

PRODUCT MANUAL

Installation and Configuration

easymeeting™

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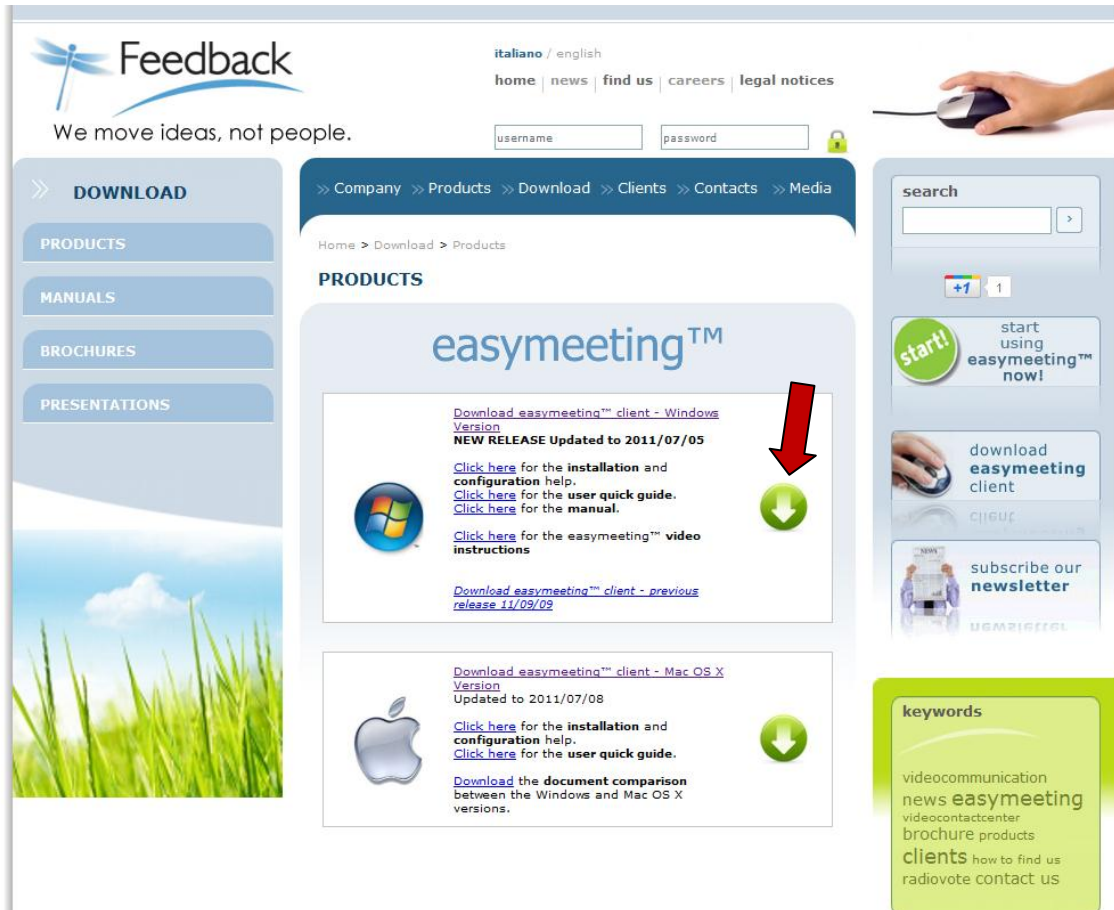
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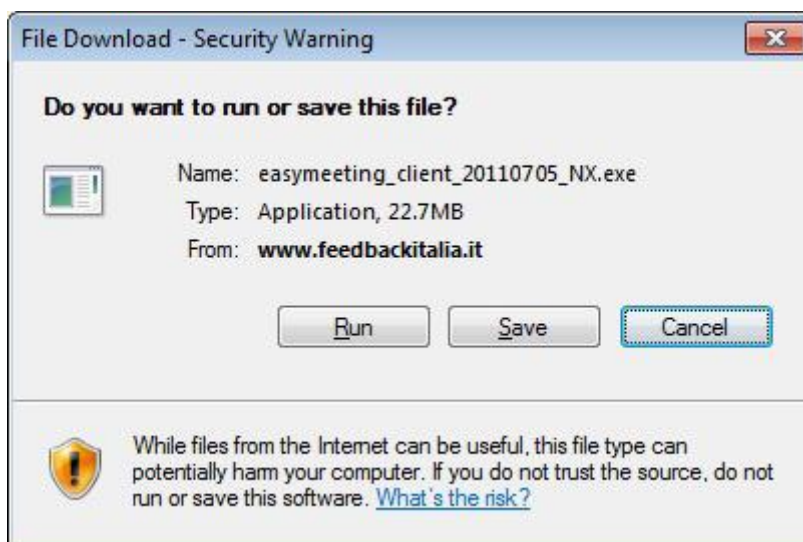
Installation procedure

