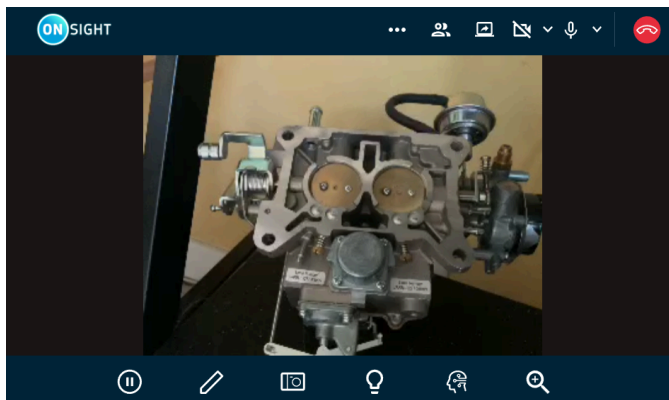


HOW TO: Access the Onsight Web App for Windows (PC/Tablets)

Overview



Onsight Connect provides secure video collaboration for you and your colleagues, suppliers, and customers. **Onsight Connect for the Web** was developed to simplify the setup process for guest users. Specifically, it provides:

1. A **Zero-download** experience — No download files and installation are required.
2. A **simplified User Interface (UI) for guests** — The application has been streamlined to improve ease of use, setup and login for guest users.
3. Web browser compatibility for:
 - **Windows 10/11** — Chrome, MS-Edge, and Firefox
 - **Mac /iOS** — Safari and Chrome
 - **Android** — Chrome

Onsight Connect for Web can support many standard in-call functions including:

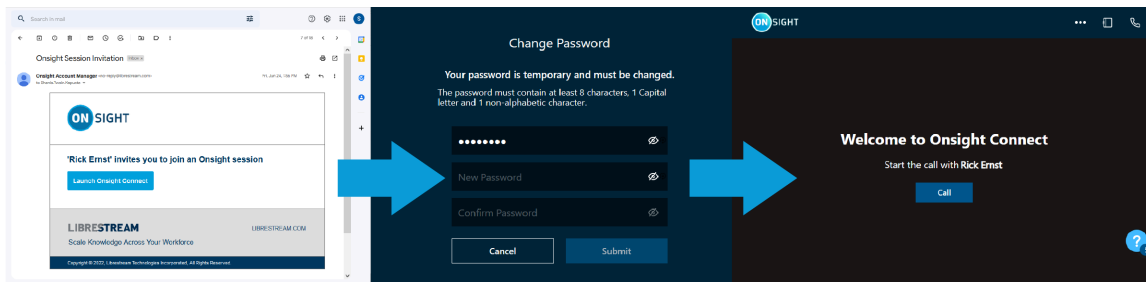
- **Image Capture & Sharing**
- **Lighting**
- **Zoom In/Out**
- **Annotation** (Drawing onscreen)
- **Pause/Play Video**



Note: Advanced features such as **Multi-Party Calling** must be initiated by a **Windows host** using **Onsight Connect**.

Launching the Web APP

Access Your Welcome Message



When you are allocated an Onsite Guest license, you will receive a **Welcome** message in an email. Click the **Login to Onsite Connect** button to access and join the meeting. You may be prompted to:

1. Click the **Launch Onsite Connect** button. Select the **Open this link in your browser**, as necessary.
2. Select your preferred browser, select from **Chrome, Safari, Firefox, or MS-Edge**.

Note: If you have the Onsite Connect application installed for Windows, iOS, or Android, then the application will launch in place of the web app.

3. Change your password, and enter a **New Password**, and then repeat to reenter it again within **Confirm Password**, as necessary.

