

MINIMUM SYSTEM REQUIREMENTS

Software Requirements

- Skype version 2.5 or later; Download latest version of Skype from <http://www.skype.com/intl/en/download/skype>
 - MAC OS 1.5 - Java version 1.5.0_22 or later;
 - MAC OS 1.6 - Java version 1.6.0_10 or later;
- Download latest version of Java from <http://www.java.com/en/download/index.jsp>
- Flash player version 10.1 or later;
- Download latest version of Flash from <http://get.adobe.com/flashplayer/>
- Browser:**
- Firefox 3.5 or later
 - Safari 4.0.5 or later

Minimum Hardware Requirements

- 2 GB RAM
- Core 2 duo, 2 GHz Processor



Internet Requirements

- 1Mbps Uplink
- 1Mbps Downlink

VuROOM INSTALLATION

- Download VuRoom-mac-2.0.1.xx.dmg from <http://vivu.tv/vivuwweb/downloads/vuroom/>
- Double click VuRoom-mac-2.0.1.xx.dmg and follow instructions to set up VuRoom
- When prompted “VuRoom wants to use Skype”, click on Allow access.

VuROOM STATUS

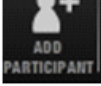
- A blue color VuRoom icon  in the menu bar indicates that VuRoom is active and running.
- If the VuRoom icon is not present in menu bar, launch VuRoom from Applications.
- If the VuRoom icon is red in color,  it indicates that VuRoom is currently inactive. This may be due to any one of the following:
 1. No network connection
 2. Skype is inactive - Please make sure that you are logged into Skype
 3. VuRoom is denied access to use Skype.


Note: To allow VuRoom to use Skype, follow the steps below.

 - Click on Skype->Account->Manage API Clients
 - Click on “Change” for VuRoom
 - Click on “Allow this application to use Skype”


START VUROOM CONFERENCE

- Select multiple contacts in Skype by holding Command key
- Click call on any selected participant
- Click on “Yes” when prompted to start a VuRoom conference
- If you wish to add a contact while you are in the conference call, click on the

“Add Participants” icon  and select the Skype contacts.


- Click on VuRoom icon  in top menu bar and click “Schedule Event” to schedule an event.


IN CONFERENCE AS A HOST

 Click on “SLIDES” to see Slides console.



Click on “ADD SLIDES” to add powerpoint files, pdf files, images, flv files.

 Click on “SCREEN” to share your desktop.

 Click on “CHANGE PRESENTER” to give control to other participant who is on air

JOIN VUROOM CONFERENCE

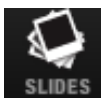
- To join VuRoom conference, participants should answer the Skype call.
- If VuRoom is not installed, participants need to click on the hyper link received from host in Skype conversation window.


IM sample from host to participant:
(Message from VuRoom) Please open the URL if VuRoom window does not pop-up -> <http://vuroom.vivu.tv/portal/Join?flow=xxx-xxx-xxx&mode=65633&noTitle=true&name=abc&email=abc&Submit=Join+Event>

Note: Participants need to turn off video in Skype chat window before clicking on the hyperlink.

- If VuRoom is installed, VuRoom window will open automatically and the videos of host and other participants will be seen in the browser window.

IN CONFERENCE AS A PARTICIPANT

 Click on “SLIDES” to see the slides presented by the HOST. If the HOST is not presenting, SLIDE SHARING IS NOT ACTIVE message is seen.

 Click on “SCREEN” to see the screen shared by the HOST. If the HOST is not sharing his/her desktop, SCREEN SHARING IS NOT ACTIVE message is seen.

BEST PRACTICES

- If a participant is dropped out of Skype call, only host should add the participant back into the conference.