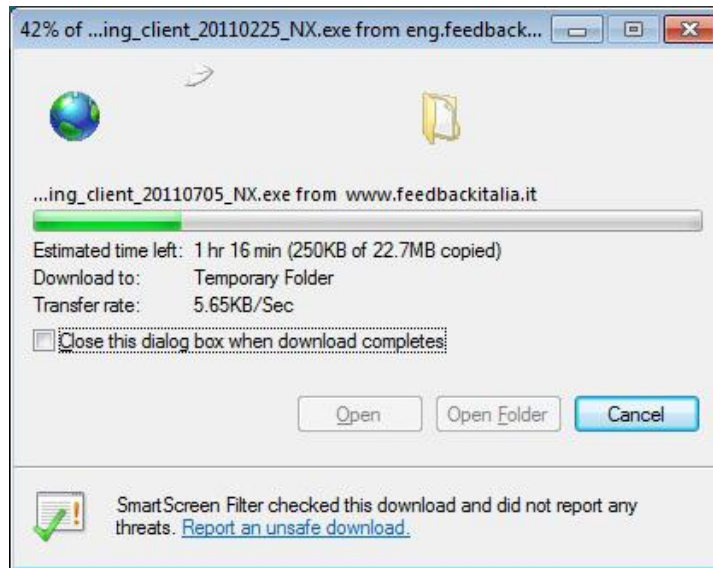
Go on www.easymeeting.it and click on the icon of **Download**.



The screenshot shows the Feedback website interface. At the top left is the Feedback logo with the tagline "We move ideas, not people." and a navigation menu including "home", "news", "find us", "careers", and "legal notices". A search bar and a login form are also visible. The main content area is titled "PRODUCTS" and features two download options for the "easymeeting™ client". The first option is for Windows, with a red arrow pointing to a green download icon. The second option is for Mac OS X, also with a green download icon. A sidebar on the left contains navigation links for "DOWNLOAD", "PRODUCTS", "MANUALS", "BROCHURES", and "PRESENTATIONS". A right sidebar includes a search bar, a "start!" button, a "download easymeeting client" button, a "subscribe our newsletter" button, and a "keywords" section.

Run the file "easymeeting_client_20110705_NX.exe".

