VidyoSlate™ for iOS
Quick User Guide

Welcome to VidyoSlate Version 1.0

VidyoSlate version 1.0 is an Apple™ iPad® application that enables you to join VidyoConferences and easily share pages from your document or frames from your videos with the other conference participants. In addition, with VidyoSlate, you can annotate on the Shares using colored pens and highlighters.

Requirements

Your VidyoPortal must be configured to allow VidyoMobile access and permit guests on the tenant level before VidyoSlate can be used. For more information about allowing VidyoMobile access and permitting guests on the tenant level, refer to the *VidyoConferencing Administrator Guide*.

Launching VidyoSlate and Entering a VidyoConference

Once you've retrieved the VidyoSlate application from Apple's App Store, installed it on your iPad, accepted the license agreement, and proceeded through the New to VidyoSlate tips, you can launch VidyoSlate and enter a VidyoConference using the following steps:
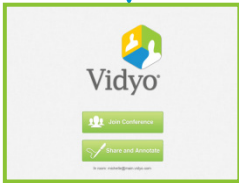
1. Launch the VidyoSlate application.

   - If this is the first time you've launched VidyoSlate, tap the **Settings** button on the upper-right. The Settings screen appears.

   - Enter a device display name in the Name field. This name is presented to other participants in your Vidyo conferences.

   You can then minimize VidyoSlate.

2. Launch your email application and open your VidyoConference meeting invitation.

   - In your email application, click the Room Link.

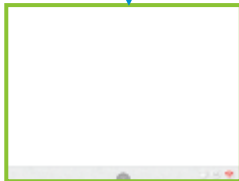   The VidyoSlate connection screen appears.

3. Click **Share and Annotate** on the VidyoSlate connection screen.

   - If you click **Join the Conference,** you will join the conference using the VidyoMobile application.
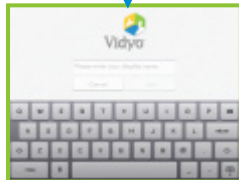
4. Enter your **Display Name**.

   - If the meeting requires a PIN, enter the PIN provided in the VidyoConference meeting invitation.
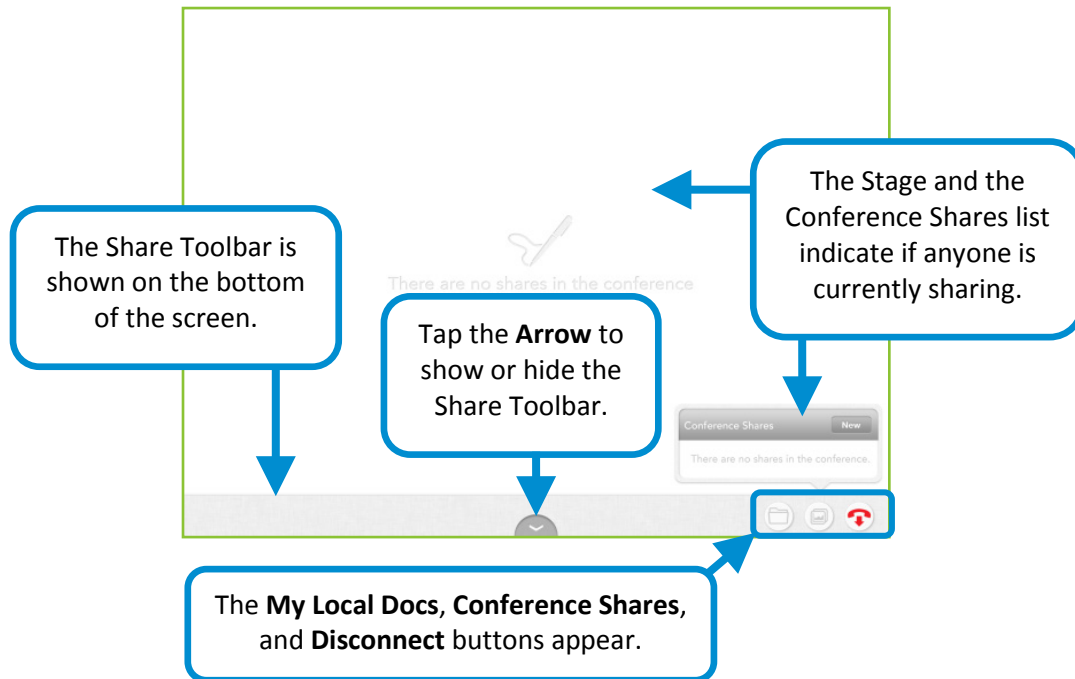
5. Enter the conference.

