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.

Welcome to Global Video Services (GVS) Before you can use the system, plase complete a short user registration form. Click the Create Account button below. If you need additional support, click the link to GVS training videos. Create Account

Click here for GVS Training

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.

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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.

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.



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

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Event Scheduling	Add New Ev
Add New Event VTC Events	- Gener
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Hubs

New Hubs

Hub History

modify conference events and specify technical parameters.

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.

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



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



Report Admin Audio Formats Case Sensitive



Site: From this tab you can register

MCU's, etc.) as part of the Site

Registration workflow process

Audio Format

G.711-A-48

P/X

equipment (CODECs, crypto devices,

modifying information and reports associated with User and POC accounts.

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

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POC Management

Case Sensitive

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New Equipment

Case Sensitive

Questions: DCCC; DSN - (312) 850-0032 Option 2, CML - (614) 692-0032 Option 2, e-mail - Disa.scott.conus.mbx.dccc@mail.mil

System tray icon GVS login 🔞 🕱 🍖 🕪 🕾 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. Share screen upon connection



• 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.



quipment

New Equipment

Approved Equipment

Jpdates Pending

quipment History

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User Registration

User Management

POC Management

VTC User Management

Account Access Log

Users

Sites



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VidyoDesktop icon

Start menu button

VidyoDesktop

All Program

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