

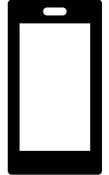


Vidyo - Presenter

Smart Device
(June 2020)

So...you need to attend a VidyoConnect conference via your smart device and have a document you want to share with the participants. Here's how.

- Note: You will most likely join the conference with your phone held in the portrait (up-down) orientation.
- Once you have joined, rotate your phone to the landscape orientation. This gives the participants a better view of you and your document(s), and allows you to better view and manage the documents when you start sharing.
- Use a phone stand if you have one.



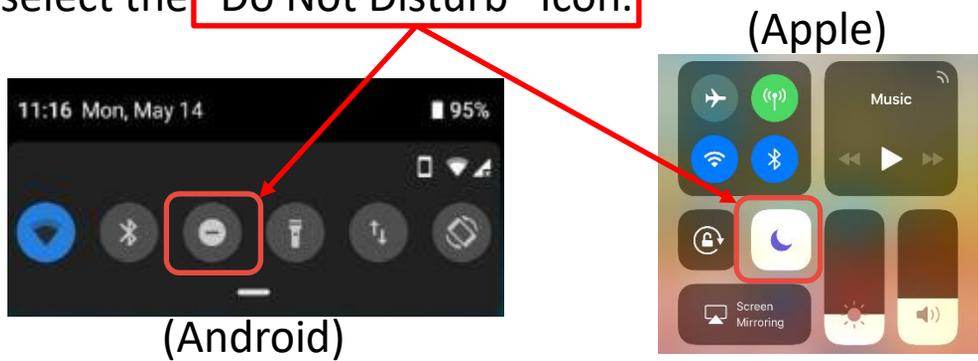
CAUTION:

VidyoConnect is not optimized to share videos, or documents/web pages with continuously changing/moving graphics. It may look fine from your smart device, but will be very choppy for the rest of the attendees.

Step 1: Open the document you plan to share on your smart device, and be sure it displays the way you want it (as large as possible on the screen). Remember, you may have other folks watching via their smart devices as well.

- PowerPoint, Word, PDF documents or other items that you would like to share, are best displayed with your phone held in the landscape orientation. This makes for a much larger display for the participants.

Step 2: Set your device up in “Do Not Disturb” mode to prevent unwanted notifications (text, call, weather, Facebook, etc.) during your presentation. (Android) swipe from the top down to bring up the Notification Shade. (Apple) swipe from the upper right to the lower left to open the Control Center. Then, in either case select the “Do Not Disturb” Icon.



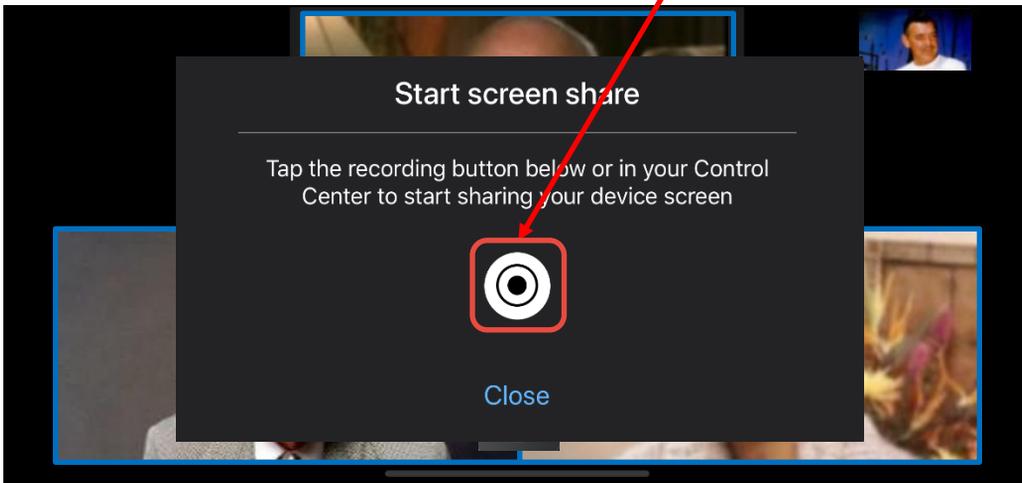
Step 3: When it's time to share your document, tap the screen to bring up the conference tools.



