



vitero inspire

Quick Guide Named Moderator

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1 Introduction

vitero inspire offers the possibility to perform online sessions easily and interactively. With the license model **Named Moderator** a virtual team room is permanently assigned to you and session participants can be invited to this personalised room.

Features of the personalised room:

- As [Named Moderator] you open the personalised room for others: as soon as you enter the virtual room as [Named Moderator], you decide whether it should be opened for further participants. Your personalised room is automatically closed 60 minutes after you leave, which means that all attendees are removed from the room after this time.
- If [telephone dial-up] is included in your license, it is always available in the personalised room and does not need to be activated separately.¹

The [session recorder] function is available in the personalised room after an initial installation and does not have to be activated separately in an appointment booking.²

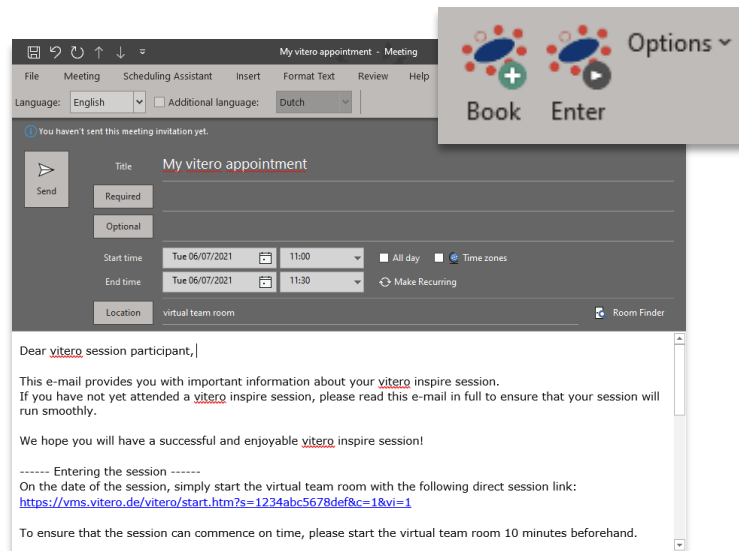
Concerning the **Vitero Management System**:

- The personalised room does not need to be booked in the Vitero Management System. It is available for the [Named Moderator] around the clock.

¹The module **Named Moderator - vitero inspire+** is required.

²The module **vitero session recorder** is required.

2 Usage vitero Outlook Add-In



The **vitero** Outlook Add-In offers the possibility to send invitations and appointments for **vitero inspire** via Outlook. Additionally, the Named Moderator can enter the virtual room via Outlook.

The Add-In download incl. manual can be found in the Vitero Management System or [here](#).



Note: Please note that the current manuals for the **vitero** Outlook Add-In have not yet been adapted for the use of **vitero inspire**.

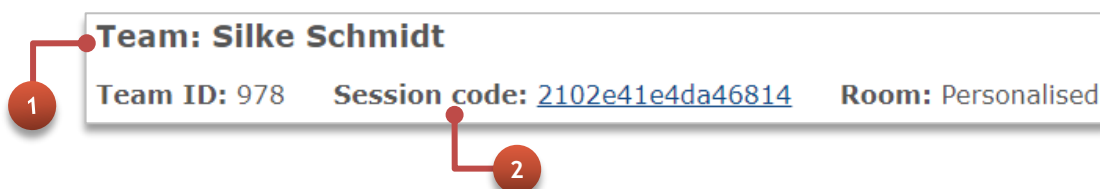
3 Prepare your session

In order to organise a successful **vitero inspire** session as a [Named Moderator] in your personalised room, you should take some precautions in advance. How to take these is in the following section.



Note: All organisational settings can be made in the Vitero Management System (VMS). You can access it [here](#).³

3.1 View central data



Team: Silke Schmidt
 Team ID: 978 Session code: [2102e41e4da46814](#) Room: Personalised

The following data, which is relevant for you and the invited participants, can be viewed in the Vitero Management System:

- 1 **Group name:** The group name is the name of the [Named Moderator] and is displayed to you and all added group members in the **vitero inspire** room selection.
- 2 **Session code:** You can invite any person with or without a **vitero** user account to your personalised room by using the session code. If the invited person has a **vitero** user account, the account can optionally be used in combination with the session code and thus does not have to be added to the group members in the VMS.

³The link to the Vitero Management System is valid for the SaaS system. On Premises customers please contact your system administrator.



Usage tip: The use of the session code offers a flexible and quick access to your personalised room. This makes it easier for IT inexperienced people to log in to your session and there is hardly any organisational effort on your part.

3.2 Optional: Create and add users

If you would like to add or remove the invited users with their own **vitero** account, please proceed as follows.



Create a new user: To add a new **vitero** user account, select your group in the VMS under [teams and members]. Click on the icon [create and assign new user]. Fill in the form with the required data for the new **vitero** account. Confirm your entries by clicking on [save].



