

AVC Quick Start Guide

Invite Guests (Hosts Only)

1. Install and launch the AVC application (see below) and click 'Invite'
2. Enter the Video Room ID number
3. Enter the Guest PIN (not your Host PIN)
4. If inviting multiple guests, leave Screen Name blank
5. Select Date and Time from the drop-down menus
6. Click 'Send'. AVC will generate an invitation email you can send to your guests

Verify Your Equipment

You need a PC, camera, and headset or speakerphone to use Appia Video Communicator (AVC). See the AVC User Guide for details at <https://www.appiavideo.com/Download.html>.

Install the AVC Application

1. Click the following link or copy and paste it into your browser:
<https://www.appiavideo.com/Download.html>
2. Accept the End User License Agreement by checking 'I Agree' and then clicking 'Submit'
3. Click 'Start Download'
4. Click 'Run' to install

Check Your Camera

1. Launch the AVC application
2. Click the orange 'Video' button to open your local video window
3. Click 'Camera Set Up' and choose your camera
4. Click 'Send Video' so that a green border appears if you wish to send video during the session
5. Adjust the position of your camera as necessary so that it shows you the way you want others to see you
6. Click the orange 'Video' button again if you wish to close your video window

Check Your Audio

1. Click 'Audio'
2. Select the speakers and microphone you will be using from the drop-down menus
3. Test the speakers and microphone and adjust their levels with the sliders if necessary
4. Click 'Close'

Set Up a Video Room

1. Click 'Rooms'



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2. Click 'Add'
3. Enter the information requested as provided by your host. The Room Name and Screen Name are your choice
4. Click 'Save'
5. Click 'Close'

Open the Session

1. Select the Room Name from your list
2. Click 'Call' — the session will begin when the host arrives

Open Videos

1. Click the yellow 'V' next to a participant's name to open his/her video window. The 'V' button turns green when activated
2. Click 'V' again to close the window (you will still receive audio)
3. Use your mouse on the top of a window to reposition it on your desktop
4. Resize by dragging the edges with your mouse

Note: Your Screen Name will not appear on your list, but it will be displayed to other participants.

Share Your Desktop

1. Click 'Frame' to open your share area
2. Position your Frame over the area you wish to share
3. Resize your Frame by dragging the edges with your mouse
4. To view information shared by another participant, click the yellow 'F' button next to his/her name.

Tips

- Make sure that your location is quiet and has bright but diffuse lighting and neutral wall, furniture and floor covering colors
- Turn off any applications you won't need during the video session. Turn off Windows Update, and anti-virus, and other automatic updates for the duration of the session
- If the bandwidth available to you is limited, open video from other participants only when needed



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