

easymeeting™ quick guide

Windows and Mac releases

This quick guide describes the main easymeeting™ features in order to assure the users a faster and better autonomy of use.

Booking Request (Normal Users)

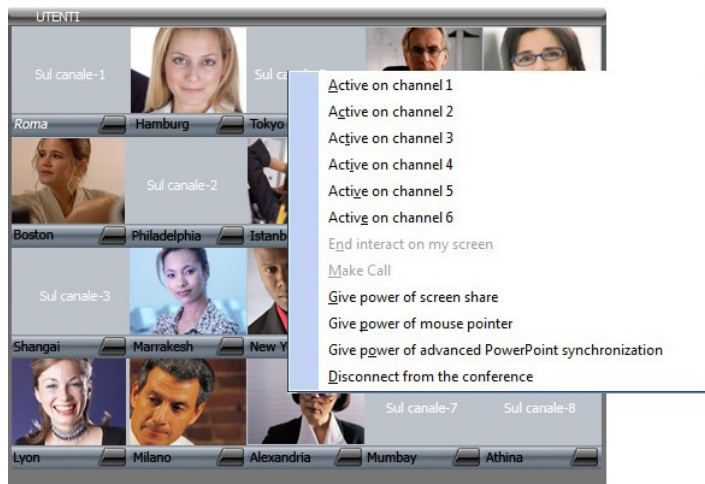
As first step, please consider that only users on High Quality Channels can interact in audio and video. A normal user must press the "Booking Button" (image on the right) in order to request to be activated on a High Quality channel.



Note: Users in the "Users Window" box can attend to the meeting sharing data and listening to those who are on the High Quality Channels, but they can't be heard from the others.

How to activate a user (Supervisor only)

Once received a booking request, Supervisor can easily activate a user on an HQ Channel by a right click: he must select user's picture from the "Users Windows" box, right click with the mouse and select the destination channel. Otherwise he can select the user picture and drag & drop to the desktop (if free channels are available) or on an already used channel (in this case the previous user will be replaced).



How to communicate with the easymeeting chat

Users can interact by chat whether they are on HQ Channels or not. To activate the chat box, just click on the toolbar icon showed on the right.



Users can write to every connected users by selecting "All" from the list or to a single users. Multiple choices are possible by using the CTRL button and selecting more than one user.

How to send a file

In order to send a file, users must:

1. Select the chosen file by clicking the icon shown in the figure on the right. A browser window will open. Otherwise users can select a file from a PC folder and "drag & drop" to the easymeeting background;
2. After having selected the file, users can send it to every participant by clicking on the icon with the blue arrow "Send selected file" (see image on the right).



For a better use of easymeeting, we recommend to send files below 2MB.

Note: Once delivered, the file will automatically open in the "Document Window" to every connected users. Whereas, the user who has sent the file must open it by: Locate "Messages from the server" box → Select "Sent file" tab → double click on the "File name".

How to synchronize Power Point slides *

Users can send a PowerPoint presentation and synchronize it to every participant as a speech support. After sending the PPT, the user (Main Speaker) can select the desired slide and click on the **"Synchronize PowerPoint"** icon. Every connected user will display the same slide according to the Main Speaker.

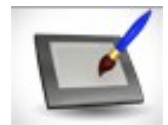
*NOTE: In case some when users do not have a PowerPoint license, a Jpeg synchronization is possible. Easymeeting can automatically convert the slide to images ready to be synchronized. The Jpeg synchronization menu is accessible by right click on the **"Synchronize PowerPoint"** icon.*



How to use the whiteboard *

The **Whiteboard** is a powerful tool allowing users to cooperate by drawing, underlining or writing on the "Document Window" while all the attendees display the same action all at once. If a document is opened, users can draw on it. To activate the whiteboard is enough that just one single user press the "Whiteboard" icon to open it to every connected user. Please note that the "Whiteboard" button is not available when Advanced PowerPoint Synchronization is enabled.

Users can select different colors, fonts, shapes and more. To see all options right click on the "Documents window" after having activated the Whiteboard.



Screenshare

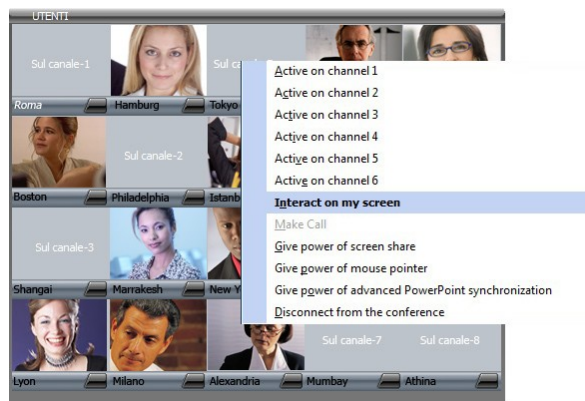
The supervisor can share a portion of his desktop to the users by click on the **Screenshare** icon from the toolbar (see image on the right as usual). Otherwise, by right clicking on the same icon, Supervisor can decide which particular application to share.

Once active, users will receive images from the supervisor's desktop and they will be able to see every action inside it.

Note1: By selecting from the "User Windows", Supervisor can delegate someone else to interact with his screen: right click with the mouse on user's image and select **"Interact on my screen"**.

Note2: Supervisor can delegate someone else to share his desktop: right click with the mouse on user's image and select **"Give power of screen share"**.

Note3: After receiving the opportunity to share his desktop from Supervisor, the selected user can delegate another one to interact with his screen: right click with the mouse on user's image and select **"Interact with my screen"**. To take back the control just right click on the image and click on **"Take back the screen sharing control"**.



* This function is not available yet on easymeeting release for Mac.

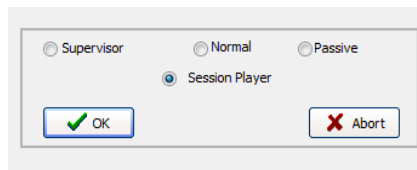
How to record a session

By using this feature, users can record every content of an easymeeting™ session: audio, video, data, chat, screenshare, videolearning and, generally, every exchanged document. Once the recording starts, for privacy reasons users will be informed by a red dot close to the image of the user who is recording. To start recording, just click on the toolbar icon shown on the image on the right.



Users will be asked to confirm the path where the session must be saved. By default the file will be saved as Session-aaaa-mm-gg-hh-mm-ss-mmss.ivc (IVC extension), while the default destination folder will be C:\ProgramData\Easymeeting\Client\Session. To stop recording users must press on the same icon.

Users can play a recorded session by selecting "Session Player" modality while easymeeting starts.



How to download the complete manual

For further information on easymeeting™, please download the complete manual by going to the following link <http://eng.feedbackitalia.it/manuale/default.htm>.

Users can also access the online manual from easymeeting by going to: Menù → Help → easymeeting™ on line guide.