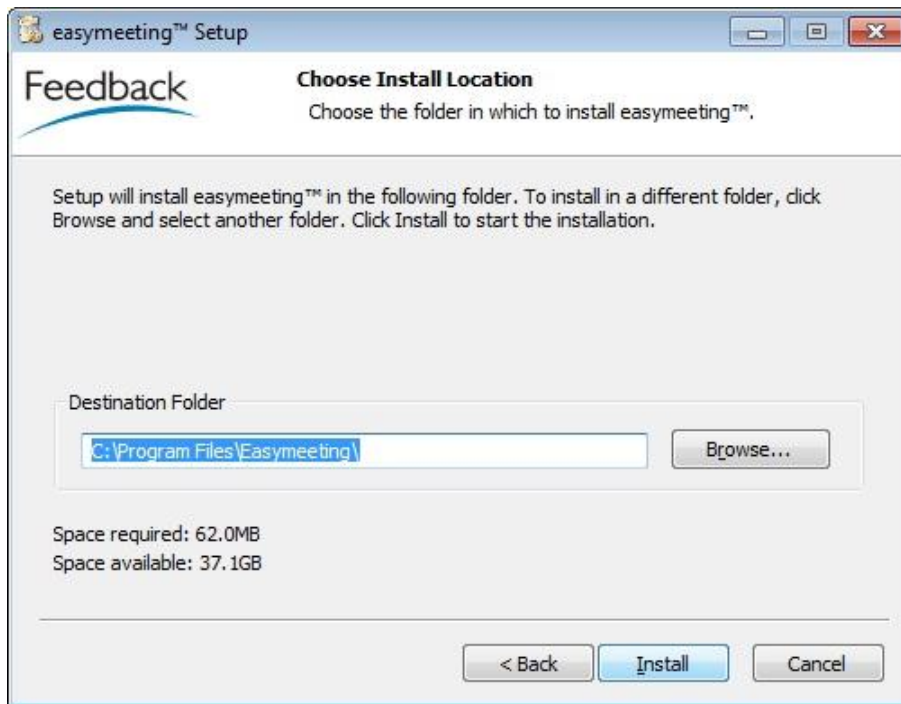




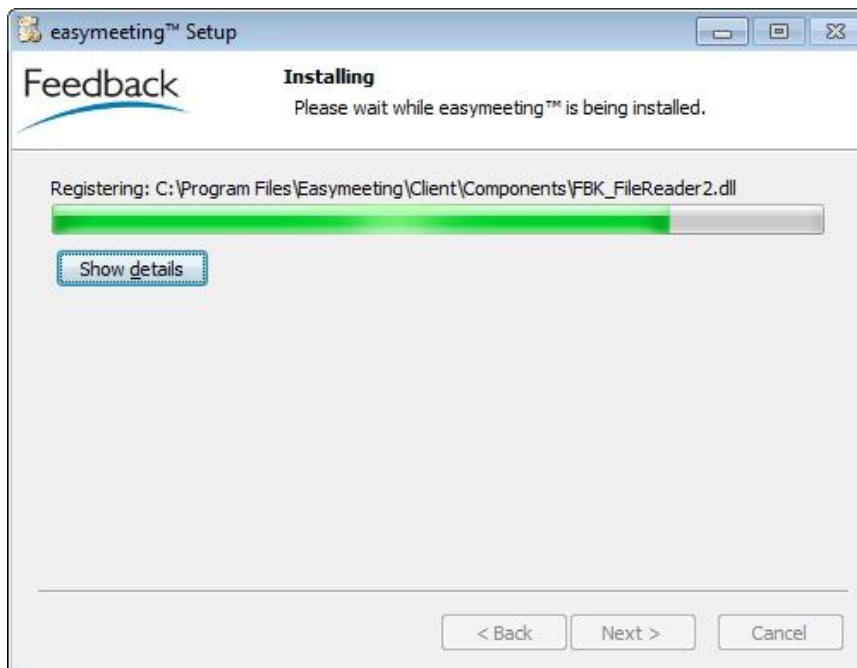
Click on Run. This window will open.



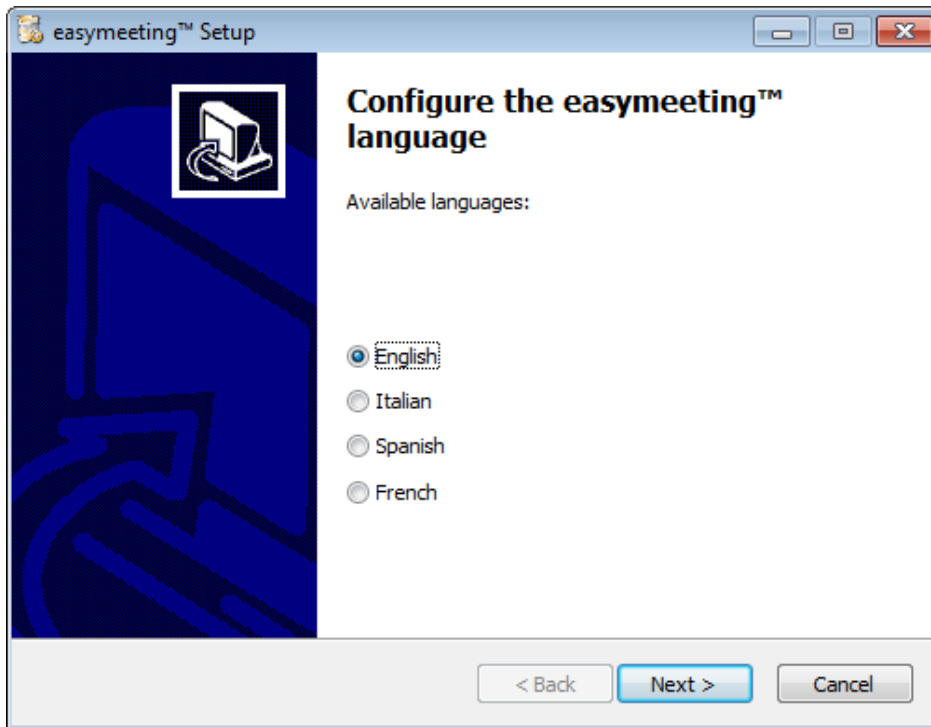
Click on Next.



