

Auralink 2.0 Quick Guest Guide

Connecting to an Auralink Call - Using the Guest Link

1. In your web browser (IE/Firefox/Chrome/Safari), Open the link that was emailed to you.
(e.g., <http://<tenant>.auralink.com/portal/confroom.cfm/confid=abcDEF123>)
2. In the guest section on the left side of the login screen, type your name in the *Guest Name* field.

auralink
business-class desktop video conferencing

Welcome to your AuraLink Video Conference Room!
Please register as a temporary **guest** or join the conference as a registered user with your existing credentials.

Guest
Name:

Registered User
User Name:
Password:
[Forgot Password?](#)

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3. The installation web page appears.

auralink
videoconferencing for the masses

User Name:
Password:
[Forgot Password?](#)

Connecting to AuraLink!

We're trying to connect to the AuraLink Desktop Client on your machine. This may take a few seconds. If you have previously installed the desktop client, you may need to start the program now, and then try logging in again.

(Show me how)

If this is the first time you have connected to AuraLink using this machine, you will need to download and install the software you need to complete your AuraLink Conference Calls. Click on the Install link below to download the software, and then follow the on-screen directions.

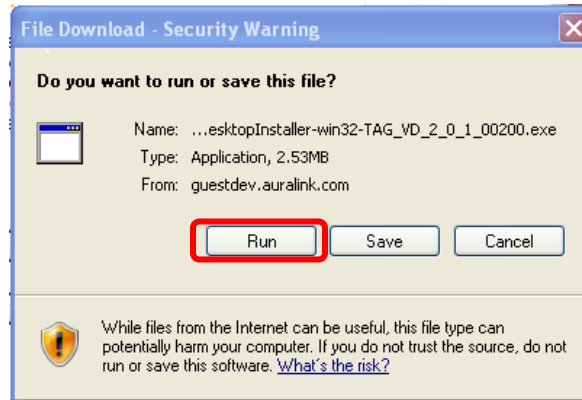
(Show me how)

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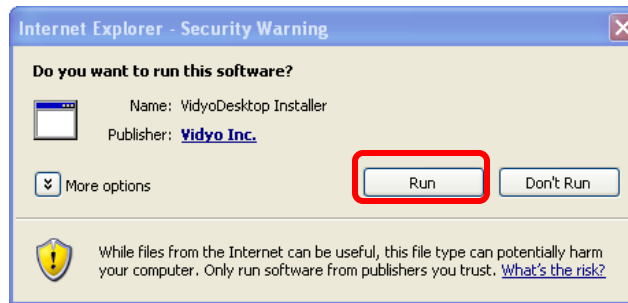
4. Click the **Desktop Client for Windows** button to install the Auralink Desktop software, for a Windows based Computer.
5. Click the **Desktop Client for MAC OSX** button to install the Auralink Desktop software, for a MAC OS based Computer.

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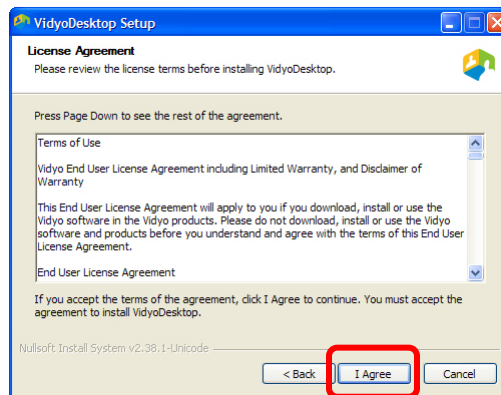
1. It is Safe to Click the Run Button. This will load the Auralink Desktop and Portal Software.