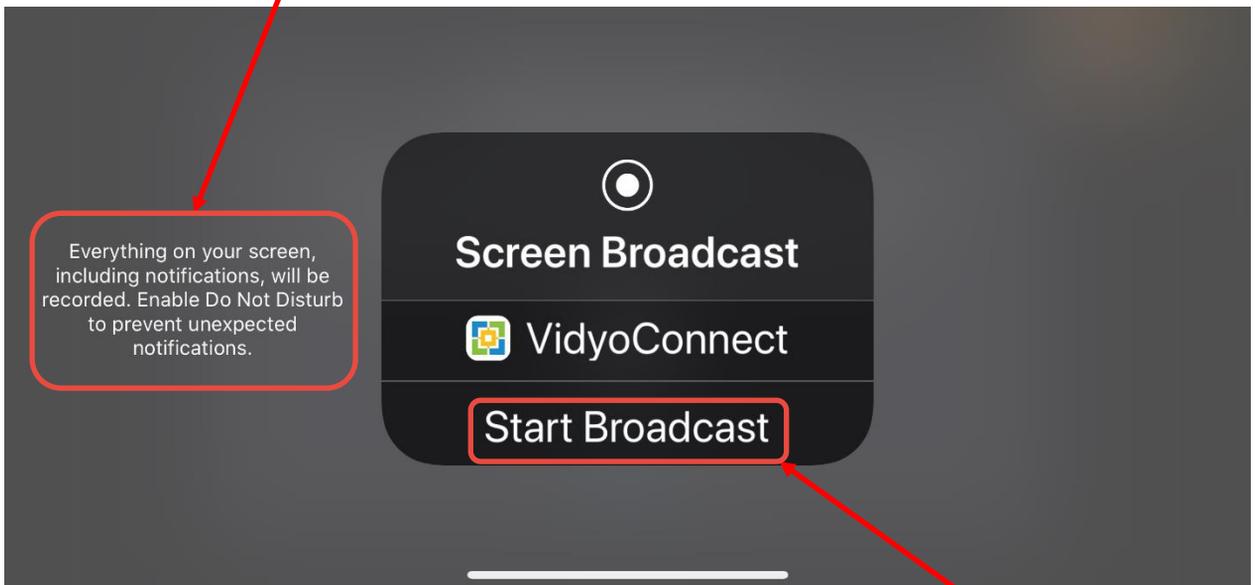
Step 4: Next, tap on the “Share Documents” button.

- (Android) devices immediately begin sharing what's on your screen with the meeting participants at this point. Skip to step 9.

Step 5: (Apple) Tap on the Start Screen Share Button.



