



KAREL VIPORT

USER GUIDE

KAREL VIPORT

USER GUIDE

<https://www.karel-electronics.com>

17/05/2022

Contents

1. Login to The System	2
1.1. Meeting Room Entrance (Guest Mode)	2
1.2. User Login (For Registered Users)	3
1.3. New Password	3
2. Using The System	4
2.1 Parts Of The Screen	4
2.2 Left Panel	5
2.3 Rooms.....	5
2.4 Reservations	8
2.5 Users.....	9
2.6 Calendar	9
3. Conference Room Attendance	10
3.1 Instant access to your conference room.....	10
3.2 Accessing Conference Room by Reservation (Booking).....	10
3.3 Attending the Conference while the Waiting Room is Active.....	10

1. Login to The System



You can access Karel Viport Video Conference via internet browser. You do not need to install an additional client program on your computer.

WebRTC supported browsers are required to run the Viport

Browsers and versions:

- Microsoft Edge 12+
- Google Chrome 28+
- Mozilla Firefox 22+
- Safari 11+
- Opera 18+
- Vivaldi 1.9+

Web Address:

<http://viport.karel.cloud>

1.1. Meeting Room Entrance (Guest Mode)

Any user/participant can join meetings using the meeting room login option. Therefore, it is not mandatory to log in to the system.

A screenshot of the Karel Viport web interface. At the top, the logo "KAREL ViPORT" is displayed in blue and orange, with a small American flag icon to its right. Below the logo, there are two tabs: "Meeting Room Entrance" (highlighted in blue) and "User Login". Under the "Meeting Room Entrance" tab, there is a "New Password" link. The main content area is titled "Please Enter Required Information" and contains three input fields: "Emir Ertun" (with a user icon), "MEETING ROOM CODE" (with a meeting icon), and "MEETING ROOM PASSWORD" (with a lock icon). A blue "Login" button is positioned at the bottom of the form.

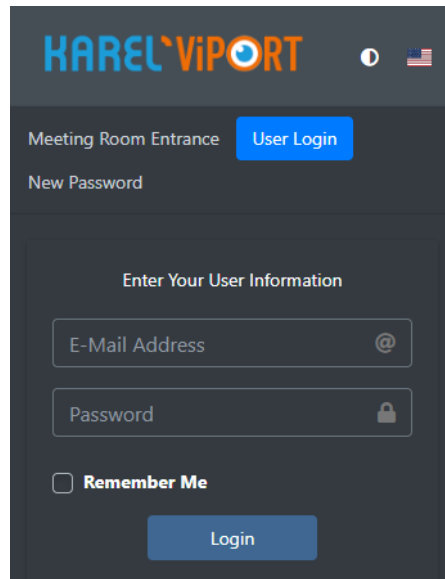
User name, Meeting Room Code, Meeting Room Password is required to enter the meeting.

1.2. User Login (For Registered Users)

You may login the system with Username and Password information.

Username: Your predefined e-mail address to the system.

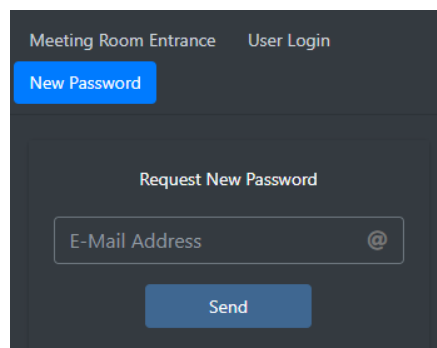
Password: Your predefined password to the system



The screenshot shows the Karel Viport user login interface. At the top, the logo 'KAREL VIPOINT' is displayed in blue and orange, with a user profile icon and a US flag to its right. Below the logo, there are two navigation links: 'Meeting Room Entrance' and 'User Login', with 'User Login' highlighted in a blue button. Underneath, there is a link for 'New Password'. The main section is titled 'Enter Your User Information' and contains two input fields: 'E-Mail Address' with an '@' icon and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue 'Login' button.

1.3. New Password

If the user password is forgotten, a “New Password” request can be sent to the e-mail address registered in the system.

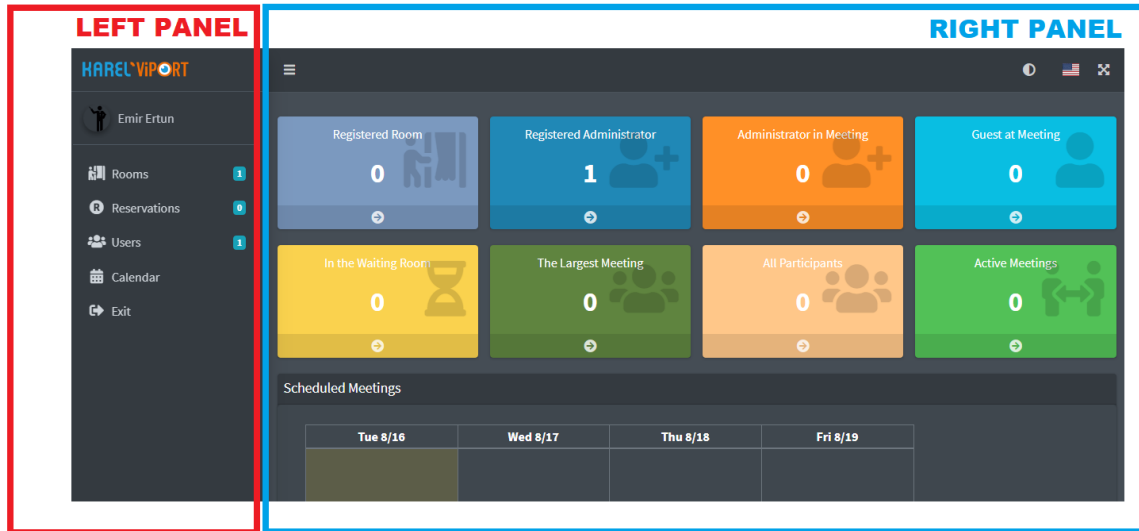


The screenshot shows the Karel Viport 'New Password' request page. At the top, there are two navigation links: 'Meeting Room Entrance' and 'User Login'. Below them is a blue button labeled 'New Password'. The main section is titled 'Request New Password' and contains a single input field for 'E-Mail Address' with an '@' icon. Below the input field is a blue 'Send' button.