Hint: When creating a **vitero** account, the fields marked with * are mandatory. Please also note our password rules.



Add or delete users: For persons with an existing **vitero** account, select your group in the VMS under [teams and members]. Click on the icon [user assignment] to add already created accounts to your team or to remove them from it. Select the account you would like to add in the tab [assign user to team]. Then click on [add user]. Use the tab [assigned users] to select the account you would like to delete and click on [remove user].



Usage tip: The advantage of using a **vitero** account is that personal information, such as address or a photo, can be added and saved. Additionally, certain settings in the virtual room, e.g. the volume, are saved. Also, you can give team members additional rights by assigning them the [role] [team leader] or [assistant].

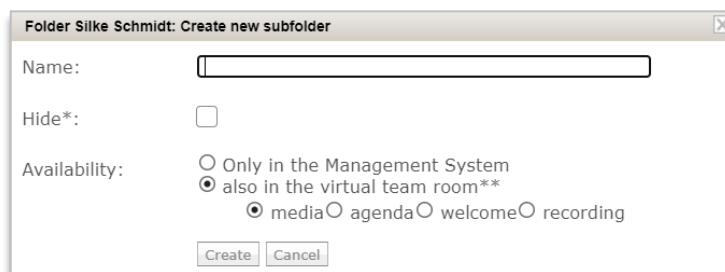
3.3 Upload contents

There are two options to show contents in the personalised room via the [display]: drag and drop slides in the virtual room or upload them into the Vitero Management System prior to the session.



Hint: For the upload per drag and drop, the files must not exceed the file size of 25 MB. Currently supported file formats: PDF, PNG and JPG/JPEG.

Proceed as follows for the upload in the Vitero Management System:

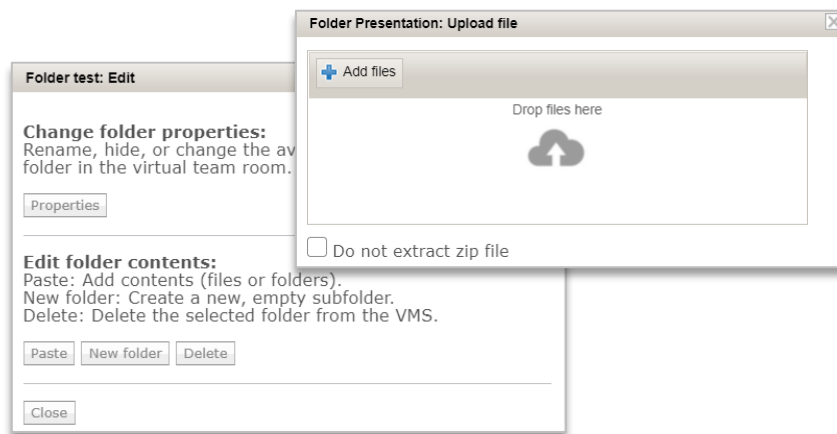


- **Create subfolders:** Select your group in the VMS via [teams and members]. Click on the icon [to the team folder] to open the team folder.

Open the folder settings via the [edit] icon next to your team's name. Use the [New folder] button to create and name a subfolder. Then click on [Create].



Important: To make your contents visible in the virtual room, it is required to activate the option [also in the virtual room] under [Availability].



- **Upload files:** Click the [edit] icon to the right of your newly created subfolder to open the folder settings. Then click on [paste] and afterwards on [Upload file]. A dialog is opened in which you can add your files via the corresponding button or via drag & drop into the marked field. When all desired files are listed in the dialog box, click on [Upload].



Hint: Currently supported file formats: PPT/PPTX, ODP, PDF, PNG and JPG/JPEG, as well as MP3 and MP4 formats.

4 Start your session

4.1 Log into a vitero inspire session

vitero inspire can be started via a Windows client or directly in the browser. The links described below can be found in the Vitero Management System (VMS) under **[To the virtual room]**. For further information, please see the [vitero inspire system requirements](#).



Hint: The client is currently only available for Windows operating systems.

4.1.1 Via the browser (standard)

Click on the button [enter virtual team room (PC/Mac)] to access the virtual team room via browser. The login dialog will open and you can continue with point 4.2 Login.



Hint: Your browser must be HTML5-compatible to start **vitero inspire**.

The following browsers use this standard: Google Chrome, Microsoft Edge, Mozilla Firefox, Apple Safari.

Access via the Internet Explorer is not possible, as this browser only supports HTML5 to a limited extent.



Usage tip: Create a bookmark in your browser as soon as the login dialog appears. This way, you do not need to log in to the VMS every time you would like to enter the virtual team room.