Click on Install.



Wait until the end of the installation.



Chose your language and click on Next.



Select all the items. The installation is now complete.

Webcam and microphone configuration

Before starting using easymeeting™ it's important to have a check on your devices (webcam, microphone, earphones, speakers and so on..) to configure them properly.

It's necessary to verify the correct installations of all your hardware devices through the **Client Configurator**.

Following the procedure step by step.

- ✦ Open the Client Configurator clicking on the icon on the desktop.



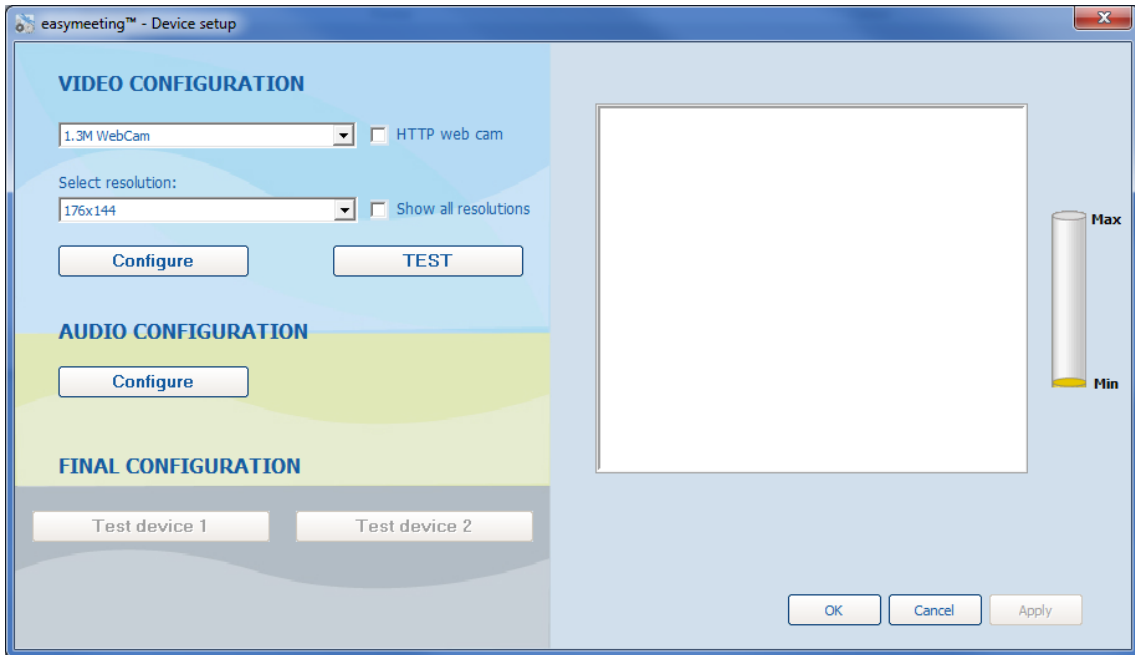
Client Configurator Icon

- ✦ This window will open, as below:



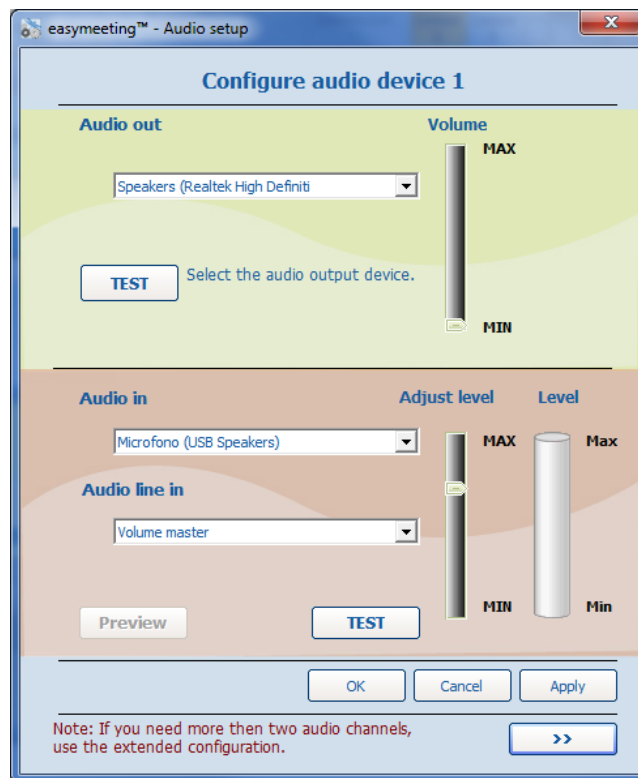
Client Configurator window

- ✦ Click on **Audio/Video device configuration**: the **Configuration** window will open.



