

# Getting Started with Brock Desktop Conferencing

This Quick Reference Card covers the tasks most commonly performed in with Brock Desktop

This card shows you how to:

- Perform initial setup
- Connect to a meeting
- Use advanced connection options
- Manage meeting layouts to emphasize the video or presentation
- Manage your audio settings
- Share your screen or present a document
- Moderate the meeting
- Invite participants to a meeting

## What You Need to Get Started

- Audio Device: Headset, or speaker with Microphone, or USB audio device connected to your computer.
- Video Camera: Webcam connected to your computer
- Credentials: You will need to ask your Brock Desktop Administrator for a meeting ID to take part in meetings.

## First Use of Brock Desktop

To activate the Brock Desktop for the first time go to the Brock Desktop Portal page at <http://vico.brocku.ca/multipointextension?client>. If prompted to do so please download the client and follow the online instructions. If asked, unblock the client application on your Windows Firewall.

## How do I know I am done with the initial install?

When the Brock Desktop install is complete you should see the following icon in the task tray at the lower right corner of the screen. 

## Audio Setup

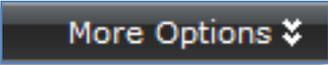
On the Brock Desktop Portal page, click “ Check Your Audio” and make sure your desired audio devices are selected for record and playback.

Click the “Start Audio Test” button to make sure you can hear your voice when you speak into your microphone.

## Video Setup

On the Brock Desktop Portal page, click “Check Your Video” and make sure the correct web cam device is selected. Click the “Preview” button to make sure you can see your own image. The above step should be done before the initial setup or anytime where audio and video are not working properly.

## Advanced Connection Options

Optionally, you can click  to show advanced connection options:

### Use my computer for audio, video and presentation (default)

Choose this option to use your computers webcam, microphone and speakers (or headset) to participate in the meeting

### Use my computer for presentation only

Choose this mode to only open the presentation capabilities on your computer. You need to connect from another device (phone, video conferencing device, etc.) to get audio and video.

### Callback my video device number

An optional SIP or H.323 number that is used by the system to call back for the audio/video portion of the call.

## Manage the Meeting Layout

### Main View Control



Change the way you watch a meeting using the “View” button at the top of the meeting room. By default the Brock Desktop meeting window displays Automatic layout

### Common Layout Controls



**Swap Views:** Switches between the presentation and video panes



**Enter Full Screen:** Expands the video or presentation pane to full screen.

### Video Controls (located on top of the video pane)



**Camera Control:** Click to disable your webcam, click again to resume.



**Picture-in-Picture (PIP):** Click to turn your self view on or off. Click the pull down arrow to select the PIP location.



**Remote Video:** Select the resolution of the received video (High Definition or Standard Definition) and the layout received ( Active Speaker or Continuous Presence). Some features may not be available in all meetings

### Presentation Controls (located on the presentation Pane)



Click the “Present” button on the main toolbar to start presenting. Then select to share the entire desktop or specific applications

## Manage Your Audio Settings



Click to turn your microphone on or off click and drag the slider next to the button to adjust the volume.



Click to turn your speakers on or off drag the slider next to the button to adjust the volume.

## Present Your Screen Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.



### Start Presenting:

Click the “Present” button on the main toolbar to start presenting. Then select to share the entire desktop of specific applications.

### Presentation Controls

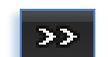
The following controls are available while presenting



**Change application-** Use this to select different applications.



**Start Annotating-** Click once to start annotating and click again to exit.



**Main Menu-** Opens a menu containing advanced options including full moderation capabilities and video handling.



**End Presentation-** Use this to stop presenting and return to participant mode

### Moderate from the Main Toolbar

From the toolbar, the moderator can perform the following: 

- Invite a SIP or H.323 terminal
- Mute/Un-mute a participants
- Disconnect individual participants
- Block/Unblock Video participants
- Lock a meeting (no new participants allowed)
- Terminate meeting
- Initiate Streaming