

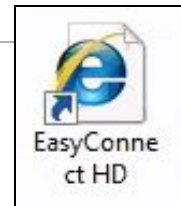
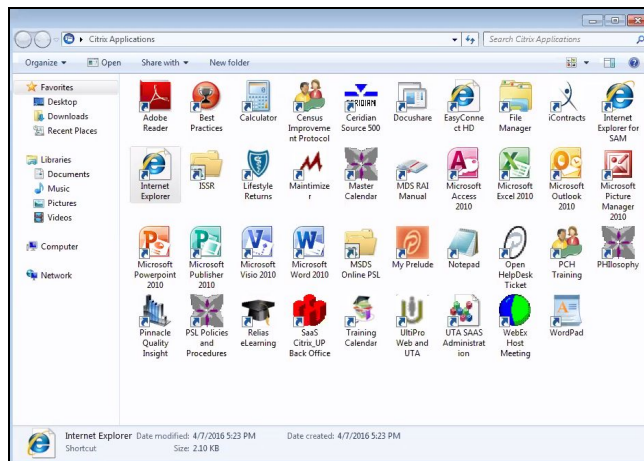
## User Guide for EasyConnect HD May 2016

### NOTE

1. If you have **not** set up your computer for use with EasyConnect HD please refer to Appendix I - First Time PSL Users
2. If you are the meeting **“organizer”**, please refer to Appendix II - For Organizers, to get detailed instructions on how to use PSL Outlook for scheduling resources.

### JOINING A MEETING

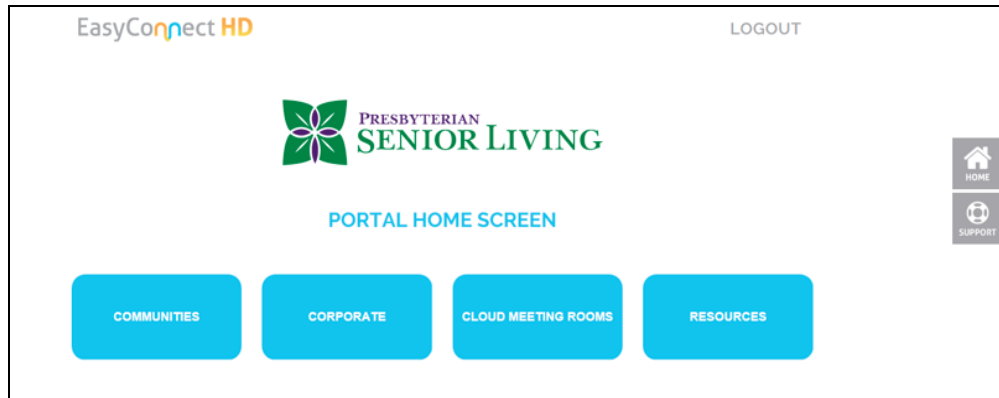
1. When it is time for the video meeting, click the icon on your citrix neighborhood labeled **“EasyConnect HD”** or use EasyConnect HD Portal Link: <http://www.psl.easyconnecthdportal.com>



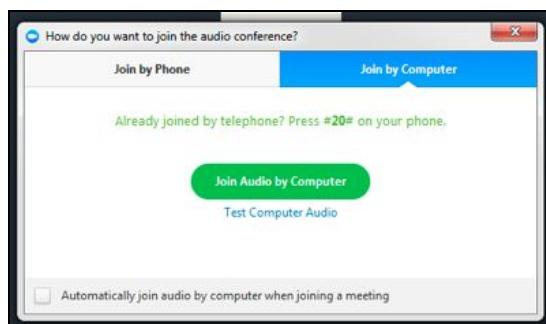
2. You will see the Portal login, enter Username: **psl** and Password: **echd** (you are required to enter password every time for security reasons)

A screenshot of the EasyConnect HD Portal login form. The form has a white background and a blue border. It contains the following elements: a 'Username' label above a text input field, a 'Password' label above a text input field, a 'Remember Me' checkbox, and a 'Log In' button with an orange background and white text.

