

# GVS QUICK START USER GUIDE

To use GVS, launch the GVS application by opening the desktop client (VidyoDesktop) on your local computer.

## Opening the GVS Desktop Application

1. Select **Vidyo Desktop** after clicking the Windows Start menu.
2. Click the **VidyoDesktop** application in the menu that appears. The VidyoDesktop client icon will then appear in your system tray.



## Signing In to GVS

1. The first time you log in to the GVS desktop client, you will be required to create an account.
2. Create your account by filling out a single page online form. After submitting it, you will receive an account approval e-mail. You can then access GVS via the desktop client.

## Opening the GVS Desktop Application

1. Click the GVS VidyoDesktop icon in the system tray ("notification area") in the lower right area of your desktop.
2. The GVS login prompt will appear with "https://connect.gvs.mil" specified as your portal. Click **Log In**.



## Connecting with Other Users/Rooms

The Connect screen appears after you click "Accept" to the authorized use acknowledgement screen. Enter the first few letters of the last name of the person you want to connect with, or the first few letters of the name of the public room you want to enter.

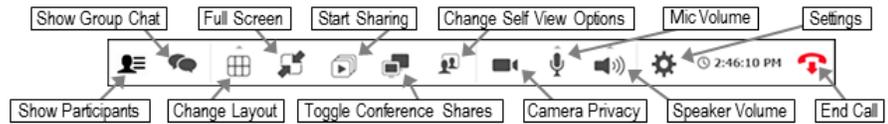


Click the name of the desired user or public room from the list that appears. The next screen will show connectivity choices for the user or room - click the desired option.



## Viewing and Configuration

After connecting, you can control your VTC using the buttons in the panel that appears. Many options pertaining to display, component adjustments, layout, and other factors are available from the various button submenus.



- **Show Participants:** Displays list of conference participants.
- **Show Group Chat:** Displays text of ongoing chats.
- **Change Layout:** Designate how many participants to view.
- **Full Screen:** Toggle between normal and full screen views.
- **Start Sharing:** Display material from your windows desktop.
- **Toggle Conference Shares:** Switch between shared items.

- **Change Self View Options:** View or adjust your own video display.
- **Camera Privacy:** Block or unblock the display of your own room.
- **Mic Volume:** Mute/unmute your microphone and control its volume.
- **Speaker Volume:** Mute/unmute your speaker and control its volume.
- **End Call:** Disconnect from your ongoing video call at any time.



Click the **Configuration** icon to view **Configuration and Status** submenus. Submenu items include diagnostics reporting, network/technical data, etc. You can change options for a number of items by clicking **Apply** and then **Cancel**.



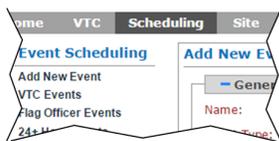
## Web Site Application Menu Options

All users participate in video teleconferences by using the desktop client. Options for scheduling, site setup and modification, and administrative functions can be accessed from the GVS application web site, located at <https://globalvideoservices.csd.disa.mil/gvs-web>.

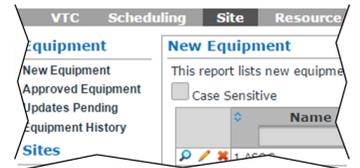
The web site opens as a page with numerous tabs. The Home tab displays news, announcements, support contact information, and links to training videos and documents. The VTC tab directs users to participate in video teleconferences by using the GVS desktop application.

Below are overviews of the remaining tabs; some are available to all users, others are accessible only to users with Facilitator account status.

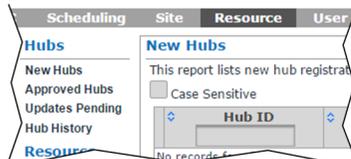
**Scheduling:** Links within this tab allow you to schedule conferences in accordance with size and status, event timeframes, and many other options. You can create, view, and modify conference events and specify technical parameters.



**Site:** From this tab you can register equipment (CODECs, crypto devices, MCU's, etc.) as part of the Site Registration workflow process (normally done by Facilitators) and update equipment as needed.



**Resource:** You can view information pertaining to hubs, approval, updates being processed, and associated resource usage from reports created from the options within this tab.



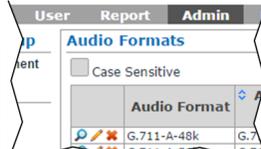
**User:** Perform functions regarding accessing and modifying information and reports associated with User and POC accounts.



**Report:** Access, create and view various reports; Call Detail, Usage, Events, Sites, etc.



**Admin:** View and modify entities in categories such as System Group, Reference Type, Equipment, etc.



**My Profile:** View and modify individual profile, contact, and GVS system connectivity information from this tab.