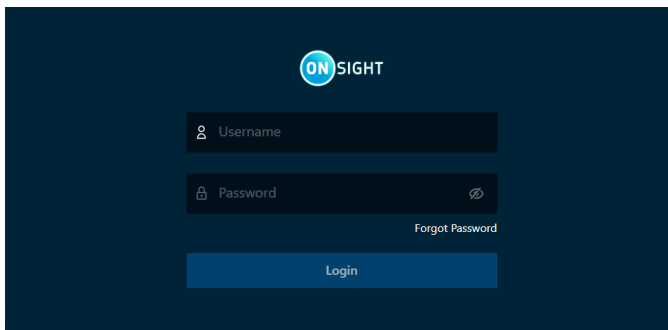
Note: If you are asked for permissions to access your microphone audio, camera pictures, device's location etc., click **OK, Allow or Yes**, as necessary.

4. Click the **Call** button to start the call.

Note: When you are in an active call, the **Main Menu** bar expands to reveal additional icons and a **Bottom toolbar** appears with advanced functions.

Tip: Consider adding a bookmark in your browser for the **Web App** domain to speed up the login process in the future.

Login

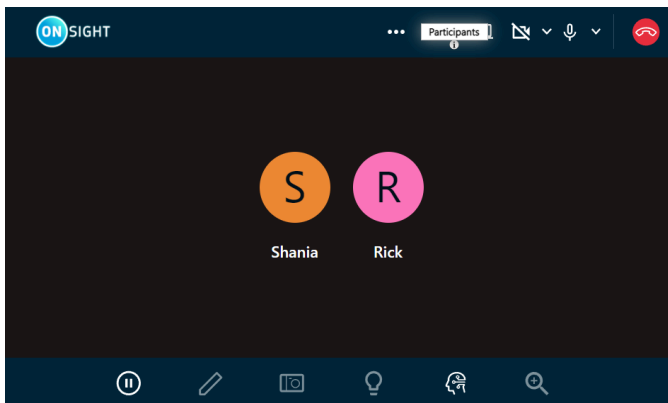


Thereafter, you can login by accessing your bookmark and entering your **Username** and **Password**.

Tip: Click the **Forgot Password** link to reset your password by following a series of onscreen prompts.

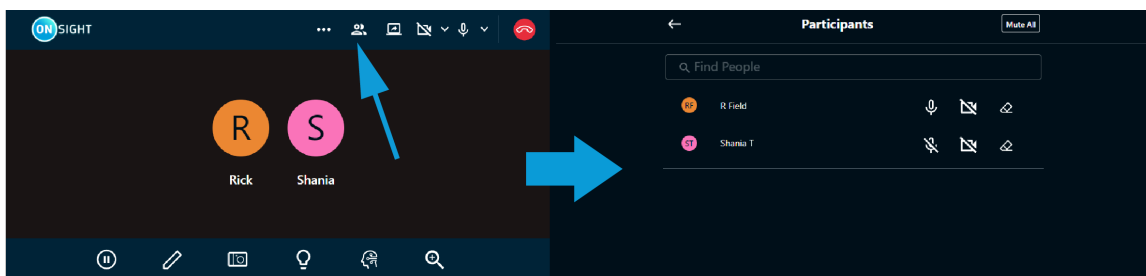
Basic Operations

Tool tips



Hover your mouse or finger over the small **Information** symbol beside each icon to reveal its tool tip.

Share Video



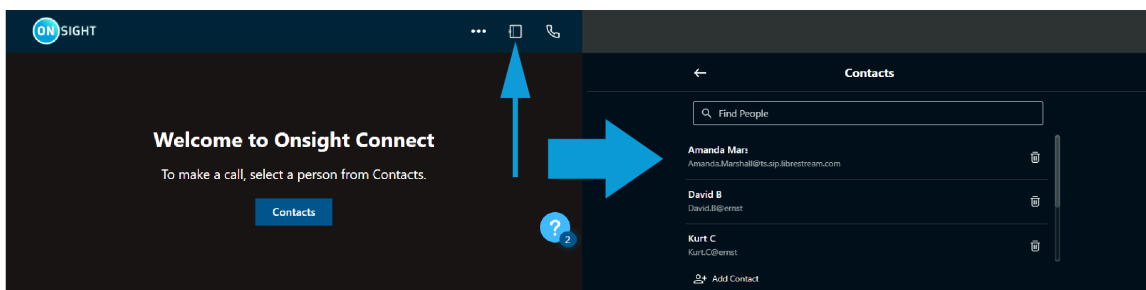
When you are in an active OnSight call, locate the **Main Menu** bar and click **Participants** to see all participants on a call. Click the **Video Off** icon to enable **Video On** next to the contact's name to immediately share the live video from their camera.