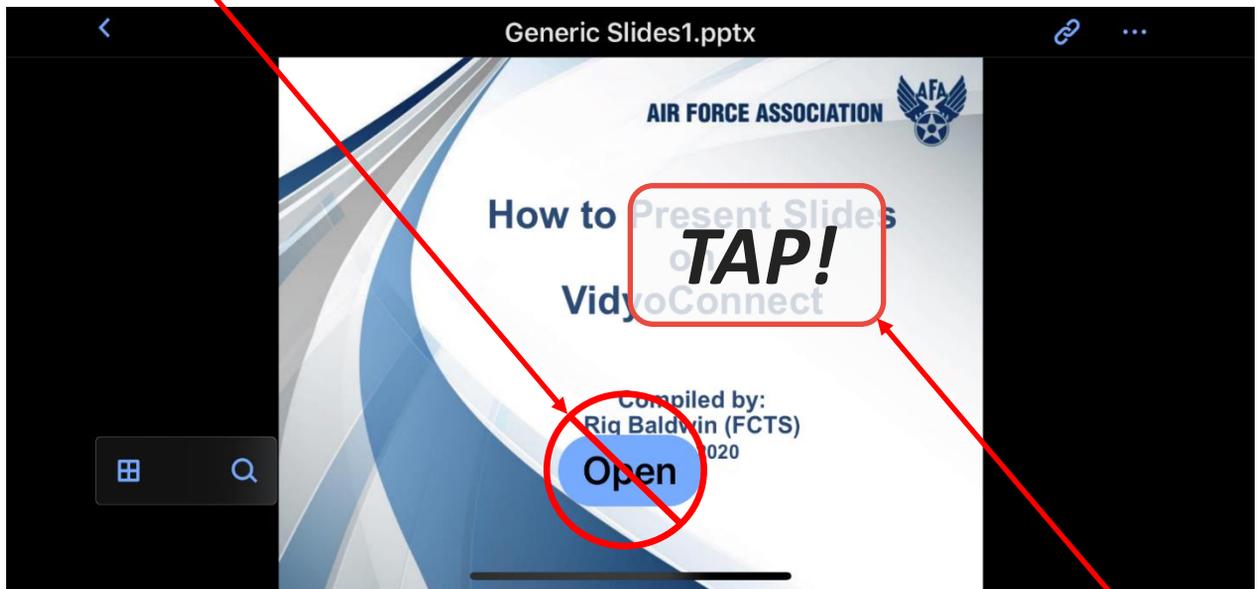
- (Apple) This notice pops up (previously discussed in step 2) reminding you to enable “Do Not Disturb” on your device to prevent unwanted notifications.



Step 6: (Apple) When you're ready, tap on “Start Broadcast” and then bring up the screen with your document.

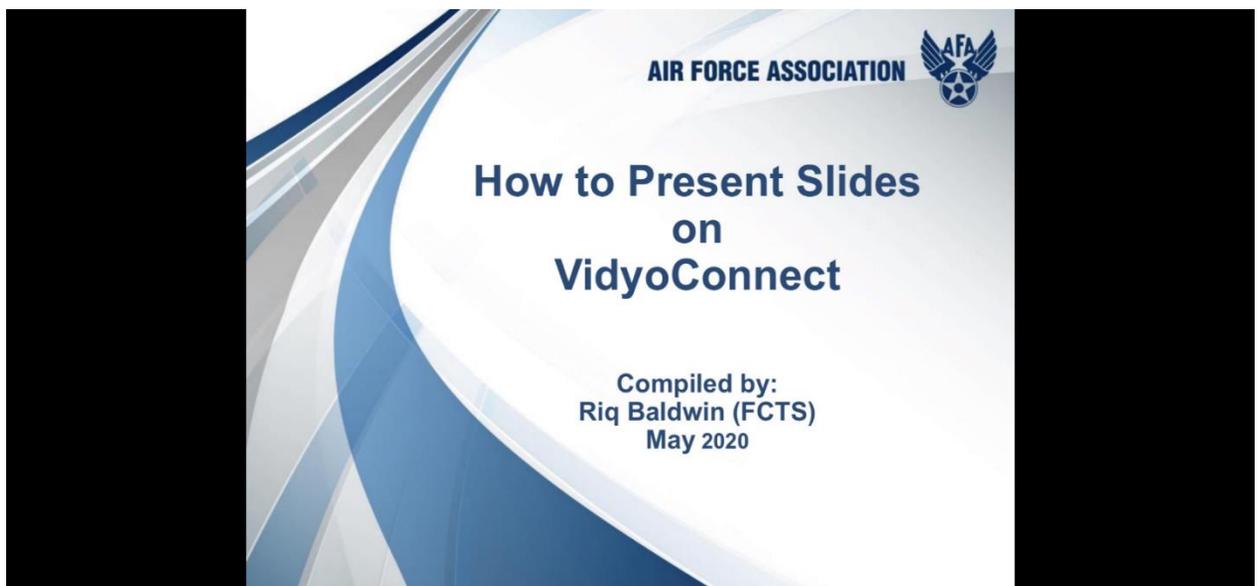
- Important Note: The meeting participants can see everything on your screen after this point.

Step 7: (Apple) Once you bring up the document, DON'T tap on an "Open" button. This will put you (and the meeting participants) through the unnecessary process of bringing up the baseline program!



