UC for Enterprise (UCE) Collaboration

User Guide

NEC Infrontia, Inc.

June 2009
NDA-30972, Issue 1

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Getting Started

UCE Collaboration allows users to interact more easily and efficiently than with traditional communications methods, such as phone and e-mail. With powerful features like video and document/desktop sharing, users enrich their communications experience while increasing their productivity.

This manual explains how to use and configure UCE Collaboration.

The remainder of this Getting Started section contains information about tasks to perform before setting up a collaboration conference. It also explains how to log in to UCE Collaboration.

Preliminary Tasks for all Meeting Participants

Before a conference begins, the host and other participants should perform these tasks:

- Make sure all participants have set up the equipment they need for the meeting. For example, if using the optional video feature, make sure the participants have a video camera.
- Test the equipment beforehand.
- Make sure you have the latest versions of both your browser and of the Adobe Flash Player. You can check www.adobe.com for the newest version of Flash Player.
- Clear the browser cache of old files and try to close any applications that are not needed in the conference.
- If you are using video, ShowMyDesktop or the audio feed functions, select ALLOW if the Flash Player Settings box prompts you before joining a video conference. If you select DENY, no video, ShowMyDesktop or audio feed functions in the conference.
- Conference hosts should read the Preliminary Tasks for Hosts section. Those who are participants in a conference, but not hosting it, should read Preliminary Tasks for Guests.

Preliminary Tasks for Hosts

Before a conference begins, host users should make sure these tasks are preformed:

- Make sure you have configured the meeting the way you want it to be well in advance of the scheduled date/time.
- If using the optional video feature, make sure that no other applications are using the camera feed (MSN messenger, Camera Software and so on) before you log into your meeting.
- Use a headset, if possible, if you plan on using VoIP in the meeting.

Preliminary Tasks for Guests

Guests to the conference should perform these tasks before the conference:

- If using the optional video feature, make sure that no other applications are using the camera feed (MSN messenger, Camera Software and so on) before logging into a meeting.
- Use a headset, if possible, if using VoIP in the meeting.

Logging in

To log in to a conference:

Step 1 Open a web browser (such as Internet Explorer, Firefox or Safari).

Step 2 Enter the conferencing URL created for your organization. The conferencing web page loads.

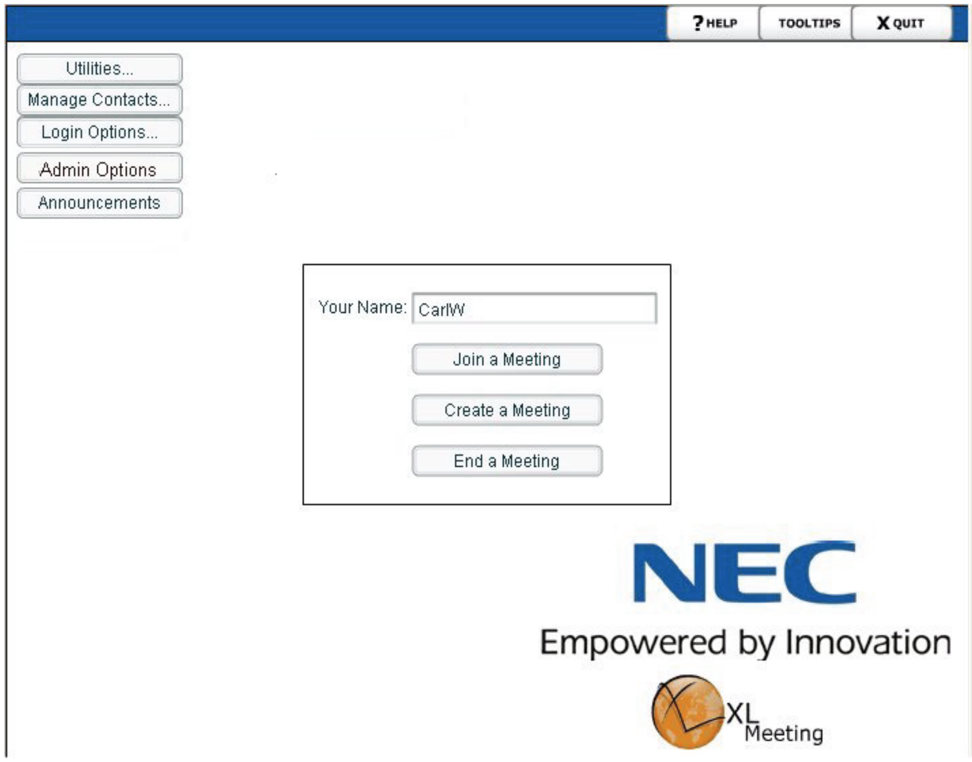
Step 3 Once the web page loads, click the **Agree** button to continue.

Step 4 Click the **Host** button to continue. Logging in as **Host** allows you to create meetings. (All other participants must click the **Guest** button.)

Step 5 Enter the **User Name** and **Password** created when your account was established. (If you have forgotten your password, click the **Forgot Password** button and you will receive an email with your login credentials.)

Step 6 Click the **Login** button. The Initial Host Screen shown in Figure 1-1 displays with the Host options, if logged in as a host; otherwise, the host options are not present. The next chapter of this manual describes how to use the Initial Host screen. The Admin button only displays if using the Admin login.

Figure 1-1 *Initial Screen after Login --Host Options*



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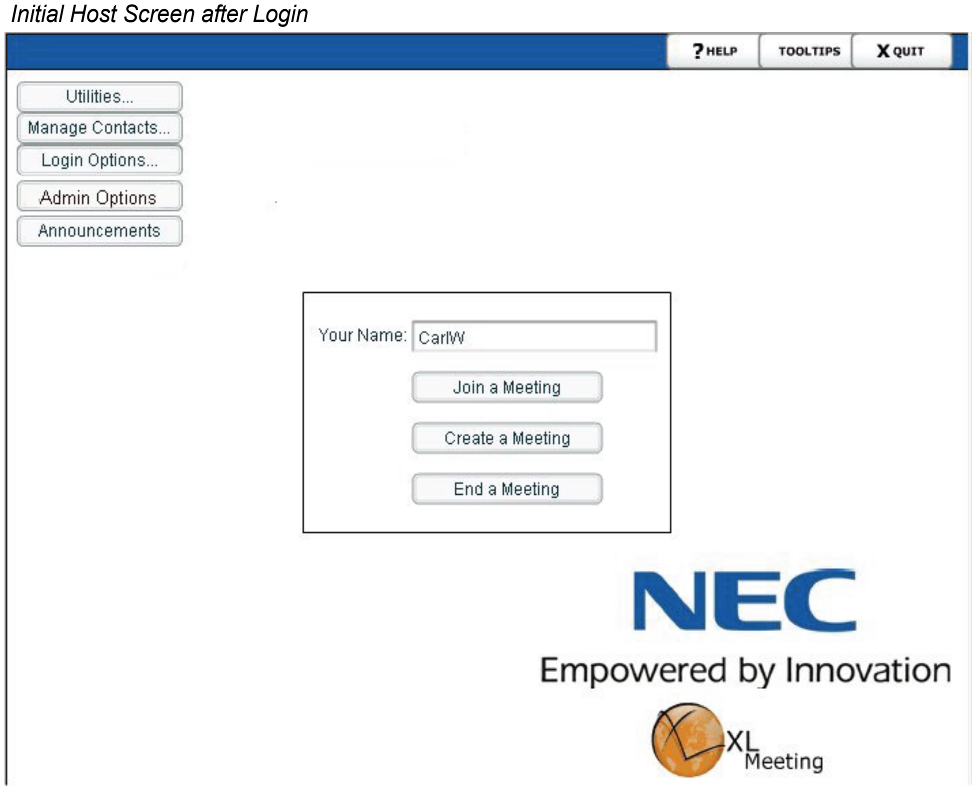
Host Screen

After logging in to UCE Collaboration as a host, the Initial Host Screen shown in Figure 2-1 displays.

Figure 2-1 *Initial Host Screen after Login*



When the Initial Host Screen displays, messages may also display to provide news about the video conferencing system and to display information about updates to your account. To prevent the screen from coming up again until the next upgrade is posted, check the **Mark messages as read** check box and click **Close**.

These functions are available from the Initial Host Screen:

- Join a Meeting
- Create a Meeting
- End a Meeting
- Utilities
- Manage Contacts
- Logout
- Admin Options (only available to hosts who are Administrators)

Each of the foregoing functions are described in this chapter.

Join a Meeting

To join a meeting:

Step 1 In the **Your Name** field, enter any name. The name entered appears on the Conference Window during the meeting.

Step 2 Click **Join a Meeting**. A list of meetings displays.

Step 3 Select a meeting to join. You can reuse any past meeting by selecting it from the drop-down list. Meetings retain their original set-up parameters, but no other information is stored with the meeting, such as the names of past attendees.

Step 4 Click the **Join** button.

Create a Meeting

The instructions in this section explain how to create a meeting when logged in to the UC Collaboration server and when not using the Meeting Wizard. Meetings can also be created using a Meeting Wizard that guides you through the meeting steps. If using the Wizard, you can get details about what to enter by reading this procedure, though the steps will be a different.

Meetings can also be created using Outlook if you have the Outlook Meeting Addin installed. (See Outlook Meeting Addin.) If you are using Outlook, the forms may look somewhat different from those given in this section, but the procedure for creating a meeting is much like the steps given below. You can use these steps to guide you through the process.

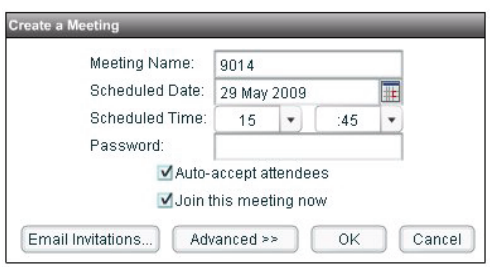
To create a meeting:

Step 1 When you first log in, you are asked if you want to use the Meeting Creation Wizard to guide you through the steps to create a meeting. Click **No** to use these steps. If you select **Yes**, you can still use these steps to learn about what to enter, but the Wizard prompts you for each piece of information in a different sequence, so the procedure using the Wizard will be different from these instructions.

Step 2 In the **Your Name** field, enter any name. The name entered appears on the Conference Window during the meeting.

Step 3 Click the **Create a Meeting** button. A form displays for creating meetings. (See Step 4.)

Figure 2-2 *Create a Meeting Form*



Step 4 All fields on the Create a Meeting screen are optional, except the **Meeting Name**. Fill in these fields on the Create a Meeting screen:

Meeting Name—Name for the meeting. A generated number may display automatically in this field, but it can be changed to what you like. No spaces are allowed in the name. When guests are joining a meeting, they must enter this name. Required.

Scheduled Date—Date for the meeting. The default is today's date. To pick a different date, click the **Scheduled Date** calendar icon, then select a date on the calendar.

Scheduled Time—Time for the meeting. To pick a time, type a time in the **Time** field or use the arrows to specify the hour and minute.

Password—Password to the meeting. Conference participants are required to enter the password you assign before being allowed into the conference, if you type a password here.

Auto Accept Attendees—Check this box if meeting participants are not required to ask the conference host to join the meeting. With this option engaged, participants can join the conference without a host being present.

Join this Meeting Now—Check this box to be placed in the meeting immediately after clicking **OK**.

Step 5 If you do not want to make advanced meeting specifications or specify email options, click **OK**. This completes the procedure. Depending on whether **Join this meeting now** is checked, you will either be placed in the meeting immediately or you can continue with other tasks and join the meeting later. If you want to make email specifications or advanced specifications, continue with this procedure.

Step 6 If you want to use email to send invitations to the meeting, click the **Email Invitations** button. A form displays where you can specify the email addresses for the invitations.

- If entering an email invitation by hand, type the participant's email address in the **Email** field, then click **Add to Recipients**.
- If you have a contacts list set up, you can select contacts as invitation recipients. (See Manage Contacts for more information about setting up a contacts list. You can also import contacts from Outlook. See Outlook Meeting Addin about importing contacts from Outlook.) To select contacts, click the **Private** or **Public Contacts** folder, then find an email address. Click the address to select it as an email recipient. An entire folder of contacts can be selected at once by clicking the folder name. Click **Add to Recipients** to put the email address(es) in the **Recipients** list. Do this for all contacts you want to invite.
- If the recipient email addresses are not to be displayed in the email **To** field, click the **Send to Recipients BCC** check box.
- If you want a link to a Meeting Setup Wizard to appear in the email, click the **Link to Setup Wizard** check box. Invitees can use the wizard to set up their meeting options before the meeting occurs.

After making the recipient list and other email specifications, click **Send**. The invitations are ready to send, but are not sent until you click **OK** on the Create a Meeting form. When you click **Send**, the Email Invitation form disappears and focus returns to the Create a Meeting form. At this time, you can click **OK** to send the email messages and complete this procedure or you can continue specifying more options. If you click **OK** you are placed in the meeting immediately if **Join this meeting now** was checked. If it was not checked, you can continue performing host functions and join the meeting later.

Step 7 If you want to specify advanced options, click the **Advanced Options** button. The Create a Meeting form expands to include a number of additional check boxes and fields where you can specify more options.

Step 8 If you are specifying advanced options, supply the following optional information as needed:

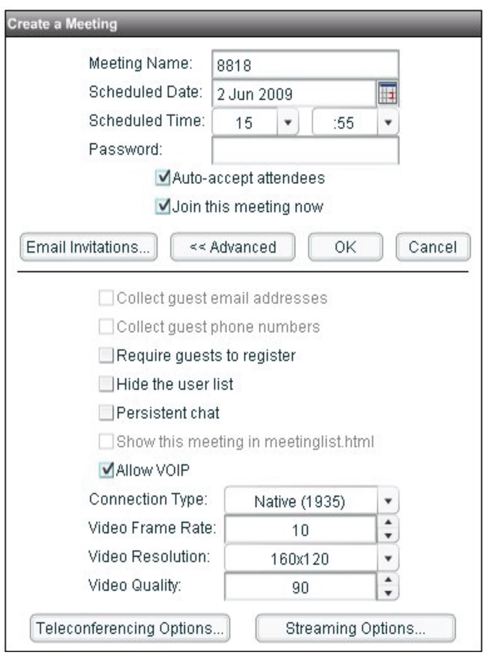
Collect Guest Email Addresses/Phone Numbers—To collect email addresses when participants log in to a conference, check this box. The email addresses can be retrieved using Admin Options. (See Admin Options for more information.)

Collect Guest Phone Numbers—To collect phone numbers from participants, check this box. The phone numbers can then be retrieved using Admin Options. (See Admin Options for more information.)

Require Guests to Register—This feature requires participants to RSVP to provide a record of the number of participants planning to attend the meeting. If this option is checked, participants are sent a link that connects them to a reservation page. Once completed they will be sent the meeting link and login information.

Hide the User List—Normally, a list of the participants displays on the participants' screens when they are engaged in a meeting. Check this box if you do not want the list to display.

Figure 2-3 *Create a Meeting Form —Advanced Fields*



Persistent Chat—Meeting participants can use online chat while in a meeting to communicate with one another. Normally, the chat history is deleted once all participants leave the room, but having this box checked retains the chat history for 20 minutes after the meeting so the host can copy it for future reference. By leaving this unchecked, you will not be able to view the chat entries after the meeting.

Show this meeting in meetinglists.com—Check this box to list this meeting on a webpage. Meetinglist.com is the default URL of the webpage. It can be changed by the conferencing administrator to match their web environment. (See Admin Options for more information.)

Allow VoIP—Check this box if VoIP conferencing will be used for this host's meetings.

Connection Type—Indicate the type of connection for the meeting by clicking the down-arrow next to this field, then selecting a connection type.

Video Frame Rate—An adjustment for the number of frames per second to display. If you experience a jerky motion, you can use the up- and down-arrows to turn the frame rate to the default setting or lower. It is recommended that you leave this specification set to the default setting.

Video Resolution—The video resolution values indicate the number of pixels across and down to display. You can use the up- and down-arrows to make this adjustment. It is recommended that you leave this parameter set to the default setting.

Video Quality—It is recommended that you leave this parameter set to the default setting.

NOTE

Video quality depends on several factors, including the quality of the webcam and the Internet connection. Higher video frame rate, resolution and quality settings consume more bandwidth and may affect participants who use slower Internet connections.

Step 9 If you are specifying advanced options and need to specify a teleconference option, click the **Teleconference Options** button. The Teleconference Options form displays. The Teleconference Options present an alternative to using the built-in VoIP service that comes standard with your account. Within a meeting, participants using teleconferencing cannot hear participants using VoIP, and participants using VoIP cannot hear the participants using teleconferencing. To specify an option, select one of these radio buttons:

Use Toll Free Conferencing—This option lets you enter a toll-free audio conference bridge number and any required access codes. These values display in the participant's conferencing window during the conference. When entering the **Call In #**, type numbers only, no dashes. Enter the access codes in the **Moderator Code** and **Attendee Code** fields as appropriate.

Use Toll Conferencing—Check this radio button if you want to use the free version of teleconferencing where participants only pay a long distance fee (if applicable) for teleconferencing to a US area code.

No Phone Conferencing—This specification is the default. Select **No Phone Conferencing** if you are going to use the VoIP feature for participant audio.

After selecting the Teleconference Option, click **OK** to enter your changes and return focus to the Create a Meeting form.

Figure 2-4 *Teleconferencing Options*

Step 10 If you are specifying advanced options and need to specify streaming options, click the **Streaming Options** button. Click one of these radio buttons:

Normal Streaming—All guests and hosts can see and hear each other.

Restrict Guest to Guest Streaming—The host can see and hear the guests, but they cannot be seen nor heard by each other.

Restrict All Guest Streaming—For hosts holding webinar-type meetings this selection allows hosts to stream audio and video to guests, but the guests cannot be seen nor heard by other guests or the host.

No Streaming—All streaming is shut down except when using ShowMyDesktop, in which case users can see the desktop being displayed. Audio communications must be maintained using teleconferencing because audio streaming is disallowed.

Once you specify the **Streaming Options**, click **Close** to close the Streaming Options form and return focus on the Create a Meeting form.

Step 11 Click **OK**. Depending on the specification in the **Join this meeting now** check box, the system either starts the meeting immediately or you can continue with other tasks and join the meeting later. If you created email invitations, they are sent after clicking **OK**.

End a Meeting

Ending a meeting permanently deletes it. To end a meeting, click the **End a Meeting** button on the Initial Host Screen. Then, choose the meeting to delete from the End a Meeting list.

Utilities

You can download the ShowMyDesktop application and Highlighter tool after clicking the **Utilities** button. Using the **Utilities** menu to download these items saves time compared to downloading them while in a conference.

Also available is the Outlook Meeting Addin Tool. This tool is used to import your Contacts List from Outlook into your Manage Contacts lists. It can also be used to create and/or join meetings.

More information about these utilities are given below.

ShowMyDesktop

This is a one-time plug-in download that enables your computer to show your desktop on any other computer screen in the conference. If you are in a conference and have not loaded this plug-in, the first time you attempt to “show your desktop” the system automatically downloads and installs the plug-in.

The **ShowMyDesktop** button under **Utilities** allows you to immediately install the plug-in or store the plug-in on your computer for installation later without having to be in a conference. Instructions for installing ShowMyDesktop are given in the Installing ShowMyDesktop chapter of this manual.

Highlighter Tool

The Highlighter Tool provides annotation tools for use during a conference. You can draw on your screen to bring participant attention to certain items. You can number items on your screen and perform other annotation functions.

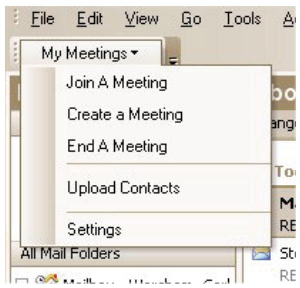
You can also load this tool from the ShowMyDesktop parameter window that appears whenever you initiate a Show session.

Outlook Meeting Addin

The Outlook Meeting Addin provides a toolbar addition to Microsoft Outlook that can be used to join, create and end web conferences.

The Outlook Meeting Addin functions are installed by clicking the **Utilities** button in the upper-left corner of the Initial Host Screen. (See Figure 2-1.) When you click the **Utilities** button and then the **Outlook Meeting Addin** button, the system prompts you to install the Outlook Meeting Addin software. If you successfully follow the installation steps, the **My Meetings** toolbar shown in Figure 2-5 displays the next time you access Outlook.

Figure 2-5 *My Meeting*



The first time you attempt to access a function on the **My Meetings** toolbar, the system prompts you to enter a **Domain Name**, **User Name** and **Password**. (See Figure 2-6.) These are the values for the UCE Collaboration server. Type the UCE Collaboration Domain Name (which is often the same as the URL of the UCE Collaboration domain) and the User Name and Password assigned to you to log into UCE Collaboration. If you do not know what these values are, contact your local administrator.

Figure 2-6 *Enter Domain Name, User Name, Password*

All Outlook Meeting Addin functions are performed in Outlook using the **My Meetings** toolbar. The steps for performing the functions are similar to the procedures you use to perform these same functions from the UCE Collaboration Initial Host Screen. (See Figure 2-1.) Rather than repeat the procedures, the descriptions below link you to the appropriate discussion of the equivalent steps you would use from the Initial Host Screen.

Clicking the down-arrow next to **My Meetings**, reveals the list of Outlook Meeting Addin functions shown in Figure 2-5 and described below.

Join a Meeting—Provides a drop-down list of meetings you have previously created, enabling you to select and join the meeting. (See Join a Meeting for equivalent instructions used on the conferencing server.)

Create a Meeting—Initiates a script that walks you through creating a meeting. You do not have to log on to the conferencing server to create the meeting, and since this is within Outlook it automatically creates an Outlook Meeting Request with the meeting logistics included for distribution. (See Create a Meeting for equivalent instructions used on the conferencing server.)

