PISCES® for Online Conferences

LEADER QUICK START GUIDE

Starting your online conference:

Figure 1. Using Chrome, launch Pisces. Then select the option to begin an online conference.

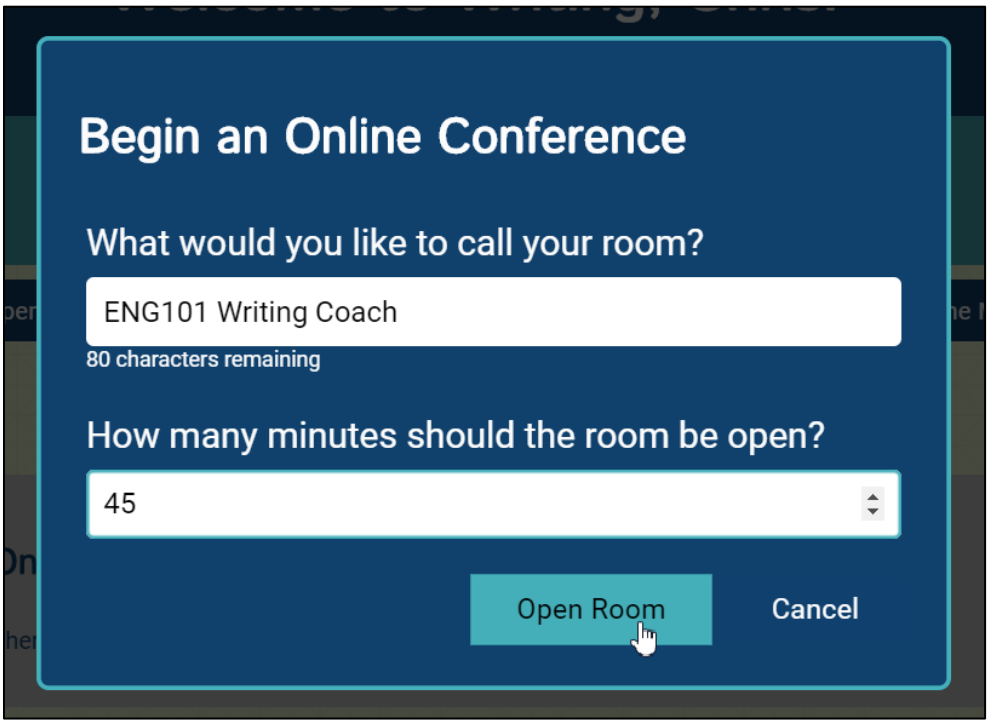

Figure 2. Name your conference room and set its duration. Participants will look for your room by name.