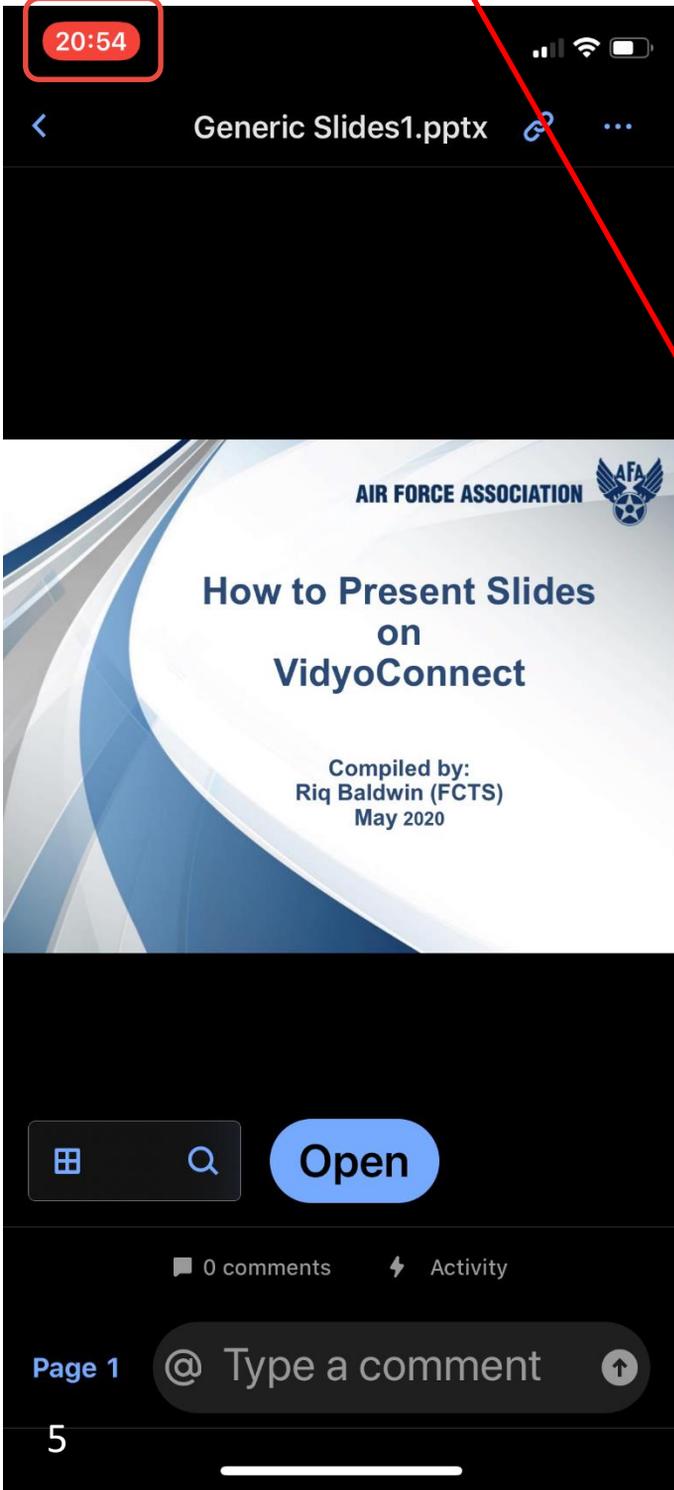
Step 8: (Apple) Just find any non-active screen area and tap it to start the presentation (as displayed below).

Step 9: (Apple & Android) From this point on, use a single-finger swipe to move from page to page in your document. The direction of the swipe will be dependent on the device, and document type.



Step 10: When you're done with the presentation, simply rotate your device to the portrait orientation and tap the red "Stop Sharing" button.