End a Meeting—Provides a list of previously created meetings to select and delete. (See End a Meeting for equivalent instructions used on the conferencing server.)

Settings—Once you set the **Domain**, **User Name** and **Password**, you can display or change it using this dialog box. (See Figure 2-6.) The Addin software uses this information when accessing UCE Collaboration to perform Addin functions.

Upload Contacts—This function is used to upload your Outlook contact list to the conferencing server. The contact list can then be used for email invitations when Creating a Meeting on the UCE Collaboration server. See the steps under Create a Meeting that are used to send email invitations when you create a meeting.

Manage Contacts

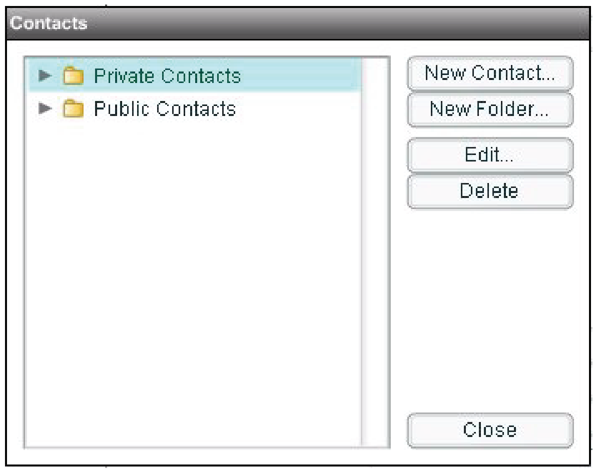
Click the **Manage Contacts** button to add email addresses to your account. The email addresses can then be used in the invitations. (See Create a Meeting.)

You can maintain Private Contacts and Public Contacts on the Manage Contacts screen. (See Figure 2-7.)

Private Contacts can only be seen by the person currently logged in and are not able to be used by anyone else on the account.

Public contacts can be seen and used by all hosts on the account.

Figure 2-7 *Manage Contacts*



To add a new folder, click either Private Contacts or Public Contacts, enter the folder name, then click **Add**.

To add a contact, click a folder, then click **New Contact**. Fill in the contact’s name and email address and click **Add**.

Admin Options

Administrators can create new hosts, monitor active meetings and manage surveys for the entire account. To access Admin Options, the Administrator must log in using the main account login that was set up when the account was created.

Once the Initial Host Screen displays, an **Admin Options** button displays. (The **Admin Options** button does not display unless you are logged in using the Administrator login.)

To perform the **Admin Options**, click the **Admin Options** button. Then, select one of the option buttons.

Figure 2-8 *Admin Options*

The Admin Options are described below.

Account Information

This is where the admin name, password and email can be configured. These fields are available to configure the account:

Account Name—Account Name for the Admin login.

Contact Name—Name of person to be the contact for the account.

Change the Admin contact Password—Password for the Admin login.

Email—Email address of the Administrator.

Custom Time Zone Suffix—Time zone that appears in the **Time** field on the **Create a Meeting** form. The default is GMT.

Online status link—Another way for people to join meetings. Place this URL in a link on your site and when clicked, it provides people with a drop-down list of all currently active meetings. This is most useful for noninteroffice meetings because it allows anyone to join a conference by selecting it from the list.

Meetings List

The **Meeting List** button is used to view and control meetings. The Admin can see the meetings currently running on the account and end them all at once if needed. The Admin can check any meeting listed and end it, freeing the seats being used in the meeting.

Additional Logins

The **Additional Logins** button is used by the Admin to set up additional hosts who can create and manage their own meetings.

On the Additional Logins screen, for each additional host, the admin should enter:

- Username
- Password
- Origination email address for the host's invitations.
- Maximum number of attendees the host can have (out of the pool of seats that have been purchased for the overall account).

Other settings that can be made using the Additional Logins screen are:

Default Video Settings—Settings that help make all hosts and newly created meetings have the same quality in all meetings. You can also check **Disable Video Settings** to disable the host's ability to change the video settings for each meeting, instead forcing the host to use the default. If **Disable Video Settings** is not checked, the host can change the default values for a meeting.

Manage Surveys

To create and/or manage Surveys, click the **Manage Surveys** button from the Admin Options menu.

View Reports

To view the host activity on the account, click **View Reports**. A new window opens. Enter the Admin Login information to access the reports.

From the Reports page, enter the date and time range for the report and the kind of output required. Click **View Report** to see a readout of the activity on the account for the time range specified.

Logout

Click the **Logout** button to log out of the conferencing session.

3

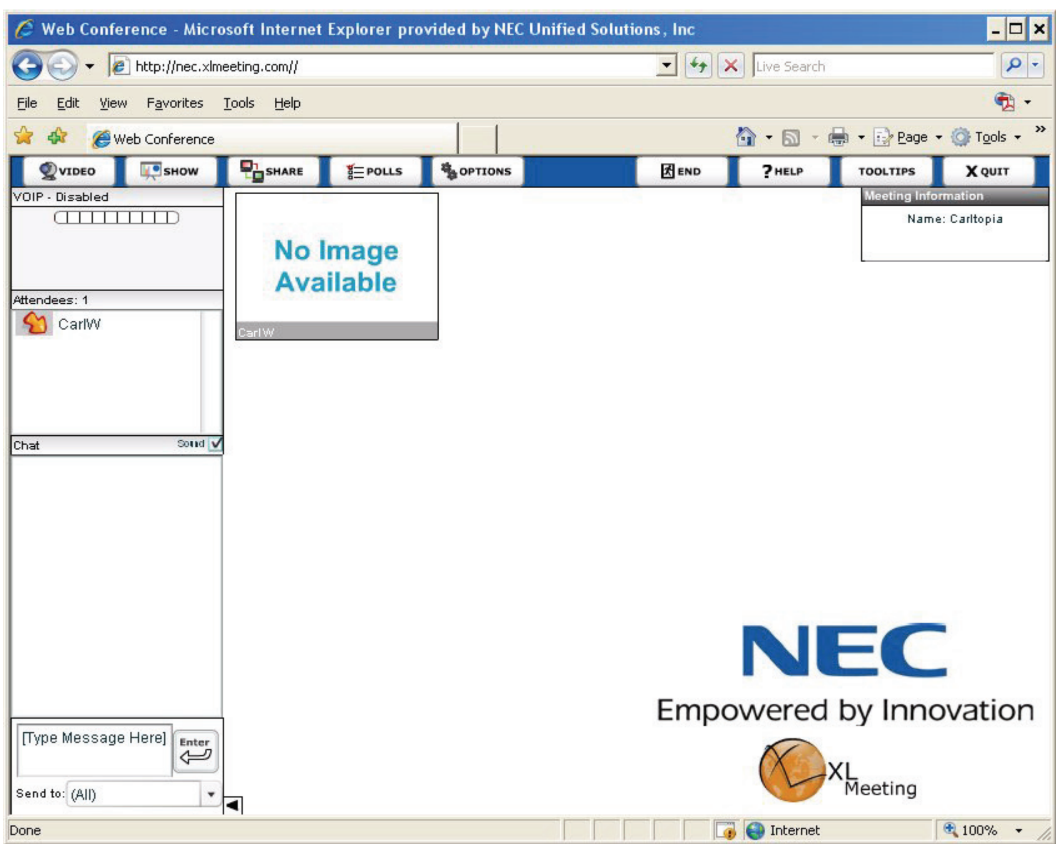
Conferencing

This chapter describes the Conferencing window and some of the functions the host user can perform once in a meeting.

Conference Window

After opening a meeting, the Conference window displays. In the upper-right corner, the host can click the **Quit** button to end the meeting and log out of the account to close the session.

Figure 3-1 *Conference Window*



On the left side of the screen, the **User Name** entered from the Initial Host Screen displays (or the name entered in the **Your Name** field if you logged in as a Guest).

A video area displays within the right window pane. In the lower-right corner of the video area a small triangle appears when your mouse is over the video area. You can click and drag the triangle to resize the video area. To reset and lock the size of the video area, press the lock icon to the left of the triangle.

VoIP Audio Box

If Voice over IP (VoIP) is selected for this meeting, a VoIP Audio Box displays. To speak using VoIP, click **On**. This opens full duplex audio, meaning you can speak freely and receive audio freely.

When the system detects audio, a red bar along the top of the VoIP Audio Box moves accordingly.

Figure 3-2 *VoIP Audio Box*

It is recommended that meeting participants use headsets with a built-in microphone when using the VoIP function. Headsets reduce and pre-empt internet audio problems, such as looping and echoing.

User Name List

The User Name List on the left side of the screen shows the names of the participants in the meeting. To the left of each person's name are icons that indicate the participant's status. An orange arrow denotes the meeting host, while a small camera or microphone icon denotes what device each participant is currently using in the meeting.

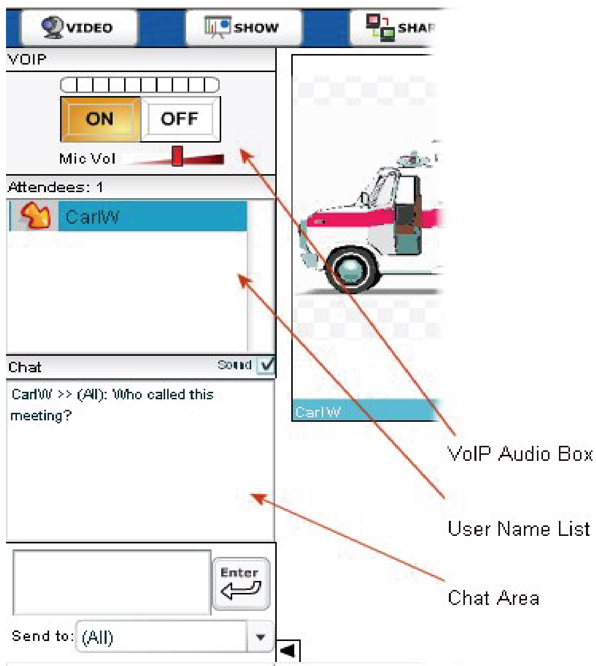
Chat Area

Participants can use the chat area to communicate with other participants. Messages are sent to all other participants when you type a message into the lower field and press **Enter**. The chat conversation displays above the message entry area.

Participants can make a message private by first selecting a person from the **Attendee** list and typing a message. If no name is selected, the message goes to all participants.

Clicking the **Chat Sounds** check box alerts you with a sound any time someone enters text in the chat window. Uncheck this box to stop the sound.

Figure 3-3 *Video Conferencing VoIP Audio Box, User Name List and Chat Area*



Meeting Information Box

In the upper right corner, a meeting information box displays the **Meeting Name** and the current **Port** setting. It shows the teleconferencing number, if you engaged teleconferencing when the meeting was created. This box can be hidden by using Host options.

Button Functions

Buttons along the top of the Video Conferencing window are used to perform several video conferencing functions. The buttons are:

- Video
- Show
- Share
- Polls
- Options
- End
- Help
- Tooltips
- Quit

Each of the forgoing buttons are described under the topics that follow.

Video Button

The **Video** button is used to change the quality of your video feed and to toggle the video on and off. It is available to both hosts and other meeting participants. To use the **Video** button:

Step 1 Click the **Video** button.

Step 2 Complete these fields:

Webcam/Video—Select the type of video device you are using.

Enable Video/Webcam—Check this box to turn on the video device. Uncheck it to toggle the video device off.

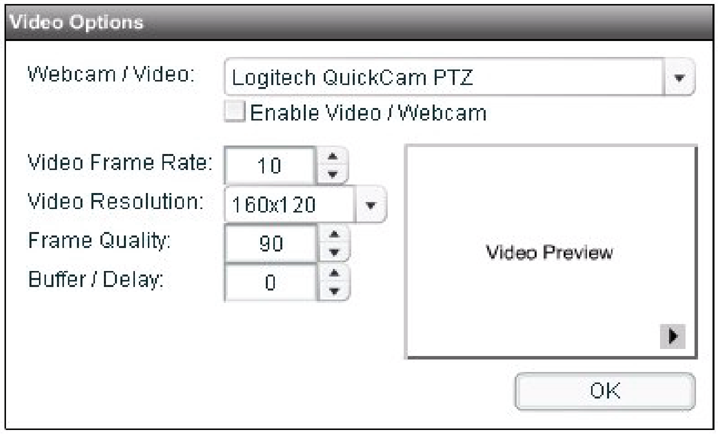
Video Frame Rate—Use the arrows to set the number of frames per second for the video. Higher rates increase the quality of the video. Lower rates decrease the quality but also reduce the bandwidth consumed.

Video Resolution—Use the arrow to select the size of the display.

Frame Quality—Use the arrows to sets the quality for each frame. Higher values increase the quality of the video. Lower values decrease the quality but also reduce the bandwidth consumed.

Buffer Delay—Use the arrows to set the buffer delay. Adjusting the buffer delay can reduce jerking or flickering.

Figure 3-4 *Video Screen*



Step 3 Once the video options are set, click **OK**.

Show Button

The **Show** button is used to show your desktop to other participants or to show another participant's desktop to all the participants in the meeting. It is available to both hosts and other participants.

Any applications, spreadsheets or other object displayed on a screen, by the host or a designated participant, can be seen by all participants in the meeting.

The **Show** button functions cannot be used until the plug-in ShowMyDesktop is installed. To install ShowMyDesktop, see Installing ShowMyDesktop.

Once ShowMyDesktop is installed, you can use the **Show** button as follows:

Step 1 Click the **Show** button. The ShowMyDesktop options screen displays.

Step 2 Under Present From, select one of these radio buttons to indicate what to display on the other participants' screens:

Entire Screen—Displays the originators entire screen.

Select an Application—This selection causes a prompt to display. In response to the prompt, the originator selects from a list of active applications the one to display. If the originator switches to another application, sharing pauses until the originator comes back to the application originally selected.

Active Application—Displays the application window of the application currently being used by the originator. If you switch to another application, it becomes the displayed application.

Other Device—Select this option to display data from another device such as a document camera connected to the computer.

Step 3 Check any of these boxes to indicate which other items you want the other participants to see:

- Show Audio Panel
- Show Chat Panel
- Show Video Panel

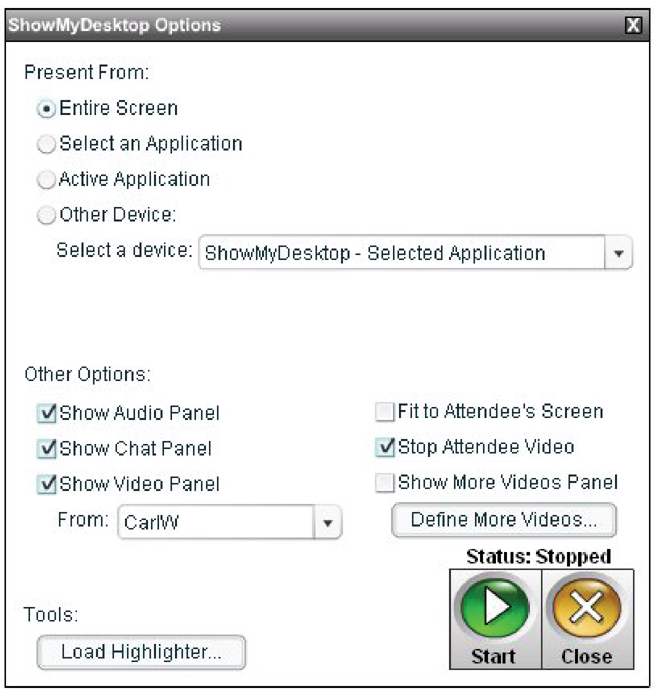
Step 4 Check these boxes to control the desktop presentation:

Fit to Attendee's Screen—By checking this box, you are telling the system to stretch the presentation to fit into the viewers' browser windows. In other words, if a participant's screen has a larger resolution than the originator, this option stretches the image to fit their screen size.

Stop Attendee's Video—Stops any video presentation when the desktop presentation starts.

Show More Videos Panel—Allows the originator to show up to four other participants' videos instead of just the originator video when in ShowMyDesktop mode.

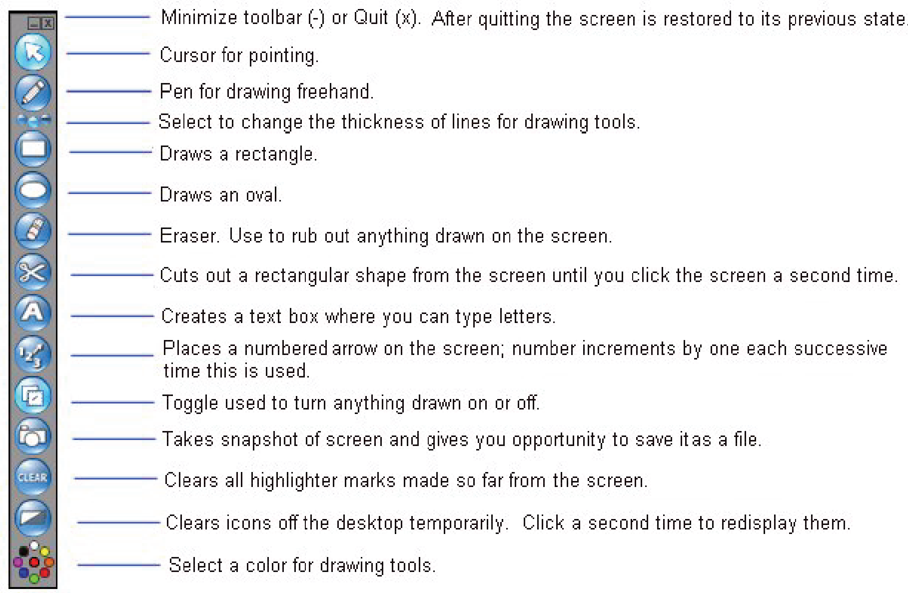
Figure 3-5 *ShowMyDesktop Options Screen*



Step 5 In the **From** field, indicate which participant's video is to be displayed to the other participants. This is accomplished by using the down-arrow to select from a list of current participants. Your video is the default and displays unless you select another participant.

Step 6 Click the **Load Highlighter** button if you want to draw or write over the screen during the meeting. After clicking **Load Highlighter**, a form displays explaining that you are about to load the highlighter tool. Click the **Load Highlighter Tool** button. An installation form displays. Click **Run**. The Highlighter Tool installs. A highlighter panel displays where you can select the highlighter tools and options shown in Figure 3-6.

Figure 3-6 *Highlighter Panel*



Step 7 To start showing the selected screen to the group, press the **Start** button. To stop, press the **Stop** button. To return to the conference and turn on your participants' video windows, press the **Close** button.

Share Button

The **Share** button is used to allow other participants to take control of your computer. They can see your desktop on their screen and take control of it.

The **Share** button functions cannot be used until the Share software is installed.

To install the Share software when using Internet Explorer:

Step 1 Click the **Share** button. The first time you use the **Share** button, the system asks if you want to run the Share software installation program.

Step 2 Click **Run** to start the program that installs the Share software.

Step 3 Click **Finish**. The software is installed. You are asked who you would like to control your computer, as shown in Figure 3-7.

Figure 3-7 *Share Prompt*

For Firefox users, the installation procedure is a little different. You must first save the Share software to your desktop before installing it:

Step 1 For Firefox users (and for some other types of browsers), when clicking the **Share** button the first time, you are asked whether you want to save the Share installation software. Click **OK** and save it to your desktop.

Step 2 After clicking **OK**, double-click the install.exe icon on your desktop to open the installation program.

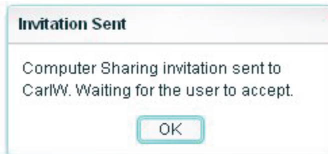
Step 3 Run the installation program as instructed in the preceding Internet Explorer instructions.

The steps for sharing your computer once the Share software is installed are:

Step 1 Click the **Share** button. After the first time you use the **Share** button (to perform the installation), you are asked whether to reinstall the Share software or specify a participant to take control of your computer.

Step 2 Select the option to specify a participant to take control of your computer. The prompt in Figure 3-7 displays.

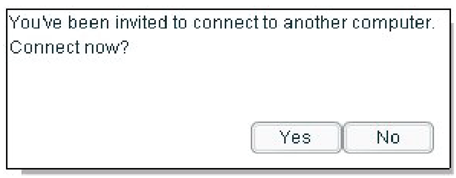
Figure 3-8 Invitation Sent Message



Step 3 Use the down-arrow to select a participant to take control of your computer. On your screen, the Invitation Sent prompt displays. Click **OK**.

On the invitation recipient's screen, an Invitation message displays (Figure 3-9). The recipient must click **Yes** to begin sharing. Once the recipient clicks the **Yes** button, the recipient receives a prompt asking to install the Share software.

Figure 3-9 Invitation Message



Step 4 The recipient must click the **Run** button to run the Share software. The recipient may have to click **Run** twice if the system interrupts with a security warning.

Step 5 Once the installation of the Share software is complete on the recipient's end, sharing can begin.

Notes for MacIntosh Users and Other Considerations:

- **On Safari:** Safari automatically downloads the file to the desktop. If it is a zip or bin file it will unzip/open automatically. If it is an application file, double-click the file on the desktop and it will run.
- **On Firefox:** Firefox downloads the installation file to the desktop automatically but, unlike Safari, does not unzip or open zip or bin files, so the user must do this manually. If it is just the .app file/program, double-click the icon on the desktop.
- **Mac taking over a PC:**
  - PC runs the Listener application.
  - Once the program is running, run the connection application on the Mac.

  - The Mac will now start another application and should pop up the window of the PC.
- **PC taking over a Mac:**
  - Mac runs the host application, waiting until OSX is up and running.
  - Once OSX is running on the Mac, the PC runs the connection application.
  - PC should see the Mac desktop. Depending on the screen resolution of the Mac, it may take a little while to load the screen.

