Using the RealPresence Desktop Client

The RealPresence Desktop Client (RPD) is used to connect to a video conference over your laptop/desktop/Mac. Once downloaded and installed, it can be used to join any video conference at Johns Hopkins that is hosted on our video conference bridge. All it requires is a built in or external webcam and microphone. This document explains the interface of the RPD client and how to use it.

After installation, to start the RPD client, double click on the RPD client icon on the desktop. That will bring you to the following screen, where you will enter the conference id that you will be joining:

![RPD Client Interface](image)

Use your mouse on the keypad to the right, or, use your numeric keys on your keyboard to type in the conference id that you wish to join, and click the green “Call” button below the keypad on the RPD client. After some time, you will be joined to the conference.

After you are joined to the conference there are several things inside of the RPD client that you have the option of doing. We will now look at these options and give a brief explanation of what they do. These options are all controlled by the icons at the bottom of the RPD screen. You can access them or toggle them on and off by clicking on them. The first is the self-view icon. This toggles the view of yourself on and off. This view is how others in the conference see you on their screen. We suggest looking at your self-view when you first join to make sure you have your camera center, the background light isn’t too bright, etc. and that you can be seen. Once this is done, we suggest toggling self-view off, as this takes up space on the
screen, and with it off, the active speaker or shared content will appear larger. To toggle this on and off, see the following image:

There may be times where it is necessary to suspend the video feed (mute the video). The camera icon toggles this on and off by clicking it. The following image shows you what the other conference participants will see from you when your video is muted:
If you would like to mute the microphone to have conversations without being heard by the other conference participants, the microphone icon toggles your microphone mute on and off. When you are muted, no one in the conference can hear you. If you mute yourself, please don’t forget to unmute yourself to be heard and vice versa. This image shows where to mute the microphone:
The following image shows the slider to turn your volume up or down. This can also be done on your machine also:
To disconnect, or hang up, from the conference, click the red button with the phone receiver and the arrow down. You will then leave the conference:
These are the basic functions you need to know to successfully operate the RPD client. There are more options that you may need also, for example, how to share content from your machine with the other conference participants. They can be accessed by clicking the icon with the three dots on the far right bottom of the screen:
This will expand the window with more icons. The first one is the share content icon. Click this icon to share content from your machine to the rest of the conference, such as powerpoint presentations. To do this, click the content icon. This expands the window with a menu on the right side. You have the option of sharing a monitor at the top, or an individual application at the bottom. We suggest you share the entire monitor for a better viewing experience. Choose the monitor you want to share (if applicable) and click it. This will share whatever is on that monitor with the rest of the conference. To stop sharing, click the content icon again:
You can also chat with other people currently in the conference. Do this by clicking the chat icon. This expands the window to include all of the participants in the conference. Find the one you want to chat with, click their name, and use your keyboard to type a message to them and hit enter.

If the conference is set up to do so, you also have the ability to control the camera of the current, active speaker by clicking the far end camera control icon:
Clicking each arrow 3 or 4 clicks will move the camera of the active speaker in that direction. Please note: not all conferences are set up to allow this. Also, if your conference is set up to do so, please ask for permission from the active speaker to do so before moving their camera. The far end camera can also be zoomed in and out with the magnifying glass icons.

If you want to pull the number pad up for any reason at any time during the conference, you can do so by clicking the number pad icon, and using your mouse to input numbers, or your keyboard numeric keys:
To change the settings of your audio and video devices that RPD uses, you can click the settings icon to do so:

When you click this, the window expands to give you a menu of different device settings to change. If your current settings are working, we suggest you don’t do this. However, if you want to do so, pick the setting you want to change, click the drop down, choose the new setting, and double click it. The changes will take effect immediately.

To toggle the RPD window to full screen and back again, click the full screen icon: