# PANDUAN PENGGUNAAN APLIKASI VIDEO CONFERENCE CISCO WEBEX

**SEBAGAI PESERTA** 



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN DIREKTORAT JENDERAL GURU DAN TENAGA KEPENDIDIKAN DIREKTORAT PEMBINAAN GURU PENDIDIKAN MENENGAH 2018

## PERANGKAT YANG DAPAT DIGUNAKAN UNTUK MELAKUKAN VIDEO CONFERENCE



Laptop



Tablet



Smartphone

#### Spesifikasi Hardware

- CPU: Quad Core 1.2GHz RAM 2 GB
- Video: Kamera integral di tablet/*smartphone*
- Audio: Audio integral di tablet/*smartphone*, *input* dan *output* speaker aktif/*Headset*, dll.

#### Spesifikasi Software

- Sistem Operasi Android, IOS
- Aplikasi *Cisco Meeting* (dapat diunduh di *playstore* dan *Appstore*)

### Koneksi Internet Minimal 1 Mbps

FITUR UTAMA YANG HARUS DIKUASAI PESERTA

**BERGABUNG/JOIN KE APLIKASI WEBEX** 

## **MENGAKTIFKAN AUDIO**

## **AKTIFKAN KAMERA**

## PADA SISI PESERTA

Bergabung / Join Ke Aplikasi Menggunakan Personal Komputer / Laptop

#### Bergabung Dengan Menggunakan "Number Meeting"

1. Buka Aplikasi Web browser Google Chrome



Gambar 1. Icon Aplikasi Web browser Google Chrome



Gambar 2. Tampilan Aplikasi Web Browser Google Chrome

#### 2. Ketikan alamat webex pada web browser (<u>www.pgdikmen.webex.com</u>)

| Tab Baru                      |      | ×  |
|-------------------------------|------|--|
| $\leftarrow \   \rightarrow $ | C    | 🗅 pgdikmen.webex.com   |
| Apl                           | Untu | ik akses yang cepat, tempatkan bookmark pada bilah bookmark. Impor bookmark sekarang |

Gambar 3. Alamat Aplikasi Webex

#### 3. Masukan number meeting yang diberikan oleh Admin/panitia



Gambar 3. Halaman untuk masukan number meeting

#### 4. Klik "Join"

| 😡 Web                    | ♥ WebEx Enterprise Site ×          |                 |                |                  |                  |   |  |  |
|--------------------------|------------------------------------|-----------------|----------------|------------------|------------------|---|--|--|
| $\leftarrow \rightarrow$ | C 🔒 Aman   ht                      | tps://pgdikmen. | webex.com/mw32 | 00/mywebex/defau | llt.do?siteurl=p | pgdikmen  |  |  |
| cisc                     | did WebEx                          |                 |                |                  |                  |   |  |  |
| Home                     | Meeting Center                     | Event Center    | Support Center | Training Center  | My WebEx         |   |  |  |
|                          |                                    |                 |                |                  |                  |   |  |  |
|                          |                                    |                 |                | Enter            | the me           | eeting, event, or session number to join.                   |  |  |
|                          |                                    |                 |                |                  | NE               | EWI Invited to a Personal Room? Enter the host's room ID. 👔 |  |  |
|                          | Contoh number meeting  577 554 482 |                 |                |                  |                  |   |  |  |
|                          |                                    |                 | Kli            | k Join ┥         | [                | Join  |  |  |

Gambar 4. Klik "Join" untuk bergabung kehalaman video conference

## 5. Masukan "Password" yang diberikan oleh admin/panitia

| 🔾 🔾 Web                          | WebEx Enterprise Site ×   |                  |                 |                  |                 |         |  |
|----------------------------------|---|------------------|-----------------|------------------|-----------------|---------|--|
| $\leftarrow \   \rightarrow$     | C 🔒 Aman   ht   | ttps://pgdikmen. | webex.com/mw320 | 00/mywebex/defau | lt.do?siteurl=p | gdikmen |  |
| dul VebEx                        |   |                  |                 |                  |                 |         |  |
| Home                             | Meeting Center  | Event Center     | Support Center  | Training Center  | My WebEx        |         |  |
| Enter the                        | Enter the meeting password to view the meeting details.<br>If you do not know the password, contact the meeting host. |                  |                 |                  |                 |         |  |
| Password: ••••• Masukan password |   |                  |                 |                  |                 |         |  |
|                                  | OK Cancel ► Klik "OK"   |                  |                 |                  |                 |         |  |