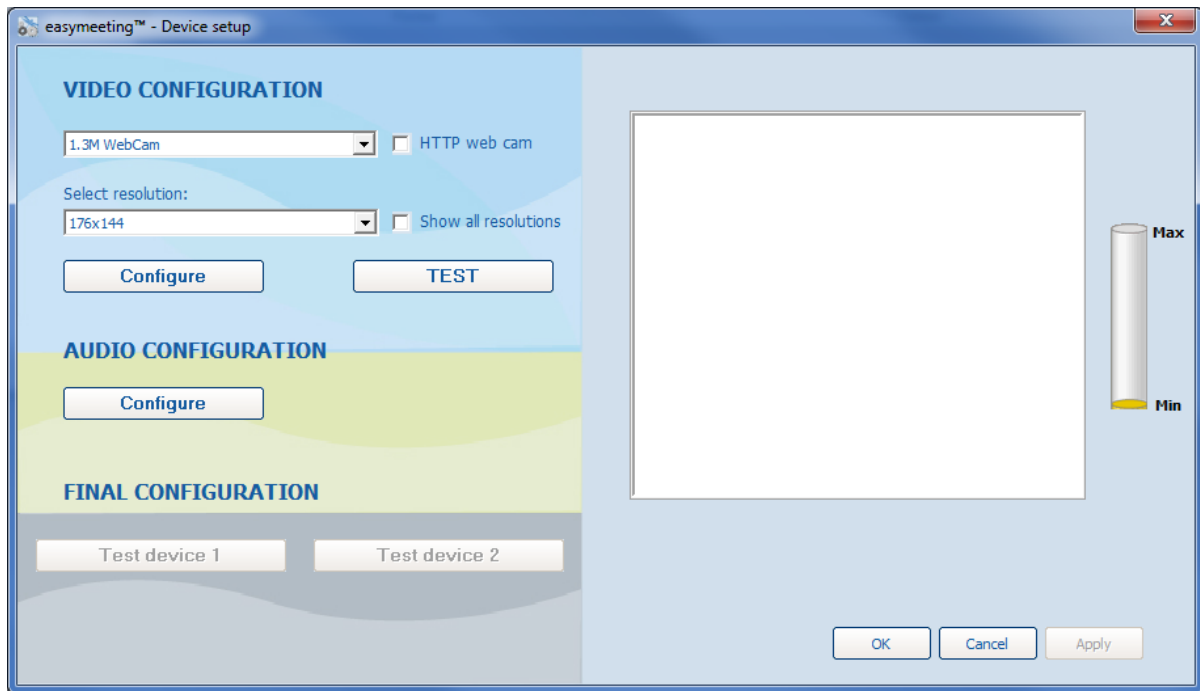
Configuration panel

- ✦ From the **Video Configuration** panel it's possible to select the webcam throughout the dropdown menu. Clicking on **Test** is possible to have a preview of your video: if the device is correctly installed you will be able to see your video in the dedicated area.
- ✦ Clicking on **Audio Configuration** → **Configure** you access the panel for the audio devices you want to configure.



Audio configuration panel

- ✦ It's possible to select your device in **Audio OUT** (external speakers, earphones, etc..) and **Audio IN** (incorporated microphone, external microphone, etc..) through the dropdown menu and test them clicking on **TEST**.
If the audio device is working properly you will hear the sound test.
- ✦ Once finished the configuration, click on **Apply** and then on **OK**.



Configuration panel

- ✦ Once configured your devices you will go back on the Configuration panel. Click on **Test Device 1** to try all the hardware devices just selected.
- ✦ If you can see properly both the video of your webcam and the oscillation of the yellow bar (between Min and Max), you must click on **Apply** and then **OK** and the configuration will be done.

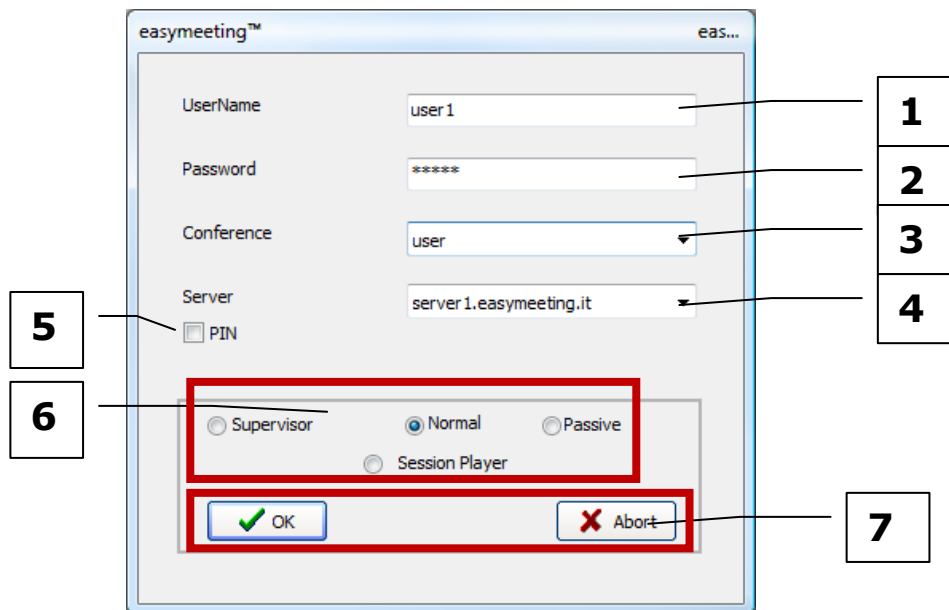
How to start the application

Double clicking on the **easymeeting™** icon on your desktop you will run the application..







easymeeting™ Icon

The first two steps to do are filling the name of **user (1)** and the **password (2)**. Once done it, you must fill the name of the **conference (3)** and the IP address of the **server (4)** on which to connect

A screenshot of the easymeeting™ login window. The window has a title bar with 'easymeeting™' on the left and 'eas...' on the right. It contains several input fields: 'UserName' with 'user1', 'Password' with '*****', 'Conference' with 'user', and 'Server' with 'server1.easymeeting.it'. There is a 'PIN' checkbox which is unchecked. Below these fields are four radio button options: 'Supervisor', 'Normal' (which is selected), 'Passive', and 'Session Player'. At the bottom are two buttons: 'OK' with a green checkmark and 'Abort' with a red X. Numbered callouts (1-7) point to these elements: 1 points to the Username field, 2 to the Password field, 3 to the Conference field, 4 to the Server field, 5 to the PIN checkbox, 6 to the radio button options, and 7 to the OK and Abort buttons.

