

PRODUCT MANUAL

Installation and Configuration – Mac OS X

easymeeting™

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easymeeting™

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Summary

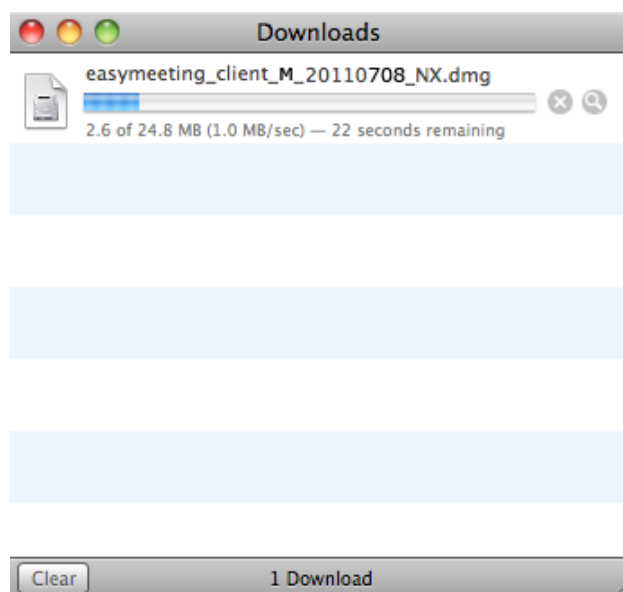
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Installation procedure for Mac OS X

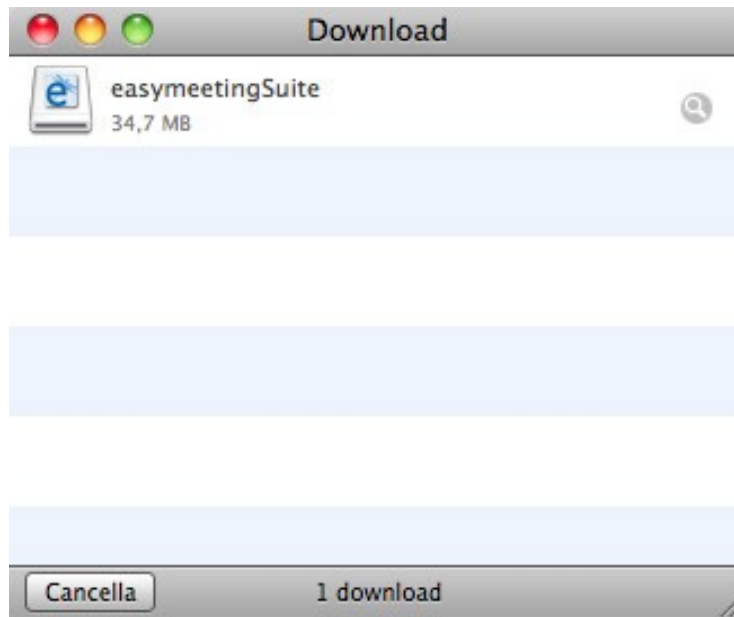
Go to www.easymeeting.it and click on the “**Apple Shape**” icon or on “**Download the easymeeting™ client- Mac OS X Version**” to start to download easymeeting.

The screenshot shows the easymeeting website interface. At the top, there is a navigation bar with the logo, language options (italiano / english), and links for home, news, find us, careers, and legal notices. A search bar and a login form are also present. The main content area is titled 'PRODUCTS' and features two download options for the easymeeting client. The first option is for Windows, and the second option is for Mac OS X. A red arrow points to the Mac OS X download button. The right sidebar contains a search bar, a '+1' button, a 'start! start using easymeeting™ now!' button, a 'download easymeeting client' button, a 'subscribe our newsletter' button, and a 'keywords' section with terms like 'videocommunication', 'news easymeeting', 'videocontactcenter', 'brochure products', 'clients', 'how to find us', 'radiovote', and 'contact us'.