3. You will see the PSL Portal Home screen where you can navigate to the appropriate Virtual Meeting Room or Cloud Meeting Room



4. Simply click the button on the Portal to enter that Virtual Meeting Room or Cloud Meeting Room
5. If you see the following prompt, **select Join Audio by Computer and check the box** “Automatically join by computer when joining a meeting”  
(Make sure your computer speakers are turned on and the volume is up)



6. You are now in the video meeting. If you are the first one to join you will see yourself on the screen

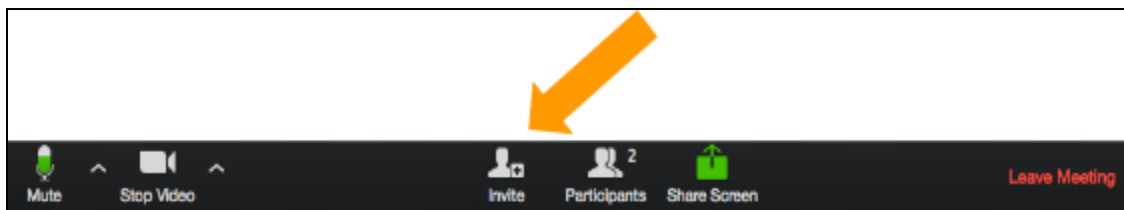
## 7. In-Meeting Controls for use if needed (move mouse to bring up settings bar)

- a) Click this icon to mute your microphone
- b) Click to invite someone to join your meeting “in progress”
- c) Click this icon to share your screen
- d) Click “Leave Meeting” to exit meeting

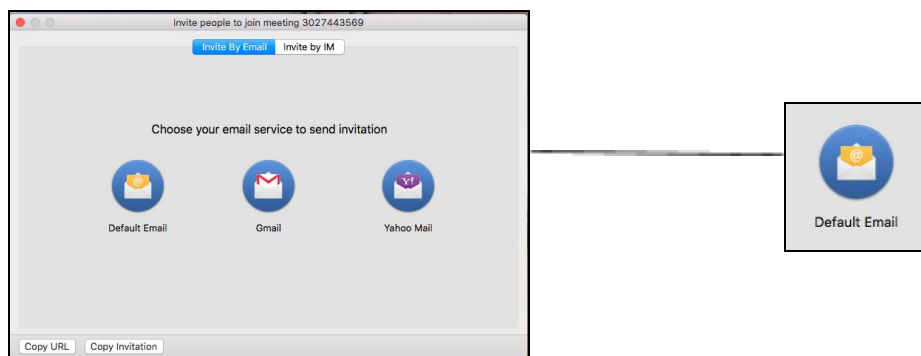


### (OPTIONAL) How to add someone during the video meeting

- A. Once in a video meeting you can invite someone to join by clicking the Invite icon

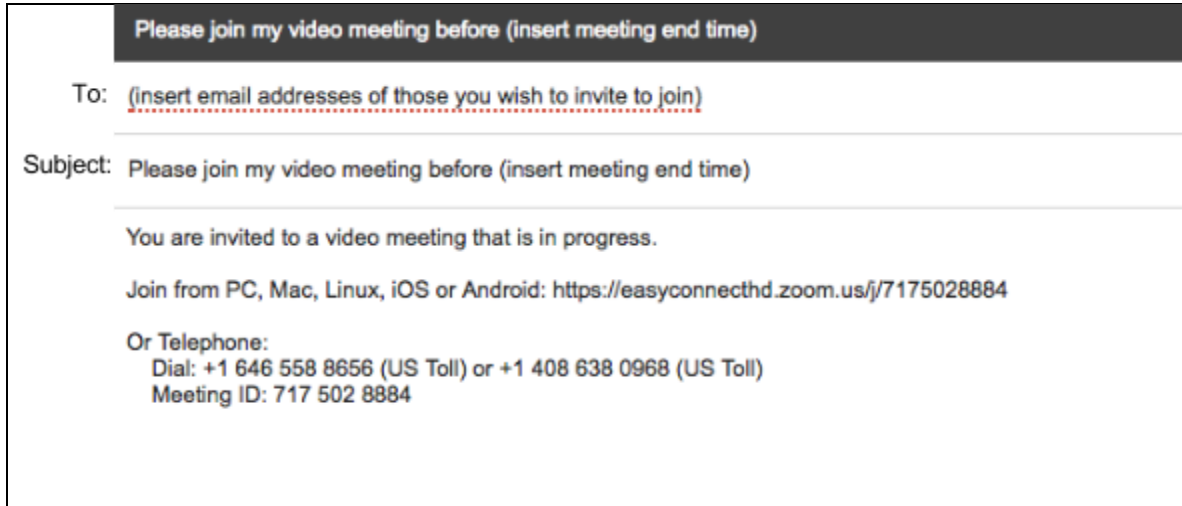


- B. Select “default email”

