

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



Personal Komputer



Laptop



Tablet



Smartphone

Spesifikasi Hardware

- CPU: minimal Core 2 duo RAM 2 GB (Broadcast audio-video dan Video on Demand).
- Video: Kamera integral di laptop / Kamera USB / HDMI, LCD screens.
- Audio integral di laptop, input dan output speaker aktif / Headset dll.
- Webcam dan Headset (*opsional*)

Spesifikasi Software

- Sistem Operasi Windows 7, 8, 10/Linux/Mac Os.
- Browser Google Chrome

Koneksi Internet Minimal 1 Mbps

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

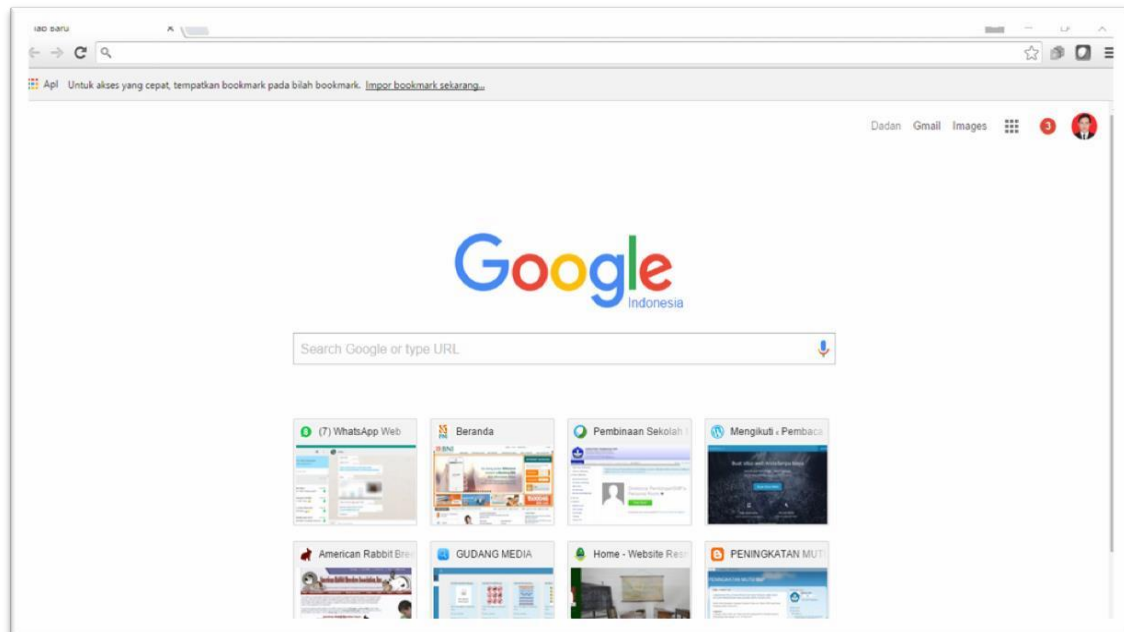
Bergabung / Join Ke Aplikasi Menggunakan **Personal Komputer / Laptop**

Bergabung Dengan Menggunakan “Number Meeting”

1. Buka Aplikasi Web browser Google Chrome

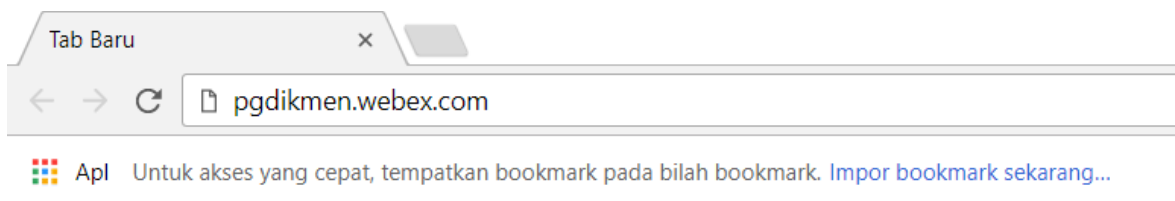


Gambar 1. Icon Aplikasi Web browser Google Chrome



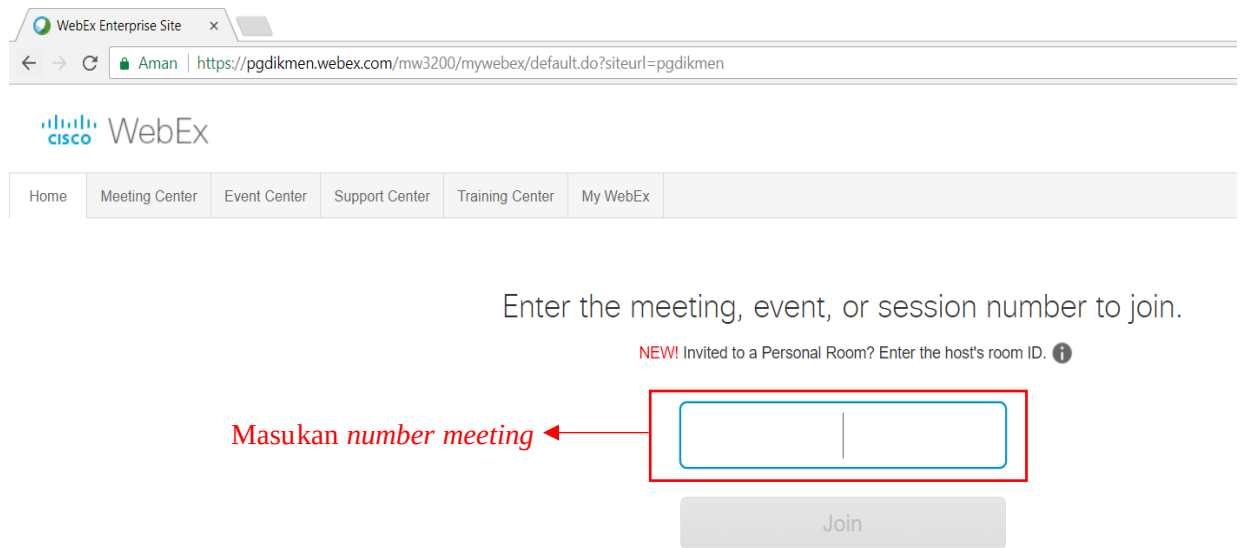
Gambar 2. Tampilan Aplikasi Web Browser Google Chrome