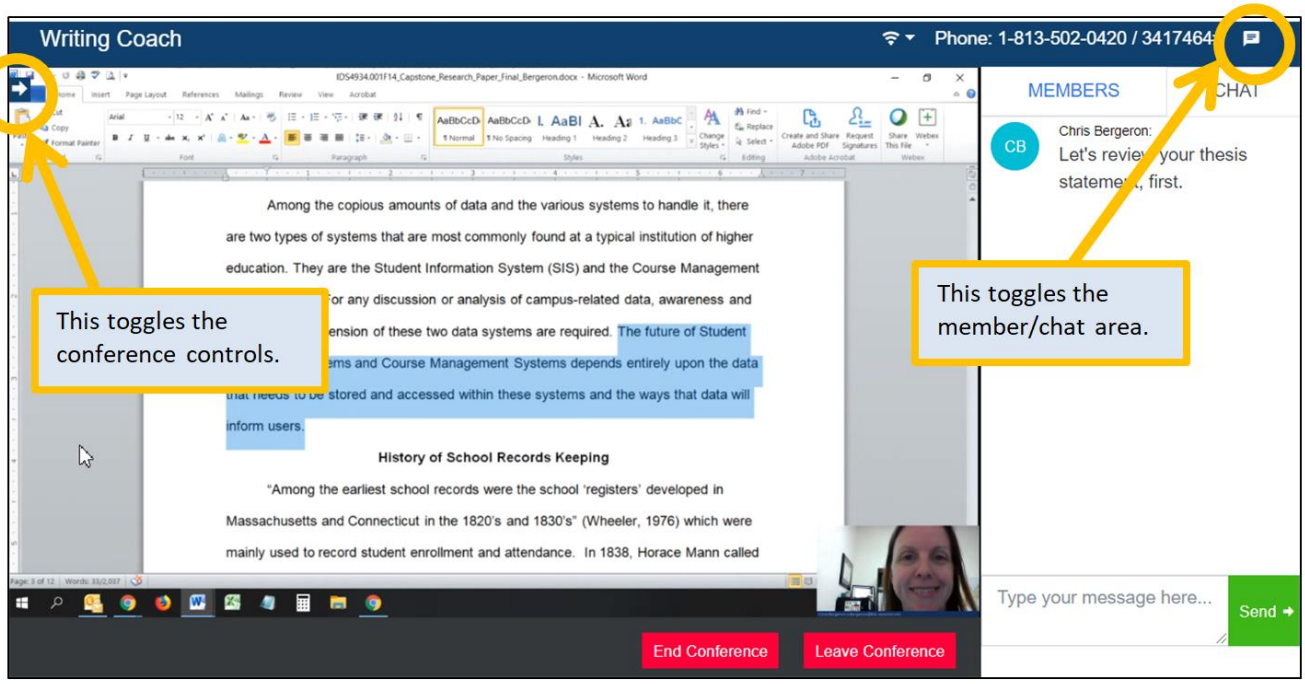

Figure 3. Conference features includes high-quality audio & video, screen sharing, chat, session recording, several different layout options, and phone bridge options.

Conference controls include:

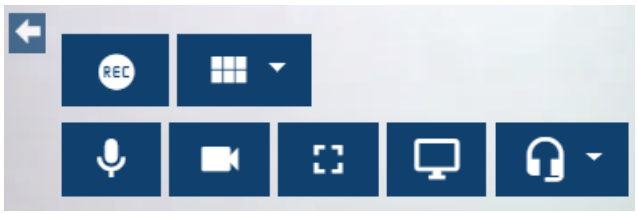

Figure 4. Top (left to right): record and layout options. Bottom (left to right): microphone mute/unmute, camera on/off, full screen, screen share*, and speakers. *[Chrome requires this extension to share your screen.]

Setting your availability for taking appointments:

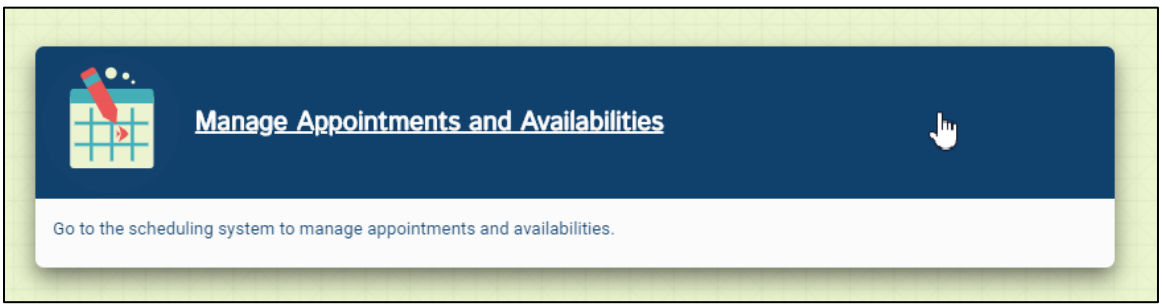

Figure 5. On the Pisces dashboard, look for the "Manage Appointments and Availabilities" tile.

