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Introduction

Vscene provides full user guides and support for all its features https://vscene.net/support/

When to use Vscene rather than Microsoft Teams

- To schedule a meeting for a large group, and you need to see more than 4 participants on screen.
- When a participant has poor broadband speeds and they would normally use their landline to dial-in to a meeting.
- In one of the video conference rooms across the University.

Register with Vscene

To use Vscene you will need to register on their system, https://app.vscene.net/register your application for an account will be authorised by an admin in the University.

Emails and meeting requests may land in your Junk folder, check your junk email settings to avoid this happening.
Getting Started

When you log in you will see the following page, it allows you to navigate between the features of Vscene

- **Home**: You can view details of all Scheduled Meetings and Spaces you are a member of.
- **Hubs**: Allows you to host or be a member of instant video calls.
- **Schedule**: Schedule meetings days, weeks, months or years in advance.
- **Spaces**: Meeting workspaces that allow document sharing, chat and whiteboard collaboration
- **Media**: Recordings from your meetings can be found here.
- **Chat**: you can send instant messages to other Vscene members and participants in meetings.
Schedule a meeting.

https://vscene.net/schedule-a-meeting/

You can schedule a meeting by selecting the **Schedule** button on your **Home** page.

Upon selecting the Schedule button, you will be taken to the Schedule Meeting page. Here you can add the title of your meeting, a description or note for the users taking part in the meeting, the date you would like to schedule your meeting for, as well as the start and finishing time.

**Other features available for your scheduled meeting include:**

- **Guest:** This is where you will invite the guest you would like to participate in the scheduled meeting. Just enter an email address to invite someone to participate.

- **Members:** This is where you invite Registered Vscene members that you would like to participate in the scheduled meeting.

- **Moderators:** Moderators of a meeting are given the ability to manage the meeting; they can call registered room systems into the meeting, invite new guests to the meeting and manage users in the meeting.

- **Room Systems:** Here you can search for and add registered room systems that will be dialled in for when your meeting is set to take place. If you wish to only add the Room system but not be called, simply untick Dial Out.

- **Repeat:** by selecting **Repeat**, you are able to set your scheduled meeting to be recurring. Options within **Repeat** include whether the meeting will happen Daily, Weekly or Monthly, the date that the repeated meetings will end on, or how many repetitions of the meeting will be had.

- **Record this meeting:** Selecting this box will enable recording of both audio and video in your meeting.

  Note: recording will automatically stop 1 minute after the scheduled meeting time if no one joins the meeting. The recording cannot re-start. Ensuring that invited users attend the meeting on time will avoid this, or alternatively do not select **Record** here, but simply enable recording when in the meeting.
Join a meeting

https://vscene.net/join-by-browser/

If you or another participant has scheduled a meeting using Vscene, you will receive an email invite with the conference details. The email will include a link to join the meeting via your browser.

Use either Firefox or Chrome as Safari and Edge are not currently supported.
https://vscene.net/browser-requirements/

If you are not logged into Vscene, you will need to enter your name before you can join the room. You will also need to grant permission if you want to use your camera and microphone for a video conference.

![Vscene interface](image)

The option to invite guests to your meeting is only available to owners of the Meeting Space or the Meeting Booker as well as any assigned Moderators. You can select **Invite Others** and it will generate an email template for you to send, containing the necessary connection details for your guest.

Once you connect, you will be shown the welcome screen until your guests arrive.
The icons on the bottom of the screen allow you to mute your microphone, video, and audio, hide your self-view, disconnect from the call, or end the call, start/stop sharing content, show/hide the collaborative Whiteboard, start/stop recording, change the layout of the video feeds, and turn full-screen on/off.
Scheduled Meeting – Owner/ Moderator

https://vscene.net/moderator/

As a Scheduled Meeting owner/moderator, you will have extra options on the left-hand side to manage the meeting.

If you have joined as the Moderator from the Dashboard, your mic, video stream and the option to share content will be disabled, but the Whiteboard and option to record is still active.

Manage allows you to invite users and manage the call, mute and disconnect participants.

Use Room System to search and call registered room systems, like the Masters Room.
Use **Advanced Settings** to extend your meeting time.

![Advanced Settings](image)

- **Extend Meeting By**: 30 Minutes
- **New End For Meeting**: 12:40 PM
- **End Time for Meeting**: 12:10 PM
Hubs

https://vscene.net/hubs/

Hubs are static meeting spaces where you can instantly join and host meetings. You can email invite others to join a Hub as well as dial-out to room systems.

By selecting Hubs, you will be taken to the main Hubs page where you can create Hubs and/or see all of the Hubs that you have created.

To use one of your existing Hubs, simply Select it, in the Hub window that you would like to use.

When creating a Hub, you now have the option to either select a Legacy Hub or enable the new ClassView feature. With ClassView, you will be given the opportunity to have up to 250 participants on a call and view up to 16 live webcams on screen at the same time.
Once created, you will have the option to copy the link and share this with participants you wish to collaborate with.

You will now be able to multi-cast share with ClassView, ensuring a collaborative workflow. This allows you to click on a participant or their screen share window, which will then display as a pop out on full screen.
Spaces

https://vscene.net/spaces/

In Spaces, you can share files and engage in real-time chat with all of the Space Members, enabling a safe and efficient space for productive research, teaching or simple collaboration, regardless of each Member's location.

Support

Vscene provides help and Userguides https://vscene.net/support/