2. Ketikkan alamat webex pada web browser (www.pgdikmen.webex.com)



Gambar 3. Alamat Aplikasi Webex

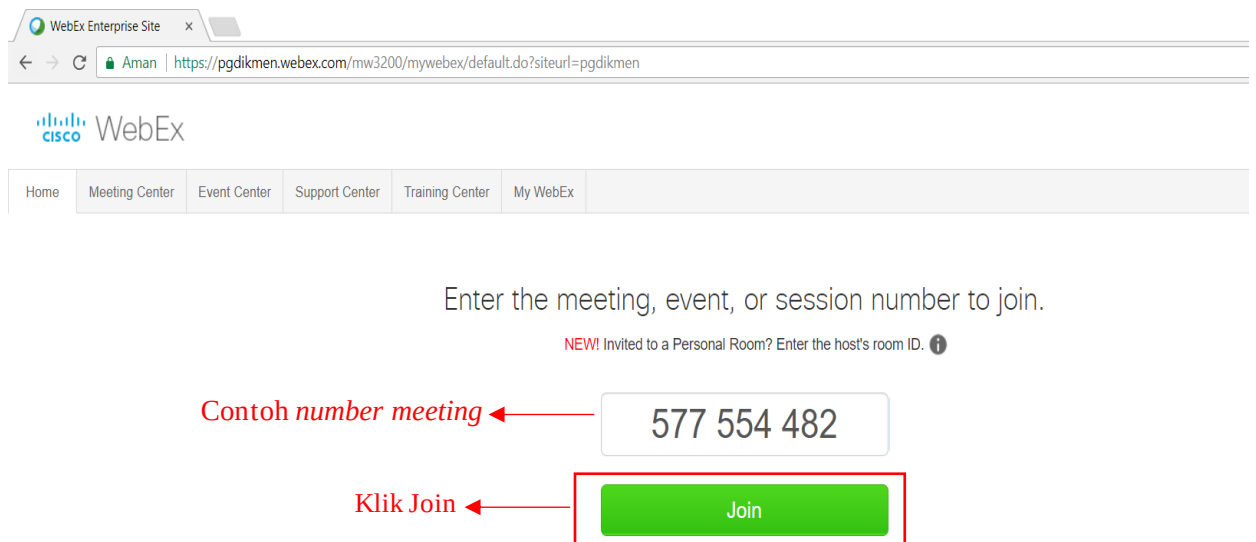
3. Masukan **number meeting** yang diberikan oleh Admin/panitia



The screenshot shows the WebEx Enterprise Site interface. The browser address bar displays the URL: <https://pgdikmen.webex.com/mw3200/mywebex/default.do?siteurl=pgdikmen>. The page header includes the Cisco WebEx logo and a navigation menu with links: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The main content area prompts the user to "Enter the meeting, event, or session number to join." Below this prompt is a red notification: "NEW! Invited to a Personal Room? Enter the host's room ID." A red arrow points from the text "Masukan number meeting" to an empty input field. Below the input field is a "Join" button.

Gambar 3. Halaman untuk masukan *number meeting*

4. Klik "**Join**"



The screenshot shows the same WebEx Enterprise Site interface as Gambar 3. The input field now contains the meeting number "577 554 482". A red arrow points from the text "Contoh number meeting" to the input field. Another red arrow points from the text "Klik Join" to the "Join" button, which is now highlighted in green.

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

5. Masukan “**Password**” yang diberikan oleh admin/panitia

WebEx Enterprise Site x

← → ↻ Aman | <https://pgdikmen.webex.com/mw3200/mywebex/default.do?siteurl=pgdikmen>

WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx

Enter the meeting password to view the meeting details.
If you do not know the password, contact the meeting host.

Password:

→ Masukan *password*

→ Klik “OK”

Gambar 5. Halaman untuk masukan *password*

6. Masukan “**nama lengkap**” dan “**email**” aktif

WebEx Enterprise Site x

← → ↻ Aman | <https://pgdikmen.webex.com/mw3200/mywebex/default.do?siteurl=pgdikmen>

WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx

Acara Video Conference

Monday, February 12, 2018 | 3:35 pm Singapore Time (GMT+08:00) | 1 hour | Started

Host: dadan sukma [Add to my calendar](#)

▼ Less information

Meeting number: 577 554 482

Meeting password: 12345

Meeting link:

Audio connection: Use VoIP only

Your name:

→ Masukan nama lengkap

Email address:

→ Masukan email aktif

[Join by browser](#) **NEW!**

→ Klik Join

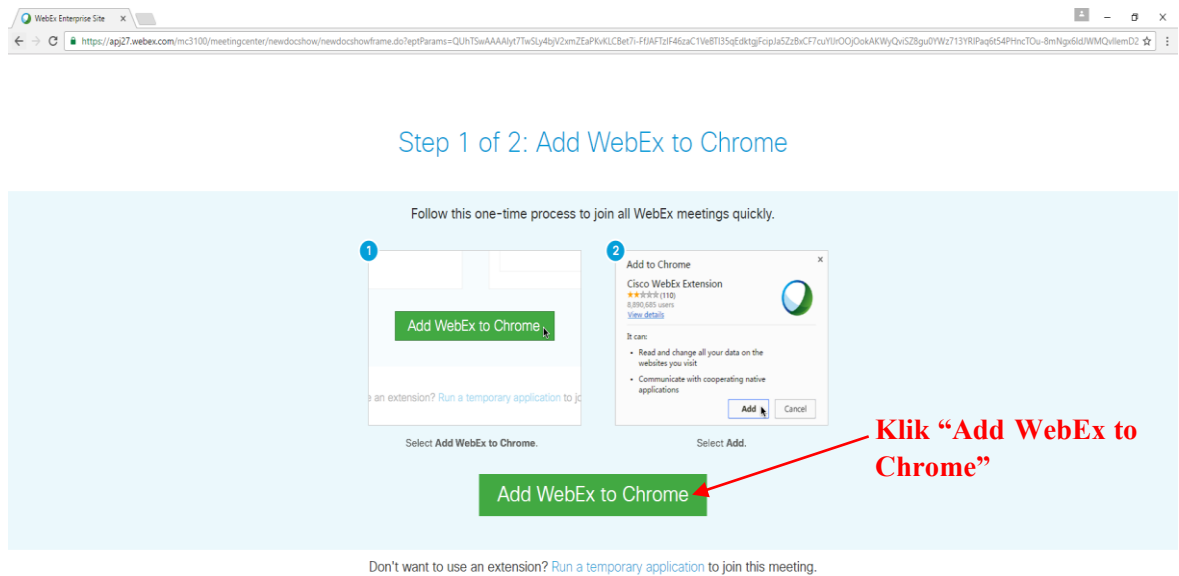
If you are the host, [start your meeting](#).