4.1.2 Via the Windows client (alternatively)

The Windows Client is available in the VMS as application file via the button [download PC client] or via the **vitero starter**. Click on the button [download vitero Starter] and select the option [Start with application file]. The **vitero starter** requires a one-time setup without administration rights. It automatically keeps the **vitero inspire** Windows client up to date.

The call of the **vitero starter** and the download of the application file can both be done with any browser.



Usage tip: The **vitero inspire** Windows client offers the option [save login data]. By activating this option, you avoid entering your data repeatedly.

4.2 Login

You can enter your virtual room once you have started **vitero inspire** via the client or the browser by logging in with your **vitero** user account. Enter your user name and password in the corresponding fields under the [Login] tab.

4.3 Open personalised room

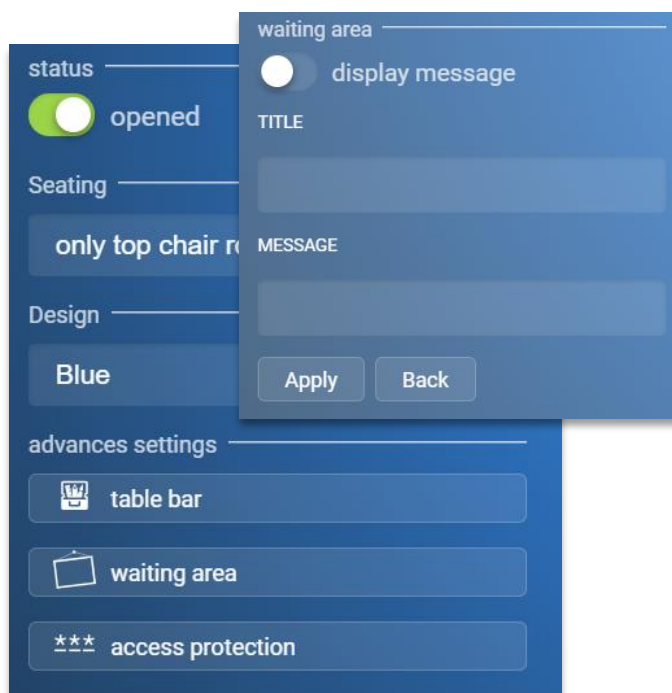
As [Named Moderator] you decide when the session participants can enter the room. If the room is closed, the invited persons will arrive in a waiting area (see below).



Hint: Initially, your personalised room is always closed. When entering, you are asked whether you would like to open the room. You can change this selection at any time. In the [Room] menu under [Settings] you can open and close the room via the slider in the [Status] area.

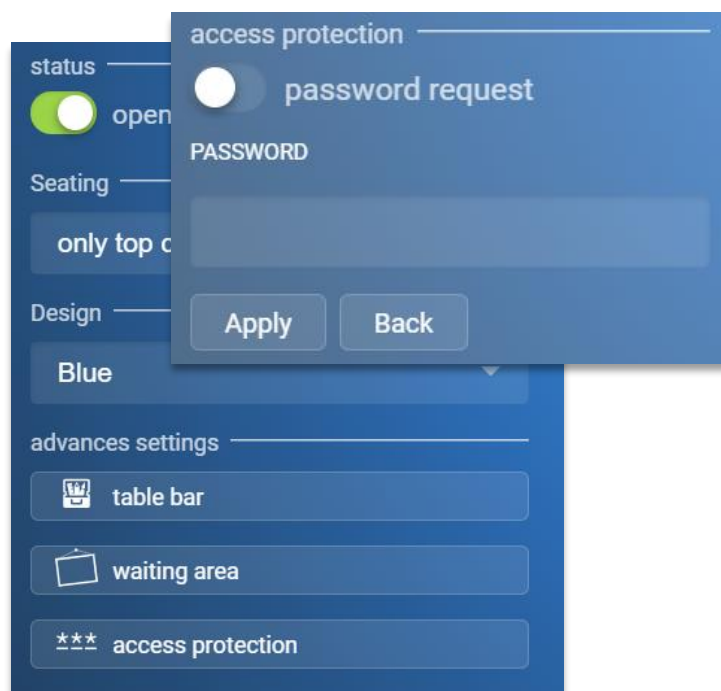
Additionally, you can make the following settings to control the access to your personalised room.

- **Set up waiting area:**



Click on the [waiting area] button in the [room] menu. You can enter a message which the participants will see while the room is closed. To do this, activate the slider [display message] and enter a [title] and [message] into the corresponding fields. Click on [Apply] to save your settings.

- **Set access protection:**



Click on [access protection] in the [Room] menu. You can determine a password for your personalised room by activating the slider [password request]. Enter the desired password and click [Apply] to save your settings. In this way, only persons who know both the password and the session code can join the session.

4.4 Use functions in the room

Your personalised room has the same features as the bookable rooms. For detailed instructions on how to use your **vitero inspire** room, please refer to our [user manual virtual team room]. You can access this manual [here](#).