Once you've joined a VidyoConference, use the following pages to learn the VidyoSlate features.

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Understanding the Stage and the Share Toolbar

After joining your VidyoConference, a blank space known as the Stage appears. If there already are shares in the VidyoConference, the last share to join the conference is shown on the Stage.
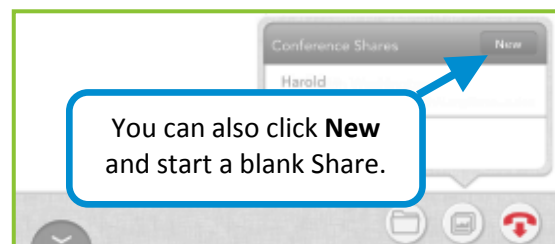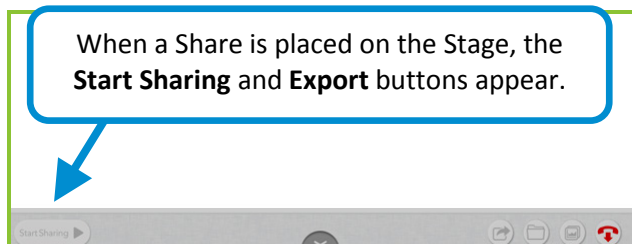
> The Stage and the Conference Shares list indicate if anyone is currently sharing.

> The Share Toolbar is shown on the bottom of the screen.

> Tap the **Arrow** to show or hide the Share Toolbar.

> The **My Local Docs**, **Conference Shares**, and **Disconnect** buttons appear.

Understanding the Share Toolbar Phases

Buttons change on the Share Toolbar based on phases of VidyoSlate use as explained in the following sections.
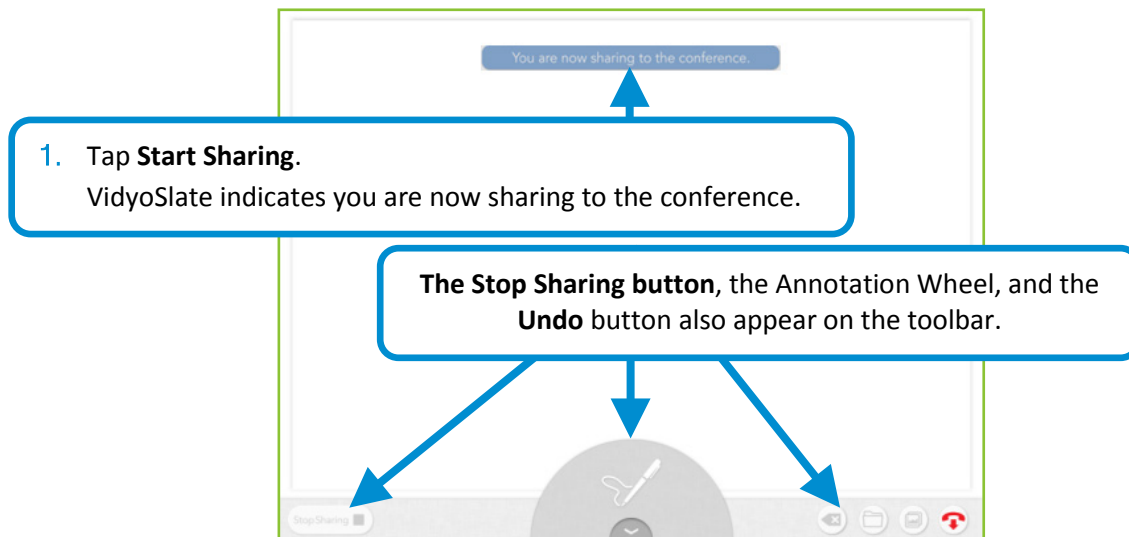
Sharing to the Stage

Shares are immediately placed on the Stage after any of the following actions:

- A VidyoConference participant shares to your VidyoConference.
- You open a previously saved Share on the My Local Docs menu. For more information, see Saving Your Shares.
- You import a file directly from your email application. For more information, see Importing Files and Exporting Shares.
- You open one of the current conference participant's Shares by selecting it from the Conference Shares menu. For more information, see Sharing from the Conference Shares Menu.

> When a Share is placed on the Stage, the **Start Sharing** and **Export** buttons appear.

> You can also click **New** and start a blank Share.