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

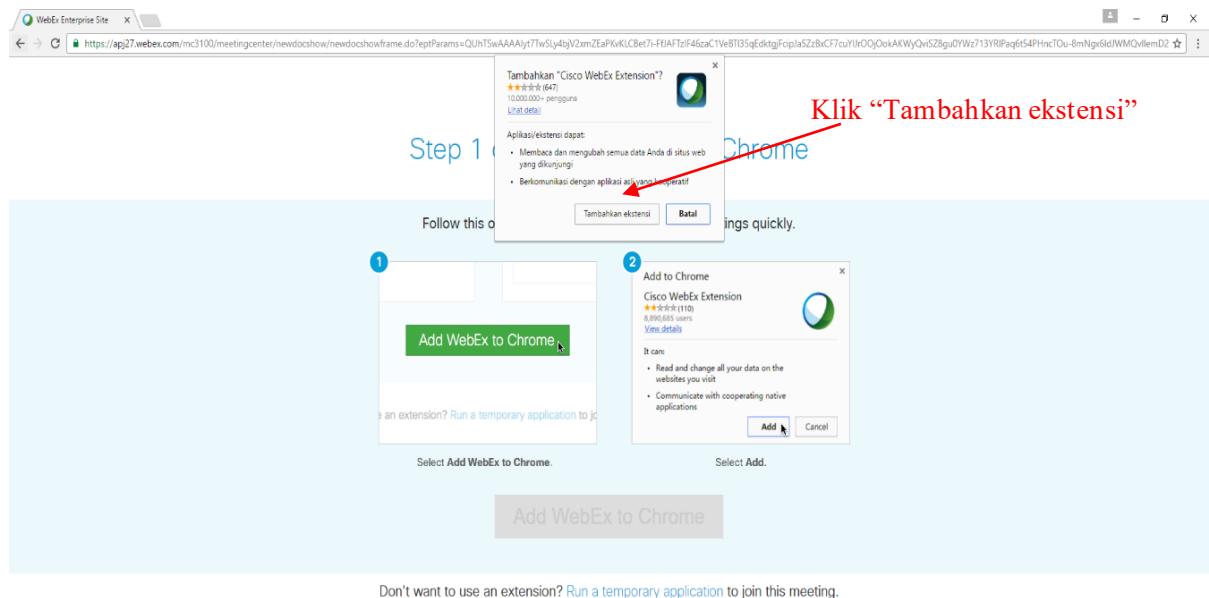
7. Install plugin cisco webex

Setelah klik “**Join**”, langkah selanjutnya ***install plugin***



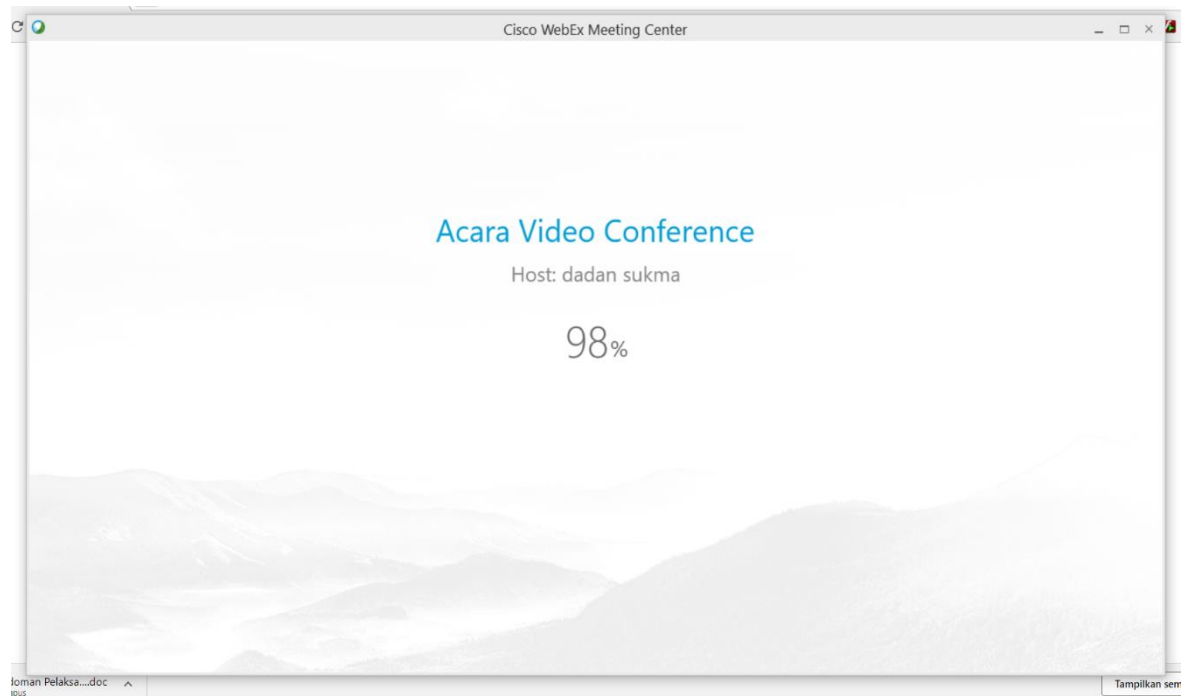
Gambar 7. Tampilan menu plugin Webex

Klik “**Tambahkan ekstensi**” untuk menambahkan plugin cisco webex



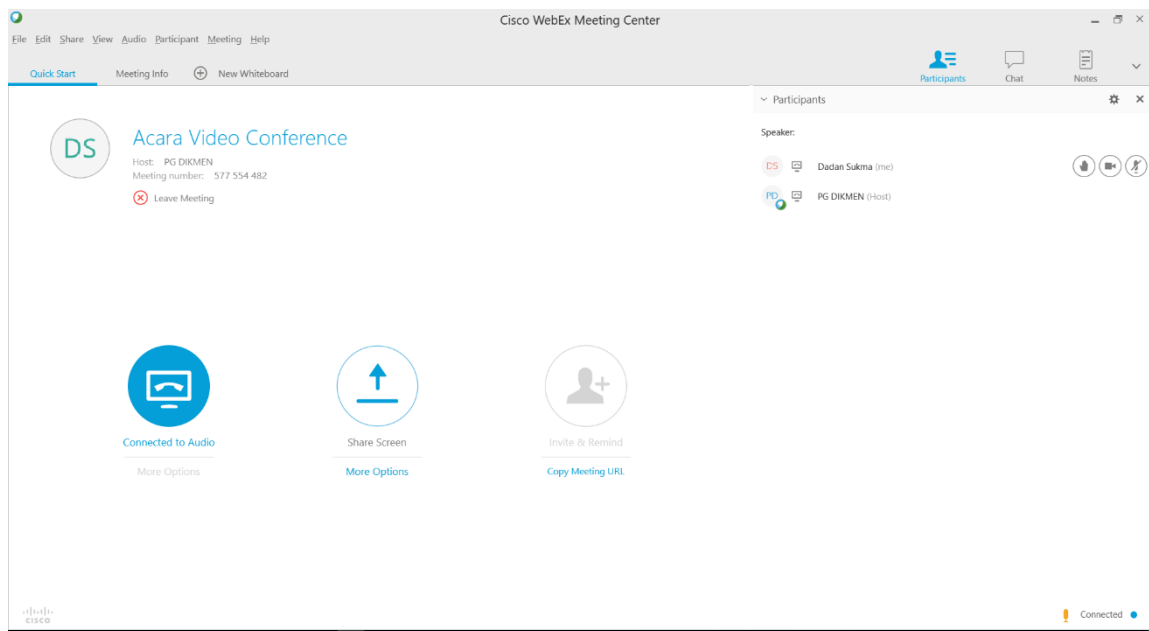
Gambar 8. Tampilan tambahkan ekstensi cisco webex