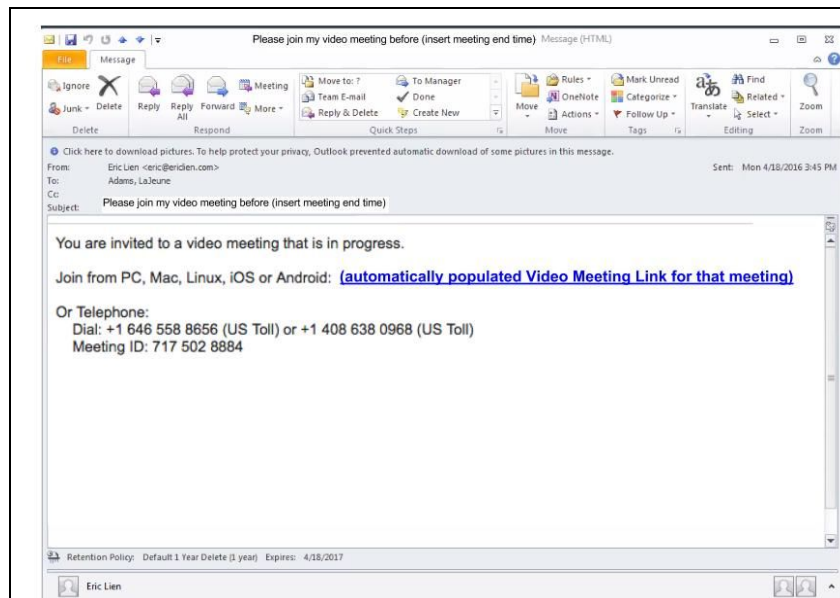


## C. Email window will open with a pre populated email

- a. Enter email addresses of people you want to join meeting currently in progress
- b. Edit the subject by inserting the meeting end time
- c. Hit send



## D. The email invitation will look like this to the recipient

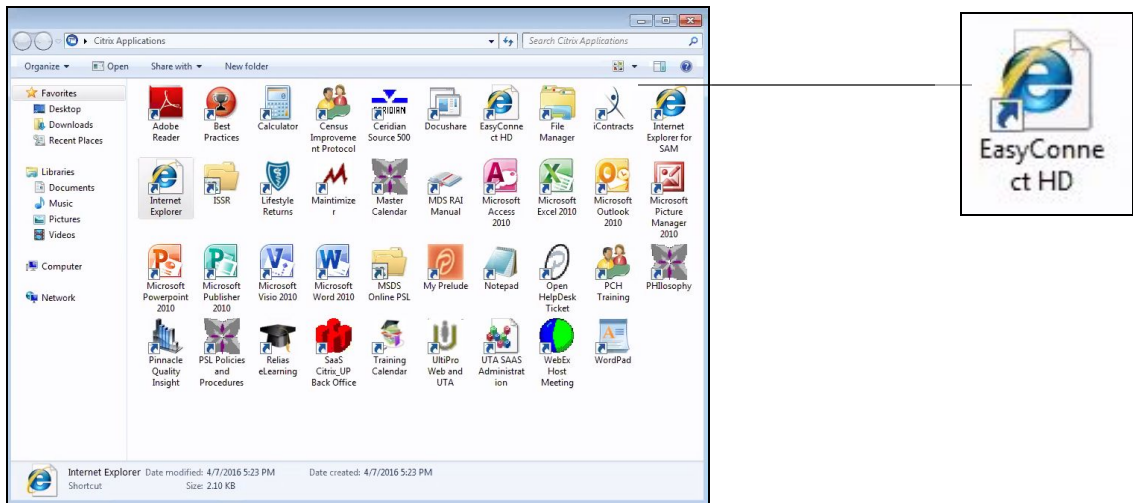


## E. They can click on the link in the email to join the meeting or call in by phone with the provided Dial in and Meeting ID

