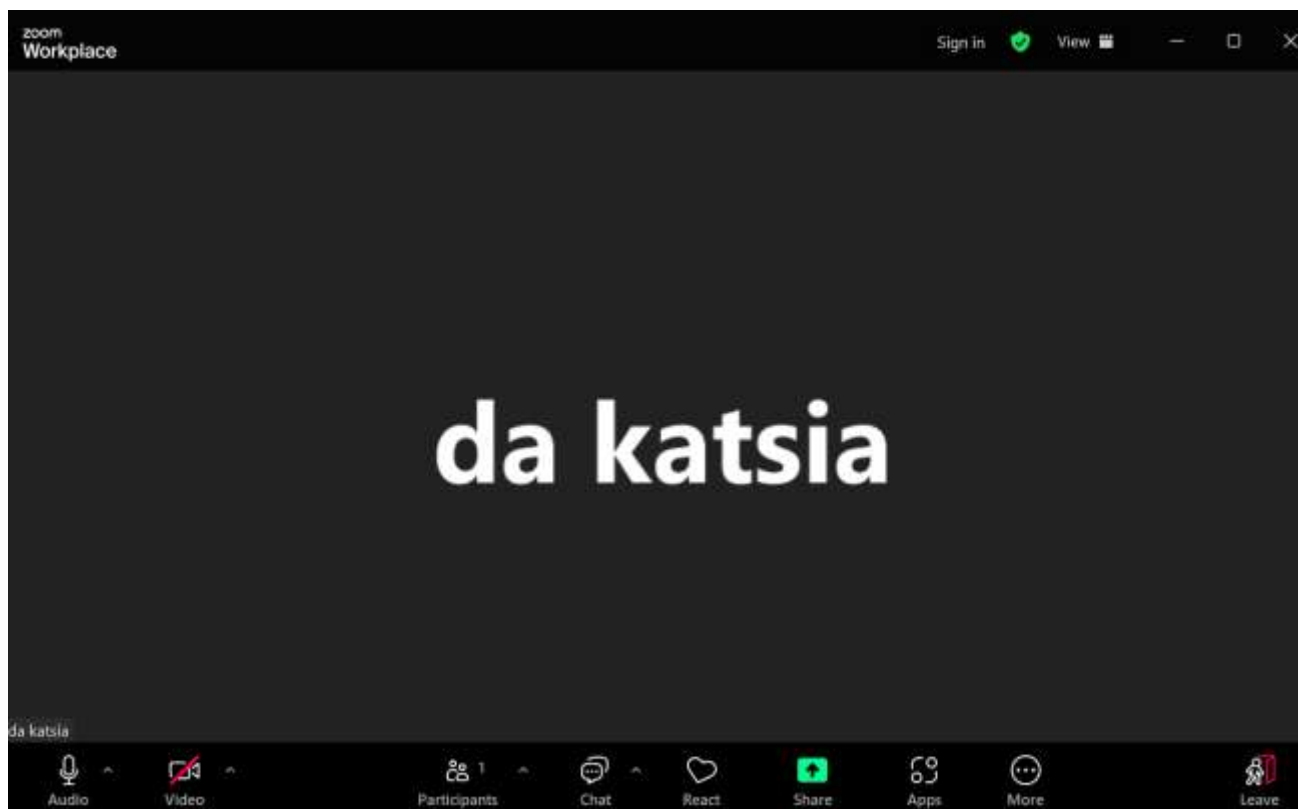
- Website brightness
- Contrast
- Font size

through the Accessibility Menu located at the bottom-left corner of every page of the service.



USING ZOOM CLIENT

Participation in a teleconference takes place through the Zoom Client. The main buttons and functions are described below.



View/Full Screen: The “View” option allows users to choose how participants are displayed.

Available layouts include:

- Speaker View, where only the active speaker appears in a large window
- Gallery View, where up to 25 participants can appear simultaneously

Users can also maximize the Zoom window using “Full Screen” and later exit full-screen mode.