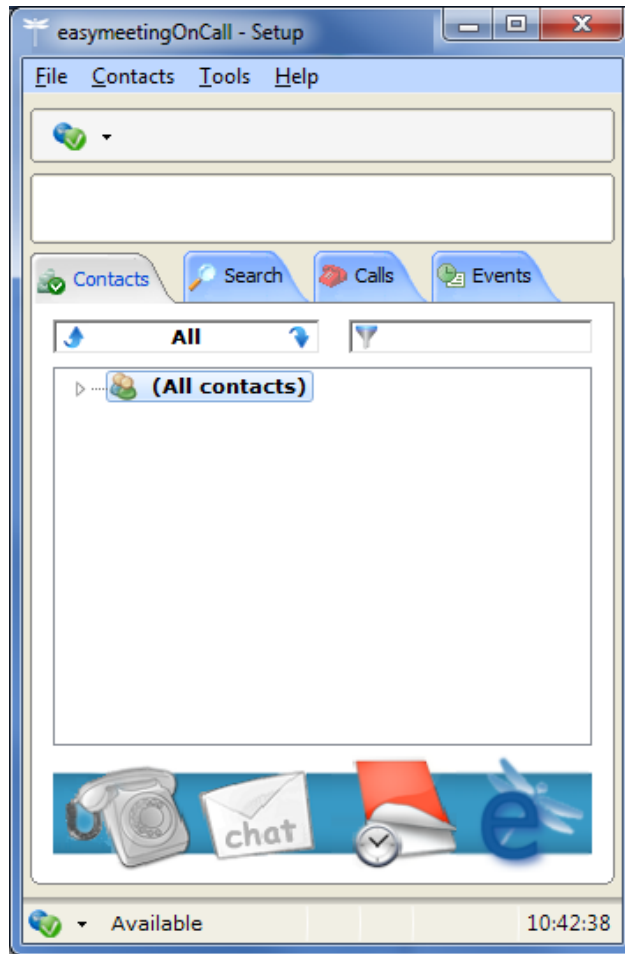
Login Window

For what concern the way to log into a conference, four are the options given by the client (6):

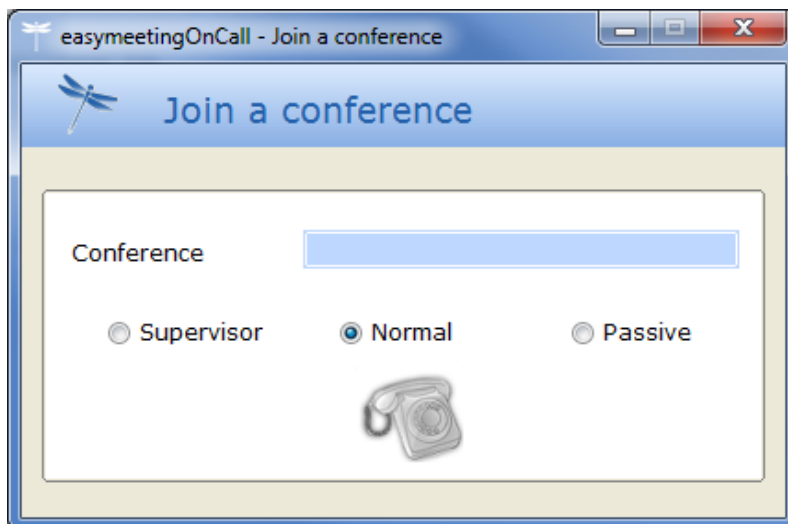
-  **Supervisor** user
-  **Normal** user
-  **Passive** user
-  **Session player** (manageable also offline)

The point (7) are the buttons that allow you to access or close the application.

An alternative way to access a conference is to call through the instant messaging agent **easymeetingOnCall**.



Clicking on the **e** icon you will see this panel below:



Similarly as before, you are simply asked to fill **the name of the conference**, select the **type of user** and click on the telephone icon. The access to the conference is immediate.