## Appendix I - First Time Users

- *Setup instructions for the first time using EasyConnect HD on your own computer equipped with webcam*
- *If laptop is in docking station please remove and open screen*

1. Click the icon on your citrix neighborhood labeled “EasyConnect HD” Click the icon on your desktop labeled “EasyConnect HD” or use EasyConnect HD Portal Link: <http://www.psl.easyconnecthdportal.com>

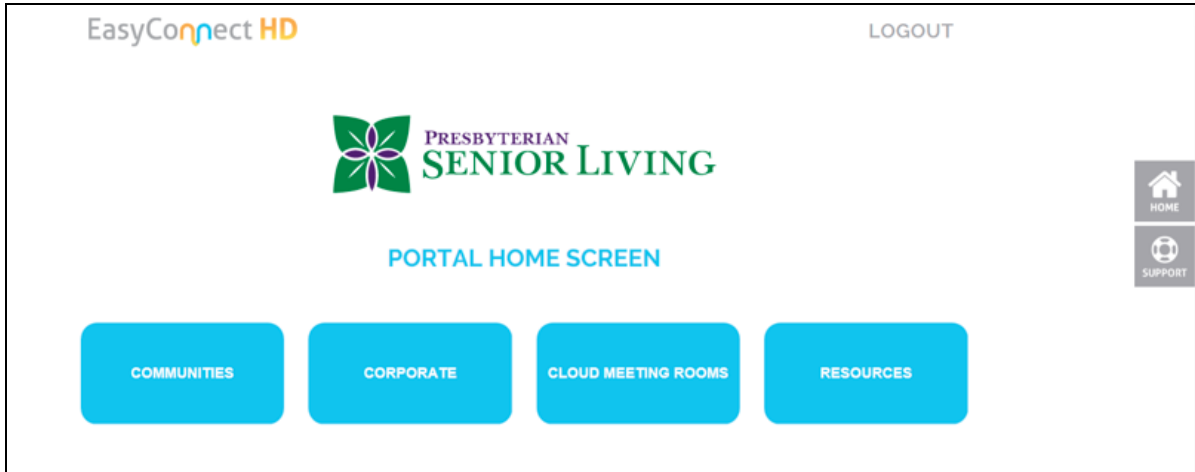


2. You will see the Portal login screen

A screenshot of the Portal login screen. It features a white background with a blue border. There are two text input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". To the right of the "Remember Me" checkbox is a blue "Log In" button.

3. Enter  
**Username: psl**  
**Password: echd**

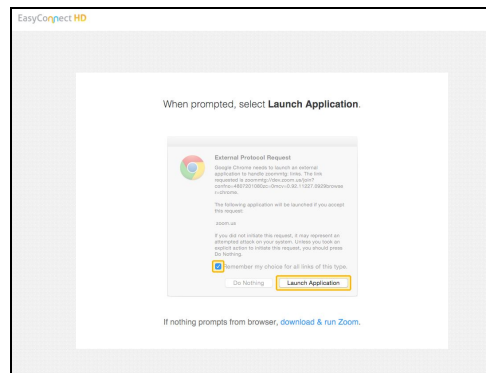
## 4. At the PSL Portal Home screen where you can select Cloud Meeting Rooms



## 5. Select TEST / SETUP MEETING ROOM



6. Since this is your first time joining a Meeting Room, you will be prompted to launch the application



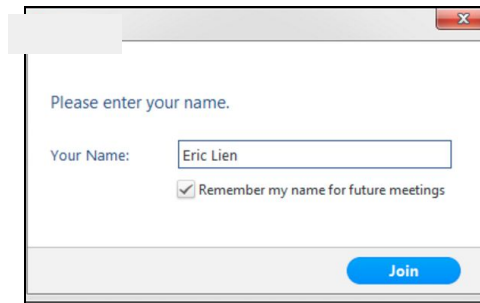
7. You may see a pop up window like this, select run



8. You may also see a pop up window like this, check the box Do not show me the warning for this program again, then select Allow



9. You will be prompted to enter your name, **check the box** to remember my name for future meetings



A screenshot of a dialog box titled "Please enter your name." It contains a text input field with "Eric Lien" entered. Below the field is a checked checkbox labeled "Remember my name for future meetings". At the bottom right is a blue "Join" button.

