

MINIMUM SYSTEM REQUIREMENTS

Software Requirements

- Skype version 3.0 or later; Download latest version of Skype from <http://www.skype.com/intl/en/download/skype>
- Java version 1.6 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
- IE 7 or later
- Chrome 4.1 or later

Internet Requirements

- 1Mbps Uplink
- 1Mbps Downlink

Minimum Hardware Requirements

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



Recommended Cameras

- Logitech HD Pro Webcam C910
- Microsoft Lifecam HD-5000
- Creative Live! Cam Socialize HD
- Logitech Webcam Pro 9000

VuROOM INSTALLATION

- Download VuRoom-setup-2.0.1.xx.exe from <http://vivu.tv/vivuwweb/downloads/vuroom/>
- Double click VuRoom-setup-2.0.1.xx.exe and follow instructions to set up VuRoom
- When prompted “javaw.exe wants to use Skype”, click on Allow access.
- Click this link to check if the camera and microphone are configured successfully. <http://vivu.tv/portal/Join?flow=111-111-1111>
- If you can't see your video preview, close any other applications that are using the camera. If you are still facing issues, please contact support@vivu.tv or Skype us at [vuroom.support](https://www.skype.com/partners/vuroom)

VuROOM STATUS


- A blue color VuRoom icon  in system tray indicates that VuRoom is active and running.
- If the VuRoom icon is not present in system tray, Click on Start->All Programs->VuRoom
- 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. Javaw.exe is denied access to use Skype.


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

 - Click on “Tools->Actions” in Skype
 - Click on “Advanced”
 - Click on “Manage other programs’ access to Skype”
 - Click on “Change” for javaw.exe
 - Select “Allow this program to use Skype” and click “OK”

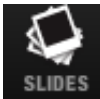
START VUROOM CONFERENCE

- Select multiple contacts in Skype by holding Ctrl key
- Right click on the contacts selected and click on “Call the group”
- 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 system tray 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 screen.

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

JOIN VUROOM CONFERENCE

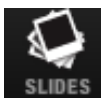
- To join VuRoom conference, participants should answer the Skype call.
- If VuRoom is not installed, participants need to click on the hyper link received from host in Skype conversation window.

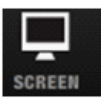
IM sample from host to participant:
(Message from VuRoom) Please open the URL if VuRoom window does not pop-up -> <http://vuroom.vivu.tv/portal/Join?flow=xxx-xxx-xxx&mode=65633&noTitle=true&name=abc&email=abc&Submit=Join+Event>

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 desktop shared by the HOST. If the HOST is not sharing his/her desktop, DESKTOP SHARING IS NOT ACTIVE message is seen.

BEST PRACTICES

- Please make sure the computer is running in “High Performance” mode, but not in “Power Saver” mode
- If a participant is dropped out of Skype call, only host should add the participant back into the conference.