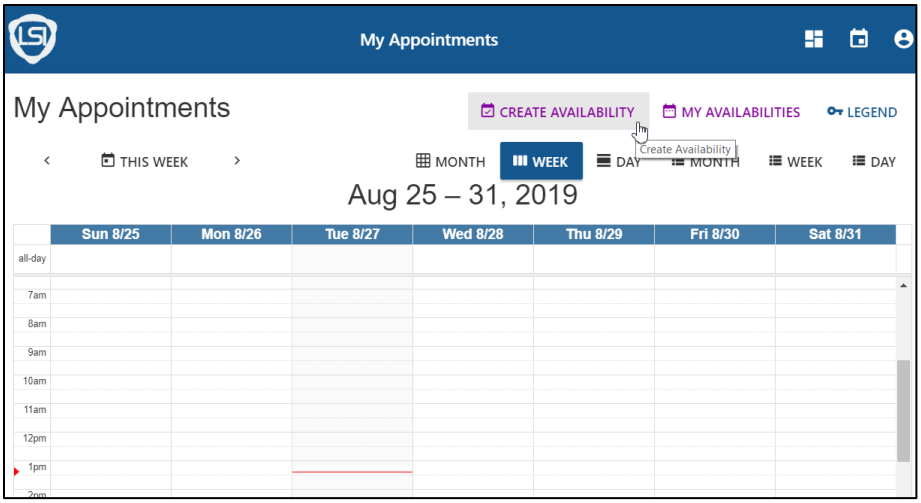

Figure 6. Choose "Create Availability" from the top menu.

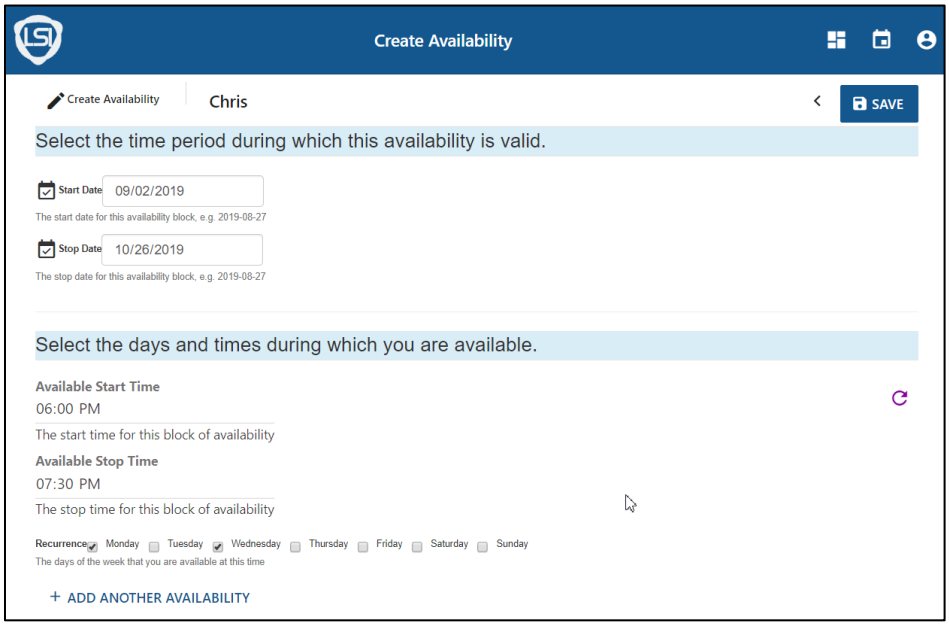

Figure 7. Enter the start date, end date, start time, and end time. Once you save this availability, users can reserve appointments with you. Appointment-based sessions will display automatically when it's time to start.

Pisces community tips for online conferences:

- Log in early to test your camera and microphone.
- Good lighting is critical! Face the light (backlighting is bad).
- Use a headset with microphone if your environment is busy (i.e., coffee house).
- Put your microphone on mute if there is distracting background noise.
- Minimize the chat area when you are sharing your screen.
- Tell your participants that you intend to record before your session begins.