2. Using The System

2.1 Parts Of The Screen

Karel Viport home screen is divided into two separate functional areas.



Left Panel:

- Viport Icon
- Rooms
- Reservations
- Users
- Calendar
- Exit

Options are available

Right Panel:

The menu interfaces selected from the left panel are displayed.



Static icons that are not affected by menu transitions in this panel:



Collapse/Expand Menu: Hides the Left Panel Menu



Light/Dark Screen Theme: Instantly switches to dark or light color theme.



Flag Button: It changes the interface Language



Full Screen Button: Switches the application to full screen mode. You can return to the window mode by pressing the ESC Key.

2.2 Left Panel

When the Viport icon is clicked, summary information about the conference room status is listed on the right panel.



- Registered Room
- Registered Administrator
- Administrator in meeting
- Guest at Meeting
- In the Waiting Room
- The Largest Meeting
- All Participants
- Active Meetings
- Scheduled Meetings

2.3 Rooms

ROOM	DESCRIPTION	RESERVATION	STATUS	DURATION	WAITING	ADMIN	CONTRIBUTOR	SETTINGS
Emir Ertun				5	0	0	0	

- **Room:** When you click on the room name shown in blue at the bottom, you can enter the conference room.
- **Description:** Description information about the room is displayed. This information can be changed in the settings section.
- **Reservation:** There are four icons are available in this part



Copies the link to be sent to the participants to enter the meeting



Copies the link to be sent to the administrators to enter the meeting



Provides direct access to the Reservations Menu



Provides direct access to the Calendar Menu



Usage Condition: If it is red, the room cannot be entered

DURATION	WAITING	ADMIN	CONTRIBUTOR
5	0	0	0

In this section, the following information about the conference room can be viewed.

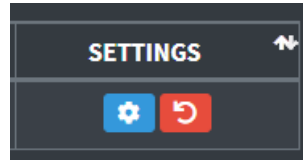
Duration: Monthly total hours of conferences held

Waiting: Active count number of admin pending participant

Admin: Active count of admin

Contributor: Active number of contributor

There are two icons in the settings section.



Basic Settings Icon: This icon provides access to the settings menu



Initial Settings Icon: This icon returns to the default settings of the Conference room.

Settings Menu

Name *
Emir Ertun

Regular Password *
....

Authorized Password *
....

Description
...

Start with Microphone Off

Start with Camera Off

Pre-Meeting Screen

Waiting Room Active

Waiting List

Filmstrip Right

Hide Meeting Description

Hide Time Information

Hide Speaker Statistics

Cancel Video Quality Tag

Cancel Connection Information

Cancel Tile View

Authenticated user multiple login

Waiting Room Information Message *
Welcome

Music/Video on Hold
None

Music/Video Loading on Hold
File Select Browse

Youtube on Hold
...

Authentication
None

Save

- **Name:** Meeting room name is adjusted from this section.
- **Regular Password:** Participant Login Password is adjusted from this section.
- **Authorized Password:** Admin Login Password is adjusted from this section.
- **Description:** Meeting Room Description is adjusted from this section.
- **Start with Microphone Off:** When entering the meeting, the participant's microphone is set to off. The participant can turn on his microphone himself.
- **Start with Camera Off:** When the meeting is entered, the participant's camera is set to be turned off. The participant can open his camera himself.

- **Pre-Meeting Screen:** Shows the Microphone and Camera selections page before joining the meeting.
- **Waiting Room Active:** Participants cannot start the meeting without the admin logging in. They will be held in the waiting room.
- **Waiting List:** Display the waiting room attendee list to attendees
- **Filmstrip Right:** Makes the storyboard view appear vertically on the right or horizontally on the bottom
- **Hide Meeting Description:** This parameter hides the information on meeting description
- **Hide Time Information:** The conference timer starts showing the meeting time when the meeting starts. This parameter hides the conference timer on conference screen.
- **Hide Participant Stats:** Hides information about participant numbers and speaking times
- **Video Quality Label Disabled:** Enables the quality of the video link and its display with tags such as HD/SD.
- **Connection Indicator Disabled:** Disables the connection quality icon.
- **Cancel Title View:** Places participants equally sized on the screen.
- **Waiting room participant information message:** Displays an information message on the waiting room (lobby) screen.
- **Music/Video on Hold:** Lets you stream music, video or voicemail in the waiting room (lobby) screen. Available options: None, Piano, Guitar, Custom (Uploaded Music/Video) and Youtube.
- **Music/Video Loading on Hold:** You may load music/video (Wav/Mp4) files from your PC for the lobby screen. In this case Custom (Uploaded Music/Video) should be selected for the Music/Video on Hold Parameter.
- **Youtube on Hold:** If youtube option is selected for the Music/Video on Hold parameter, the youtube ID of the video will be played.
Ex: the complete youtube link below.
<https://www.youtube.com/watch?v=l6vUg3a-dl8>

The yellow marked part should be entered on Youtube on Hold part.

2.4 Reservations

You can arrange a new reservation by clicking the +Add Booking icon.

Once the above screen is filled and “Add” button is clicked; an auto invitation email is sent to the mail addresses defined on the participants part.