Select a microphone

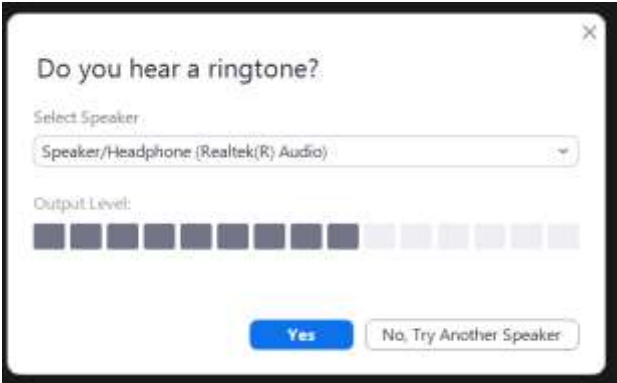
- ✓ Internal Microphone (Conexant ISST Audio)
Same as system (Internal Microphone (Conexant ISST Audio))

Select a speaker

- ✓ Speakers (Conexant ISST Audio)
Same as system (Speakers (Conexant ISST Audio))
- Test speaker & microphone...
- Leave computer audio

Microphone: The microphone controls allow users to:

- enable or disable the microphone,
- select microphone and speaker devices,
- adjust audio settings,
- test whether the microphone and speakers work correctly using: “Test Speaker & Microphone”.

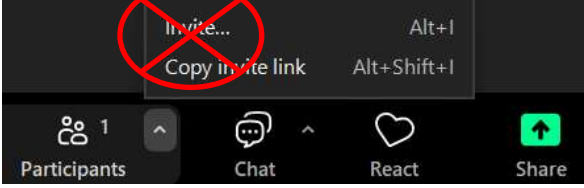


Select a camera

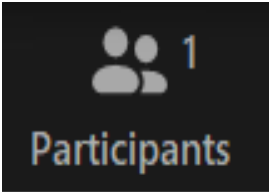
- ✓ HP HD Camera
- Blur my background
- Adjust background & effects...
- Choose video filter...
- Choose avatar...
- Video settings...

Camera: The camera settings allow users to:

- select the camera device to use,
- configure camera settings,
- enable or disable video.

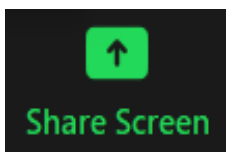


Invitation to Participate: Although the Zoom Client includes an invitation feature, e:Presence does not allow participation by users who have not been officially invited by the teleconference moderator.



Participants / File Sharing: The “Participants” section displays all participants in the teleconference and allows communication with them through chat.

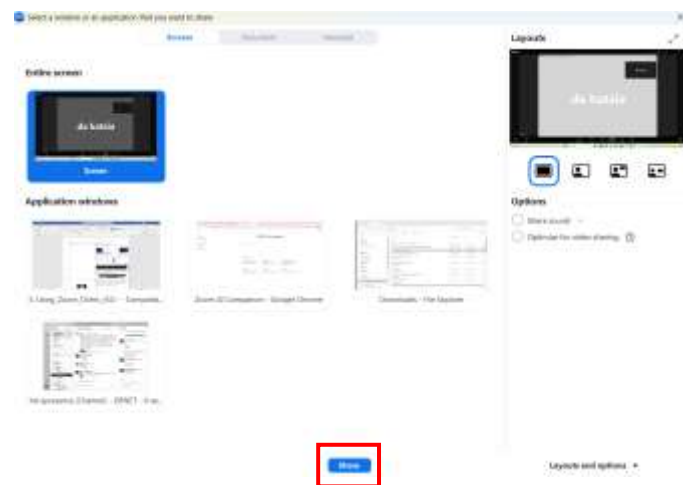
It also provides the option to share files using the “File” function.



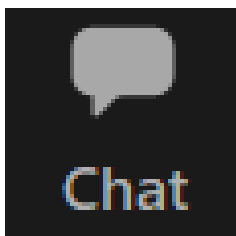
Screen Sharing: The “Share” feature provides multiple options for sharing content from the user’s computer, including:

- windows,
- applications,
- screens,
- whiteboards.

The user selects the window or application they wish to share and presses the “Share” button.



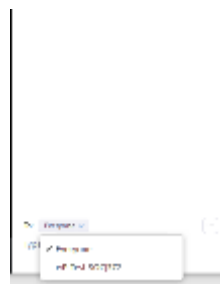
After sharing begins, additional management options become available for the shared content.

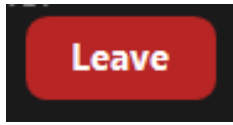


Chat: The “Chat” function allows written communication:

- with all participants,
- or with selected participants only.

It also supports file sharing, similarly to the “Participants” option.





Leave: The “Leave” option removes the user from the teleconference.

To reconnect while the teleconference is still active, the user must return to their account in the service and press the green connection button again.