

EVO Cheat Sheet
(for getting started with EVO video conferencing package)

These instructions will help you get started using the EVO video conferencing system. This new system replaces the old VRVS conferencing system and adds new functionality and ease of use.

Getting started:

1. Register with EVO:
To use the EVO system, you will need to register with the website. You can accomplish this by going to the EVO registration page at <http://evo.caltech.edu>. Click on the Register button, fill in the requested information and press the SUBMIT button. You will receive an email acknowledging your registration with a link to activate the account. Follow the instructions as provided. If you do not receive the email, be sure to check your junk and trash folders to make sure that it was not filtered and deposited there.
2. Verify minimal requirements:
If you are not using one of the CUE machines specifically set up for the purpose of EVO conferencing, verify that your machine meets the following requirements:
Pentium 4, 1.5ghz, 512mb RAM (minimum)
3. Login to EVO:
Go back to the EVO home page and click on the "Start" button. Enter your login credentials. These are the credentials you received when you registered with EVO in step 1. In the event that you have preregistered with EVO but forgotten your password, click on "Forgot your password?" follow the instructions and wait for your new password to be sent to you before continuing.
4. All Computer Center machines set aside for EVO are previously configured with all required software. If you are attempting to use your own hardware, you will need to make sure that you meet all the requirements for the EVO package as defined at <http://evo.caltech.edu> and that your java version is recent. After you login, the system will load itself and all of its own support packages.
5. Join Community:
Typically, users start out in the community called 'Universe'. If you wish to select and belong to another community you may add communities by clicking on the button "Other EVO communities". This will open another window that will allow you to select new communities to add to your "My EVO Communities" list. Once inside a community, you may select a meeting room. Inside the meeting room is where you will interact with other EVO users.
6. Enter Meeting:
Select the meeting you want to participate in from the list of ongoing meetings in the community you previously joined in step 5.
7. Place an H323 Call:
You can call our Polycom by clicking on the 'Call' button and selecting H323. Enter a Display name which will be the name that will be attributed to you. Enter the H323 IP address in the H.323 IP address field. (This will be the IP address of the Polycom-- if it is not labeled on the Polycom, call x7155 for information) Uncheck the gatekeeper field. Hit the "Call" button.
8. Desktop Sharing:
Once connected to a meeting, a main control window will appear. To turn on desktop sharing, click on the Desktop menu. This will cause a red square representing your desktop to appear. You may move this square to change the contents of your desktop as well as enlarge and shrink it.