RESERVATION	DESCRIPTION	START	END	LINK	STATUS	SETTINGS	ACTION
Viport Test	Load Testing	18/07/2022 09:45	18/07/2022 10:44				

If a change is required, Click the “Edit Recording” button on Reservations part.

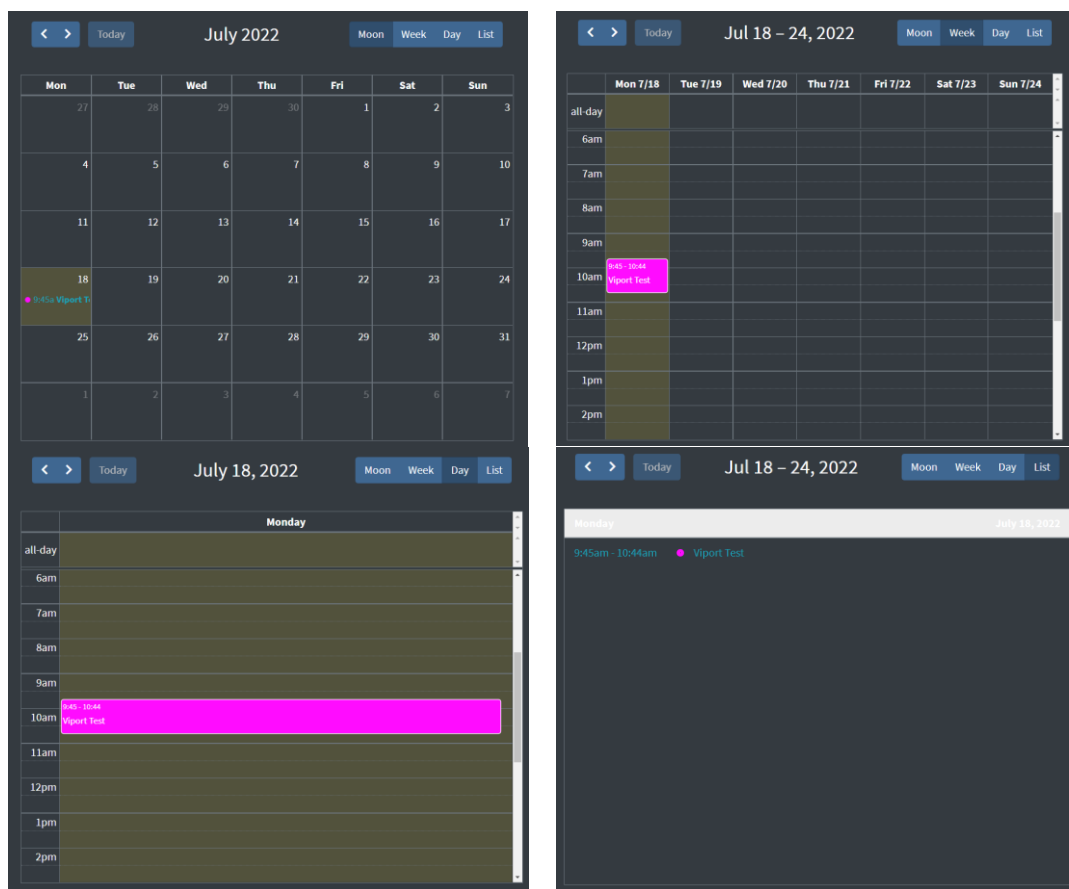
2.5 Users

EMAIL	DESCRIPTION	AUTHORITY	STATUS	TIME	ACTION
	Emir Ertun	User		2022-02-03 09:18:05	

The user can view the e-mail address, name and user name defined in the system. However, it has no authority to change this information. This information can only be changed at the administrator level.

2.6 Calendar

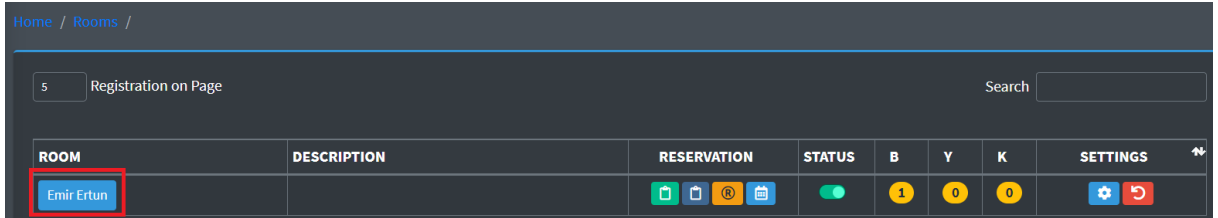
In the calendar menu, upcoming meetings are displayed on a monthly, weekly, daily and list basis.



3. Conference Room Attendance

3.1 Instant access to your conference room.

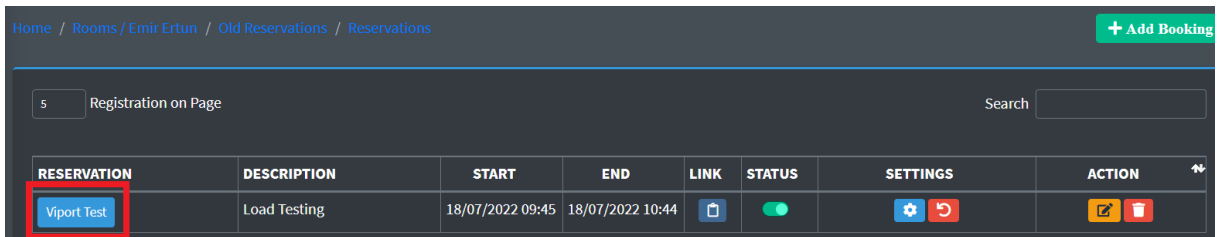
To enter your conference room, select the Rooms section from the left panel. You can enter the room by clicking on the Blue colored Room name.



ROOM	DESCRIPTION	RESERVATION	STATUS	B	Y	K	SETTINGS
Emir Ertun				1	0	0	

3.2 Accessing Conference Room by Reservation (Booking)

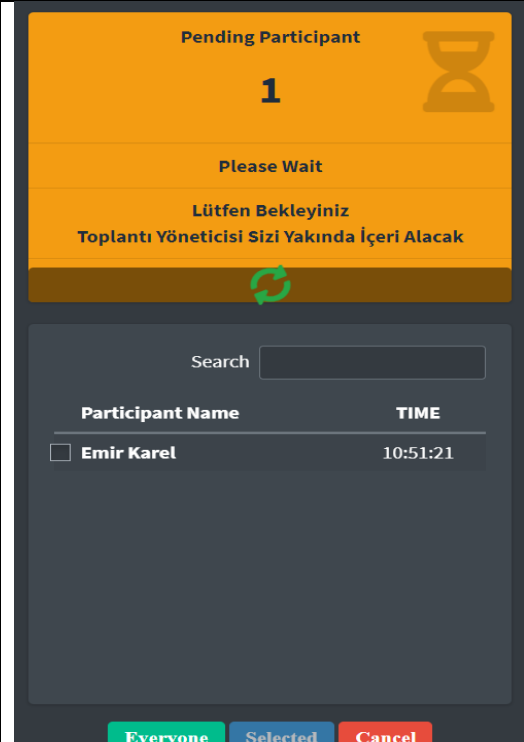
On Reservations Menu; Click the Reservation room name to enter the room with Admin Authority.



RESERVATION	DESCRIPTION	START	END	LINK	STATUS	SETTINGS	ACTION
Viport Test	Load Testing	18/07/2022 09:45	18/07/2022 10:44				

3.3 Attending the Conference while the Waiting Room is Active

If the waiting room parameter is active, the participants can join the conference room with the approval of the administrator.



Waiting Room Active

Rooms -> Basic Settings
If the waiting room parameter is activated

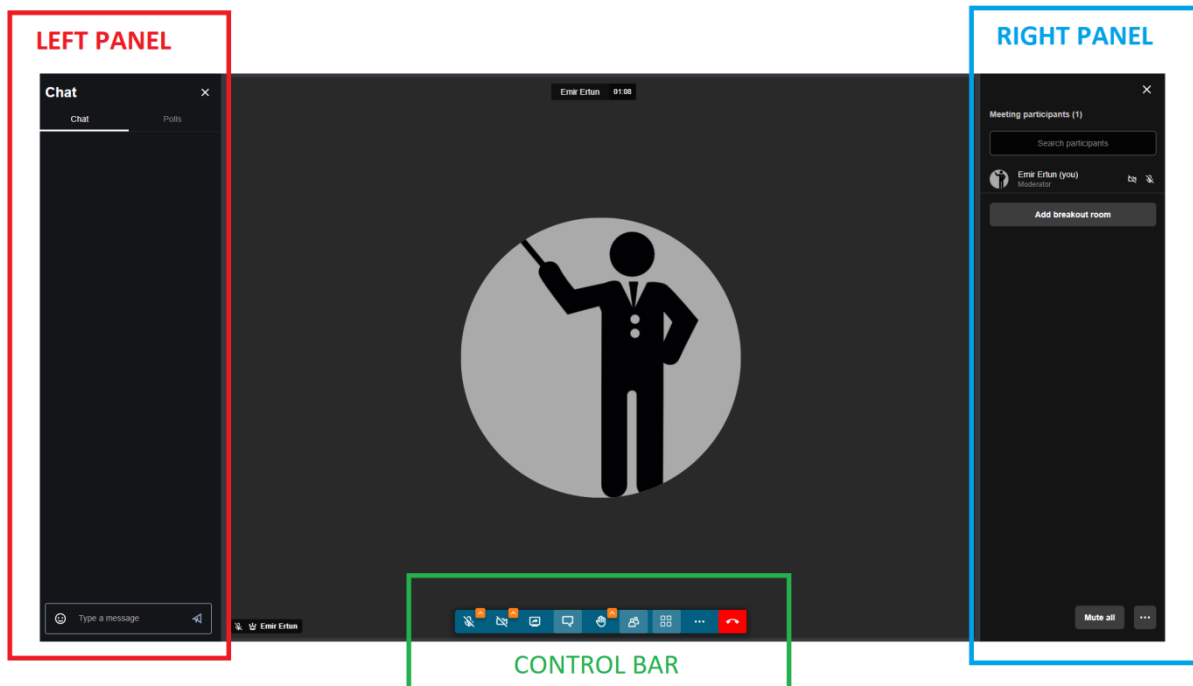
When the room owner (Admin) enters the conference room, the participant list screen on the side is displayed.

In this section, when you choose among the participants and click the "Selected" button, the relevant participants enter the room.

When the Everyone button is clicked, all waiting participants will enter the conference room **and the waiting room feature will be cancelled.**

Pressing the Cancel button will return you to the main page.

4. Conference Room Screen



LEFT PANEL: The polls and chat window are located on the left panel. This window can be closed if desired.

Chat Window: You can send messages to all participants or send private messages to the desired participants from this window.

Polls Window: You can create a Poll from this window.

Create a poll

Poll Question

What do you think about the interface of Viport?

Poll option 1

It's clear and easy to understand
≡

Poll option 2

It's hard and complicated.
≡

Add option

What do you think about the interface of Viport?

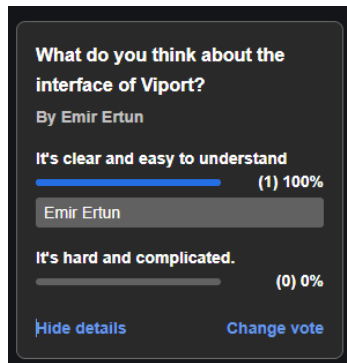
By Emir Ertun

It's clear and easy to understand

It's hard and complicated.