Note: If you try to share video from a participant that has **Remote Video Privacy** settings enabled, then the participant can **Allow** or **Decline** your request to share video.



End a Call

Click the **Red Hang up** button within the **Main Menu** bar to exit a call.

Add a Contact



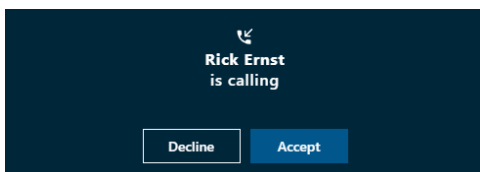
Click **Contacts**  within the **Main Menu** bar to access your contact list. There are two ways to add a contact:

1. Enter the name of the contact within the **Find People** field and click the **Search**  icon — Select a name to add it to your list.
2. Click the **Add Contact**  icon to manually add a contact to your list. Enter their **Full Name** and **SIP Address** within the **Address** field and click **Add**.

Make a Call

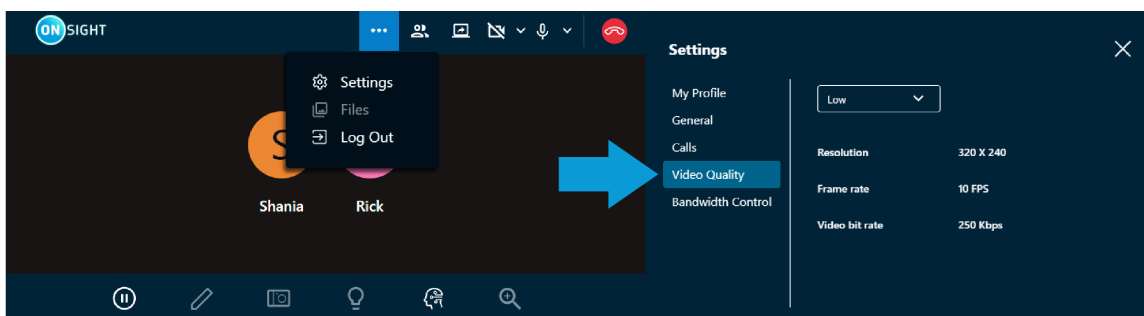
Access **Contacts** within the from the **Main Menu** bar to view your contact list and select a contact name to initiate a call.



Receive a Call



You can also receive calls from your contacts. A message will appear that states [Contact Name] is calling. Click **Decline** to avoid taking the call or **Accept** to engage.

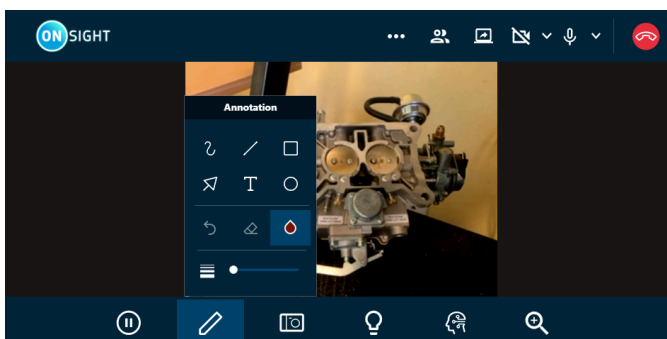
Adjust Video Quality




Within the **Main Menu** bar, click the **More Actions**  icon and select **Settings**  and click **Video Quality**. Select a configuration (**Low**, **Medium**, **High** etc.) from the drop-down menu to modify your video quality and resolution.