(Apple)

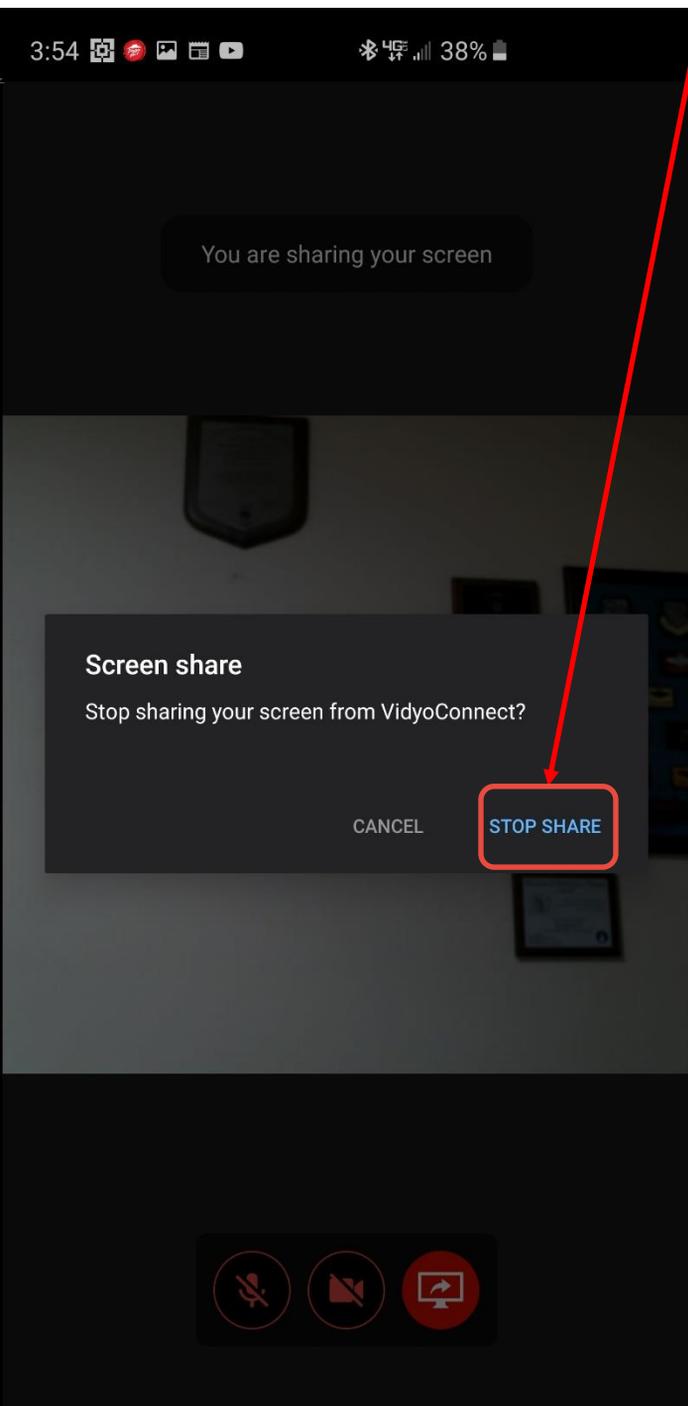


(Android)