Skip
Submit

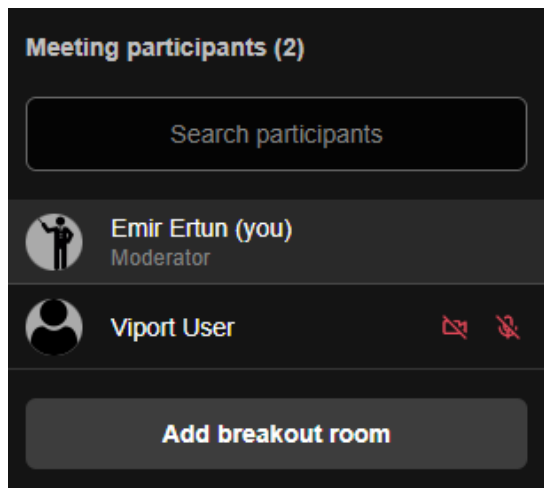
After selecting the option click submit button.



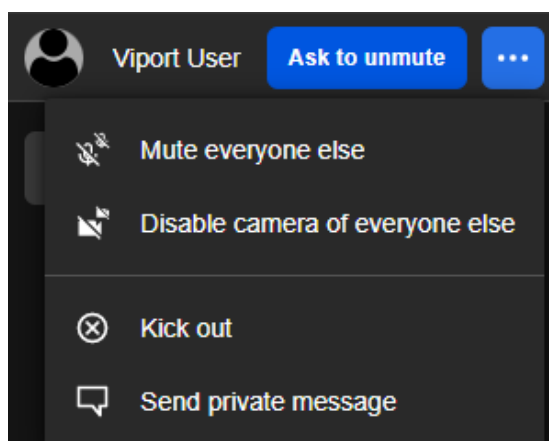
The results will be displayed on Poll window.

RIGHT PANEL: The participant list, the breakout room and Moderator control menu are available.

Participant List: With the Moderator/Admin Rights



Moderator can search participant names and change the below settings to manage the conference.



Ask to unmute: This button is pressed when the moderator wants to speak to a participant whose microphone is turned off. When the button is pressed, a confirmation notification to turn on the microphone is displayed on the participant screen.

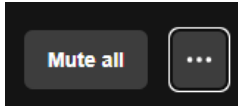
Mute everyone else: Mutes all the other participants.

Disable camera of everyone else: Disables the camera of the all the other participants.

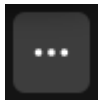
Kick out: The moderator removes the participant from the conference.

Send private message: Moderator sends private message to the participants.

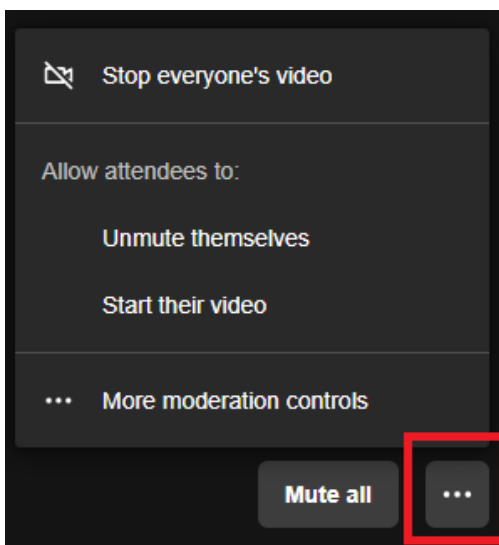
Right Panel Global Menus:



Mute all: Mutes all the participants.



Menu



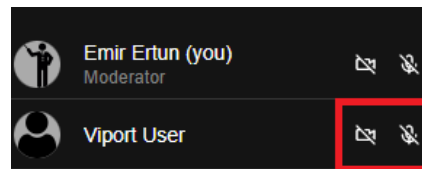
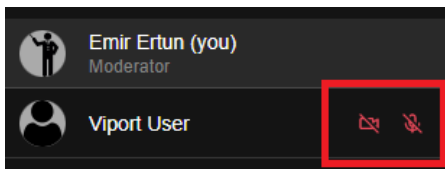
Stop everyone's video: Disables the camera of the all participants.

Allow attendees to:

Unmute themselves.

Start their video.

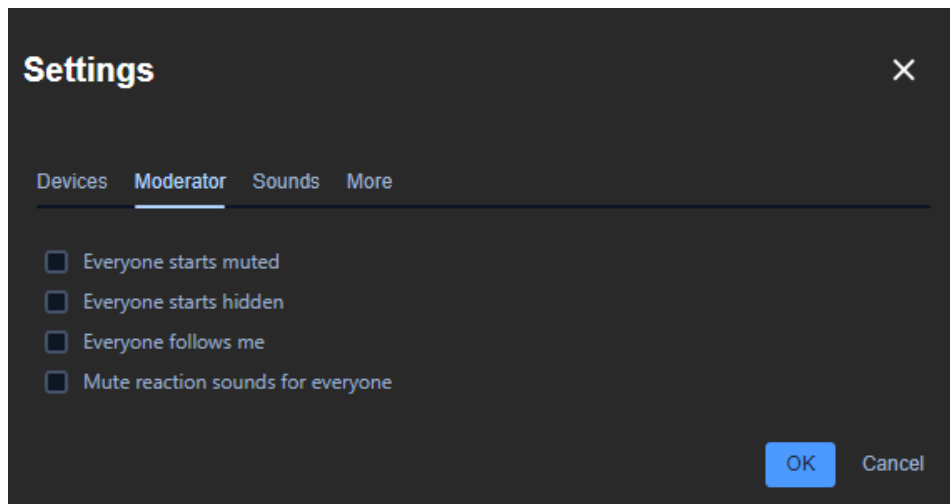
Important: For webinar applications above two settings should be disabled.



