



TEACHER GUIDE



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Vivi is a wireless presentation solution built exclusively for the unique requirements of the classroom environment. In a Vivi-enabled classroom, you can share content from any of your devices to the main TV or Projector screen. You have the freedom to move while you work, having full control over what's been shared with the room at any time –and the power to handball the presentation to students of your choice. Vivi is simple to set up and intuitive to use. With this guide, you'll be up and running in moments.

1.0 HOW TO GET VIVI

Before you can start presenting with Vivi, you will need to download the Vivi software. This application is available for free.

There are two ways of getting Vivi:

1. **Self-install** - If you manage your own device, install the appropriate software from the list below.
2. **Enterprise Installation** - If your organisation manages the applications on your device, please consult your IT Administrator.

1.1 HOW TO DOWNLOAD VIVI

Visit <http://get.vivi.io> in a web browser on your device. This will automatically download Vivi's software. You may need to open or run the Vivi software after the download is complete.

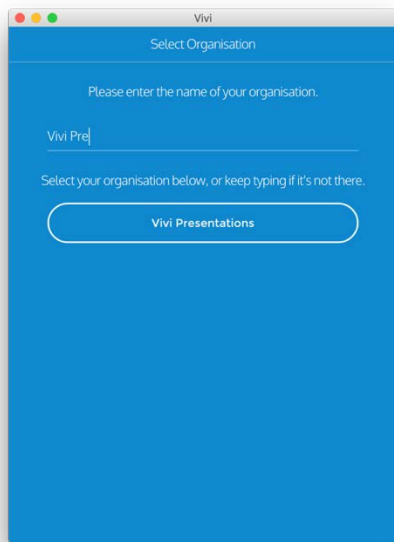
Instead of using the above <http://get.vivi.io> link, you can alternatively download Vivi from your device's App Store/Google Play.



2.0 Connecting Your Device

When you open Vivi for the first time, you will be asked to select your organisation, which is the school you belong to.

Select Organisation Screen

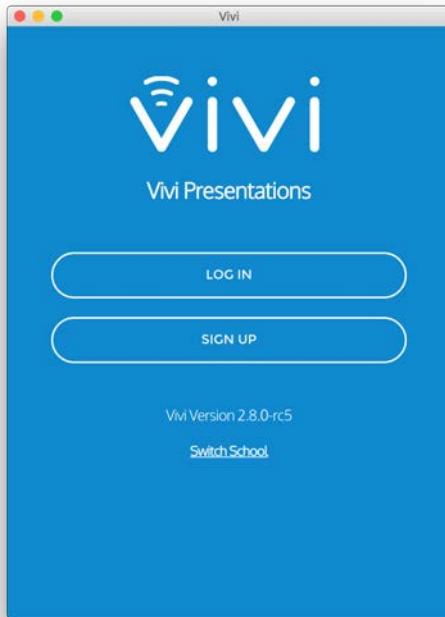


Step 1: Enter the name of your organisation. If you're not sure what this is, please contact your IT Administrator.

Step 2: The name of your organisation will appear as a button, which you should press.



Log In or Sign Up Screen



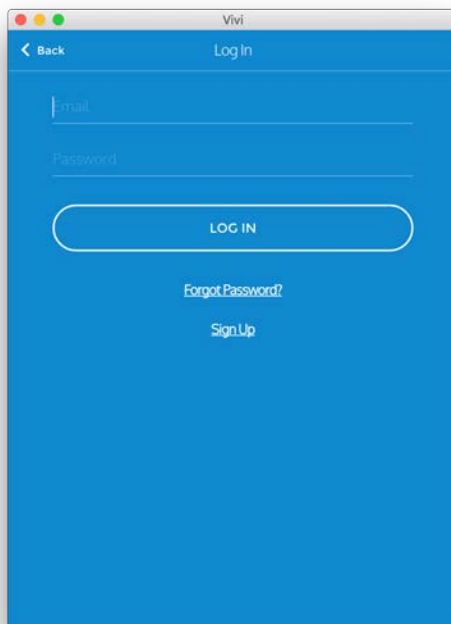
After you select your organisation, you will need to log in, or sign up.

If you already know your Vivi username and password, press the **Log In** button. If you don't, contact your IT Administrator, or press **Sign Up**.

Switch School: If you visit several schools or campuses, you will need to press the **Switch School** button, which will take you back to the *Select Organisation* screen.

The organisation you are currently joined appears directly under the Vivi logo.