Sharing to the VidyoConference

To share to the VidyoConference:

1. Tap **Start Sharing**.
   VidyoSlate indicates you are now sharing to the conference.

The Stop Sharing button, the Annotation Wheel, and the **Undo** button also appear on the toolbar.
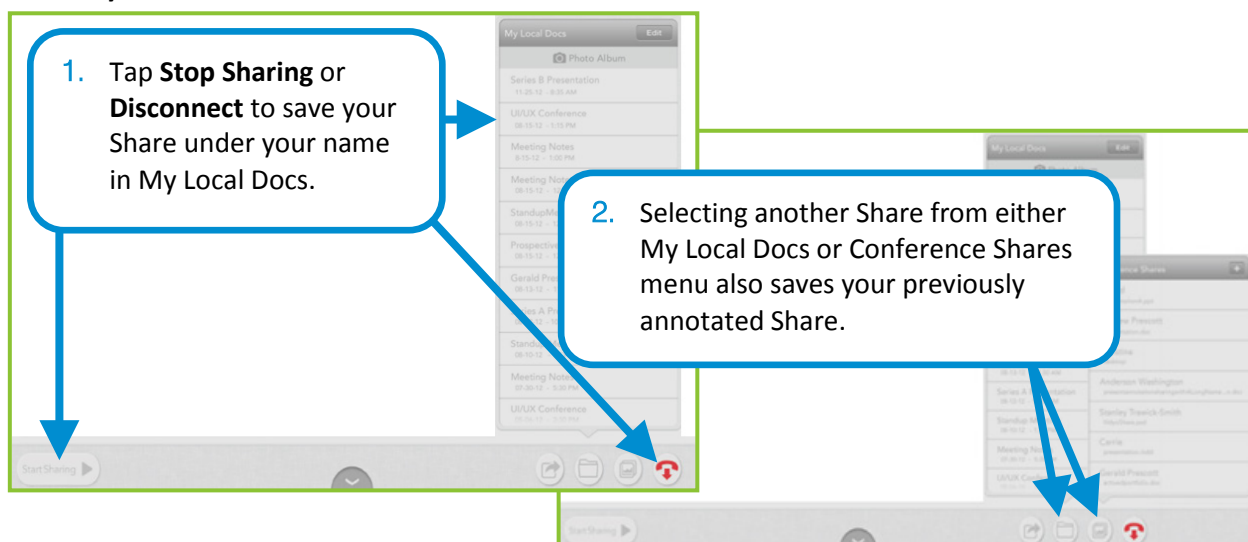
Notes:

- When you tap **Start Sharing**, you are essentially taking a snapshot of whatever is on your Stage at that point in time. This means if you're sharing a video or pages of a .pdf, only the specific frame or page showing on your Stage when you tap the **Start Sharing** button is shared with participants in your conference.
- Once you are sharing, any annotations you make using the Annotation Wheel are shared in real-time with participants in your conference until you tap **Stop Sharing**.

Saving Your Shares

To save your Shares:

1. Tap **Stop Sharing** or **Disconnect** to save your Share under your name in My Local Docs.

2. Selecting another Share from either My Local Docs or Conference Shares menu also saves your previously annotated Share.
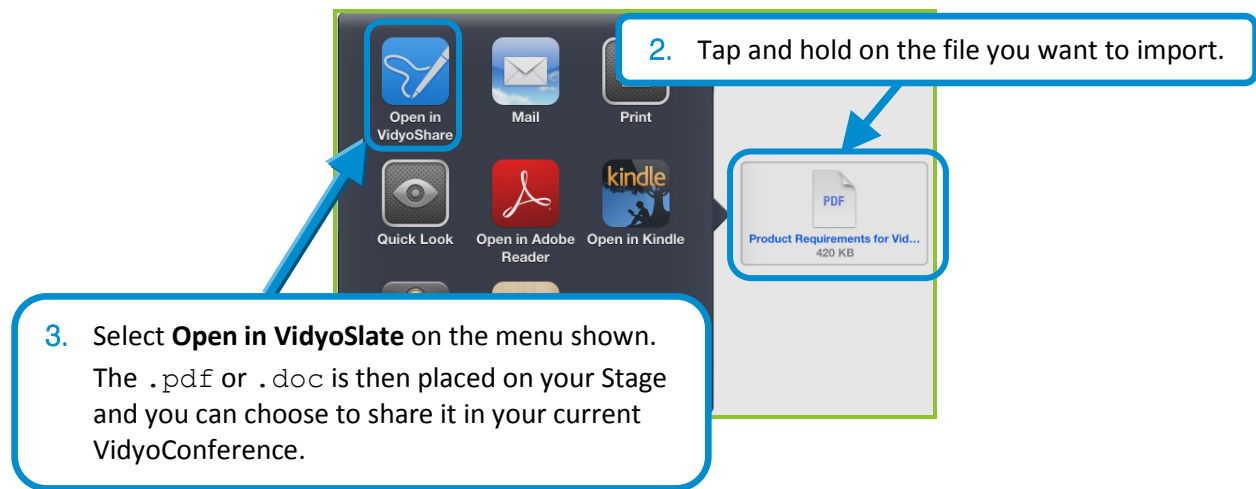
Importing Files and Exporting Shares

You can bring certain file types into VidyoSlate and send Shares to others using the following import and export methods.