If camera and mic button shows red on participant list, participants can not activate them.(Webinar mode).

If camera and mic button shows white on participant list, participants can activate their camera and microphone.

More Moderation Controls: Settings-> Moderator menu



Everyone starts muted: When entering the meeting, the participant's microphone is set to off.

Everyone starts hidden: When the meeting is entered, the participant's camera is set to be turned off.

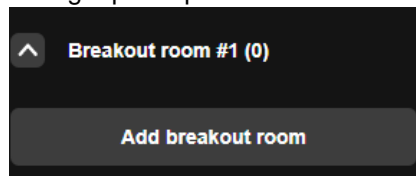
Everyone follows me: Your current screen layout will be applied for all the participants.
Ex: Tile view/normal view

Mute reaction sounds for everyone: Moderator can mute reaction sounds for the participants. If mute is enabled participants will not hear the reaction sounds.

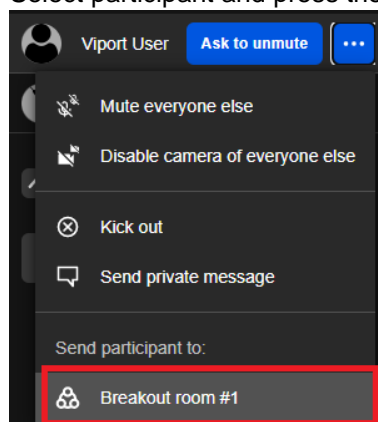
Breakout Room:

The moderators can create breakout room and add participants for private conversations.

- 1) On right panel press add breakout room button.

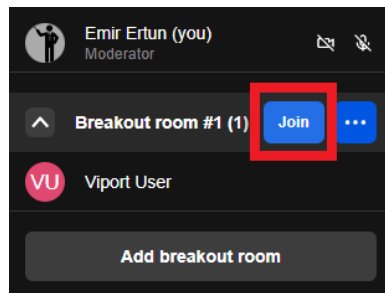


- 2) Select participant and press the ... button

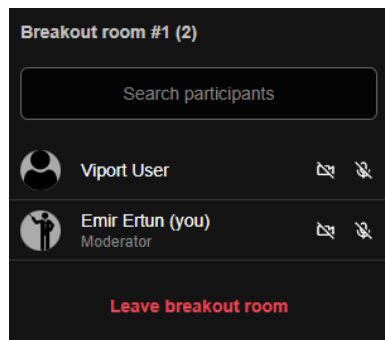


- 3) Select breakout room #1 to send the participant to this room.

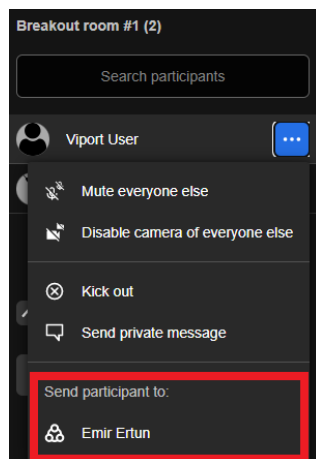
- 4) Then select breakout room #1 and click join button.



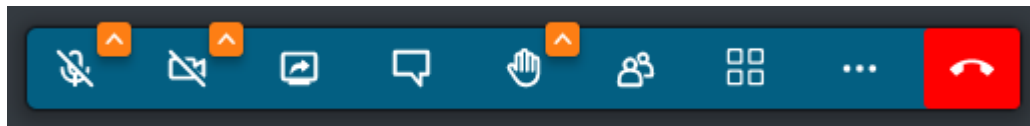
- 5) Now moderator and participant is in the same breakout room.



- 6) Once the private conversation is finished you can transfer the participant to the main conference room by clicking ... button then selecting the main conference room name.



Control Bar



Used to turn on/off the microphone. Clicking the yellow arrow on the icon opens the sound and microphone setting window.



Used to turn on/off the camera. Clicking the yellow arrow on the icon opens the camera for testing purposes, the user sees the camera image on the screen, but the image is not sent to the conference room.



Used to turn on/off screen sharing. All screen or window share options are available. In addition to the screensharing, system audio can also be shared.



It is used to open/close the chat and polls window in the left panel.



Raising / Lowering Hand: Used to ask permission to speak in the meeting. Pressing again cancels this request.



Used to open/close the participants window in the right panel

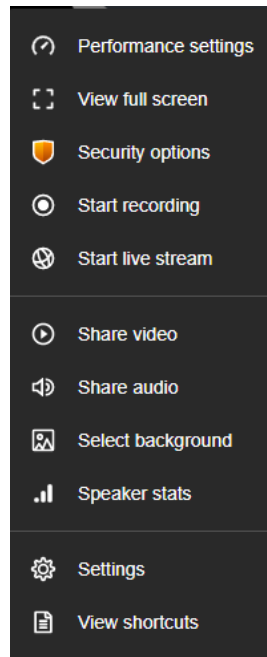


Used to toggle tile view on/off.

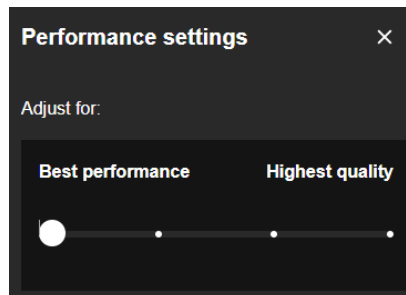


Used to open/close more actions menu.

More Actions Menu



Performance Settings: Provides a smoother conference experience by reducing the image/sound quality in calls with insufficient bandwidth. The system performs performance settings automatically in the background under normal conditions. This menu should be used when adjustment is required by the user. If best performance is selected the videos will be disabled. (only speech)



View Full Screen: Switches the application to full screen mode. You can return to the window mode with the Esc key.