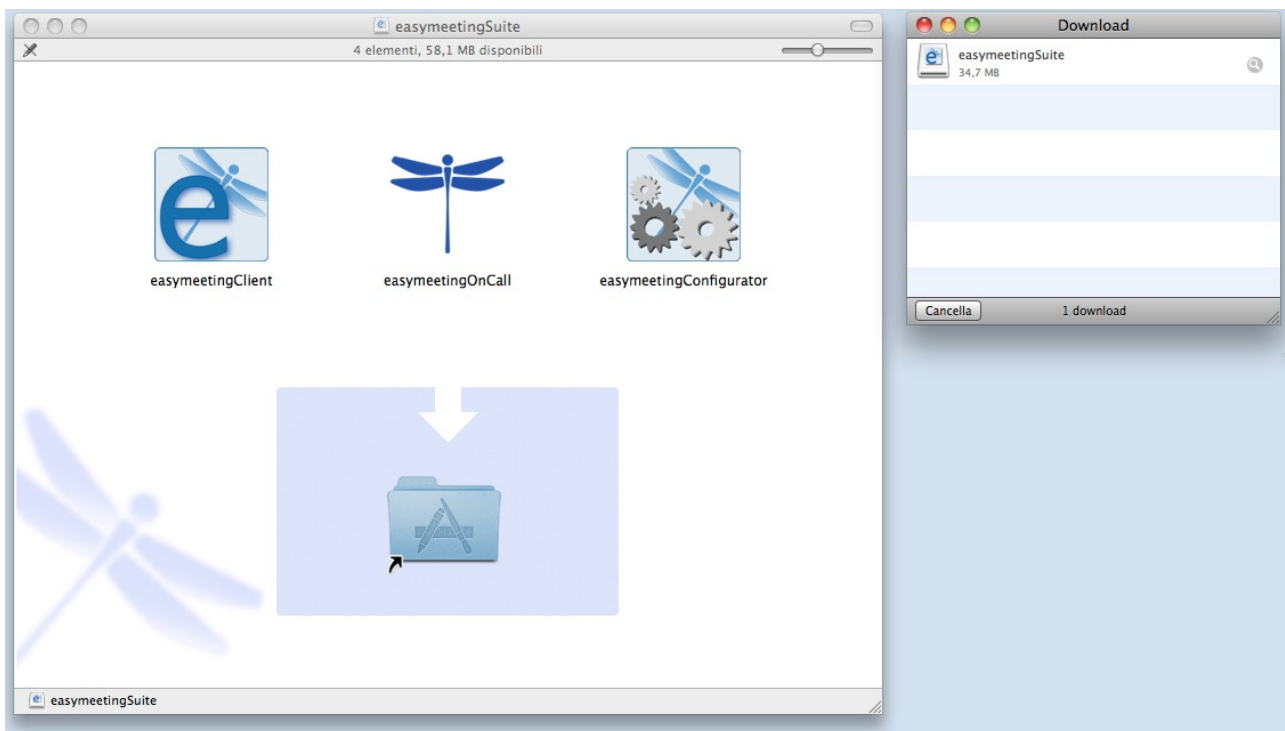
The file **easymeeting_client_M_20110708_NX.dmg** will be automatically downloaded on your Mac.



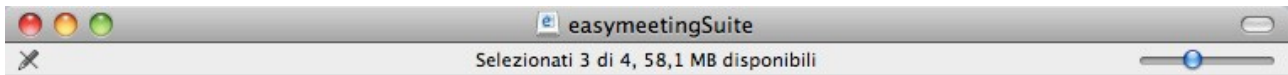
Wait until the procedure will be completed.



Once the download will be completed, the folder **easymeetingSuite** will open. You will be able to locate three programs inside: **easymeetingClient**, **easymeetingOnCall** and **easymeetingConfigurator**



Select the three icons and **drag** them into the Applications folder below.



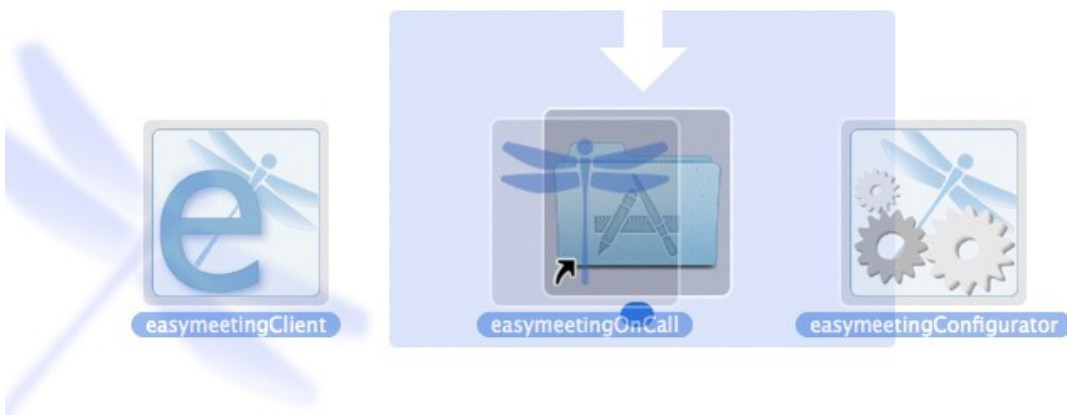
easymeetingClient



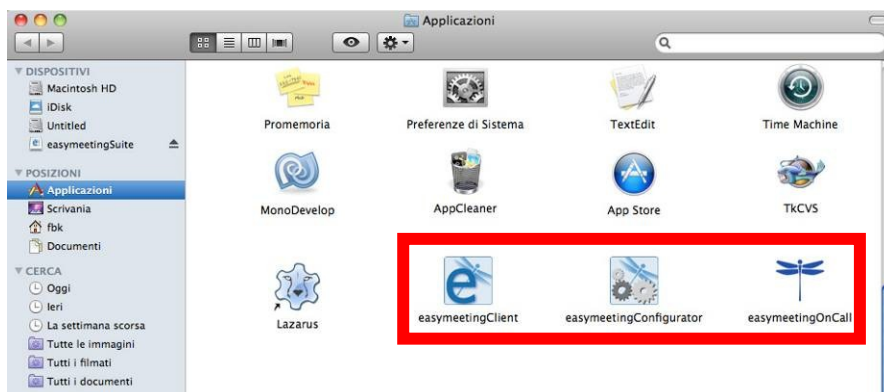
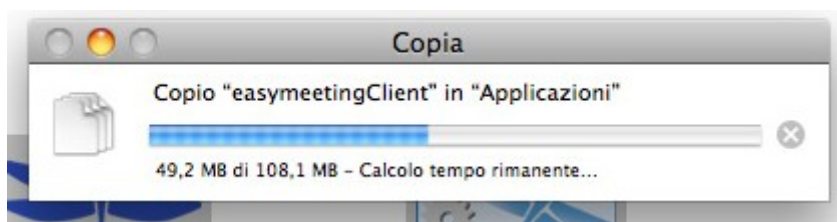
easymeetingOnCall



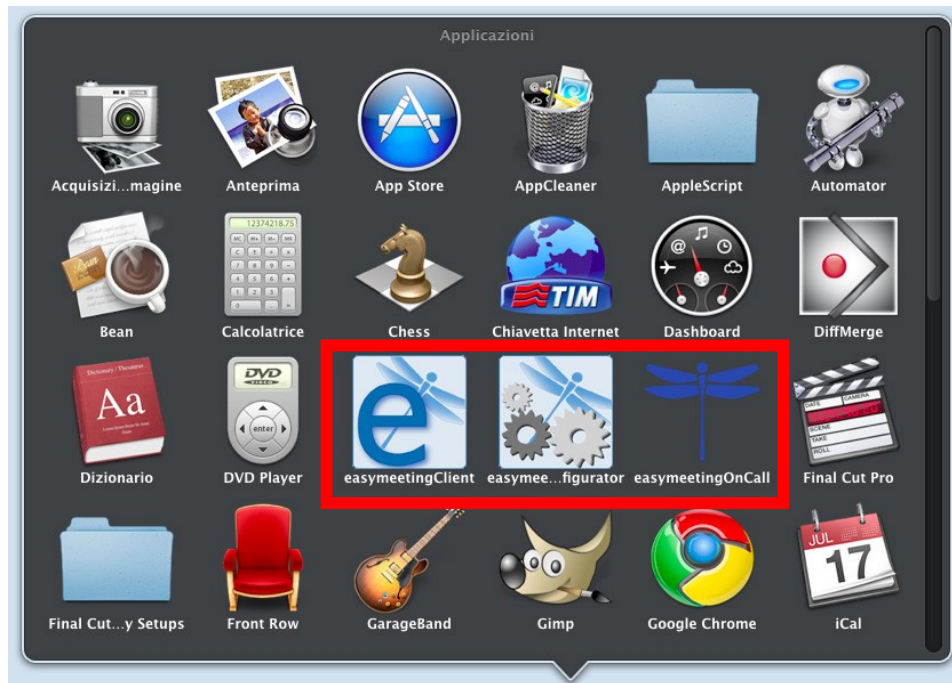
easymeetingConfigurator



The three selected programs will be automatically copied and installed in the **Applications** folder of your Mac.



easymeeting™ is now installed on your Mac and it is ready to be used.



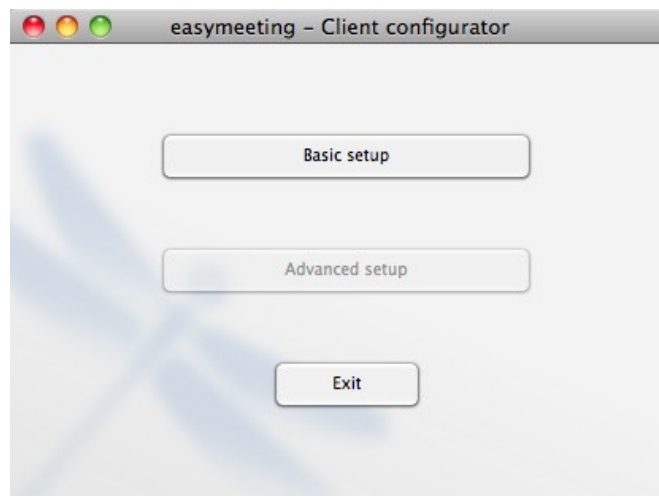
How to change the language

Double click on **easymeetingConfigurator** icon in your **Applications** folder.

