

Welcome to our user guide.





Your communication just got a whole lot better.

Welcome to VODIUM! We're excited you've chosen VODIUM, virtual podium, as the app to help you communicate effectively. This user guide will show you step-by-step how to seamlessly use the app on your next video presentation, meeting, panel, pre-recorded video, or whenever you need extra help when on video.

VODIUM is a small, female-founded team. We hope that this User Guide will provide you with the answers you need to successfully use the app. We're also constantly innovating the product and appreciate your feedback. Reach out to us at support@vodium.com for any feedback or questions, but please allow 24 hours for a response.

To watch our latest Tutorial and see our other videos, [click here](#).

The VODIUM is now yours!

TABLE OF CONTENTS

01 Overview

Use Cases	04
macOS Download	05
PC Download	06
Enterprise Portal	07

02 How to use

Features	08-11
----------	-------

03 Microsoft Teams

Teams Download	12
----------------	----

04 Closing

FAQ	13-16
-----	-------

USE CASES

VODIUM is one of the top virtual communication tools **chosen by professionals across all industries.**

It's here to help you make every conversation in a virtual setting count. Before diving into the nuts and bolts of how to use the app, explore the use cases below to see how you can use VODIUM in your work:



Sales

Nail your pitch and remember your key prospect questions without looking away



Recruiting

Save interview prep time by mitigating the need for memorization to hire the best candidate



Events

Ensure your keynote speakers and panelists present flawlessly and engage the audience



Presentations

Improve your delivery and stop looking down at your notes or multiple screens



Meetings

Drive a productive meeting by having your agenda and questions right in front of you



Note Taking

Reduce the transparency of the app and take notes while you look at your team or client



Video Recording

Stay on message and save time by not having to memorize talking points



Fundraising

Be in control of the conversation by not forgetting to make the big ask



Teaching

Maintain teaching styles while virtually engaging students

GET STARTED



MacOS Instructions

1 Installation

Open the downloaded VODIUM file and when prompted, drag the VODIUM icon to your Applications folder.

2 Set Up

Open VODIUM from your Applications folder. A security pop-up will appear to authorize opening our application.



Authorizing apps is a standard security procedure for most operating systems. Our software is completely safe.

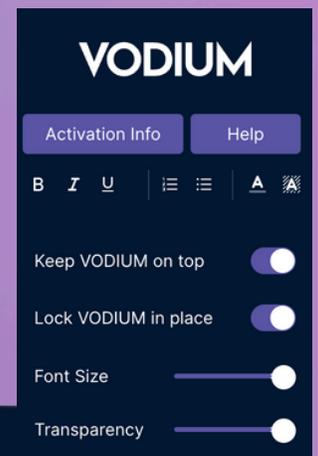
3 Input Activation Key

If you purchased a subscription, check your email (including spam) for your Activation Key. If you signed up for our 7-day trial, you won't need an Activation Key to proceed with the trial. You can use your Key on up to three of your own computers.

- Be sure you're connected to the internet
- Access your Activation Key in Activation Info or on the left hand corner, under "File"
- Copy and paste, or type the key exactly as printed with all caps and hyphens. No spaces before or after
- If you can't access internet, the app will walk you through how to access a temporary Activation Key for 60 days
- Click on the "Help" button to access helpful resources

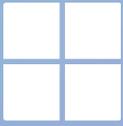
Activation Key: F6DH-N8WS-R4PK-Q48F-Z9ZB-S7L5

Deactivate



If you bought VODIUM before the 7-day free trial ended, you can wait to enter in your Key once your trial expires and you're prompted, or paste it into the Activation Info box at any time.

GET STARTED



Windows Instructions

1 Installation

Open the downloaded VODIUM file and when prompted, drag the VODIUM icon to your Applications folder.

2 Set Up

Open VODIUM from your Applications folder. A security pop-up will appear to authorize opening our web application.



Authorizing apps is a standard security procedure for most operating systems. Our software is completely safe.

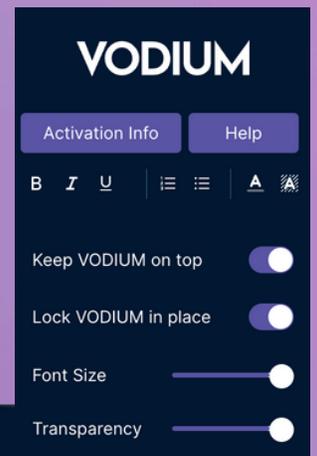
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Deactivate



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GET STARTED

Enterprise Portal

1 Installation

Visit your company's VODIUM Enterprise Portal. Enter in your first and last name. Followed by the company name and access code provided by the company's point of contact. Then enter in your company's email address and job title. Every Enterprise Portal is domain locked to your company's work.

2 Set Up

Check your email for the download instructions alongside your Activation Key to access the desktop teleprompter for your company's agreed upon contract. Select the download for your computer's operating system. Go to your downloads folder and open up the application. It's recommended to add VODIUM to your dock. Copy and paste your Activation Key into the Activation Info button on the app. And click to activate.

Activation Key: F6DH-N8WS-R4PK-Q48F-Z9ZB-S7L5

Deactivate



Authorizing apps is a standard security procedure for most operating systems. Our software is completely safe.

3 How To Use

Watch how VODIUM is used for Executives and get helpful tips and tricks from our co-founder, Camille.



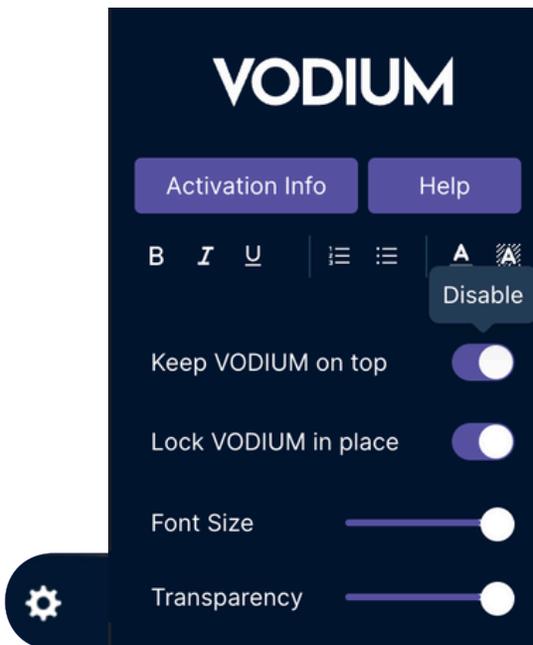
This video was created based on a B2B Customer. Learn how the tool was built for Executives.

FEATURES

Platform Agnostic

VODIUM is platform agnostic on purpose. The app is built to seamlessly sit on top of any virtual communication tool or software.

Try the app on top of Microsoft Teams, Zoom, WebEx—you name it. It's also compatible with macOS 10.14 and Windows 8.1 or newer.



Essential Reliability

VODIUM is your essential & reliable tool because of the way its built. The app can stay on top of any open window, browser, or application by enabling Keep VODIUM on top. You can also lock VODIUM in place so the app doesn't move anywhere.

Move your cursor over each functionality and you'll learn what each tool does with our Tool Tip pop-ups. We also have Auto-Updates to ensure you always have our latest version & newest features. Each time an update is released, a pop-up will appear upon opening the app. You can choose to update immediately, or later.

Effective Placement

VODIUM is meant to be positioned directly underneath your computer's camera. This allows you to maintain the appear of eye contact while referring to your notes or script.

You can also expand the app's size by using your cursor to drag out the corners.



Watch this video and go to the Quick Tutorial section to learn more.

FEATURES

Fully Customizable

VODIUM's Settings Panel allows you to customize key aspects of your text depending on your communication needs. The dials allow you to adjust your font size and transparency, and the Rich Text Formatting (RTF) helps you add the final touches to your text.

The font size can be adjusted from size 12 to 72. The smaller font sizes can be used during note-driven meetings, and bigger font sizes can be used for speech-related meetings. The font size will also play a big part in choosing your scroll speed if you want to use the app in auto-scroll. If you found a good speed size but would like to adjust it slightly, you can make the font size bigger to help meet your desired speaking pace.

The transparency can be adjusted from 0 to 65. The highest level of transparency is the most transparent you can get while still being able to see your text. Adjusting the transparency is helpful when you want to gauge your audience or see what's behind the app.

You can also use Rich Text Formatting (RTF) to format your text to your liking. You can use bullet points to organize your talking points or notes. You can also change the color of your text or highlight an important word. Minimizing the Settings Panel allows you to access RTF by highlighting or right-clicking a specific word or text.

If you want to adjust the app's window size, you can manually or automatically adjust the dimensions. If you wish for VODIUM to be smaller to ensure your audience doesn't see your eyes move from left to right, you can put your cursor on the corner and make the app smaller. If you want VODIUM to expand, click "maximize" on the upper corner of the app or use your cursor to expand manually.

The Settings Panel will remain open adjacent to the text window. To minimize it, click the Settings Tool gear icon.



Watch this video and go to the Quick Tutorial section to learn more.

FEATURES

Auto or Manual Scrolling

Control VODIUM's text window by auto or manual scrolling.

Auto-scroll is primarily used during uninterrupted speaking slots and pre-recorded videos when the user wants to be in hands-free mode. The scroll speeds range from 1 - 100. If the font size is 72, scroll speeds 1-35 should be considered slower. Speeds 36-70 should be regarded as medium, and 71-100 are faster speeds.

To successfully auto-scroll, adjust the font size to your liking. Adjust the speed dial to your desired pace, and hit the play/pause button or the space bar to begin auto-scrolling. If your chosen speed size seems too fast or slow, you can adjust the text to help with pacing. For example, you can add spaces between text where you need to catch a breath. Or increase the font size if the speed is too fast. Once you hit play, the speed dial and return-to-top buttons will disappear. When you pause, those buttons will reappear.

To manually scroll, click your cursor into the text window and scroll with your mouse or mouse pad. The same suggestions for auto-scroll apply to manual scrolling when finding your desired pace. Manual scrolling is primarily used during presentations and meetings where there is a lot of stop-and-go throughout the conversation. If you are also experiencing internet bandwidth issues, manual scrolling will take up less power and prevent any lags in your text's scroll.

When reading your text in VODIUM, prioritize reading the first line so it's as close to your computer's camera as possible. If your text window is not able to scroll, you may not have enough text to prompt the scroll. To initiate the scrolling functionality, you will need text longer than the white window frame.

Watch this video and go to the Quick Tutorial section to learn more.



FEATURES

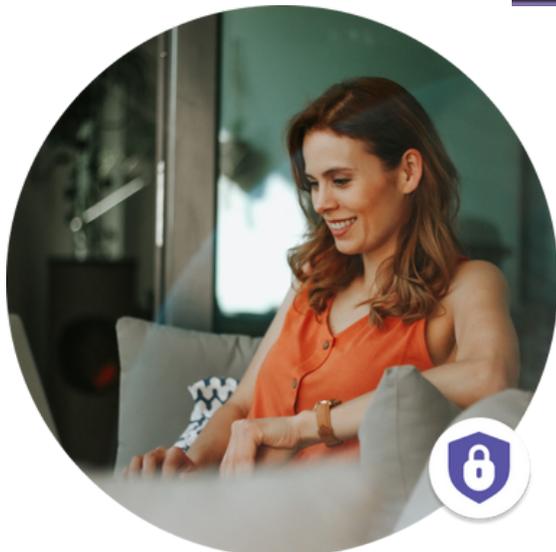
File Management

VODIUM can integrate within your existing workflow with our file management features. You can save your scripts or notes or upload a script file into VODIUM. On the top left corner of the app, click on "File" and "Save" or "Open" a specific VODIUM file to differentiate between team meetings, sales chats, presentations, etc.

Your files will be saved automatically in the VODIUM folder on your desktop. Or you can choose a different location. We support Word docs (.docx), Text files (.txt), or VODIUM files (.vo). If you save a script as a .vo file, it will automatically open with the VODIUM app.

File management is primarily used as a team collaboration feature when collaborating on a presentation, meeting, or interview. We find it most useful that one user finalizes the text flow within one VODIUM and then shares the file via email or the desired communication platform. The other users can then download their VODIUM file and make final touches with the Settings Panel, etc.

Watch this video and go to the File Management section to learn more.



Optimized Security

VODIUM's web application is built with your security in mind. When you quit the application, your text is only saved locally on your desktop—giving you the peace of mind you need to focus on your communication, not your privacy. Please read our [Terms](#) and [Privacy and Security](#).

GET STARTED



Microsoft Teams Instructions

1 Installation

Search for VODIUM in the Microsoft Teams App store. Add to your app portfolio. You can pin the app for your next Teams video experience.

2 Set Up

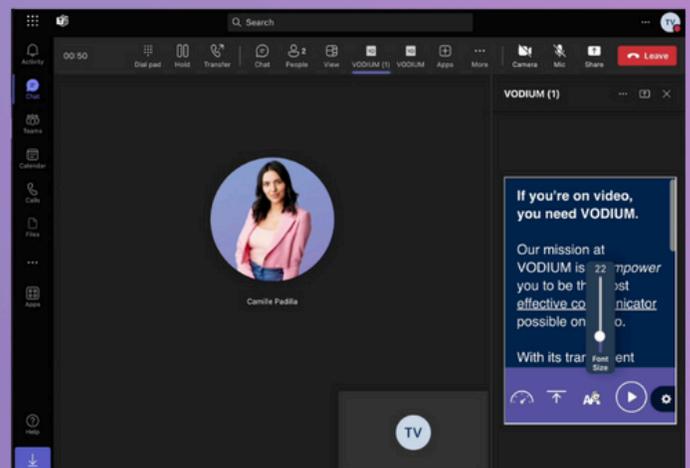
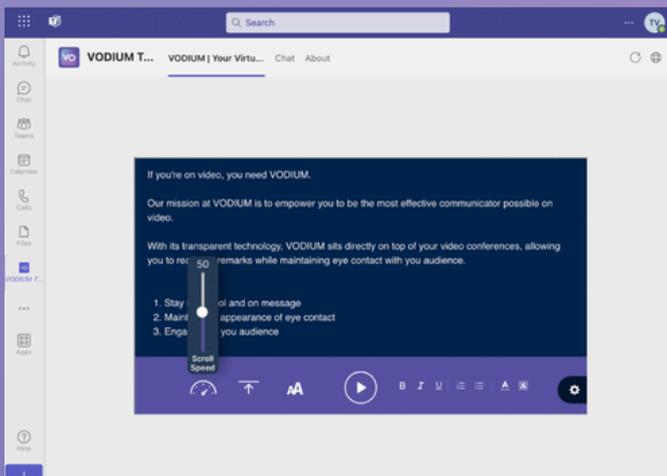
Once VODIUM is pinned to your Teams profile, you can access the app in a few ways. When using it in the Tab experience, we recommend opening the app in a new window or popping it out to position the app underneath your computer's camera.

You can also access the app in the In-Meeting experience. Once added, we recommend moving the meeting toward the center of the computer screen so it looks like you're looking at your video attendees. [Watch an overview here.](#)

3 Functionalities

Use the teleprompter when you want to read off of notes or a script while also looking at the video camera to appear like you're looking directly at your virtual audience. Professionals use VODIUM to read their presentation notes, recite a meeting agenda, read a script for a pre-recorded video, or take notes while also maintaining eye contact while listening to the audience.

Text can be inserted into the teleprompter by copying and pasting, typing your text directly into the app, or uploading a Word document, TXT file, PDF, or a text file created in the VODIUM experience to use again. Then adjust the font size to your readability needs, and then decide to scroll through your text manually or automatically. We recommend you test out auto-scroll speeds along with different font sizes and added spaces to meet your desired pace.



FAQ

Why use VODIUM instead of a notes app or other hack?

VODIUM isn't a hack. The app was specifically designed for the unique scenario of constantly communicating on video. VODIUM has the unique ability to remain on top of any open window, browser, or application. And it has a transparency dial allowing you to see who or what is behind the application. It's a tool that advances your video professionalism, unlike a Word Doc, sticky notes, or another monitor that takes your attention away from the task at hand.

Why is VODIUM a desktop application?

In order to build a technology that has the ability to be transparent and sit on top of any open window, browser or application, we had to build a desktop app. This is not the easiest way to build technology these days. Which is why the majority of the apps we use are web apps—essentially miniature web browser windows. But we knew these were the two core features needed to make VODIUM work for our users. Desktop applications are also more secure. VODIUM also isn't mobile or tablet compatible.

Why do I need an Activation Key?

After the 7 day trial, VODIUM will prompt you to purchase an Activation Key. Your Activation Key serves as a unique identifier to your subscription. Every time you open up VODIUM, the app makes a call to our servers to verify that your subscription is active. When you've purchased VODIUM, please check your email for two emails: one is your receipt and the other contains your Activation Key. If you don't immediately see your Key, please check your spam folder. If you are accessing VODIUM through our Enterprise Portal, then you will receive only one email with your Key.

How many computers can I use my Activation Key on?

You can activate your Activation Key on up to three of your own computers (i.e. your laptop, office desktop & home computer). The app will let you know once you've reached your limit. If you have trouble deactivating a key off a computer, you can reach out to support@vodium.com to deactivate the key. To download VODIUM on another computer, visit vodium.com/download to bypass the check-out flow.

What if VODIUM says it can't find my Activation Key?

Your Activation Key needs to be entered into VODIUM exactly how you see it. With all 24 characters and hyphens. This may occur because a wrong character or extra space was added to the Key. Or you can't access the internet and our server can't verify your Key.

Do I need access to the internet?

In addition to the question above, you will need access to the internet to access VODIUM. If VODIUM cannot access our servers, a pop-up will appear. This is either because of no Wi-Fi connection or because a firewall is blocking access for security purposes. If you work within a company, please ask your Infosec & Security team to approve VODIUM's server to make a call to your computer.

FAQ

What if I don't have access to the internet?

VODIUM has a fail-safe option and we provide you with a temporary Activation Key if you cannot access the internet. The key will be available to you to use for 60 days. Once the temporary Key expires, the original key will automatically reprogram if you now has access to the internet.

What if I'm using VODIUM on a company computer?

Most companies have security measures & corporate firewalls in place and require their team members to get approval for anything downloaded onto the computer. If you think this may be an issue, connect us with your IT team and we can easily resolve it. It usually begins with VODIUM being an approved vendor through whitelisting our domain. With the fail-safe option mentioned above, you can still use VODIUM as we work with your IT team to get the app approved. Please contact support@vodium.com for any more assistance.

Where I should position VODIUM?

Make sure that VODIUM is positioned directly underneath your camera. Additionally, allow the text to scroll up, close enough to the camera, to really ensure eye contact with your audience. If you lose your place, use your mouse to manually scroll, and gain back control.

Why is the app a certain dimension?

VODIUM's set dimensions are to ensure your eyes don't go too far left and right while reading. But you can expand the window for your use case.

How can I use Rich Text Formatting?

Take advantage of Rich Text Formatting (RTF) to organize certain points in your text, or make things pop so you don't forget to say it. RTF is located to the right, on the Settings Panel. You can also highlight or double click on text for the RTF pop-up to appear. And if you upload a script or file, the rich text formatting from your .docx will remain.

How do I use auto-scroll?