Log In Screen

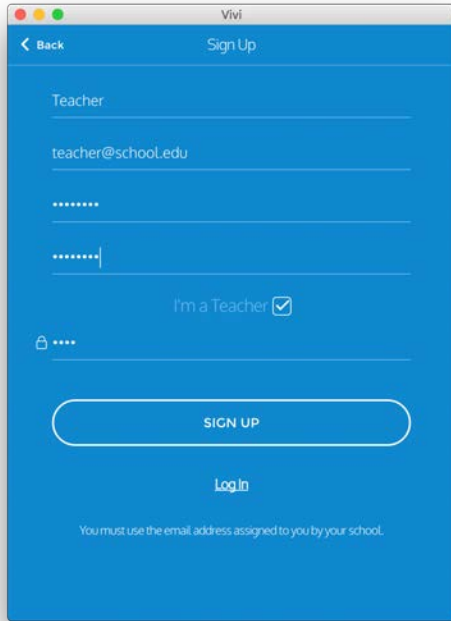


Log in with your username and password, and press the **Log In** button.

In most instances, you will use the same username and password that you use at your school or college.



Sign Up Screen

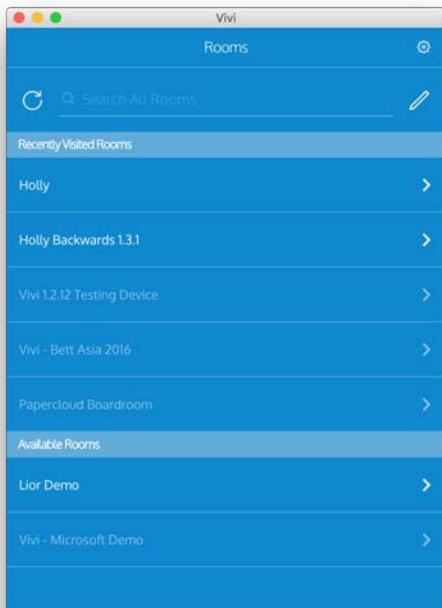


Enter your name, email address and password to create a Vivi account.

As a teacher, tick the 'I'm a teacher' box and enter the presenter code. Your IT Administrator can supply this.

When all fields are complete, press the **Sign Up** button.

Rooms Screen



After successfully logging in, you will be presented with a list of all available rooms.

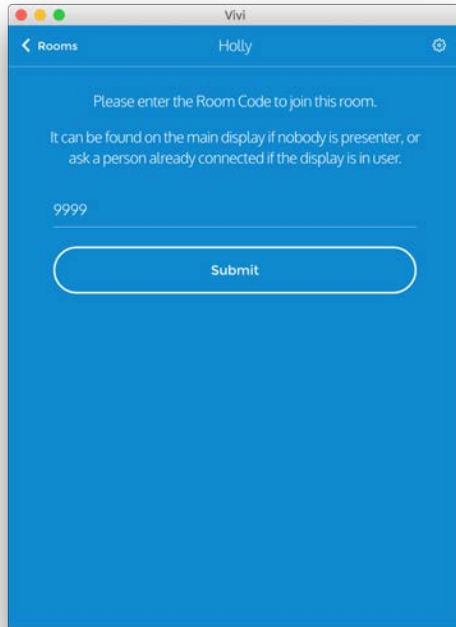
You can search the room you wish to join. Letter by letter filtering lets you easily find your room. You can also re-join a recently visited room, which are listed on this screen.

To join a room, simply select the room's name.

Inactive or unavailable rooms are greyed out. Please see your IT Administrator if you wish to connect to an inactive room.



Rooms Code Screen



Room codes are an optional feature and provide an extra layer of privacy, where required. If a room code is enabled, you will be required to enter this code to connect.

The room code can be found on the room's TV or projector screen, or any other connected devices in the room running Vivi.



Room Codes and Open Access

Room Codes are an optional feature to add an extra layer of privacy, where required. When the Room Code feature is enabled, users must enter a 4 digit on-screen code when they wish to join a room. The room code appears on the room's TV or Projector screen, in the bottom left hand corner.



Open Access is an optional feature which allows any user to connect and present. The Open Access feature is typically used in libraries, common areas and classrooms for lunch time or after school student gatherings.