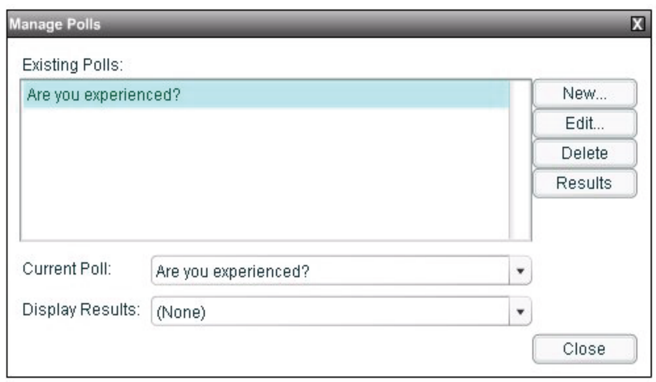
Polls Button

Polls can be created to be used during a video conferencing meeting. Participants answer poll questions set up for the meeting. The system aggregates their responses and displays charts of the results.

To create a poll:

Step 1 Click the **Polls** button. This action displays a form used to manage polls.

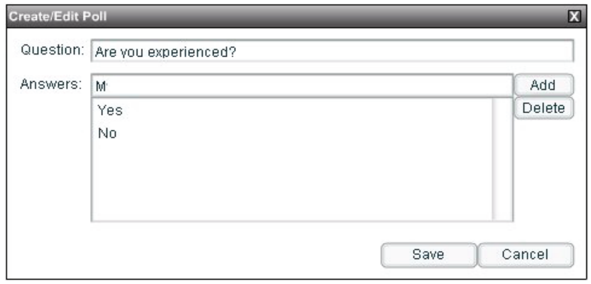
Figure 3-10 *Manage Polls Screen*



Step 2 Click the **New** button to create a poll. The Create/Edit Poll screen displays.

Step 3 In the **Question** field, enter the question for the poll. (The question also becomes the name of the poll.)

Figure 3-11 *Create/Edit Poll Screen*



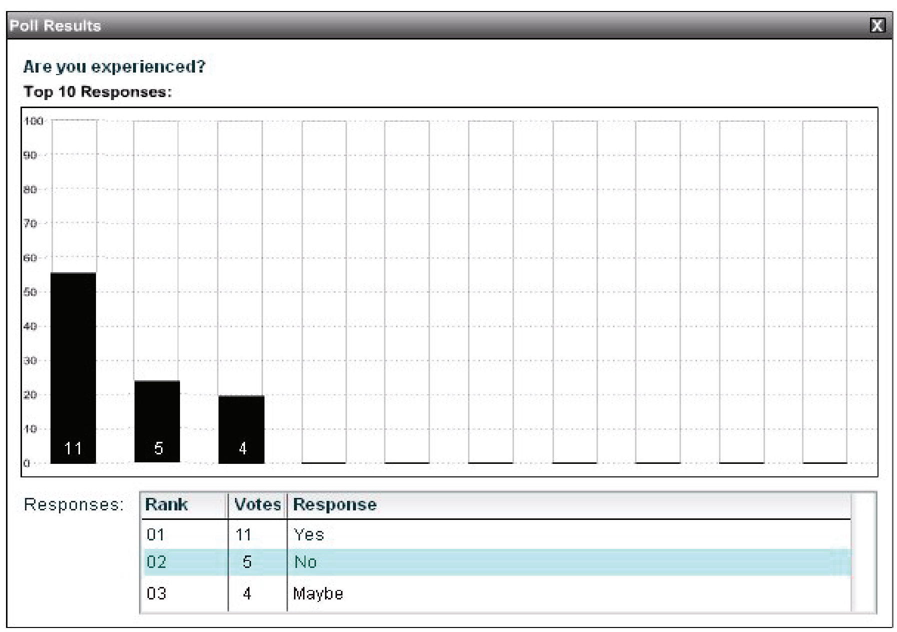
Step 4 On the **Answer** field, enter the possible answers to be selected. Click the **Add** button after each answer. The answers display in the area below the **Answer** field as they are entered.

Step 5 Click the **Save** button when you have finished creating the poll.

To display the poll question(s) to the meeting participants, use the down-arrow next to the **Current Poll** drop-down list to select the name of the poll to display.

After you have finished polling the group, you can click the **Results** button to show the poll results to the host only. Clicking the **Results** button again hides the poll results.

Figure 3-12 *Poll Results*



To edit or delete a poll, display the Manage Polls screen. Click an existing poll you want to edit or delete. This selects the poll for editing or deletion. Clicking the **Edit** button displays a form used to make changes to the poll. Clicking the **Delete** button removes the poll from the system.

When ready to share the poll results with the entire group, use the **Display Results** drop-down list to select the appropriate poll name. Poll results appear as a bar graph, as shown in Figure 3-12.

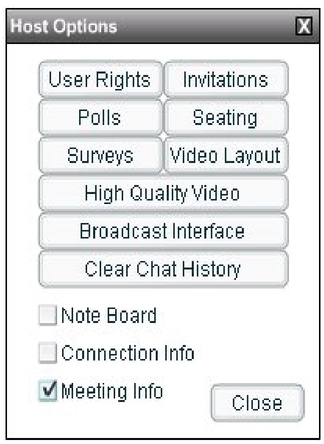
Polls are only available for the duration of the meeting you created, and are not available for concurrent or future meetings.

Options Button

The **Options** button gives access to a number of features that only meeting hosts can perform. Clicking the **Options** button displays the Host Options form shown in Figure 3-13. This form displays several buttons the user can click to establish user rights, set up polls, control video history, clear chat history and so on.

A special chapter is provided in this manual to describe the Host Options. See Host Options for more information about these features.

Figure 3-13 *Host Options Form*



End Button

Click the **End** button to disconnect from this meeting and delete the meeting.

Help Button

Click the **Help** button to access the help system for the application.

Tooltips Button

Click the **Tooltips** button to toggle on and off the help tips that display for buttons.

Quit Button

Click the **Quit** button to disconnect from the meeting and return to the login screen. (Your guests remain in the meeting unless you End the meeting.)

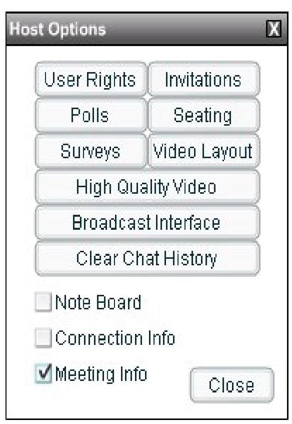
4

Host Options

When the host clicks the **Options** button, the Host Options form displays. It provides access to these features that only meeting hosts can perform:

- User Rights
- Invitations
- Polls
- Seating
- Surveys
- Video Layout
- High Quality Video
- Broadcast Interface
- Clear Chat History
- Note Board
- Connection Info
- Meeting Info

Figure 4-1 *Host Options Form*

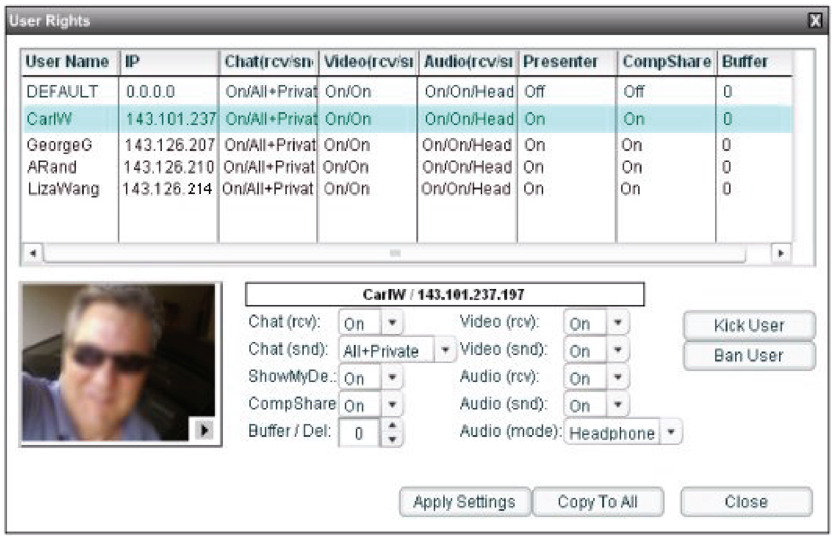


Each Host Option feature is described in the remainder of this chapter.

User Rights

For participants in meetings to perform certain functions, the host must give them user rights. For example, participants must be given rights to see and use the **Share** button on the conferencing screen.

Figure 4-2 Host Options—User Rights Control Panel



Clicking the **User Rights** button on the Host Options form opens the User Rights control panel for the current conference. (See Figure 4-2.) From the control panel, you can give rights and control meeting elements, such as Video, Audio, Chat and ShowMyDesktop privileges. The functions can be performed for all the participants in the conference.

Participants can even be removed or banned by IP address by using the **Kick User** and **Ban User** buttons, respectively.

Meeting settings can be set for a single user and then be copied to all other users by clicking the **Copy To All** button. This allows you to make the same changes for participants in the room.

To use the User Rights control panel, you first click the participant's name whose rights you want to change. Then, you can change any of these elements for the participant:

Chat (rcv)—The **Chat rcv** option is used to turn **on** or **off** a participant's ability to see chat entries. If turned **off**, the participant cannot see any chat entries from participants. If **on**, the participant can see the chat messages.

Chat (snd)—The **Chat snd** option affects a participant's ability to send chat messages to other participants. It has four options. The **off** option prevents the participant from transmitting any chat messages. The **Host Only** option allows the participant to send chat messages only to the host of the conference. The **All+Host** option means the participant can send chat messages to all participants, but can only send private chat messages to the host. Private chat messages are messages no one but a selected participant can see. **Host+Private** means the participant can send chat messages to the other participants and send private chat messages to any individual participant.

ShowMyDesktop—Option turned **on** or **off** to give the participant the ability to see and use the **ShowMyDesktop** button. Select **on** to activate the button so the user can show his or her desktop to other participants.

Computer Sharing—Option turned **on** or **off** to give the participant the ability to see and use the **Share** button to allow others to use his or her computer. Select **on** to activate the button.

Buffer/Delay—Time delay before VoIP sends data traffic. Adjusting this variable may fix audio quality problems under non-optimal bandwidth conditions.

Video (rcv)—Option used to turn **on** or **off** a participant's ability to see participant video. If turned **off**, the participant cannot see the video stream from other participants. If **on**, the participant can see the video.

Video (snd)—Option that affects a participant's ability to send video to other participants. The **off** option prevents the participant from transmitting any video. The **on** option allows the transmission of video to the other participants.

Audio (rcv)—Option used to turn **on** or **off** a participant's ability to hear participant audio. If turned **off**, the participant cannot hear the audio stream from other participants. If **on**, the participant can see the audio.

Audio (snd)—Option that affects a participant's ability to send audio to other participants. The **off** option prevents the participant from transmitting any audio. The **on** option allows the transmission of audio to the other participants.

