

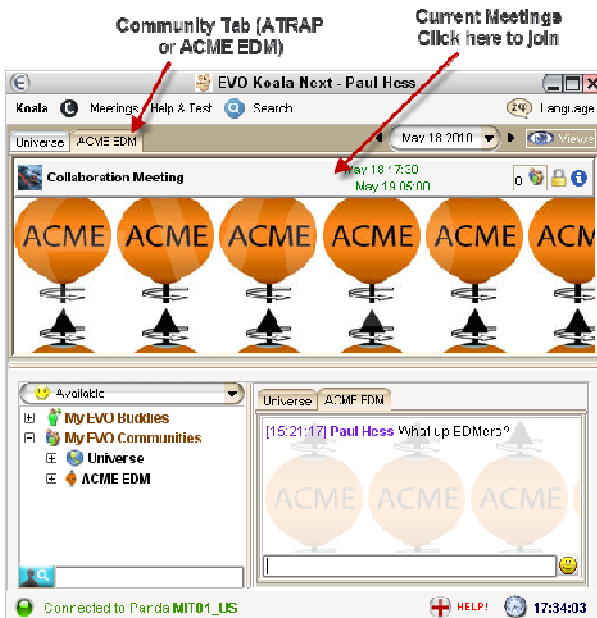
Updated 5/18/2010 by Paul Hess

# EVO Instructions

[evo.caltech.edu](http://evo.caltech.edu)

## First Time EVO Users:

- Click Register at the top of [evo.caltech.edu/](http://evo.caltech.edu/)
- The login and password will be used to log into EVO sessions.
- The First and Last names appear “*First Last*” attached to the site in the video conference. Consider this when naming an account for an entire site.
- For multiple user sites – Only one account may be created per e-mail. Consider creating using a dummy or lab e-mail to register the site.



## Starting an EVO Session:

- Click *Start EVO 2.0* at [evo.caltech.edu/](http://evo.caltech.edu/)

## Joining the Community:

- *Search* in Koala menu -> Search Communities
- Search your collaboration (e.g. ACME EDM or ATRAP)
- Double click to add

## Joining a Meeting:

- Find the name of the meeting under the tab for your community (e.g. ACME EDM or ATRAP)
- Type in the meeting password

## For Webcam Users:

- Make sure your webcam and microphone are connected
- Click on the red microphone icon and the purple camera icon to start transmitting audio and video

Polycom Users:  
Dial Into H.323



### For H.323 (Polycom) Users:

- Click the telephone icon at the top of the screen and select *Call H.323/SIP Client*
- Select *h323* and input your IP address (box to the right)
- BEFORE YOU CONNECT: In the advanced menu, select *Connection through Panda*. If you don't the picture may be washed out and the sound echo-y.
- Click the green button to connect. The image and sound from your Polycom should appear in the Vievo window.

### Other Tools:

- **Share Screen:** In case *ThinAnywhere* is not working, we can share the computer screen within EVO. The user who wants to show their screen should click on the blue icon, then move and resize the red box as appropriate.
- **Whiteboard:** Click the white arrow to *Display Next Buttons* then the white icon to *Open the Whiteboard*. This is a shared drawing space when you can import images then draw on them. Perfect for mixing and matching facial hair on PIs!

### Troubleshooting:

**Audio: Sounds choppy and drops in or out** – Go to *Show Settings Window* (white screwdriver and wrench icon) -> Audio Tab -> Advanced.

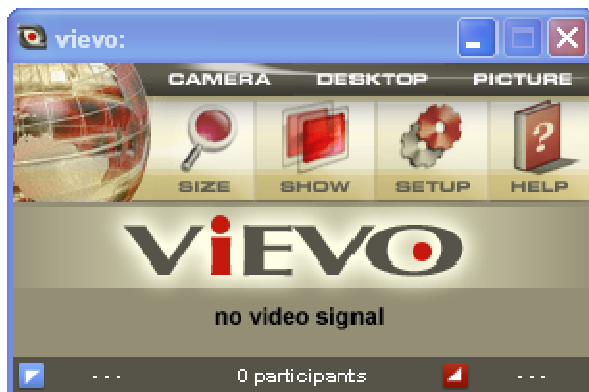
Try turning *Transmit Audio Gain Control* and *Enable Echo Suppression* off or on

**Audio: Your voice has a deep echo to others** – If you are connected through a h323 device, make sure you selected *Connection through Panda* from the h323 advanced options before you dialed in. If all else fails unplug or disable any mic attached to your computer.

**Video: Your image is washed out** – Same fix as problem above.

**Video: The quality is bad** – In the Vievo window, try adjusting the resolution (*Camera Settings* tab) or the bandwidth and framerate (*Video Parameters* Tab). If you camera or Ethernet connection is bad, this probably won't help, but worth a try.

**Video: Your Vievo window looks like this** –



Your video drivers are out of date. Try updating the drivers for your video card.  
Note: Some computers (e.g. some Windows XP laptops) cannot support the new and superior Vievo window given their graphics card and drivers. If one cannot get the right drivers, I would suggest conferencing on a computer that can. The older Vievo window is a pain to use.