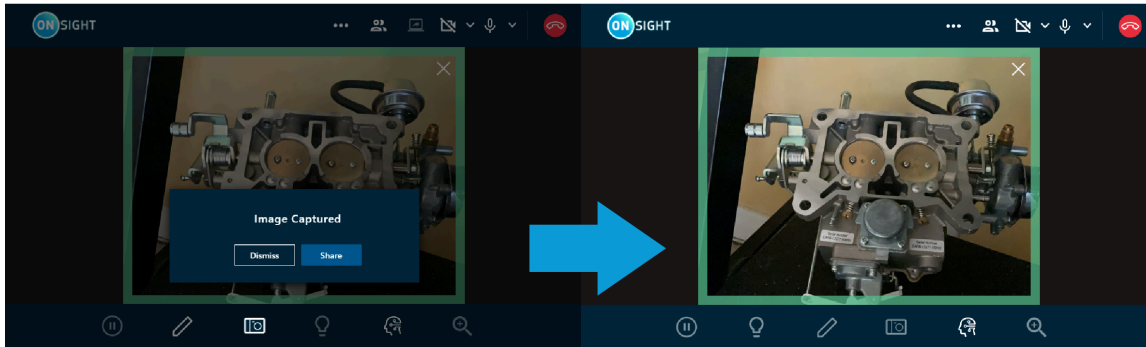
Explore Advanced Features


Annotation Tools



Click the **Annotation**  icon to access additional drawing tools. Select an annotation tool to draw on top of an image or video with your finger, mouse, or stylus.

Take and Share a Picture



Click the **Camera**  icon to capture photographs. You will be prompted to **Share** the image with all participants on the call. A green bounding box appears around the image when it is being shared with participants.

Screen Sharing

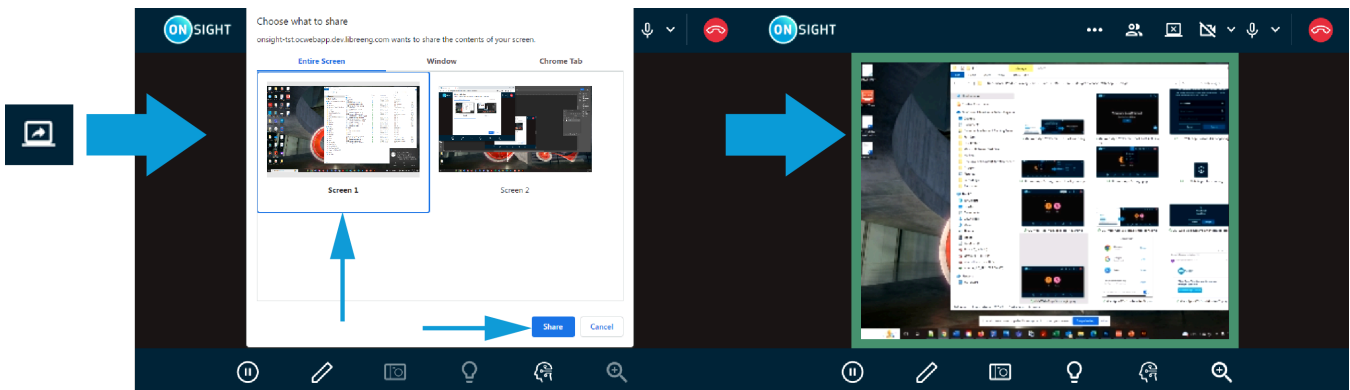



Figure 1. Sharing a Screen

Click the **Sharing**  icon from within the **Main Menu** to share a user's desktop screen with participants on a call. A window appears prompting you to **Choose what to share**:


- **Entire Screen** — Share a single display. Select from your list of monitor screens.
- **Window** — Share a single window.
- **Browser Tab** — Share a single web browser tab.

Click **Share** to activate.

All content is displayed within a green rectangle for the **Host**, and an orange rectangle for the participants.

 **Tip:** End the screen sharing session by clicking the **Exit Sharing**  icon.

 **Note:** Screen sharing will only function when initiated by a desktop computer (Windows PC and Macintosh).

If the **Sharing (Disabled)**  icon is visible, then this indicates that screen sharing has been disabled within **Client Policy**. If the **Sharing** icon is missing, then screen sharing is not supported for that device.