Security Options:

Enable Lobby: Lobby/Waiting room mode lets you protect your meeting by only allowing people to enter after formal approval by a moderator.



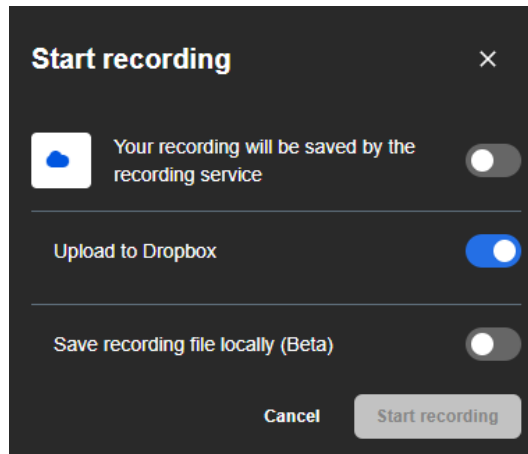
Password: Password can be defined for the participants who will enter the room while the conference is in progress. This password is reset after the conference is complete (when the Admin leaves and then enters the room).



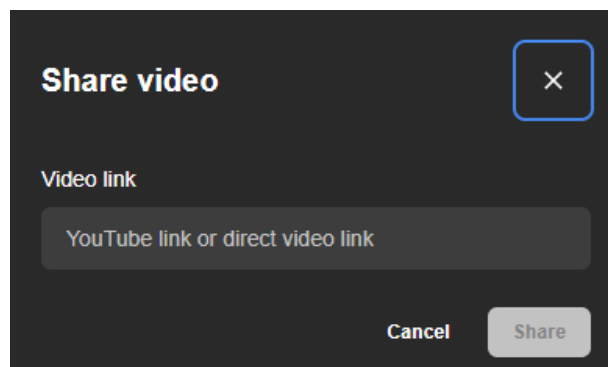
End-to-End Encryption: Encryption is performed with AES-GCM (with 128-bit key). End-to-end encryption is currently experimental. It should be noted that turning on encryption will effectively disable server-side services such as recording, live streaming.



Start Recording: The meeting recording can be stored on cloud with 2gb Dropbox account with free of charge.

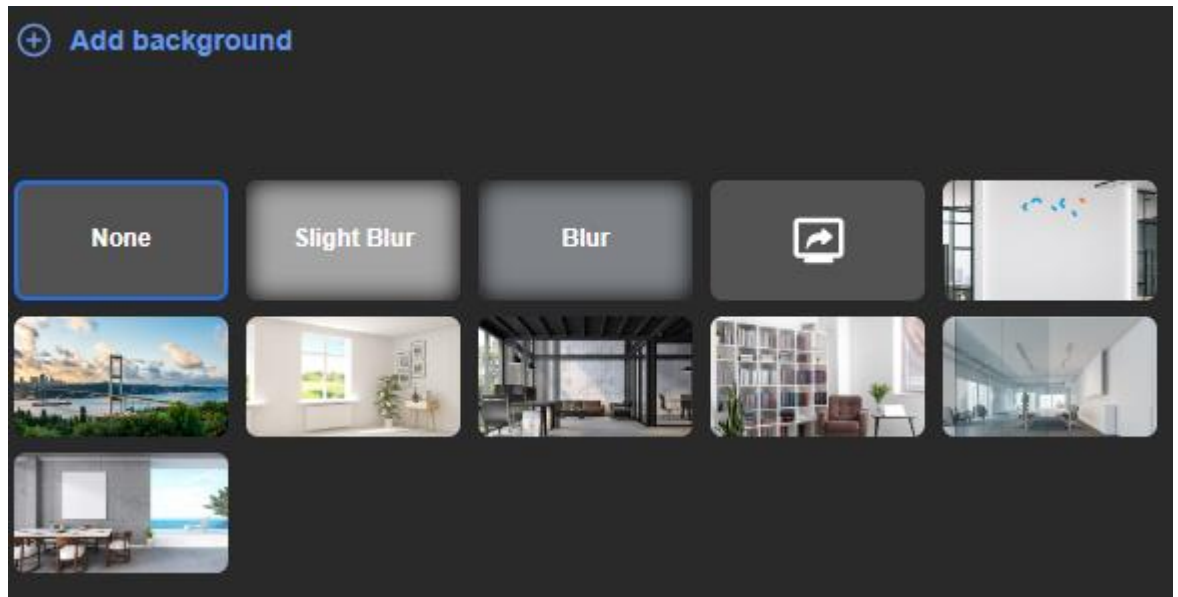


Share Video: Youtube video can be played for conference attendees to watch. It is enough to write the Youtube video link in the video link window and click the share button.

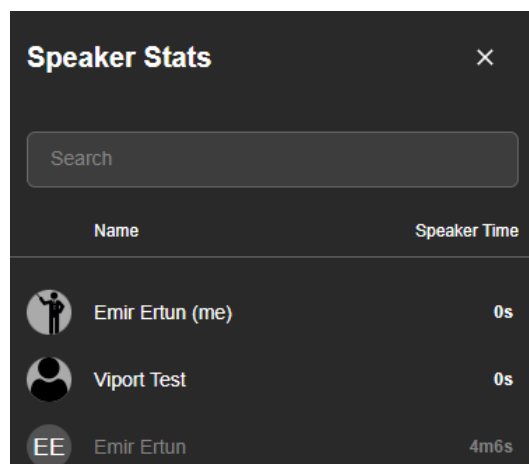


Share Audio: It serves to share audio from your computer or web browser.

Select Background: Blurs the camera background or adds a background image.