8. Masuk Area **Room Video Conference**



Gambar 9. Tampilan Proses masuk ke **Room Video Conference**

9. Area **Room Video Conference**

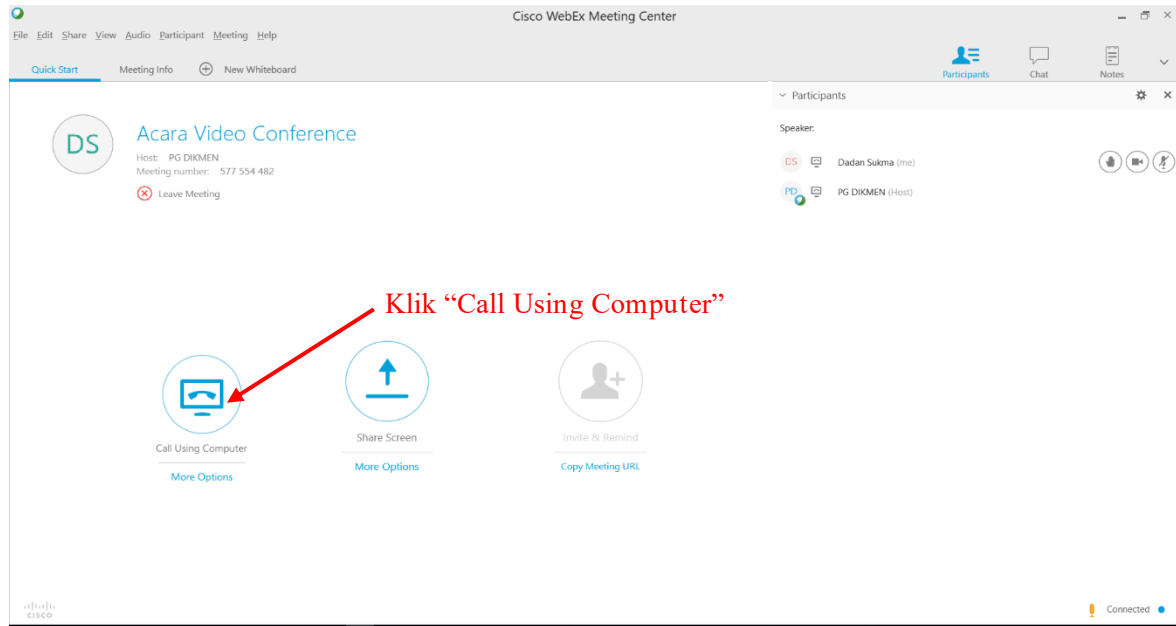


Gambar 10. Tampilan **Area room Video Conference**

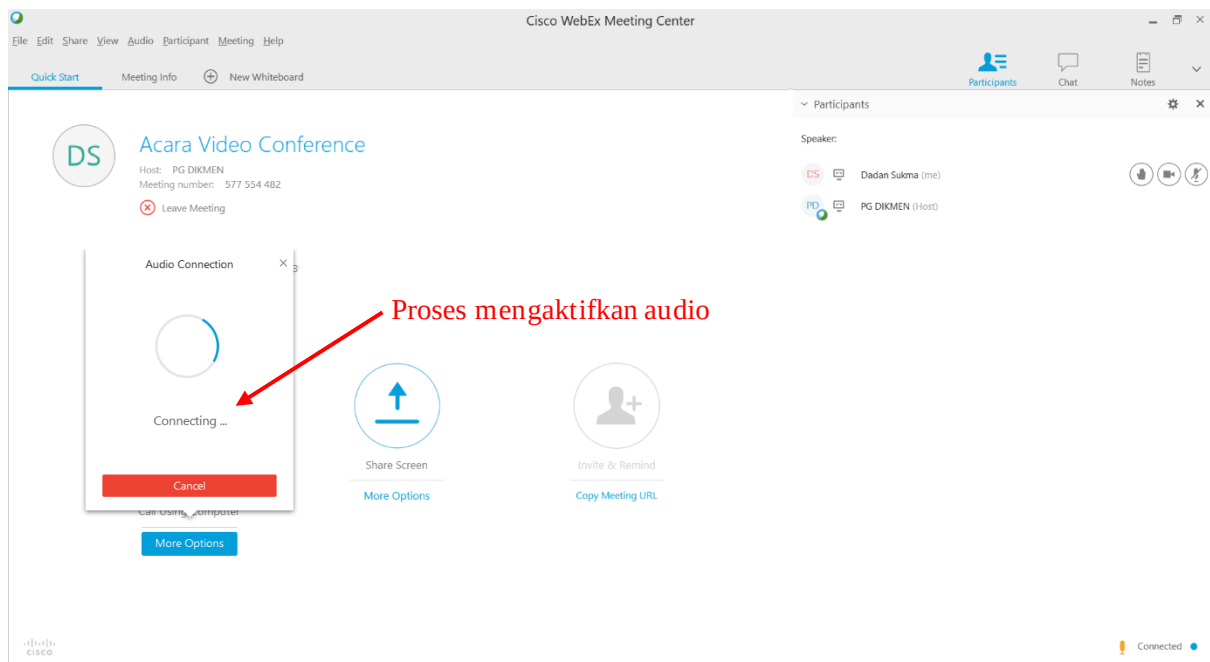
CARA MENGAKTIFKAN AUDIO

1. Cara mengaktifkan Audio *Video Conference*

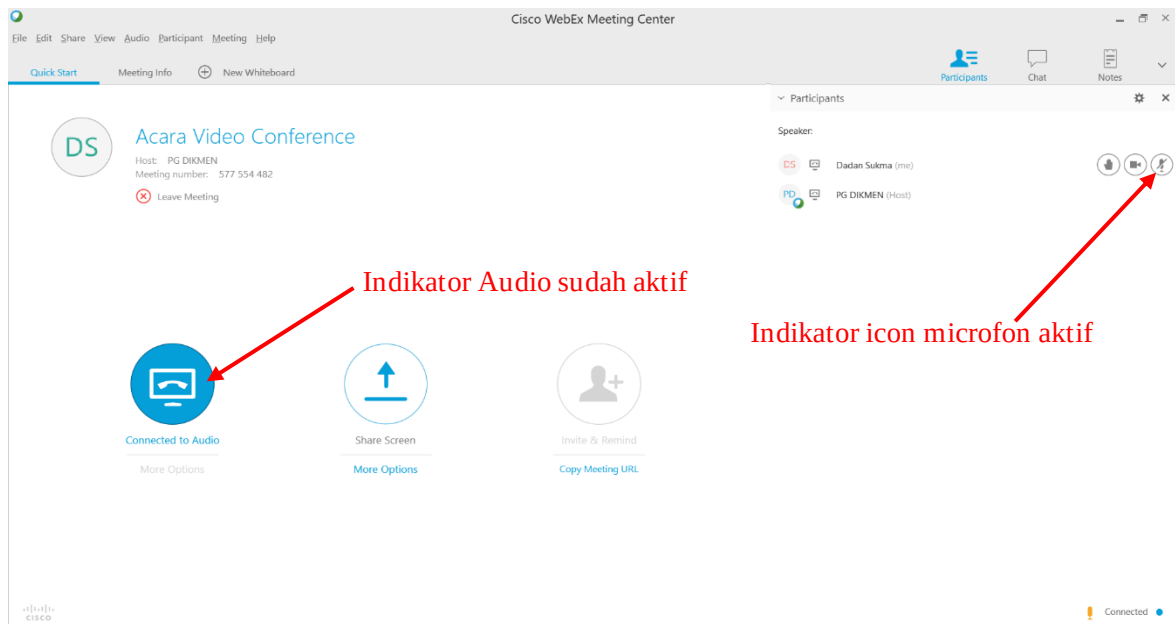
Klik **Quick Start --> Call Using Computer**