Room Code



Open Access

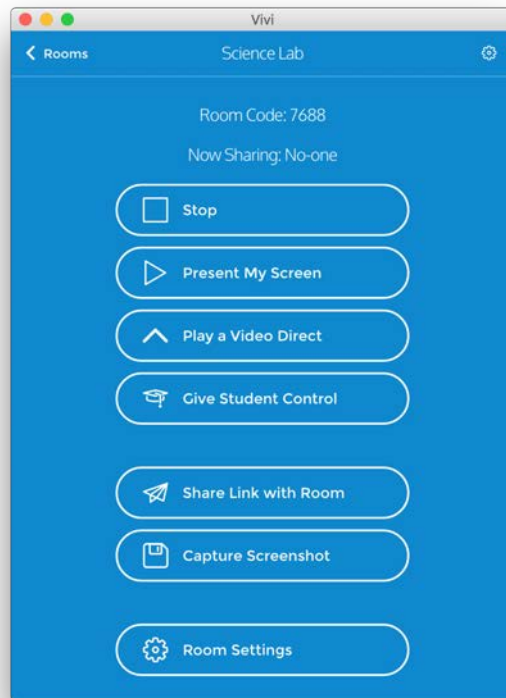
	If the padlock icon is closed, only the presenter can access the room's main TV or Projector screen, or permit others to access it.
	If the padlock icon is open, the Open Access feature has been enabled. Any user will be able to freely connect and present.

In some organisations, the Room Code feature is disabled. In this case, no padlock icon or numbers will appear in the bottom left of the room's TV or Projector screen.



3.0 Vivi's Features

This is the main screen of the Vivi software.



Stop: Any current session of screen sharing, including those started by other presenters will be stopped.

Present My Screen: Begin sharing your screen to the room. If you're using an Apple device, you will need to activate Airplay. On-screen instructions will appear automatically, if this is required (see next page).

Play A Video Direct: Play a video directly from the internet (such as Youtube). This

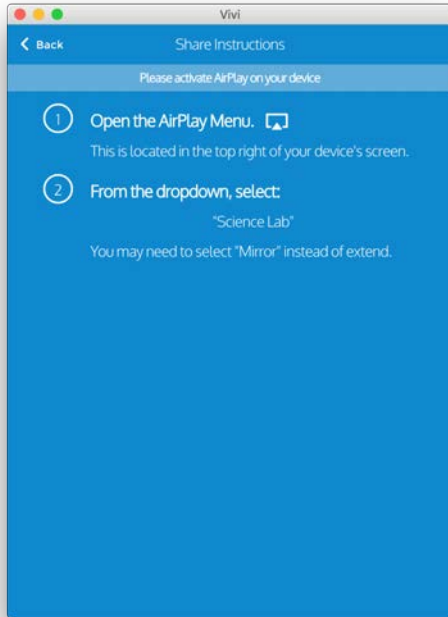
feature gives high quality video play. You can also continue using your device while a video plays on the room's main TV or Projector screen.

Give Student Control: You will see a list of all connected students in the room who you can handover screen sharing.

Share Link with Room: Share an internet link with everyone in the room. This link will be displayed on all connected devices in the room.

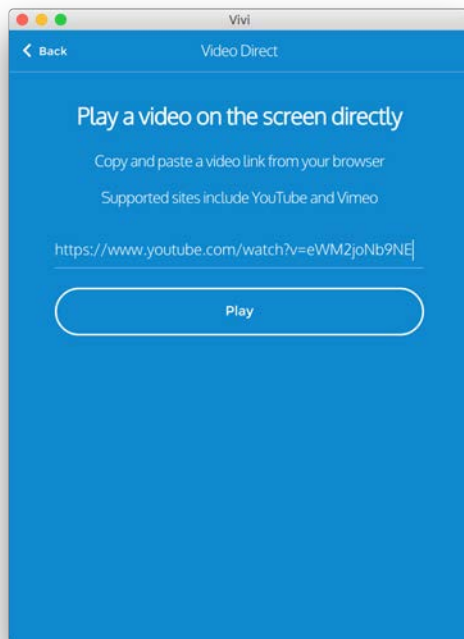


AirPlay Instructions Screen



These on-screen instructions will display automatically if you are using an Apple device (iPad, iPhone, Macbook, iMac) and have pressed the **Present My Screen** button.

Play a Video Direct Screen 1



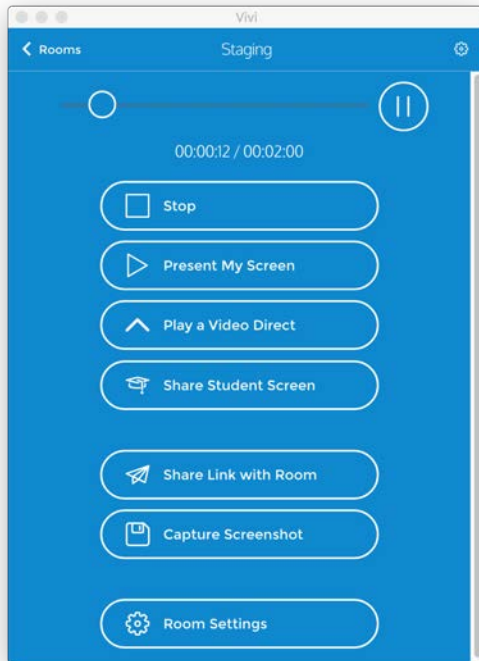
The Video Direct feature streams a video directly from a video platform (such as Youtube) to the room's TV or Projector screen.