Gambar 5. Halaman untuk masukan password

#### 6. Masukan "nama lengkap" dan "email" aktif

| VebEx Enterprise Site ×           |                |                  |                |   |  |  |  |
|-----------------------------------|----------------|------------------|----------------|---|--|--|--|
| $\leftrightarrow$ $\rightarrow$ ( | 🖰 🔒 Aman   ht  | ttps://pgdikmen. | webex.com/mw32 | :00/mywebex/default                     | .do?siteurl=pgdikmen   |  |  |
| cisco                             | WebEx          |                  |                |   |  |  |  |
| Home                              | Meeting Center | Event Center     | Support Center | Training Center                         | My WebEx   |  |  |
|                                   |                |                  |                | Acara Vide                              | eo Conference  |  |  |
|                                   |                |                  |                | Monday, February 1<br>Host: dadan sukma | 2, 2018   3:35 pm Singapore Time (GMT+08:00)   1 nour   • Started                                  |  |  |
|                                   |                |                  |                | Less information                        |  |  |  |
|                                   |                |                  |                | Meeting number                          | r: 577 554 482   |  |  |
|                                   |                |                  |                | Meeting password                        | 1: 12345   |  |  |
|                                   |                |                  |                | Meeting link                            | c: https://pgdikmen.webex.com/pgdikmen/j.php?MT  |  |  |
|                                   |                |                  |                | Audio connection                        | n: Use VoIP only   |  |  |
|                                   |                |                  |                | Your name                               | E Dadan Sukma Masukan nama lengkap   |  |  |
|                                   |                |                  |                | Email address                           | s: dadan@gmail.com Masukan email aktif   |  |  |
|                                   |                |                  |                |   | Join Join by browser NEW Klik Join   |  |  |
|                                   |                |                  |                |   | By joining this meeting, you are accepting the Cisco WebEx Terms of Service and Privacy Statement. |  |  |

Gambar 6. Halaman untuk masukan nama lengkap dan email aktif

#### 7. Install plugin cisco webex

| ✓ West Entreprise Size x  ← → C  https://ap2i.webex.com/inc3100/meetingcenter/newdochow/rewdochow/frame.do?ep1Parame=QUhTSwAAAAJyr7InsSiy4bjr/2m2EaPEx4 | ا الم  | di X<br>vllemD2☆ |
|---|--|------------------|
| Step 1 of 2: Add W  | NebEx to Chrome  |                  |
| Follow this one-time process to joint   | join all WebEx meetings quickly.   |                  |
| Add WebEx to Chrome       Add WebEx to Chrome         a an extension? Run a temporary application to jc         Select Add WebEx to Chrome.             | Image: Construction of the second | to               |
| Don't want to use an extension? Run a term  | mporary application to join this meeting.  |                  |

Setelah klik "Join", langkah selanjutnya install plugin

Gambar 7. Tampilan menu plugin Webex

#### Klik "Tambahkan ekstensi" untuk menambahkan plugin cisco webex

| Q WebEx Enterprise Site X  | ■ - ¤ ×  |
|--|--|
| C C Intro://ap27.webex.com/mc3100/meeting.center/newslocahou/newsl | ytTinsisJudgV2mzExPKKKLGeti7-HIAFIzef4sact VetifiSigefdegiGepisSzzBuC72av110OQ004AKWyCviS2Bgj0/Wz7133RBradis4PHocTOu-bmHigdddWMQvHem22 ἀ ]<br>ibbihan ("Sso WebEr Estension")<br>ibbihan ("Sso WebEr Est |
| Follow this o<br>Add WebEx to Ch<br>an extension? Run a temporary  | Impatiane     Badi       Ings quickly.         Add to Chrome   |
| Select Add WebEx to Ch   | hrome. Select Add.<br>Add WebEx to Chrome  |
| Don't want to use an exte  | ension? Run a temporary application to join this meeting.  |