Audio (mode)—Audio mode can be **headphones** or **speakers**.

Kick User—Button that can be used to remove the participant at the IP address from the conference.

Ban User—Button that can be used to keep the participant from using the IP address in any video conference.

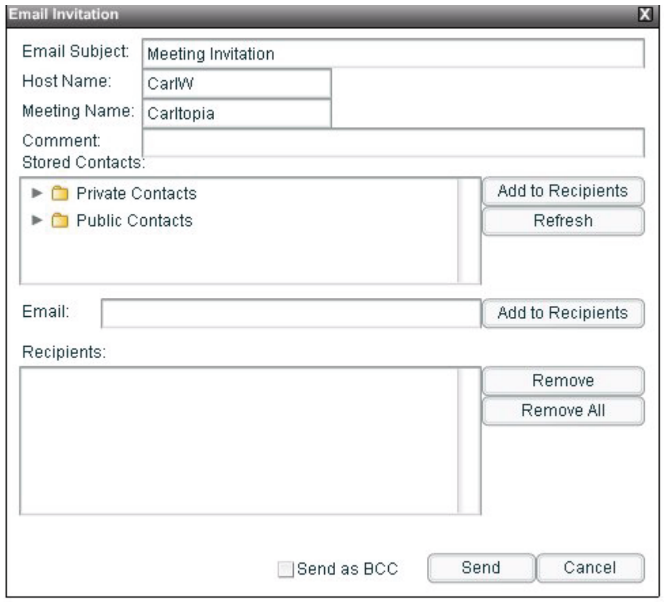
Copy to All—Once you set the options for a participant you can copy them to all participants by clicking the Copy to All button.

Apply Settings—Button that causes the User Rights changes to take effect.

Invitations

The invitations panel is used to send invitations to meetings.

Figure 4-3 *Host Options—Email Invitation*



To send invitations, fill in these fields and click **Send**:

Email Subject—The entry here appears in the subject line of the email.

Host Name—This is the name of the person who is hosting the meeting. The host name is automatically entered by the system using the name associated with the account, however the user may change the name as desired.

Meeting Name—The meeting name selected is used by the participants to select the meeting to join. The meeting name should not be changed by the user. Any change made to the meeting name is reflected in the email invitation but it does not change the actual meeting name. Anyone attempting to enter the meeting using the changed name instead of the included link will not be able to enter the meeting.

Comment—This is any comment you want to associate with the meeting.

Email—To manually enter an email address in the **Recipients** list, type the address in this field and click the **Add to Recipients** button.

Recipients—This becomes a list of participants being invited to the meeting. The recipients can be added by filling in the **Email** field and clicking **Add to Recipients** next to the **Email** field. They can also be selected from lists of private and public contacts. To select from lists of contacts, open the folders in the **Stored Contacts** box to find the contact you want to add. Click a contact name to select it. Click the **Add to Recipients** button next to the **Stored Contacts** box to add the selected contact to the **Recipients** list.

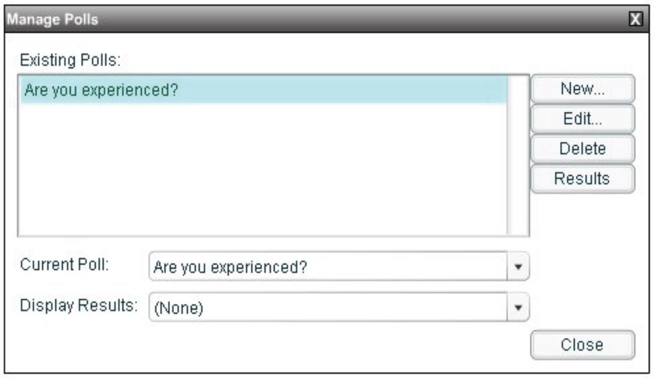
Polls

Polls can be created for use during a meeting. Participants answer poll questions set up for the meeting. The system aggregates participant responses and displays graphs of the results.

To create a poll:

Step 1 Click the **Polls** button. This action displays a form used to manage polls.

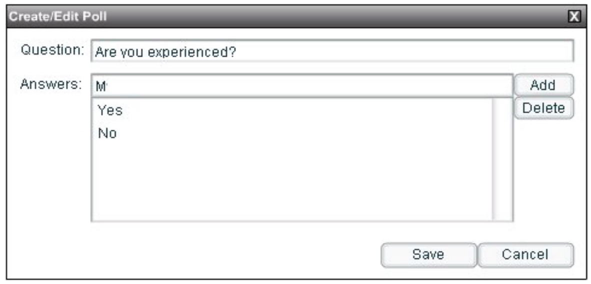
Figure 4-4 *Manage Polls Screen*



Step 2 Click the **New** button to create a poll. The Create/Edit Poll screen displays.

Step 3 In the **Question** field, enter the question for the poll. (The question also becomes the name of the poll.)

Figure 4-5 Create/Edit Poll Screen



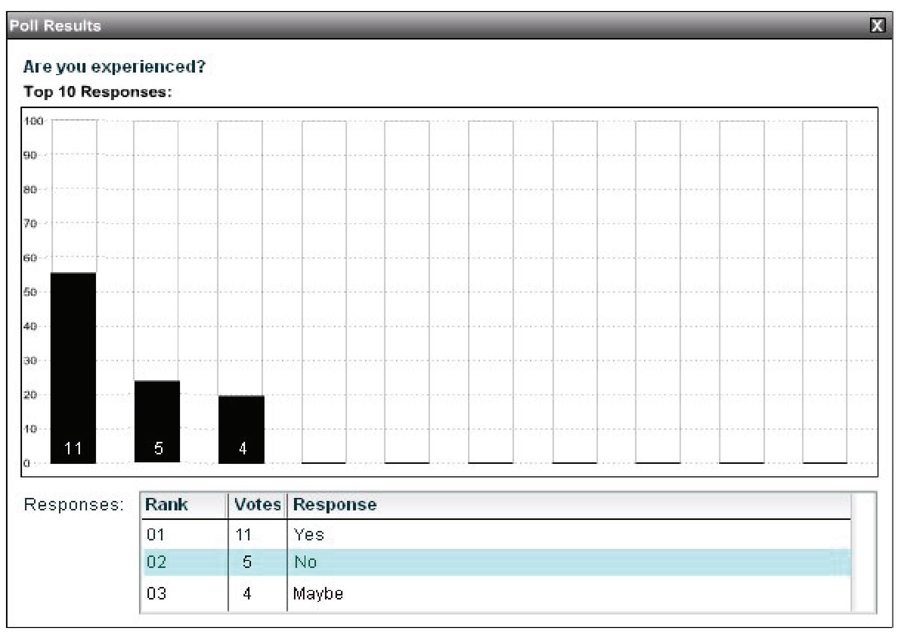
Step 4 On the **Answer** field, enter the possible answers to be selected. Click the **Add** button after each answer. The answers display in the area below the **Answer** field as they are entered.

Step 5 Click the **Save** button when you have finished creating the poll.

To display the poll question(s) to the meeting participants, use the down-arrow next to the **Current Poll** drop-down list to select the name of the poll to display.

After you have finished polling the group, you can click the **Results** button to show the poll results to the Host only. Clicking the **Results** button again hides the poll results.

Figure 4-6 Poll Results



To edit or delete a poll, display the Manage Polls screen. Click an existing poll you want to edit or delete. This selects the poll for editing or deletion. Clicking the **Edit** button displays a form used to make changes to the poll. Clicking the **Delete** button removes the poll from the system.

When you are ready to share the poll results with the entire group, use the **Display Results** drop-down list to select the appropriate poll name. Poll results appear as a bar graph.

Polls are only available for the duration of the meeting, and are not available for concurrent or future meetings.

Seating Chart

The Seating chart is used to get input from your participants during a meeting without them having to use the VoIP or the chat window to do so.

Figure 4-7 *Seating*

By checking the **Show Feedback List** check box in the Seating box, you activate the **Feedback** drop-down list just under the participants' audio function areas. This allows participants to communicate information with you, such as whether they have a question (hand raised), whether you are going too slow or fast, and so on.

Each participant is represented by a small grey icon by default, which changes to represent their selection in the **Feedback** drop-down list. You can mouse-over any of the icons to see who the icon represents, the feedback they selected, their video window order and their IP address if the name is unknown to you.

Surveys

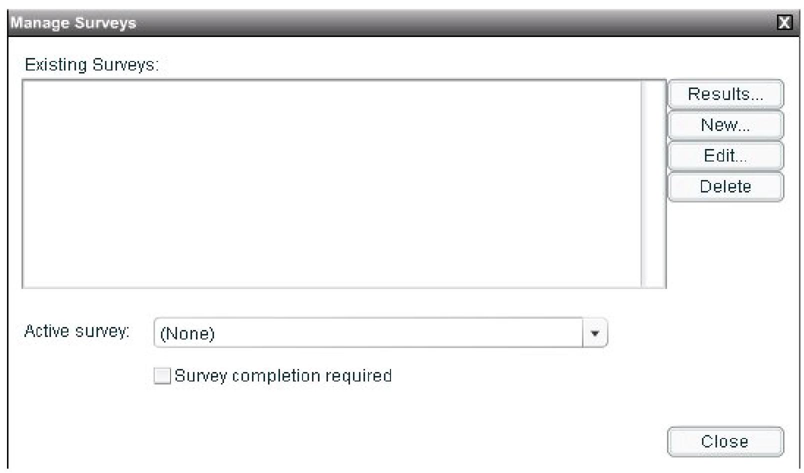
Surveys are much like polls, except they can be made up of multiple questions and can be saved and used in later meetings.

Adding a Survey

To add a survey:

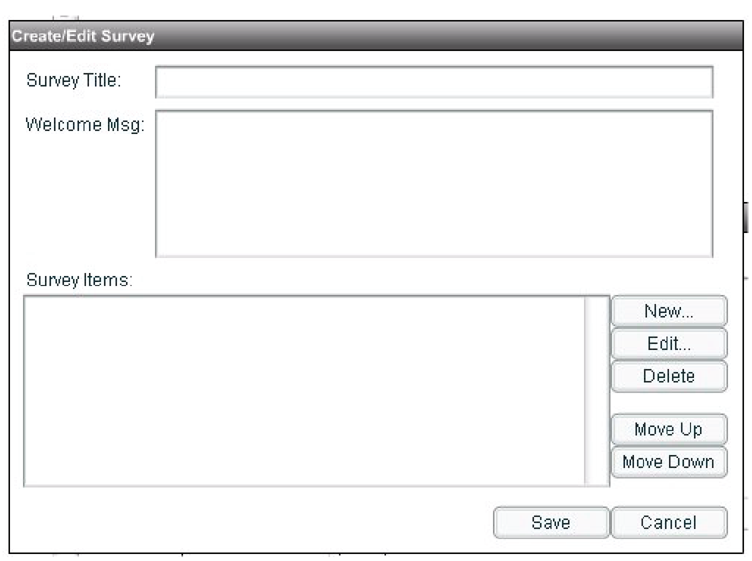
Step 1 Click the **Survey** button to open the form used to manage surveys. The form lists any existing surveys and provides buttons for performing survey tasks. (See Figure 4-8.)