Don't be afraid of auto-scroll. You can use auto-scroll when you have a set amount of time to communicate, such as a speech or a pre-recorded video, where there will be no interruption. This allows you to focus entirely on your text and body language. Successfully using auto-scroll is all about finding the right pace. Traditional teleprompters are programmed by an actual person following your pace, but with VODIUM, there's a little TLC involved. Insert your text into the app. Find a speed you want to gauge, and press the play/pause button. You can find a slower speed or a bigger font size if the speed is too fast. Feel free to add spaces in between text to allow for a breath.

FAQ

How do I use manual scroll?

A majority of our users use VODIUM through manually scrolling. This allows for less preparation time in finding the right pace. And you can of course stop at any time. Manual scroll can be used for all the auto-scroll scenarios, but you're just constantly moving the cursor with your mouse or mouse pad.

Can I share my screen without my audience seeing VODIUM?

Sometimes users want to use VODIUM while also sharing their screen. We always recommend having someone else share your presentation for you, however, if you need to share your screen and use VODIUM, there's one way to do it. Instead of sharing your full screen or desktop, which would allow your audience to see the VODIUM, simply share your desired content (i.e. a window or application). Just make sure wherever that content resides is open, so the video conferencing platform can register as a shareable option.

Sharing slides in full screen is a little tricky but doable. PowerPoint is currently the only presentation tool where VODIUM can remain on top when it's in Presenter's Mode. Platforms like Google Slides and Keynote do not have that capability. We suggest you download your presentation into a PDF. You can share a PDF without having to be in full-screen mode, mitigating VODIUM being booted from being on top.

What if I can't move the VODIUM window?

Check if Lock VODIUM in place is enabled. If it is, simply disable it to move the app around. You can also only move VODIUM around by clicking into the text box, and not by dragging it with the Settings Panel.

What if VODIUM disappeared when I opened up another application or window?

No other application or window can be fully maximized when using VODIUM. The app can only remain on top when it is layered on top. Simply exit out of the fully maximized application, and VODIUM will reappear on top.

How can I upload a script into VODIUM?

Script file upload gives you the ability to upload an existing document and save your notes or scripts, so you can easily access different components of your work. To start, click "File" and then "Open" a Word doc (.docx), Text file (.txt), or VODIUM file (.vo). Your file will open in the VODIUM window. This eliminates the need to copy and paste your script or notes from a separate document. It also allows for more easily sharing of scripts among teams, and it saves you time by allowing you to simply upload an existing document.

FAQ'S

How do I save a current VODIUM file?

VODIUM's file format is (.vo). If you save your script as a .vo file, when you open the file, the VODIUM application will automatically open with the script file pulled up. It will also save any formatting you adjusted in VODIUM. Your files will save in the VODIUM folder within your applications, but you can also point the files to another folder.

Why is there an option to save and send VODIUM's logs?

With technology comes bugs. If you have an issue with using VODIUM on your computer, logs provide our development team specific data to what may be occurring on your specific device. If you are using a macOS, go to your computer's top right corner and click on the VODIUM logo, VO. If you are using a PC, go to your computer's bottom tray and find the upright arrow or triangle in the bottom right corner. The VO icon should appear. You can either automatically send your logs, or download your log file and send it to us via email. Please contact support@vodium.com for further assistance.

Does VODIUM have different pricing for team accounts or non-profits?

VODIUM is built to support as many people within a team or organization as possible. Reach out to our sales team at sales@vodium.com. Our team will work directly with you to find a pricing package that works best for your needs.

Does VODIUM have auto-updates?

We are constantly innovating on our product roadmap. When we have a new app update, the app will notify you that an update is ready to be installed. You can either install immediately or delay until a later time. If you have any issues with updating the app, delete VODIUM off your computer, and re-download the app on our vodium.com, or by [using this direct download link](#).

How do I update my payment information?

To update your payment information, [please use this link to access our payment portal](#). Please use the email associated with your subscription in order to access the portal.

How do I cancel my account?

VODIUM subscriptions are set to auto-renew monthly or annually depending on which subscription you purchased. To cancel your account prior to renewal, [please access the customer portal](#) or reach out to support@vodium.com.