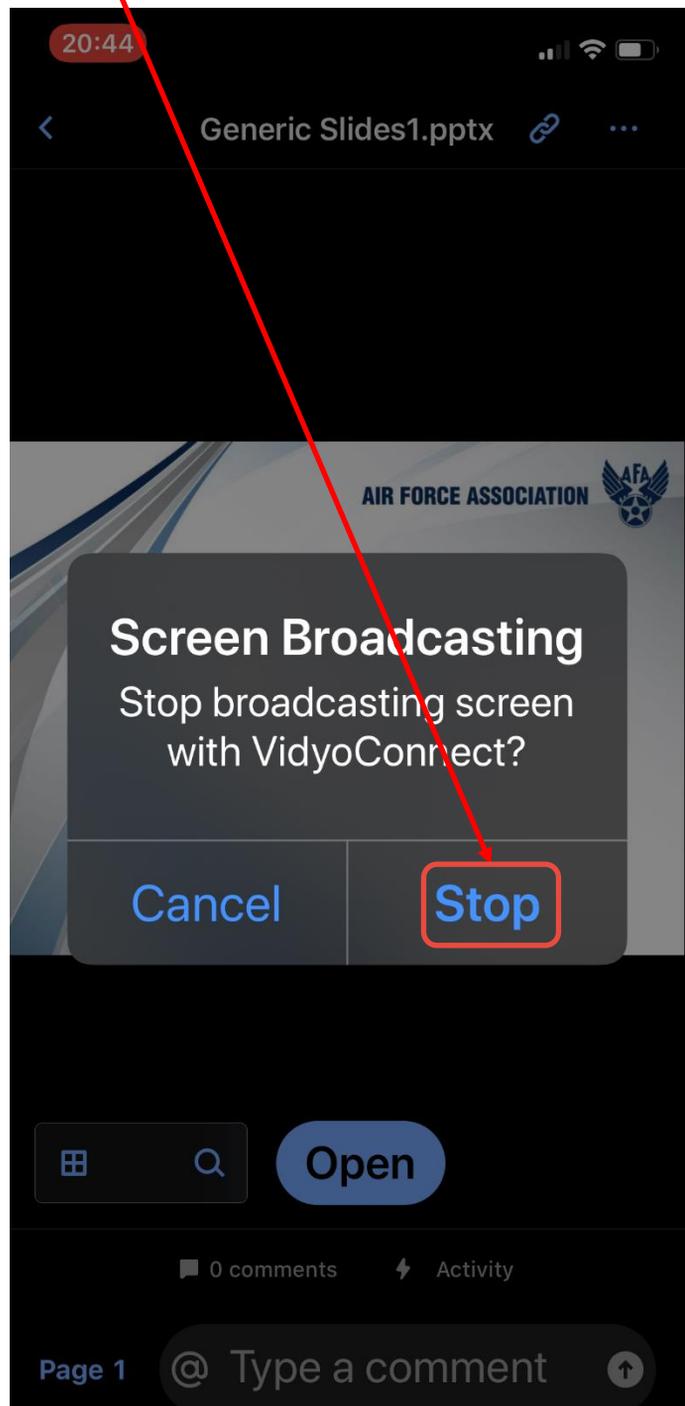


Step 11: Then, tap on **“Stop” or “Stop Share”** to put you back in the normal VidyoConnect participant mode.

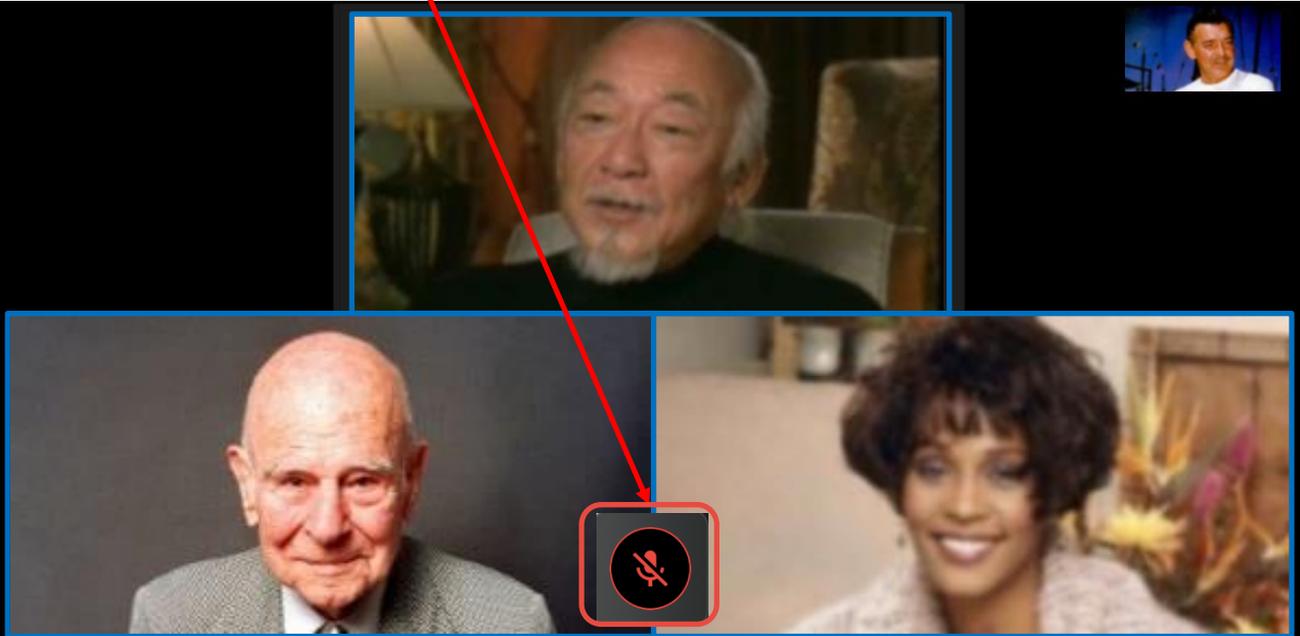
(Android)