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



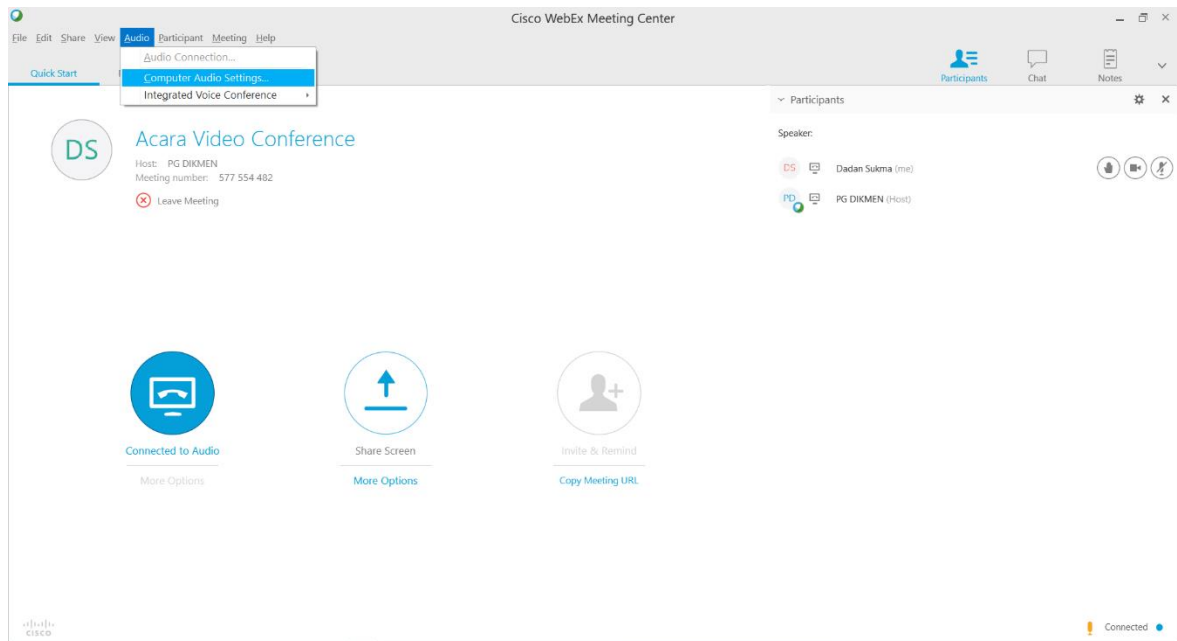
Gambar 12. Tampilan proses mengaktifkan Audio (*Speaker dan Microphone*)

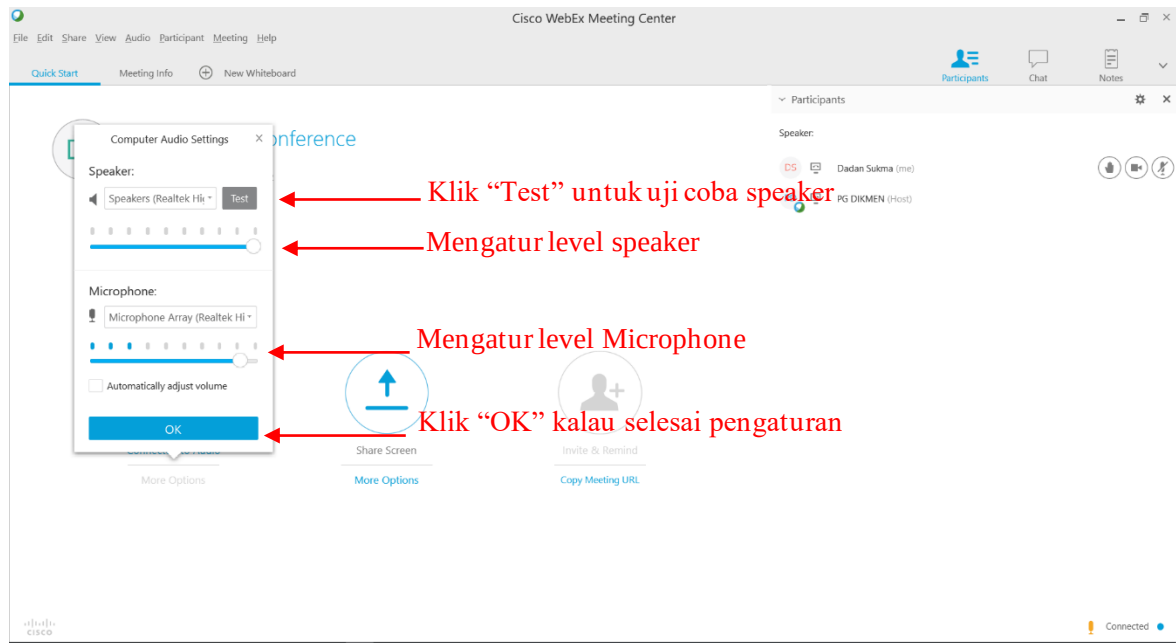


Gambar 13. Tampilan indikator audio sudah aktif

2. Pengaturan Speaker dan Microphone

Klik “Audio” → pilih “Computer Audio Settings”