Figure 4-8 *Manage Surveys*



Step 2 Click the **New** button to create a new survey. This displays the form used to create a new survey. (See Figure 4-9.)

Figure 4-9 *Create Surveys*



Step 3 In the **Survey Title** field, enter the name for the set of questions that will be in the survey.

Step 4 Optionally, in the **Welcome Msg** field, enter any text you want to display to the user when they access this survey.

Step 5 Click the **New** button to enter the first question for the survey. This displays the form used to create survey questions.

Figure 4-10 *Create Survey Question*

Step 6 In the **Question** field, enter a survey question.

Step 7 In the **Type** field, use the down-arrow to display a list of answer types. Select one of these answer types:

Text Field—Allows the user to enter free-form text on one line.

Comment Field—Allows the user to enter essay-style text while viewing multiple lines of text entry at a time.

Check Boxes—Displays check box options for each option and allows the participant to select one or more responses. If you select this **Type**, you must also enter answer options in the **Answer** box.

Radio Buttons—Displays radio buttons for each option and allows the participant to select only one option. If you select this **Type**, you must also enter answer options in the **Answer** box.

Dropdown List—Allows the user to select and option from a drop-down list or type an answer instead. If you select this **Type**, you must also enter answer options in the **Answer** box.

Step 8 If you want the response to the question to be required, check the **Require Response** check box.

Step 9 If you selected **Check Boxes, Radio Buttons** or **Dropdown List** as the question **Type**, in the **Answers** field, type an answer option and click the **Add** button next to the **Answers** field. This adds the answer option to the **Answer** box. Repeat this step for each answer option.

Step 10 Click the **Save** button to save the question. This displays the screen used to create a survey (Figure 4-9).

Step 11 For each question you want to be in the survey, repeat the above steps used to enter a question.

Step 12 When through creating questions for the survey, click **Save**.

Embedding Links in Surveys

You can embed links and limited HTML code in the survey fields. For example to add a link, type:

Example: *Site*

Activating a Survey

To activate a survey you must be in a meeting. Then, follow these steps:

Step 1 On the Options screen click the **Survey** button to open the form used to manage surveys. The form lists any existing surveys. (See Figure 4-8.)

Step 2 Click the down-arrow next to the **Active Survey** drop-down list.

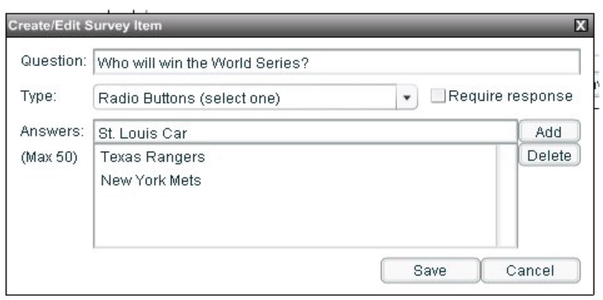
Step 3 Click a survey. Your participant(s) will now be asked to complete the survey. You can also select the **Survey Completion Required** check box to require your attendees to complete the entire survey.

Other Survey Activities

The host can also perform these survey activities:

- Clicking the **Results** button allows you to view the Survey Results screen showing the data collected by your survey. You can see the participants' identifications and their answers displayed in a table format.

Figure 4-11 *Survey Results*



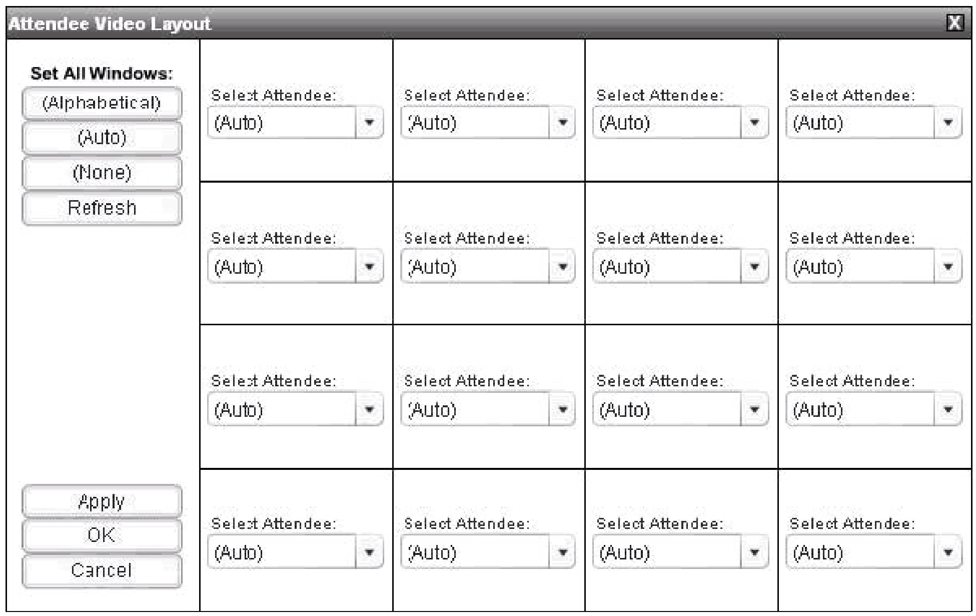
- The **View all Results** button let you format the data into a form you can copy and paste into a text or word doc and view later.
- Use the **Edit** button to change a survey. Select a survey, then change the data as required.
- After selecting a survey from the **Existing Surveys** box on the Manage Surveys form, you can click the **Delete** button to remove it.

Video Layout

By clicking the **Video Layout** button on the Options form, you can control the placement and appearance of meeting participants' video windows.

The Video Layout screen displays when you click the **Video Layout** button.

Figure 4-12 *Video Layout*



The **Set All Windows** section is used to set video options for the conference room. The host can choose from these options:

- **Alphabetical**—This option organizes the attendees alphabetically by user name.
- **Auto**—This is the default option. It organizes the attendees based on the order in which they entered the meeting.
- **None**—This option removes all video feeds from the room. It does not remove any attendees, only their video windows.

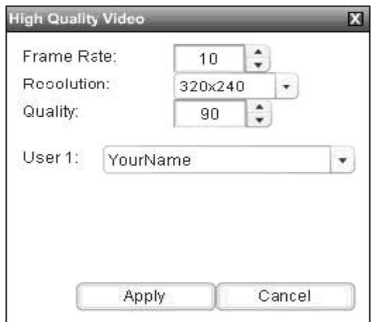
Each video feed is listed separately on the right side of the window. (See Figure 4-12.) Each can have its own options. The same **Alphabetical, Auto** and **None** options described earlier are available for individual feeds.   This allows the host to control each feed individually.

Once the options are set as desired, the **Apply** button puts them into affect for the current meeting.

High Quality Video

If your account is set up with the higher bandwidth allotment and you want to change the frame rate and resolution of a single attendee's video window, you can use the **High Quality Video** button to do this. (Contact your local IT administrator for more information.)

Figure 4-13 *High Quality Video*



Option on the High Quality Video form are:

Frame Rate—The number of frames sent per second (fps). Valid values are 1 through 10.

Resolution—Size of video windows. Depending on the host bandwidth allotment, this value can be up to 960x720.

Quality—Detail of each individual frame. Valid values are from 0 (variable quality) through 100 (high quality).

User [X]—The User whose video is currently being edited, where [X] is a participant in the meeting.

The High Quality Video settings depend on the host bandwidth allotment. Higher **Frame Rate**, **Resolution**, and **Quality** settings increase bandwidth consumption and thus may effect overall meeting performance. If you have questions about your current bandwidth allotment, please contact your local IT administrator for more information.

Broadcast Interface

After clicking the **Broadcast Interface** button, the host can control the size and placement of the video windows that the host and participants see in the meeting room. The host can also lock the settings in place.

Check **Enable Broadcast Interface** and adjust the windows to the way you want them to look for everyone. Once you are satisfied, click **Send Interface** to make all guests see the video presentation within the new broadcast format.

Clear Chat History

Clicking the **Clear Chat History** button erases the text inside the Chat Window for all attendees of the current meeting.

Note Board Check Box

Checking the **Note Board** check box on the Options form provides the ability for participants to collectively maintain a noteboard.

The noteboard can be edited by any meeting participant. Any participant who wants to make a contribution to the noteboard clicks the **Make Changes** button. When the **Make Changes** is clicked, the participant is the only one who can type in the note board area. The system immediately broadcasts an “In Use” message to the other participants. The other participants cannot change the note board until the participant making changes to the note board clicks the **Finished** button.

If a participant finishes typing and forgets to press the **Finished** button, the Host can click **Unlock** to force the noteboard to be open to all participants again.

While editing the note board, the participant can copy and paste text into and out of the note board, as well as add a clickable hyperlink using the **Link** button.

Connection Info Check Box

Checking the **Connection Info** check box displays the current bandwidth “ping” of every user currently connected to your conference. The Ping is the amount of milliseconds it takes for the host's computer to communicate with the video conferencing server (1000 Milliseconds = 1 Second).

Generally, the “ping” number varies between 40 and 1000—this is the normal range and indicates good communications rates. If the number reaches or exceeds 2000 for more than 30 seconds, it is an indication that the Host's connection is of substandard quality and may effect the conferencing experience of all current participants in a meeting.

Meeting Info Check Box

Hosts can use the **Meeting Info** check box to toggle the Meeting Info Panel in the upper-right corner of the participants' screens on or off. Check the box to display the Meeting Info panel. This affects the Meeting Info view of the host and all meeting participants.

5

Installing ShowMyDesktop

ShowMyDesktop allows conferencing participants to show their screens to one another during an online meeting. In doing so, the participants can show the applications they are using to others.

Participants can display anything from a spreadsheet or word processing document to a full-screen presentation. At the same time a desktop is shared, video conferencing can continue.

This chapter explains how to install the ShowMyDesktop plug-in.

Before You Begin

Below are some considerations about installing ShowMyDesktop:

- To share a desktop with participants, the host or participant must have the ShowMyDesktop plug-in installed. (To view a presentation without sharing a desktop, this installation is not required.)
- The ShowMyDesktop option must display on the participant's screen for the participant to complete the installation. Hosts must give participants ShowMyDesktop Rights from within the User Rights section of the Host Options before they are able to see the ShowMyDesktop option.
- Once a participant already has the ShowMyDesktop drivers installed, they do not need to go through the installation process again.