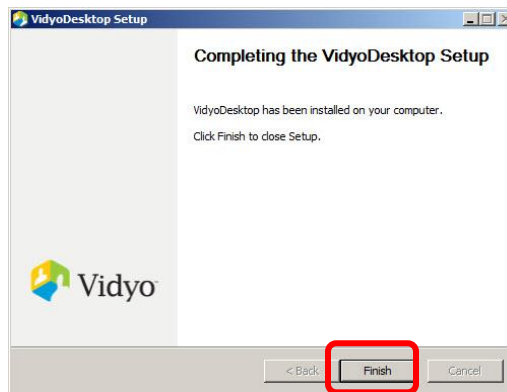
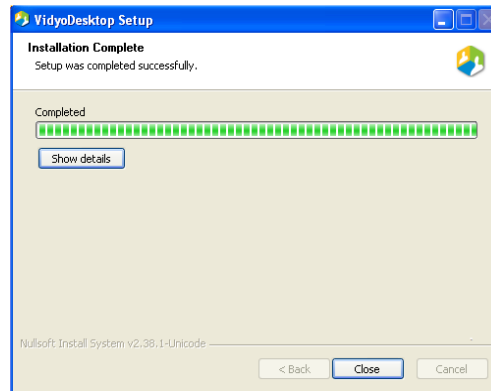
2. It is Safe to Click the Run Button. This will load the Auralink Desktop Client.



3. Click / Agree button.



4. When the installation is finished, click the *Finish* button. The Auralink Portal automatically launches.



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5. This is your Auralink Guest Portal Page, which does not have any links to other functions or control, just the ability to Logout. If your Auralink Conference does not automatically start within a few seconds, please refresh your browser.



Welcome to Auralink Online Conferencing Solutions

Your conference will start in a second or two. Please be certain to logout when the conference is finished. Your hosts will be charged for additional time you spend in their conference room.

Logout

When the Auralink Desktop is installed for Macintosh, the Auralink icon appears in the dock:



Right clicking the icon allows you to place a call (same as double clicking on the icon, it's a shortcut to the Auralink Portal home page), start a meeting (e.g., join your own meeting room), or jump to configuration settings.

As new releases of the Auralink Desktop software become available, your admin may make them available to your organization. If your admin sets this up, the Auralink Portal will detect if your version is current and prompt you to download and install the latest version if it is not.

Your personal security/firewall protection software may prompt you to allow/ deny running the Auralink software. Make sure you select "allow" as part of the software installation.

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6. You are prompted to select the webcam, microphone and speakers you want to use for your Auralink Conference call.

Note: If you have plugged in a USB headset, be sure to select it as your audio input and output source.

The screenshot shows a configuration window with three sections: Playback Device, Record Device, and Camera Select. The Playback Device list includes 'Speakers (Realtek High Definition Audio)', 'Realtek Digital Output (Realtek High Definition Audio)', and 'Speakers (3- Chat 50) (Recommended)'. The Record Device list includes 'Microphone (Realtek High Definition Audio)', 'Microphone (3- Chat 50) (Recommended)', and 'Microphone (Logitech Mic (Pro 9000))'. The Camera Select dropdown shows 'Logitech QuickCam Pro 9000'. To the right, there is a checkbox for 'Flip video' and a 'Camera Configuration:' label above a 'Setup' button.

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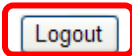
7. Your Portal Page (shown below) is the only control you have. Please logout of this page when your meeting is complete. This will release this Guest Link for someone else to use, as there are a limited number of Guest Links. While on this page, the below Auralink Desktop (Step # 8, below) should appear. If after several seconds, it does not appear, please refresh this page to launch the below Auralink Desktop client.



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You are now joined to the conference in Room43



8. The Auralink Desktop appears. If you are the first participant to enter the conference, you see only yourself.



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The toolbar across the top of the VidyDesktop contains the following commands:



1. Change screen layout (Only functions with 3+ participants)
2. Full Screen Mode
3. Share an application window with other participants
4. Toggle among shared application windows
5. Turn on/off Video Preview (the ability to see yourself) and picture-in-a-picture
6. Speaker volume-on/off
7. Microphone volume-on/off
8. Privacy
9. Settings
10. Disconnect (end meeting)

Please Logout

1. Please Click the Logout button in the Auralink Portal
NOTE: *Guests who remain online but not in an Auralink Conference Room will be reset, after a specified amount of time.*
2. What do I do if my Guest Link has been reset? – ie. I cannot enter my E-mail Link Invitation to a Conference room.
 - a. Close your browser – Completely!
 - b. Click on your Auralink E-mail Invitation link to an Auralink Conference Room.
 - c. Refer to step #2 and sign-in again as a guest (your name).
 - d. Re-launch your Auralink Desktop (Programs -> Vidy Desktop -> Vidy Desktop) if not already running.



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You are now joined to the conference in Room43

Logout

Happy Auralink'ing!