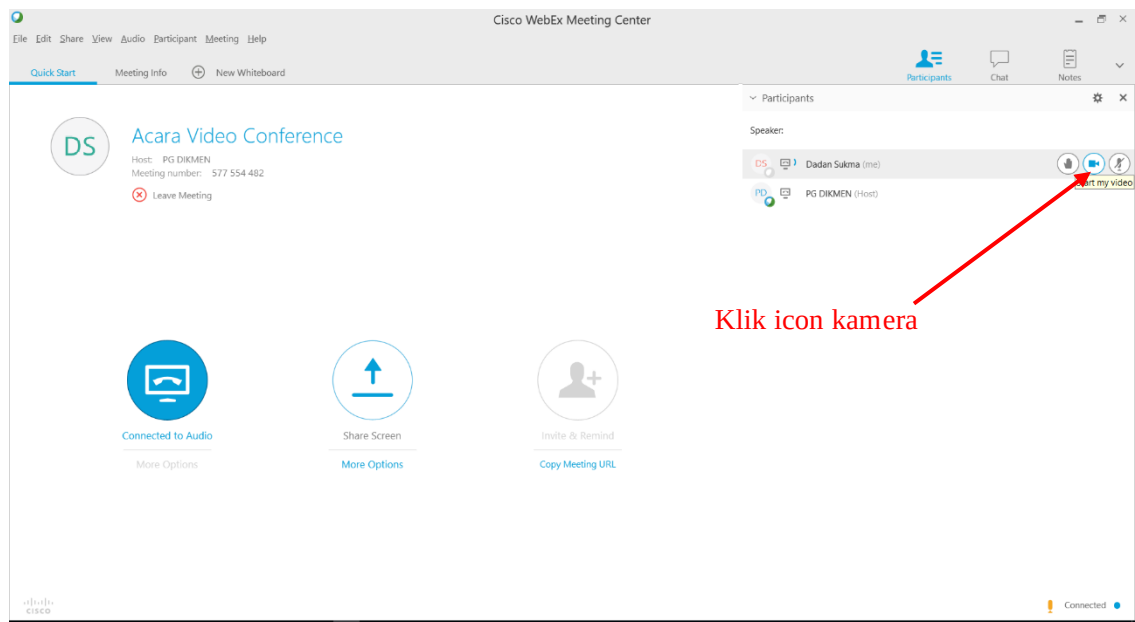


Gambar 14. Tampilan pengaturan *speaker* dan *microphone*

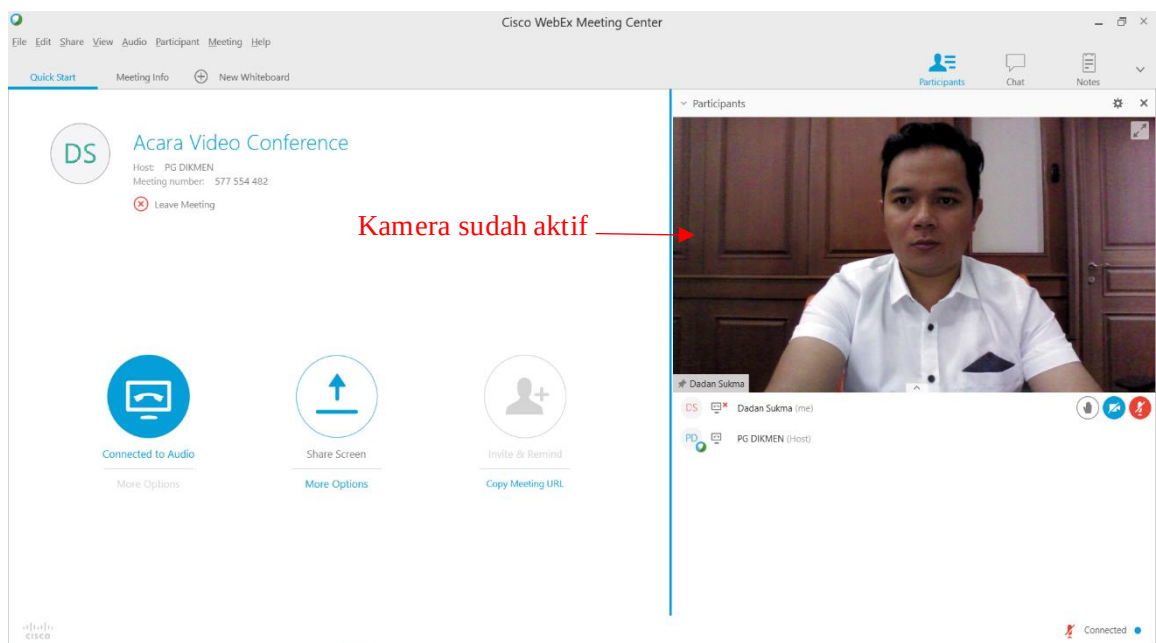
CARA MENGAKTIFKAN KAMERA

1. Cara Mengaktifkan Kamera

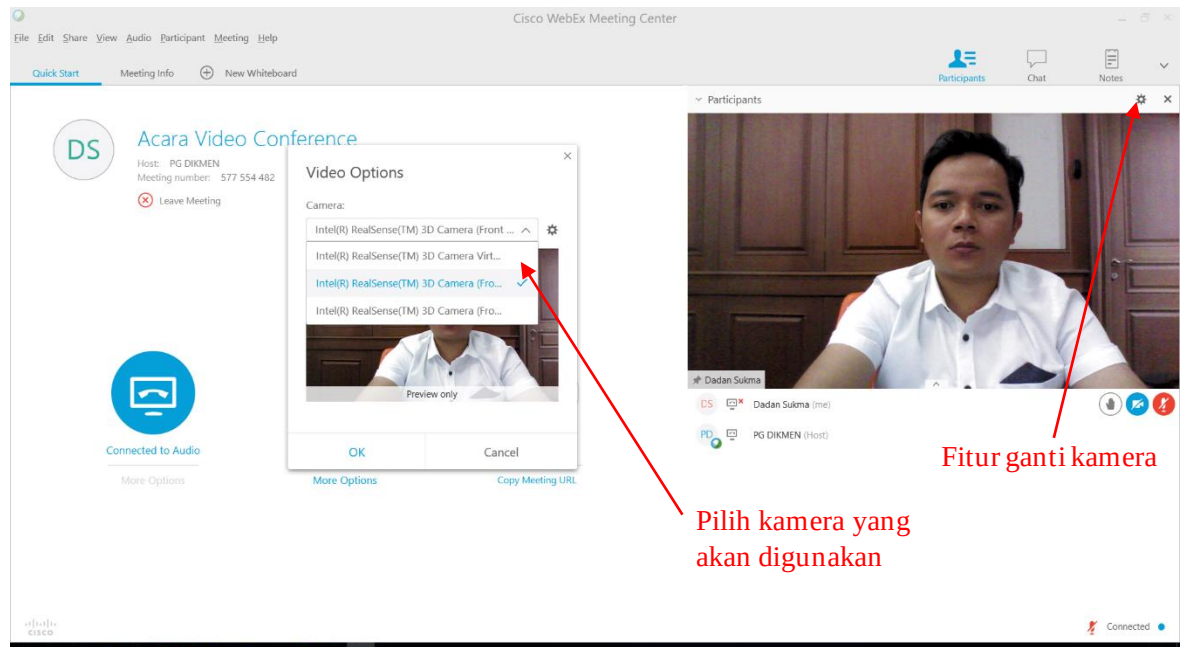
Dalam pelaksanaan *video conference* sebaiknya menggunakan