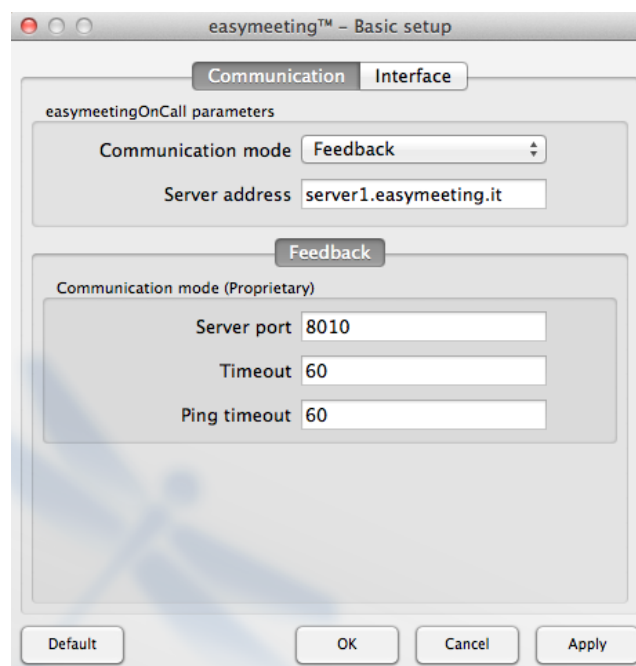


easymeetingConfigurator icon

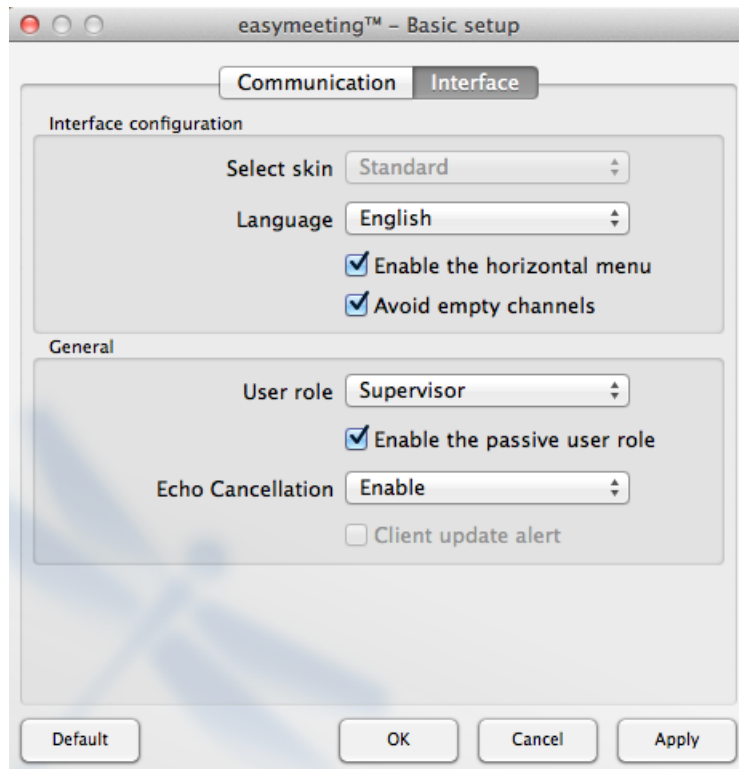
✦ Click on **Basic setup**



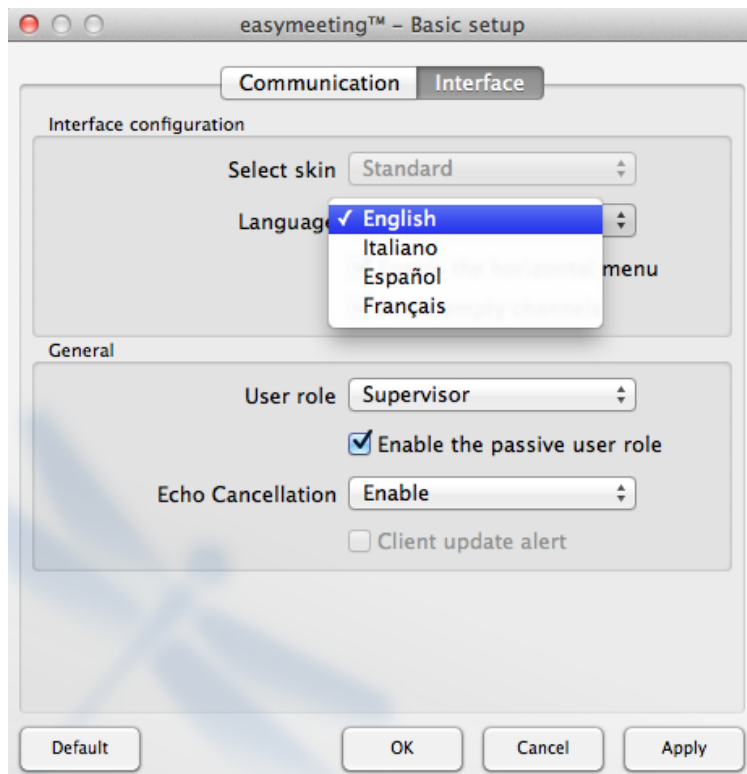
✦ This following panel will open



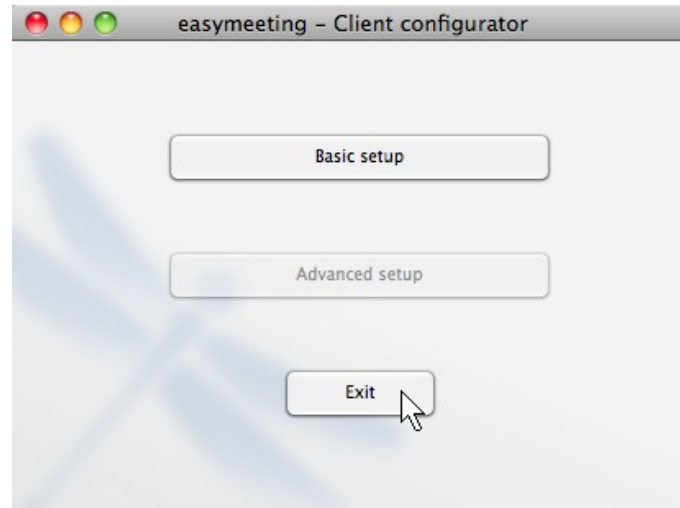
- ✦ Keep default information on Communication tab and click on the Interface button to switch to **Interface tab**.



- ✦ Select your preferred **Language** from the drop-down menu, then click on **Apply**



- ✦ All the easymeeting menu will be automatically translated. Click on **OK** to confirm your choice.