Windows XP/Vista in Internet Explorer Installation

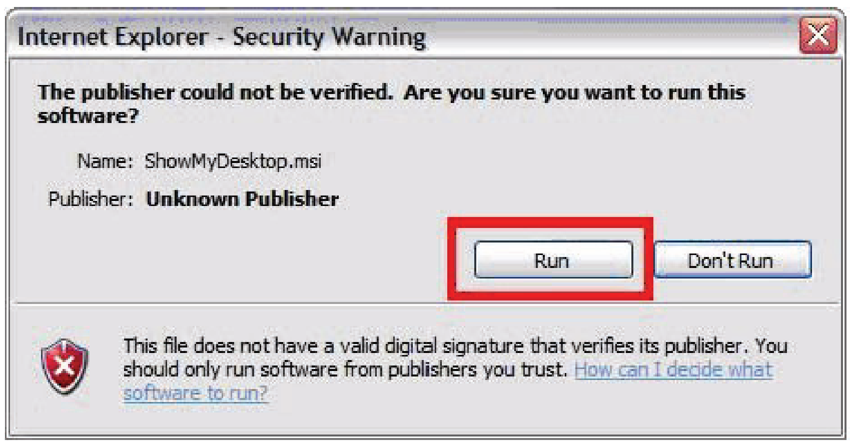
To install the software in a Windows XP or Vista environment as an Internet Explorer plug-in:

Step 1 Click the **Show** button to begin. A pop-up menu displays.

Step 2 On the pop-up menu, click the **Install ShowMyDesktop** button.

Step 3 Click **Run** to start the application installer. It may prompt you with the following message. If that happens, press **Run** again.

Figure 5-1 *Run ShowMyDesktop*



Step 4 Follow the installation instructions in response to each prompt displayed.

Windows XP/Vista Firefox Installation

Firefox users must first download the ShowMyDesktop installation .exe file and save it before installing ShowMyDesktop.

To install for a Firefox browser:

Step 1 Click the **Show** button to begin. A pop-up menu displays.

Step 2 On the pop-up menu, click the **Install ShowMyDesktop** button.

Step 3 Click **Save** to save the .exe file.

Step 4 When the installation .exe files download is completed, double-click the installation .exe file to start the installation application.

Step 5 Click **Run** to start the application installer. It may prompt you with the message in Figure 5-1. If that happens, press **Run** again.

Step 6 Follow the installation instructions in response to each prompt displayed.

MacIntosh Installation

To install the ShowMyDesktop plug-in on a MacIntosh computer:

Step 1 Join a meeting and click the **Show** button.

Step 2 Click on the **Install ShowMyDesktop** button in the new window that opens. You will see the ShowMyDesktop .zip file in the downloads manager. On most MacIntosh computers, it is saved to the desktop.

Step 3 Double-click the ShowMyDesktop .zip file. Once unzipped, you will have a new folder on your desktop called ShowMyDesktop.

Step 4 Open the ShowMyDesktop folder and double-click the .dmg file. Now the disk will be mounted and you should see two .pkg files.

Step 5 Double-click the ShowMyDesktop.pkg (not the cleanup file).

Step 6 Follow the steps on the screen to install the ShowMyDesktop function. When done, exit the web browser and reopen it.

Install ShowMyDesktop Troubleshooting

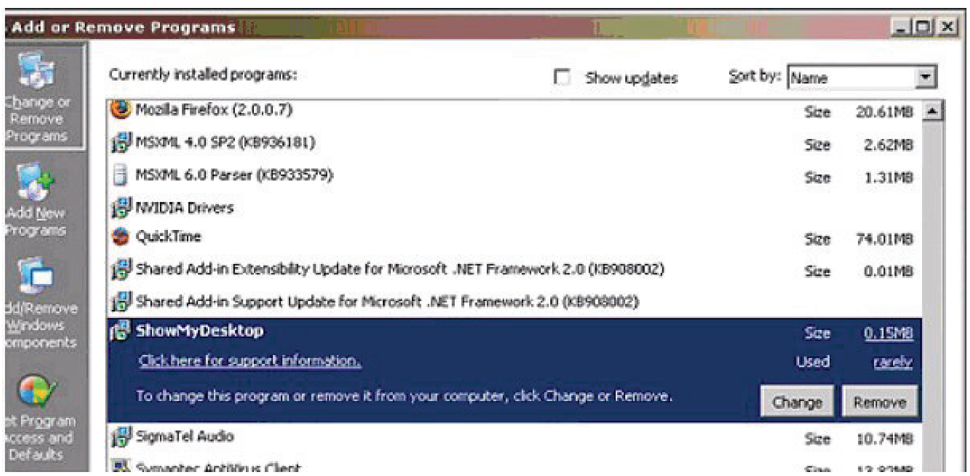
If you install ShowMyDesktop and it still says "Install ShowMyDesktop" in the lower left, use the steps below. The user must have Admin rights on the target computer to complete these steps:

Step 1 Close all browsers. Once they are closed, open a new browser and clear the cache (Tools>Internet Options>Delete Temp. Internet Files). Log back into the meeting to see if the message is gone.

Step 2 If the above step fails, reboot the computer and follow step 1 again.

Step 3 If the message is still there, uninstall the application (see below) and follow step 1 again. Then reboot the computer and reinstall ShowMyDesktop again.

Figure 5-2 *Uninstall ShowMyDesktop*



Step 4 Make sure that after the plug-in installs the installation software allows you to click the **Finish** button. If it does not, security measures, such as a firewall/AV on the computer or on the network, must be turned off.

Completing the Installation and Running ShowMyDesktop

After completing the ShowMyDesktop installation.

- Once the installation is complete, click **Finish**.
- To activate the ShowMyDesktop, you must reload the meeting by clicking **Reload Meeting**.

To learn how to use ShowMyDesktop, see Show Button.

UnInstalling ShowMyDesktop

If for any reason you need to uninstall the ShowMyDesktop plug-in:

Step 1 Go to the **Add/Remove** programs management console in the **Control Panel**.

Step 2 Scroll to the list of installed applications until you find the entry entitled “ShowMyDesktop"

Step 3 Select the entry and click **Remove**.

Step 4 Reboot the system. The ShowMyDesktop application is completely removed. (After uninstalling the machine needs to be restarted so that all the driver entries are removed properly from the device manager.)

Appendix A: Quick Reference

Before Your Conference

Make sure you have the latest versions of both your browser and of the Macromedia Flash Player.

Logging In

Open the web browser (Internet Explorer, Firefox, Safari) and enter the URL that was created for your organization. Once loaded, click the **Agree** button to continue. Make sure there is no “www” before the company name or the URL will not work.

Figure A-1 *Entering UCE Collaboration URL*

Click the **Host** button to continue. Logging in as a host allows you to create meetings. Your meeting participants click the **Guest** button to be a participant in the conference.

Figure A-2 *Entering UCE Collaboration User Name and Password*

Enter the **User Name** and **Password** that was created when your account was established. Click the **Login** button.

Host Options Screen: Creating a Meeting

Logout—Click here to logout of the account completely.

Announcements—Click here to see the newest additions or news for your product.

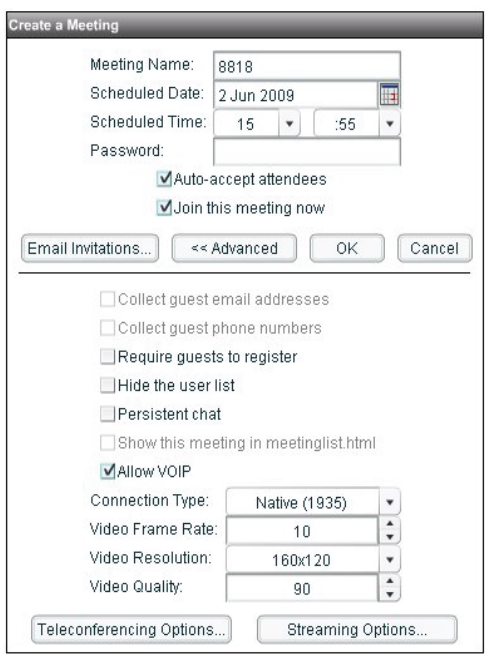
Figure A-3 Initial Host Options

Join a Meeting—Click here to join a meeting that you had previously created or held from a drop-down list.

Create a Meeting—You can use the Meeting Creation Wizard to create your meeting or the Create a Meeting form shown in Figure A-4.

End a Meeting—Click here to end and delete a meeting. You can select from a drop-down list of meetings created or held.

Figure A-4 Create a Meeting Form —Advanced Fields



Inside the Meeting Room

Make sure you click **Allow** if prompted by Flash. This is your computer making sure it is okay to transmit data from the site and is required to run the meeting.

Figure A-5 *Initial Host Options*

1		Used to change video qualities from one screen. Adjust the quality and buffer to alter the amount of bandwidth your camera feed is using for lower-bandwidth users. You may also turn off your camera by unchecking the Enable Video/Webcam box for privacy.
2		Used to access ShowMyDeskTop to show a computer desktop to other users. If this is the first time you have used this feature, you are prompted to install the ShowMyDeskTop software.
3		Lets you take control of another's computer in the meeting or another person take control of yours.
4		To create and/or manage Live Polls to be used during the course of your XLmeeting click the **Polls** button.

5 

Displays a list of options hosts can select from. These include:

User Rights—Used to grant user rights. For participants in meetings to perform certain functions, the host must grant them user rights.

Invitations—Accesses the Email Invitation form so the host can send invitation without creating a meeting.

Polls—Accesses the polls function so the host can create polls without being in a meeting.

Seating—Displays a seating chart of participants during a meeting. Participants can provide feedback about the meeting that the host can see in the display.

Surveys—Used to create surveys of the participants. Surveys are like polls, except they can be made up of multiple questions and saved and used in later meetings.

Video Layout—Used to control the placement and appearance of meeting participants' video windows.

High Quality Video—If your account is set up with high bandwidth and you want to change the frame rate and resolution of a single attendee's video window, you can use the **High Quality Video** button to do this.

Broadband Interface—After clicking the **Broadcast Interface** button, the host can control the size and placement of the video windows that the host and participants see in the meeting room.

Clear Chat History— Erases the text inside the Chat Window for all participants in the current meeting.

Noteboard—Checking the **Note Board** check box on the provides the ability for participants to collectively maintain a noteboard during the meeting. The noteboard can be edited by any meeting participant.

Connection Info—Checking this check box displays the amount of milliseconds it takes for the video conferencing server to communication with each participant.

Meeting Info—Display the Meeting Info panel.

6 

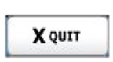
Ends the current meeting and returns to the host options screen.

7 

Displays online help.

8 

Toggles on and off the row of buttons.

9 

Ends the current meeting and returns to the login page.

10 VoIP Audio Box

To speak over the computer VoIP network, the user clicks **ON** to transmit. By clicking **ON** the user is opening full duplex audio, which means you may speak freely and receive audio freely. When the system detects audio, the red bar moves accordingly.

11	User Name List	Displays the names of participants in the current conference. To the left of each person's name are icons that give a visual reference to their standing in the room. An orange arrow denotes the host of the room, while a small camera or microphone icon denotes what the participant is currently transmitting to the room.
12	Chat Area	This is where the text chat for the room displays. To chat, enter text in the bottom portion and press or click **Enter**.
13	Video Window Box	Main video feed. If you have a camera installed, plugged in and configured you should see your feed here. If you DO NOT have a camera you will see No Image Available.

For additional information or support on this NEC Infrontia product, contact your NEC Infrontia representative.

NEC Infrontia, Inc.

UCE Collaboration User Guide

NDA-30972, Issue 1