The video will only be played on the room's TV or Projector screen, freeing up your device for simultaneous use during play.

Copy a URL from Youtube (or the location of your desired video), return to the Vivi software and paste it into the blank field that says **Paste video link** here. When you press **Play**, the video will start playing on the room's TV or Projector screen.



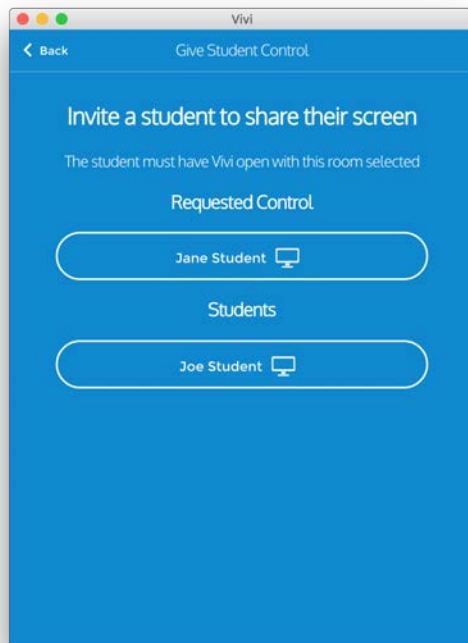
Play a Video Direct Screen 2



Once the video is playing, you can use the **pause** and **stop** features on Vivi, from your own device, to control video play.

You can control the video from any device you have connected to the room. For example, if you start video play from your laptop at the front of the room, you can pause it from your tablet, from the back of the room.

Give Student Control Screen



Give Student Control: This screen displays a list of connected students who can be given control and presentation privileges.

These privileges give students the ability to:

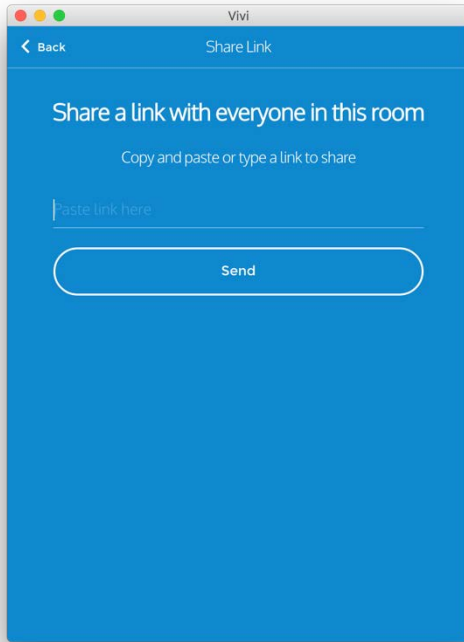
- Present their device's screen
- Play a video direct
- Share links with the room

Students can also request access to present the screen. Any access requests are listed first, on this screen on your device.

Stop Student Control: To stop a student's presenting rights instantly, press the **Stop** button on your device's main Vivi screen.



Share Link Screen

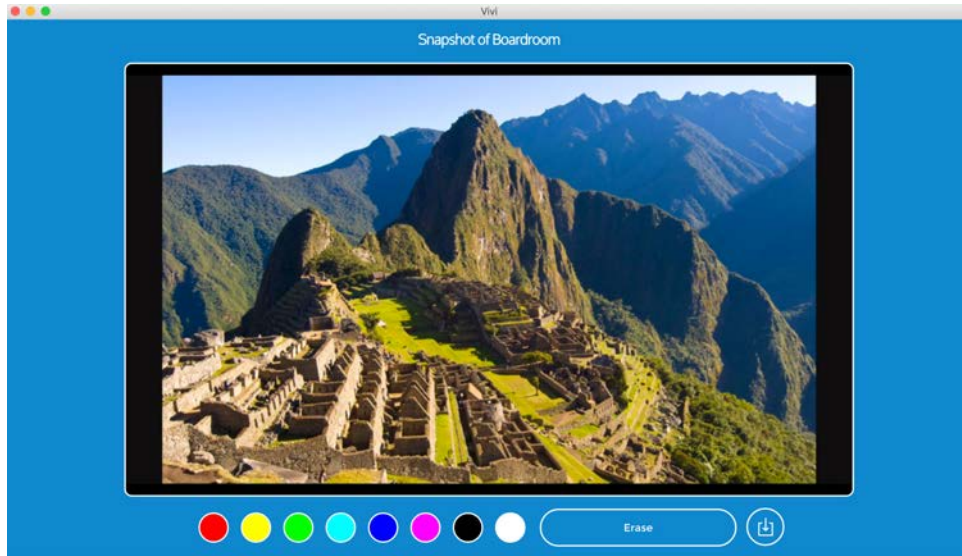


You can use the **Share Link** feature to instantly share an online link with everyone in the room to open on their own devices. A shared link will be displayed on the screen of the Vivi software on all connected devices in the room.