Gambar 8. Tampilan tambahkan ekstensi cisco webex

8. Masuk Area Room Video Conference



Gambar 9. Tampilan Proses masuk ke Room Video Conference

9. Area Room Video Conference

| 0   |   |                   | Cisco WebEx Meeting Center |   |              |      | -      | ē ×   |
|---|---|-------------------|----------------------------|---|--------------|------|--------|-------|
| File Edit Share View Audi Quick Start Meeti | io <u>P</u> articipant <u>M</u> eeting <u>H</u> elp<br>ing Info (+) New Whiteboard        |                   |                            |   | <b>1</b> =   |      |        | ~     |
| DS A  | Acara Video Conference<br>tost: PG DIRMEN<br>feeting number: 577 554 482<br>teave Meeting | 9                 |                            | Participants Speaker:     Dedan Sukma (me)     PG DiKMEN (Host) | Participants | UIRI |        | ₩ ×   |
| Con   | nected to Audio   | t<br>Share Screen | Invite & Remind            |   |              |      |        |       |
|   |   | More Options      | Copy Meeting URL           |   |              |      | Connec | ted • |

Gambar 10. Tampilan Area room Video Conference

## CARA MENGAKTIFKAN AUDIO

1. Cara mengaktifkan Audio Video Conference

Klik Quick Start --> Call Using Computer

| •  |  | Cisco WebEx Meeting Center   |   |              |      | -       | ē ×          |
|--|--|--|---|--------------|------|---------|--------------|
| Elle Edit Share View Audio Participant Meeting Help Quick Start Meeting Info  Wew Whiteboard |  |  |   | Participants | Chat | Notes   | ~            |
| Acara Video Confere<br>Host: PG DRMEN<br>Meeting number: 577 554 482<br>& Leave Meeting      | ence                                     |  | Participants Speaker: DS Dadan Sukma (me) CO PG DIKMEN (Host) |              |      |         | ¥ ×<br>₩ (¥) |
| Call Using Computer<br>More Options  | Klik "Ca<br>share Screen<br>More Options | Il Using Computer"<br>Letter & Bernel<br>Letter & Bernel<br>Copy Meeting URL |   |              |      |         |              |
| ululu<br>cisco   |  |  |   |              |      | Connect | ted 😐        |

Gambar 11. Tampilan icon untuk mengaktifkan Audio (Speaker dan Microphone)

| Cisco WebEx Meeting Center -                 |   |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|
| Quick Start Meeting Info      New Whiteboard |   |  |  |  |  |  |  |
| Cuck Start Meeting Into                      | Participants       Image: Modes         Speaker:       Image: Speaker:         Image: Speaker:       Image: Speaker:         Im |  |  |  |  |  |  |
| ahaha<br>cisco                               | Connected •   |  |  |  |  |  |  |

Gambar 12. Tampilan proses mengaktifkan Audio (Speaker dan Microphone)



Gambar 13. Tampilan indikator audio sudah aktif

#### 2. Pengaturan Speaker dan Microphone

Klik "Audio" → pilih "Computer Audio Settings"





Gambar 14. Tampilan pengaturan speaker dan microphone

## CARA MENGAKTIFKAN KAMERA

1. Cara Mengaktifkan Kamera

Dalam pelaksanaan *video conference* sebaiknya menggunakan kamera supaya terlihat oleh peserta yang lainnya.



Gambar 15. Tampilan mengaktifkan kamera



Gambar 16. Tampilan kamera sudah aktif



Gambar 17. Tampilan pengaturan kamera

## **KELUAR DARI APLIKASI**



Gambar 18. Tampilan untuk keluar dari aplikasi