kamera supaya terlihat oleh peserta yang lainnya.



Gambar 15. Tampilan mengaktifkan kamera

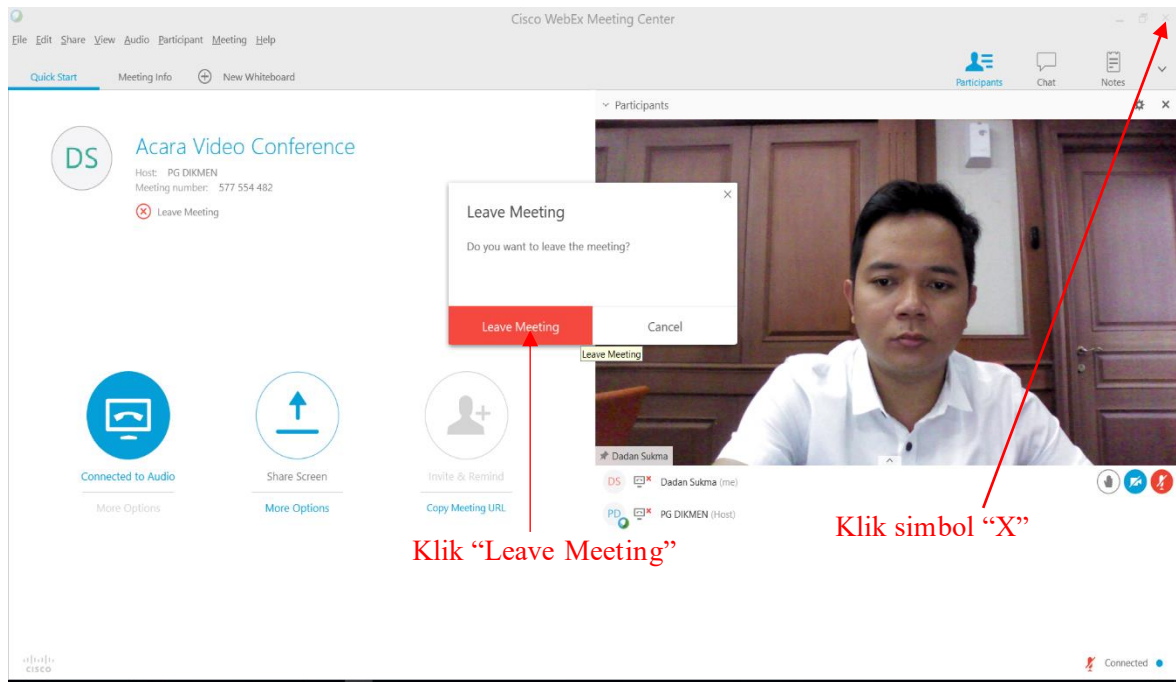


Gambar 16. Tampilan kamera sudah aktif



Gambar 17. Tampilan pengaturan kamera

KELUAR DARI APLIKASI



Gambar 18. Tampilan untuk keluar dari aplikasi