10. The cloud meeting room will open with the following prompt, **select** Join Audio by Computer **and check the box** "Automatically join by computer when joining a meeting"

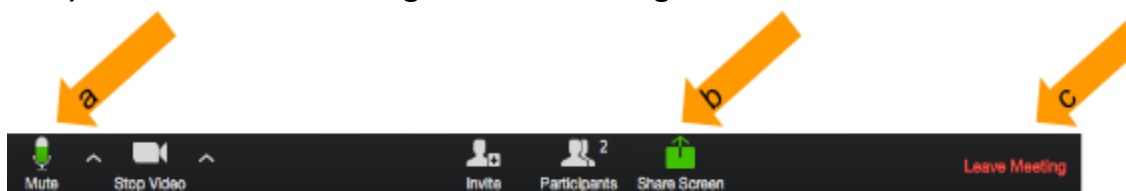


A screenshot of a dialog box titled "How do you want to join the audio conference?". It has two tabs: "Join by Phone" and "Join by Computer". The "Join by Computer" tab is selected. Below the tabs, there is a green button labeled "Join Audio by Computer" and a smaller link "Test Computer Audio". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked.

11. You are now in the TEST / SETUP MEETING ROOM. If you are the first one to join the video meeting you will see yourself on the screen

12. In-Meeting Controls (move mouse to bring up settings bar)

- a) Click this icon to mute your microphone
- b) Click this icon to share your screen
- c) Click "Leave Meeting" to exit meeting



For Technical & Computer Support Call Prelude Services Helpdesk

## Appendix II - For Organizers

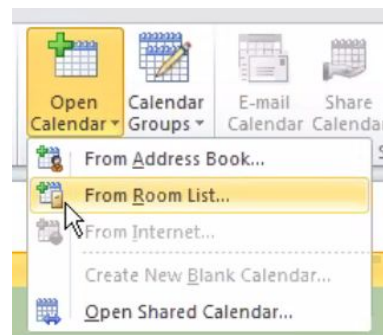
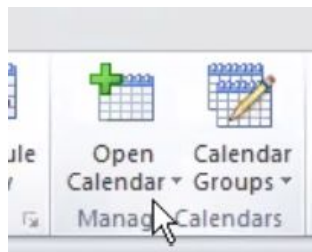
- *Scheduling instructions for “organizers” using PSL Microsoft Outlook to schedule meeting & resources. All organizers should attend a one to one training session with BrightLife Innovations prior to using.*
  - *All cloud meeting rooms should be treated just like PHYSICAL rooms. They should be reserved ahead of time in outlook to prevent people from interrupting your scheduled meeting .*
  - *If you are in a cloud room and want to invite someone, just use invite icon on bottom of screen. Instructions are included at the end of the general user guide starting on page 3*
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### ORGANIZERS

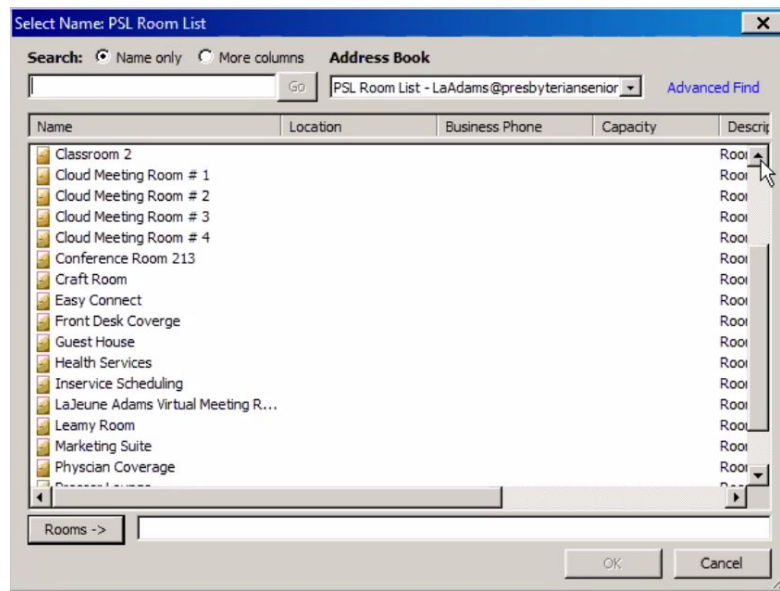
1. Click the calendar icon in Microsoft Outlook



