



# **e:Presence**

## **Teleconference Service**

### **Instructions for using Zoom Client**

**Version 4.0**

**October 2024**

## INTRODUCTION


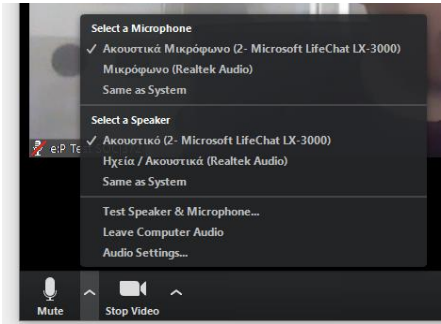
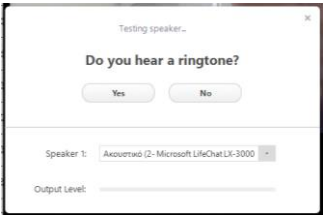
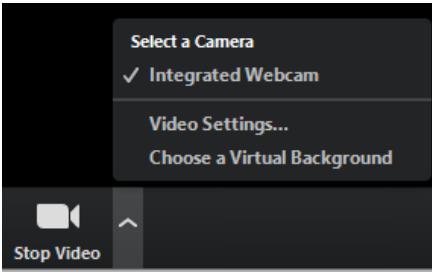

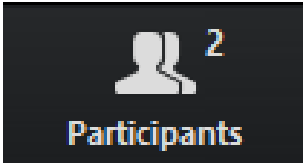
e:Presence teleconference service is mainly addressed to the academic and research community of Greece, allowing its members to organize and carry out high-definition teleconferences, reducing the relevant costs of travel and increasing productivity. The teleconferences through the e:Presence service have now replaced the vast majority of meetings which traditionally were held through the required physical presence of the participants, such as Foundation Councils, Meetings for the development of faculty members, Meetings for research and development programs, Committees for the examination of postgraduate theses or doctoral dissertations.

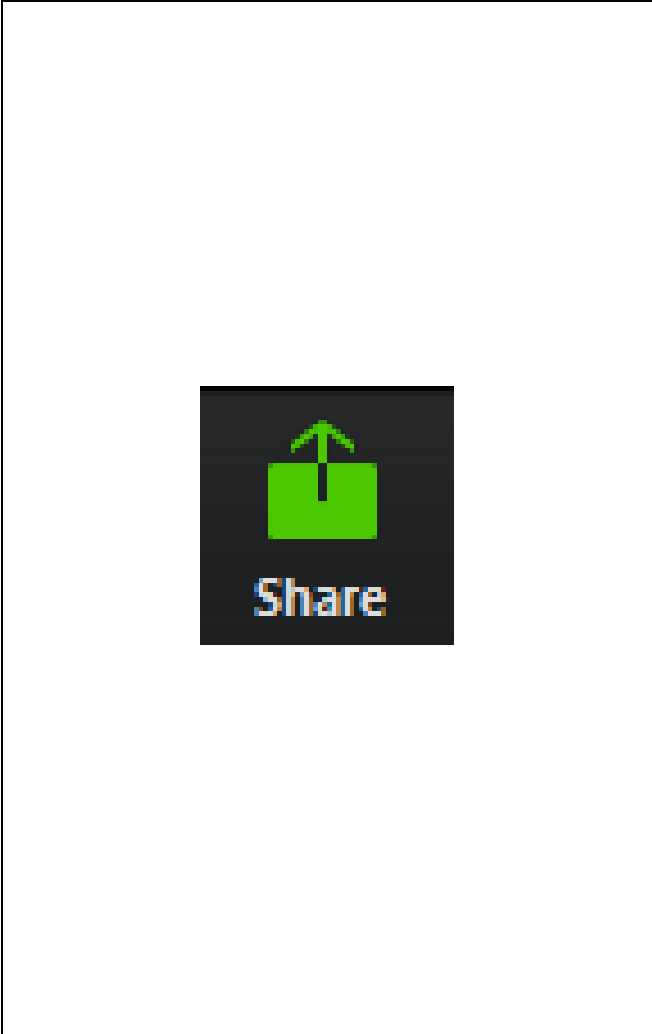
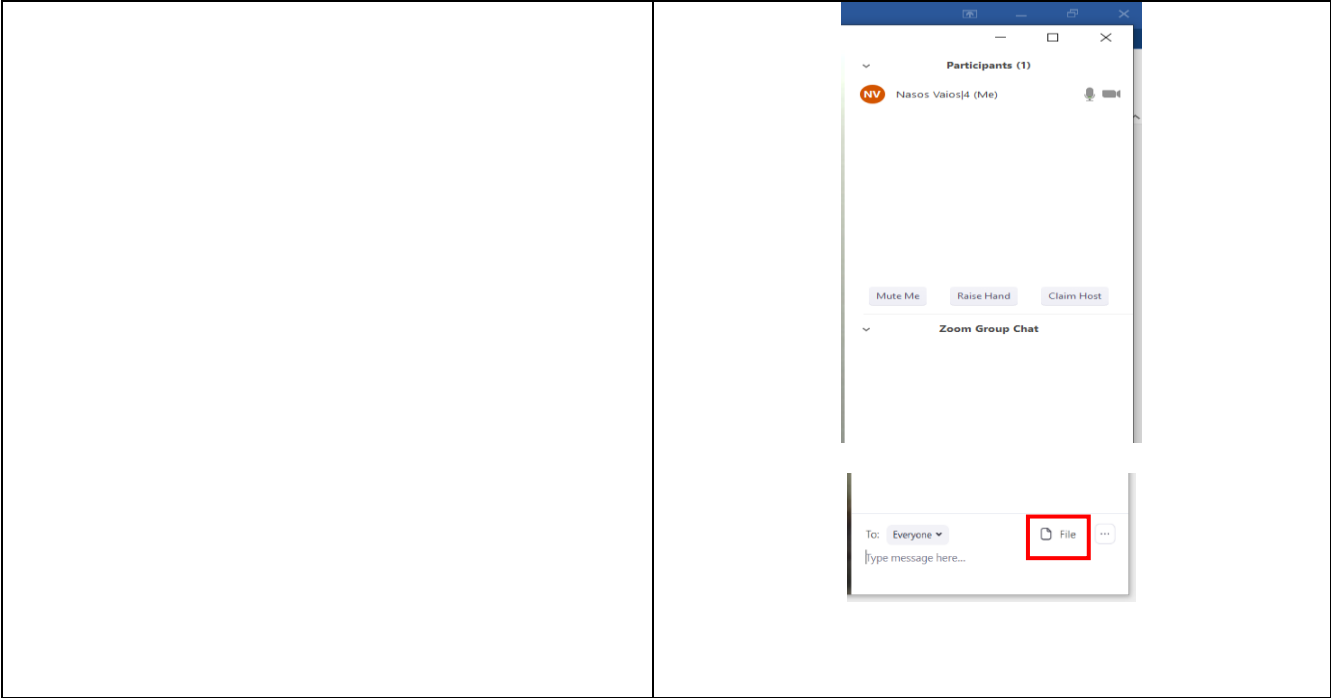
e:Presence teleconference service is based on Zoom's video conferencing technology. It offers a handy management environment with increased capabilities and implements an extremely easy process for the end users, in order to access directly the video conference meeting. Here, we will cover all the necessary instructions for using the Zoom client.