## Importing Files into VidyoSlate

To import files into VidyoSlate:

1. Join your VidyoConference by tapping the Room Link in the invitation.

2. Tap and hold on the file you want to import.

3. Select **Open in VidyoSlate** on the menu shown. The `.pdf` or `.doc` is then placed on your Stage and you can choose to share it in your current VidyoConference.

Exporting Shares from VidyoSlate

To export shares from VidyoSlate:

1. Join your VidyoConference by tapping the Room Link in the invitation.
2. Tap a previously saved Share from My Local Docs.
3. Tap **Export** and VidyoSlate creates an email with your Share included in the message text.

4. Add addresses for your desired recipients.

5. Tap **Send** to complete your export.
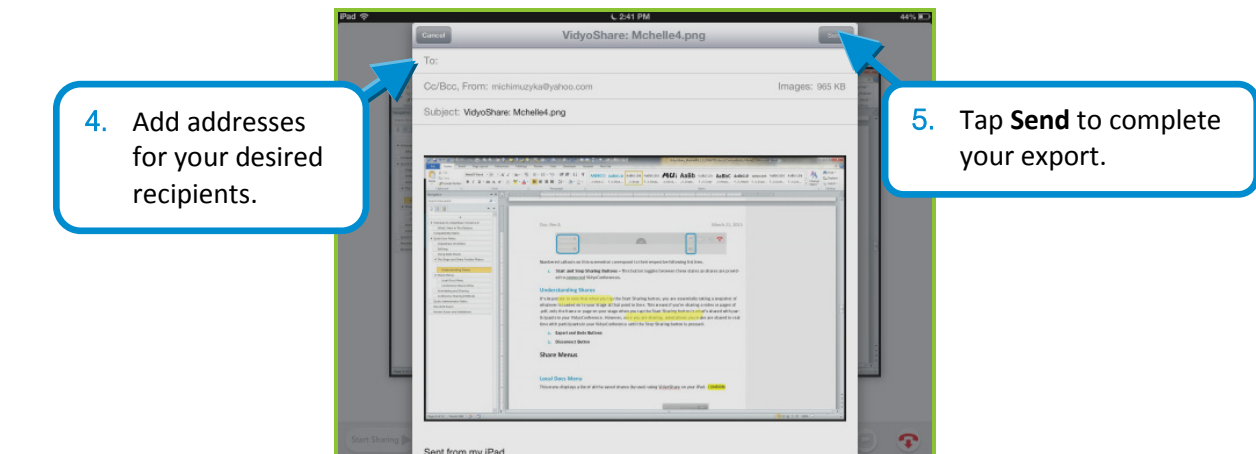
Sharing from the Conference Shares Menu

To share from the Conference Shares menu:

1. Join your VidyoConference by tapping the Room Link in the invitation.

2. Tap a Share on the list of the ones available in your current conference.

   When selected, the Share appears on your Stage.
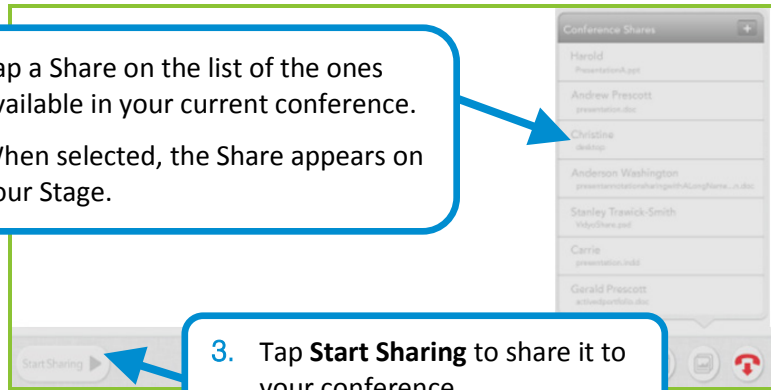
3. Tap **Start Sharing** to share it to your conference.

Annotating

To annotate:

1. Join your VidyoConference by tapping the Room Link in the invitation.
2. Tap **Start Sharing**.

3. Tap the **Pen**.

4. Tap the **Pen** or **Highlighter**.