2. Select “open calendar” from top of screen and select “From Room List”



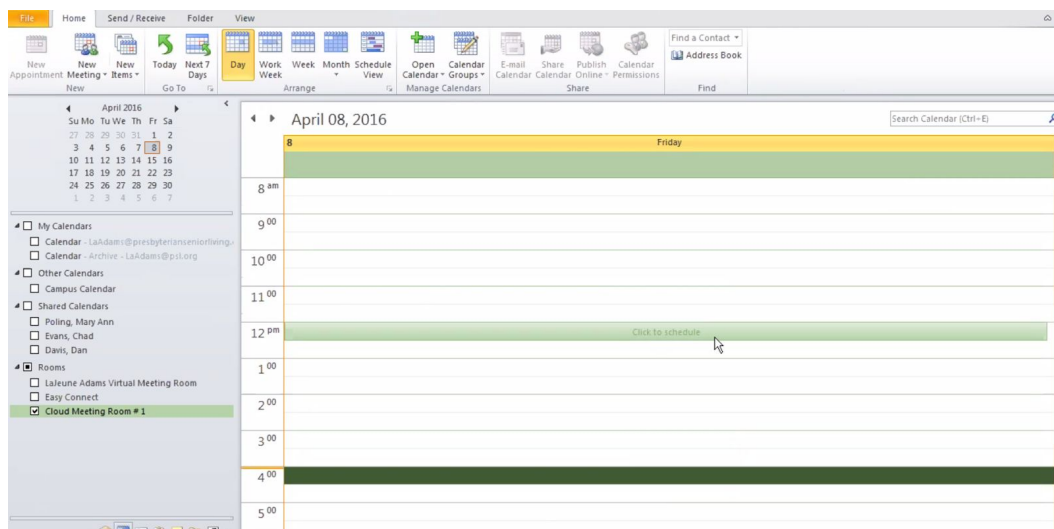
### 3. Select "meeting room" from room list



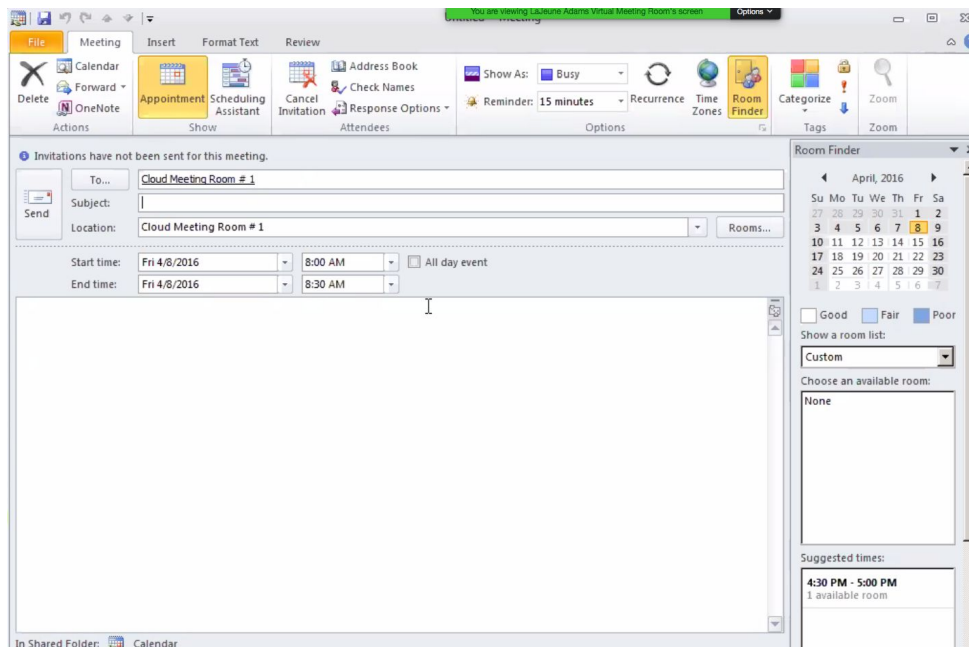
### 4. Room will show up in bottom of dialog box then click OK