- ✦ Click on **Exit** to close **easymeetingConfigurator**



How to use easymeeting

From the Application folder double click on **easymeetingClient** icon to launch easymeeting

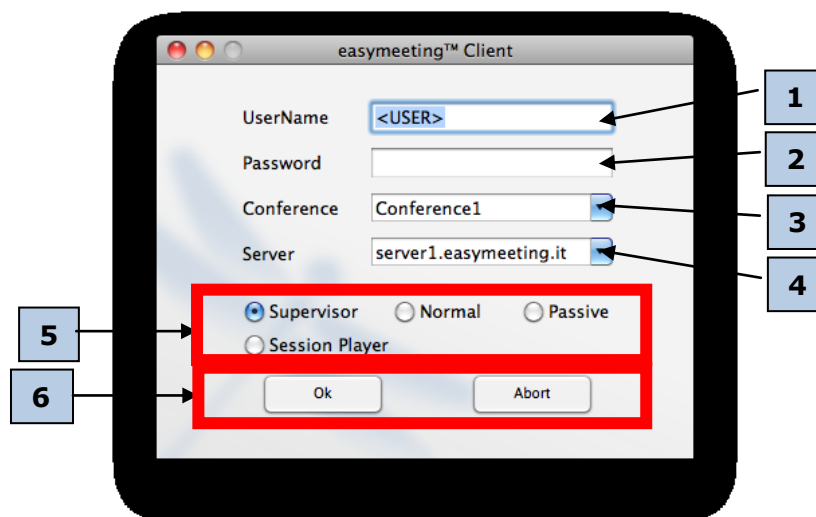


easymeeting Client Icon





The **Login** window will open.

You will be asked to enter **username** (1), **password** (2), **conference** name (3) and the name of the **server** you want to connect to (4).

By default the server is *server1.easymeeting.it*.