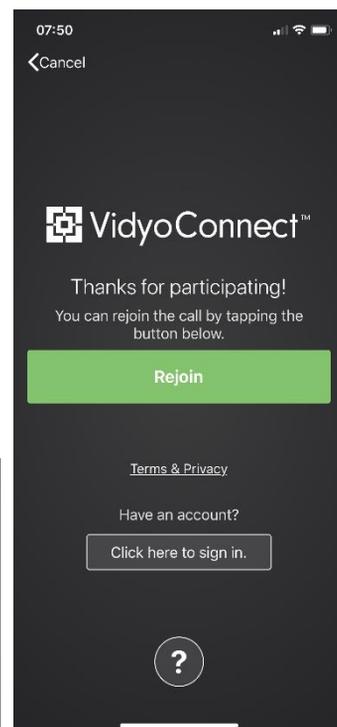
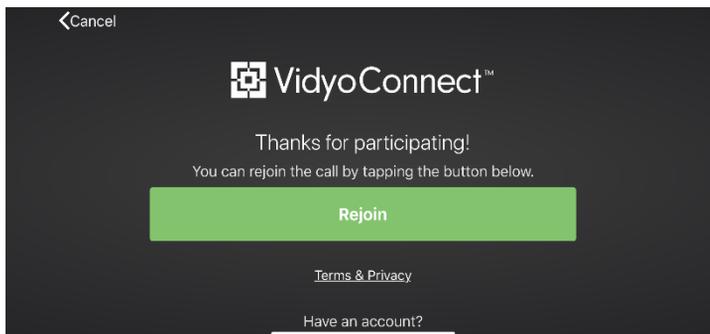
(Apple)



Step 12: Don't forget to rotate your phone back to the landscape orientation and **mute** your microphone.



- If, at any time, your connection drops, you'll see a screen that looks like this. Make sure you don't have any unnecessary applications open on your smart device, then click the green button to rejoin the call and re-share your document.





Ground Rules for Sharing Presentations on a Smart Device

- **Conduct a dry run (with administrator permission) well before the conference, to get familiar with the software and how to best manage/manipulate the document(s) on your device.**
- **Call in a little early, to make sure you can be heard and seen.**
- **Close out any unnecessary applications on your smart device.**
- **Display the presentation as large as you can (use the landscape orientation of your device). You can also use a reverse pinch to expand your document.**
- **Have your presentation open and ready to go on its own screen so you can quickly find it after you “Share” your device screen.**
- **Don’t “Share” your device screen until it is your turn to present.**
- **Your audience can still see you during presentations, so you can use facial expression & gestures bring points home.**
- **Use a smartphone stand to provide a stable camera platform.**
- **Practice! Going through the sharing process, and presentation once or twice will make a major difference as to how the presentation looks and sounds.**
- **Don’t read your bullets. Use them as notes to expand the idea.**
- **Speak at a good pace. Most presenters tend to speak too fast.**
- **Pause before changing slides/subjects to allow for questions.**
- **Stick to the allotted time (if there is one) for your core material.**
- **Conclude with a sum-up; focus on key takeaways, and check for any questions before you “Stop Sharing” your screen.**



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