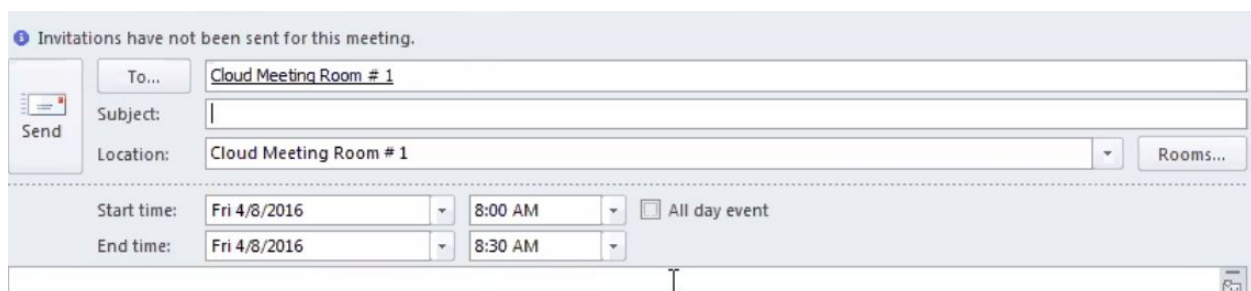
### 5. Room calendar will open



6. Select Appointment and a schedule dialog box will appear which allows you to invite attendees and enter a meeting subject

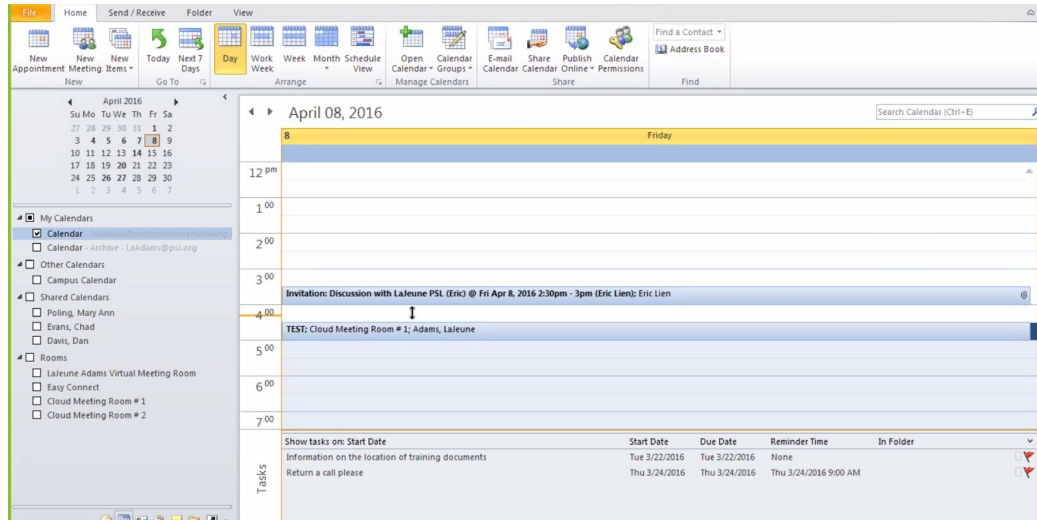


7. Enter a specific meeting subject and confirm or change the meeting times
  - a. Include meeting organizers name and contact information in the body of the invite (your name if appropriate)
  - b. Attach *“User Guide for EasyConnect HD - First Time Participant - May 2016”* so that any first time participants in the invite are able to easily join the meeting.



8. Select send

## 9. Check that meeting shows up correctly on your calendar



## 10. You will get a meeting reminder before the meeting is scheduled