- Up to 1000 participants allowed in a teleconference
- Duration of a teleconference up to 24 hours
- It is recommended to use headphones

**USING ZOOM CLIENT**

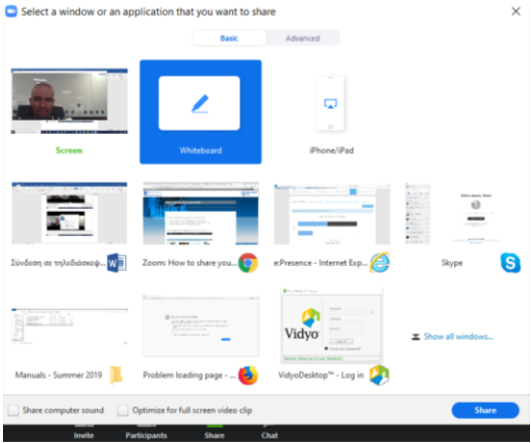
Participating in a teleconference is achieved with the use of the Zoom client. The basic buttons/functions of the client are described below.

	<p><b>View/Full Screen:</b> Set the view order of the participants (View) and ability to maximize the window of the Zoom client (Full Screen). Amongst the options of the view order, there is the function for the speaker to appear in the main window (Speaker View) or to view simultaneously all the participants (maximum 25 at the same time) (Gallery View).</p>
	<p><b>Microphone:</b> Options/Settings of microphone and speaker, activation and deactivation, as well as check of functioning properly (“Test Speaker &amp; Microphone” option).</p> 
	<p><b>Video:</b> Option/Settings of the camera that you are using.</p>
	<p><b>Invite:</b> Although the client has this option, <u>it is not permitted by e:Presence to add participants who were not initially invited by the moderator in a videoconference (this does not apply to a test conference).</u></p>
	<p><b>Participants / File Sharing:</b> Shows participants and provides chat options with others as well as file sharing (“File” option).</p>

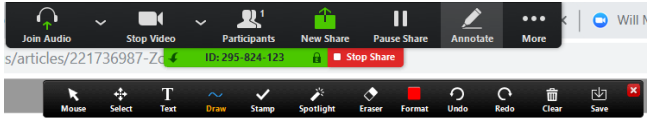


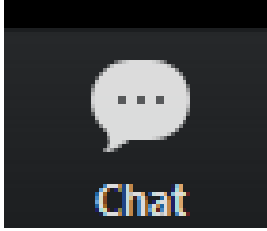
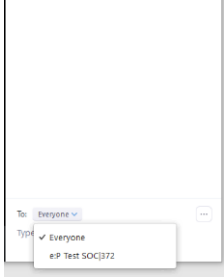
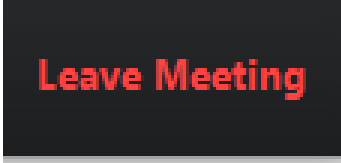
**Share:** Multiple options of sharing content from the user's computer and the ability to view / control it by a third party, as well as a shared board (Whiteboard).

From a screen with windows and computer applications open, the user will select what he/she wants to share and press the "Share" button.



From the menu that will appear, there is a plethora of options for managing shared windows.



 A dark square icon with a white speech bubble containing three dots, and the word "Chat" in white text below it.	<p><b>Chat:</b> Allows written conversation with all participants or some of them, as well as file sharing (as with the “Participants” option).</p>  A screenshot of the Zoom chat interface showing a message input field with a dropdown menu open, listing "Everyone" and "eP Test SOC372".
 A dark rectangular button with the text "Leave Meeting" in red.	<p><b>Leave meeting:</b> Disconnect from the conference call. To reconnect to it (as long as it is active), the user will have to press the green connection button again from their account on the service.</p>