Capture Screenshot Screen

To capture a screenshot of the displayed content, press the **Capture Screenshot** button on the main screen of your Vivi software.



Annotate: You will be able to select a colour of your choice, which can then be used to freely draw on top of the screenshot by touch, click-and-drag or tap-and-drag.

Erase: This will clear any annotations you've made, but will keep the original screenshot itself.

Save: This will save a copy of the screenshot to your device for later review.

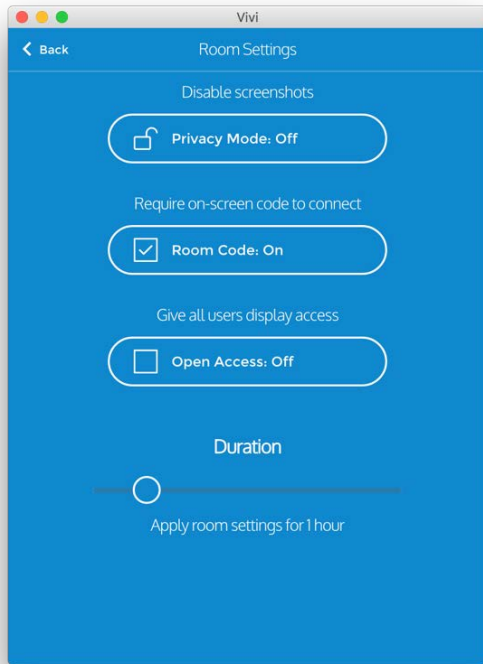
This feature is useful for saving content displayed on the room's main TV or Projector screen for later review.

This feature is unavailable when the room has the **Privacy Mode** feature enabled.



Room Settings Screen

To access the Room Settings, press the **Room Settings** button on the main screen of your Vivi software. From the Room Settings screen, you can temporarily override the room's default access settings.



Privacy Mode: This feature disables the ability for users to take screenshots of displayed content.

Room Code: From this screen, you can enable or disable the Room Code feature. The room code automatically changes if there is no presenter connected to the room. You can manually set the duration of these settings from this screen.

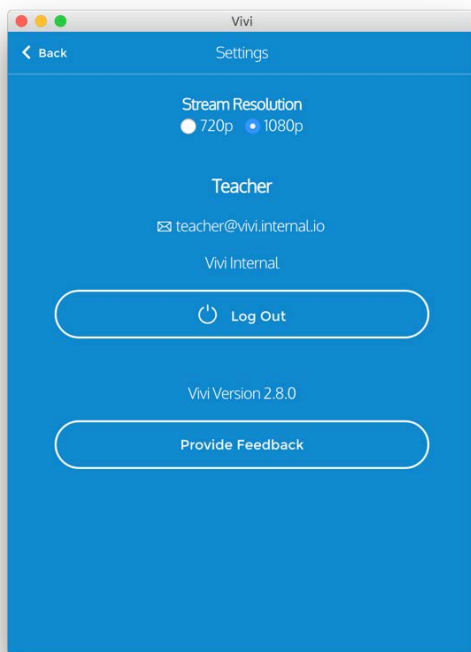
Open Access: The Open Access gives presentation privileges to all connected users in the room. This feature requires Room Code feature to be enabled.

Duration: Manually set the duration after which any settings from this screen will reset to the room's defaults. This is useful for setting specific settings for a particular session.



Settings Screen

To access the Settings screen, press the **Cog** button¹ at the top right of the main screen of your Vivi software. From the Settings screen, you adjust the stream resolution, log out, and send a feedback message to the Vivi Support team.



Stream Resolution 1080p / 720p

The stream resolution can be manually adjusted, to a maximum height of either 720 pixels or 1020 pixels. 1020p provides higher quality display, but may use higher bandwidth in some environments. Consult your IT Administrator if you're not sure which setting is best for your room.

Log Out: This logs you out of your account and returns you to the Log In screen.

Provide Feedback: You can write a feedback message which is sent directly to the Vivi Support team. We appreciate any feedback!