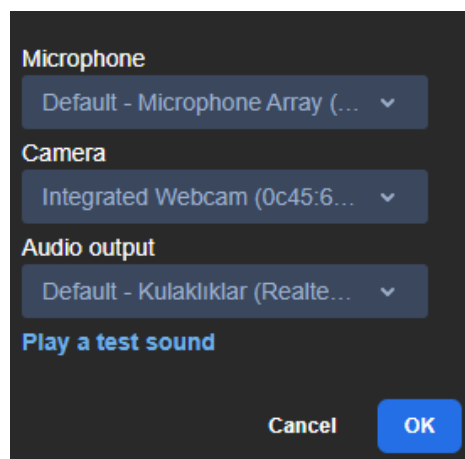


Speaker Stats: Shows how much participants talked during the conference.

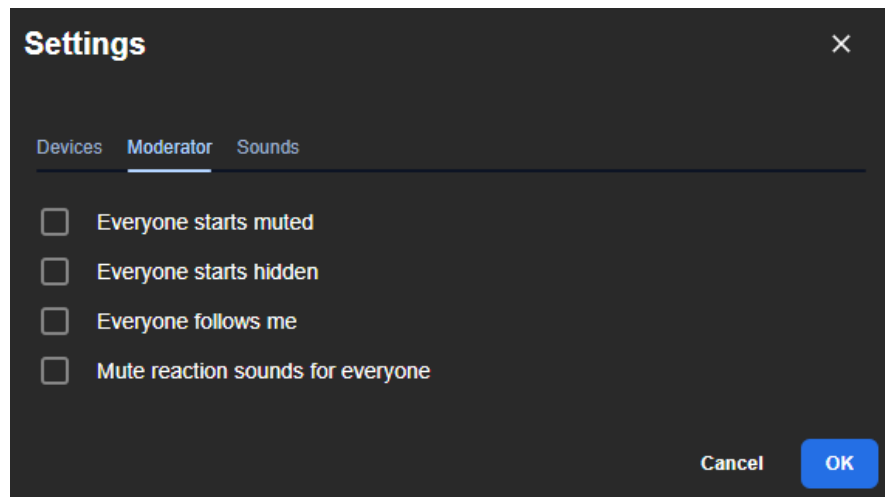


Settings : Used to change settings while in a conference room.

1.Devices: It is used in the selection of microphone, camera and audio output devices to be used in the conference.



2.Moderator:



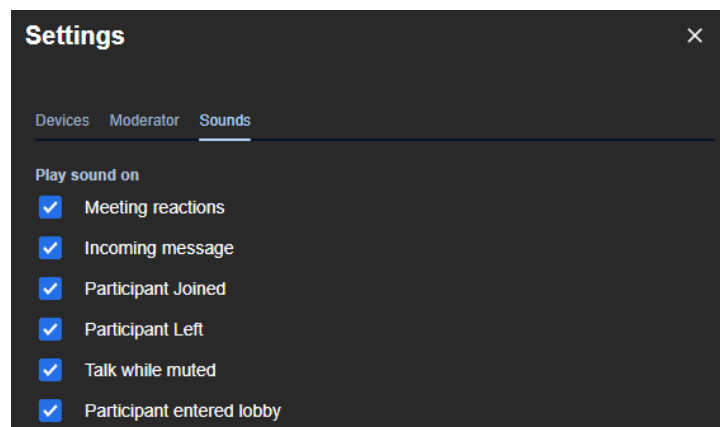
Everyone starts muted: When entering the meeting, the participant's microphone is set to off.

Everyone starts hidden: When the meeting is entered, the participant's camera is set to be turned off.

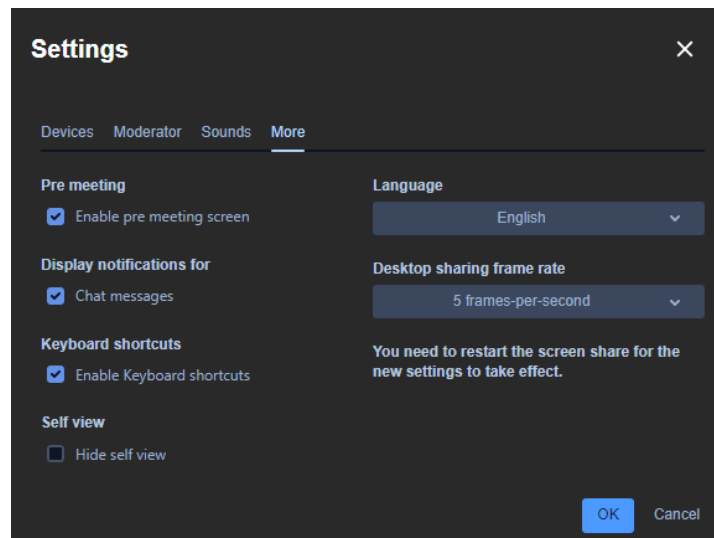
Everyone follows me: Your current screen layout will be applied for all the participants. Ex: Tile view/normal view

Mute reaction sounds for everyone: Moderator can mute reaction sounds for the participants. If mute is enabled participants will not hear the reaction sounds.

3.Sounds: It is used to mute and unmute the sounds in the list below.



4.More: It is used to set the parameters in the list below during the conference.



- **Enable pre meeting screen:** Shows the Microphone and Camera selections page before joining the meeting.
- **Display notifications for:** It enables or disables the chat notifications.
- **Keyboard shortcuts:** It enables or disables the Keyboard Shortcuts.
- **Self-view:** It shows or hides your own camera view on conference screen.
- **Language:** It sets the interface language.
- **Desktop sharing frame rate:** Sets the frame rate of the desktop sharing. Available options are 5/15/30fps. Please note that higher fps will consume more bandwidth.
- **View Shortcuts:** You can view the keyboard shortcuts from this menu