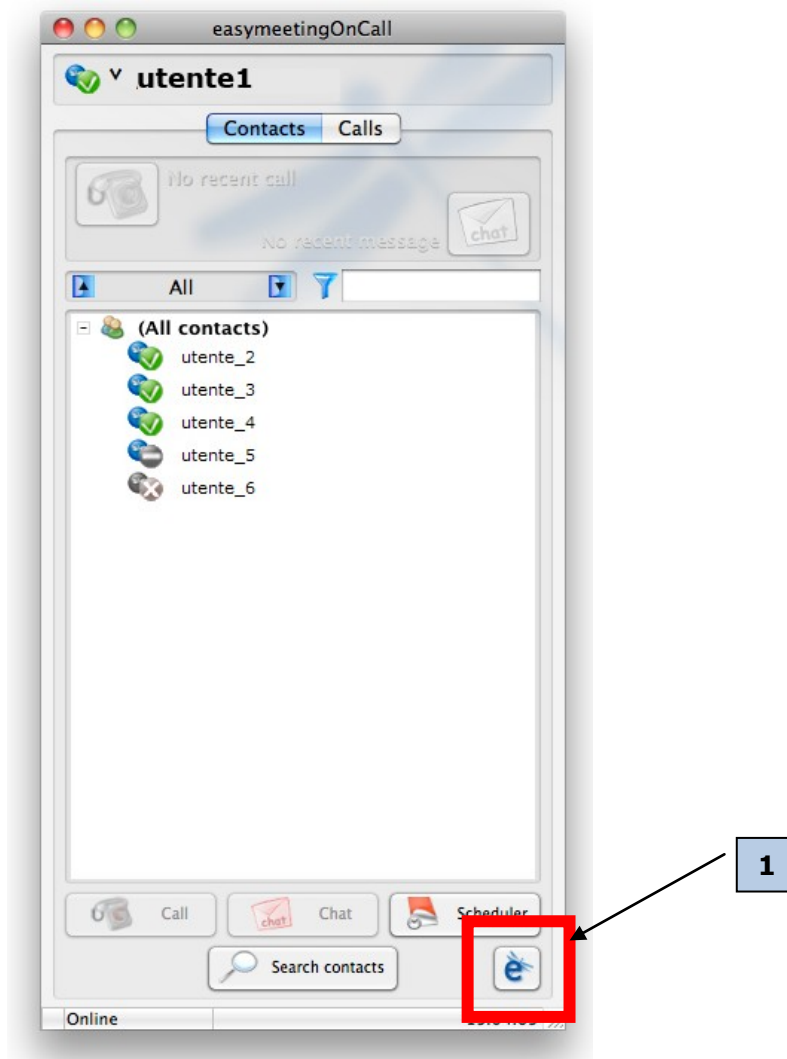


Users can select four different mode to login into a conference (5):

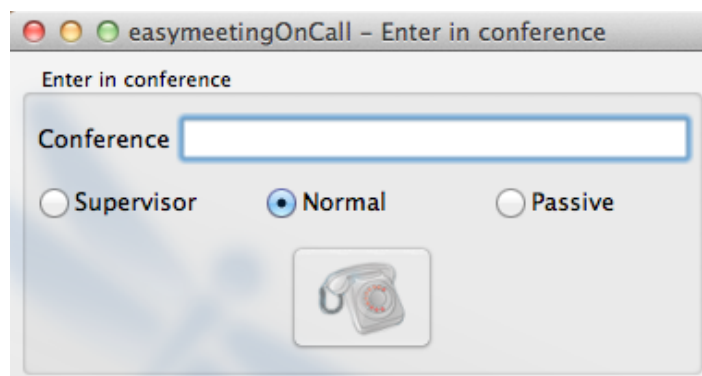
-  **Supervisor** → to connect as chairman of the conference
-  **Normal** → to connect as common user (he depends from chairman)
-  **Passive** → to connect without interaction
-  **Session Player** → to play any registered easymeeting session

Once selected the desired option, press (**OK**) to join the conference or (**Abort**) to close the application.

You can also access to a specific conference by using the instant messaging agent **easymeetingOnCall**.



Click on the small easymeeting icon [see the red square in the image above (1)]



Similarly to the previous situation, you must enter the **conference name** and the **user type**. Than click on the telephone icon to join the conference.