

Starting a Web Conference

The manual of the client used describes how to start a conference.

Logging on to a Web Conference


To log on to a started web conference you need information that you have already received beforehand, e.g. by e-mail. To log on to the web conference using this information:

- Click on the link you have received.
The client is loaded from the server.
- Start the client.

You are logged on to the web conference.

Logging out of a Web Conference




How to log out of a web conference:

- Click on  in the sidebar.
- The logoff dialog opens.
- Click on **Close**.

You are logged out of the web conference.

Changing the Viewing Direction




If you are a moderator you can change the viewing direction:

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .

The viewer becomes presenter and vice versa.

Toggling the Zoom Mode

If you are a presenter or viewer, you can toggle the total and partial view:

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .




As a presenter you thus toggle the view for all viewers.

Important Information

All client settings as well as the documents in fileboard are completely deleted when the conference is ended!

Changing the Image Transmission Quality




If you are a presenter, you can select the quality of the transmitting screen:

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .
- Select the desired transmission quality.

Your screen is now being transmitted in the selected quality.

Interrupting the Remote Control




If you are a presenter and a viewer can remote-control your desktop, you can interrupt this remote control anytime:

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .
- The viewer's remote control is interrupted.



















Using the Whiteboard

How to open the **Whiteboard** :

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .
-




The Whiteboard opens in the viewer window. You can use the following functions to operate the Whiteboard.

Icons of the Whiteboard feature:

-  Open a new Whiteboard*
-  Reset the drawing area*
-  Empty the drawing area*
-  Save drawing area contents
-  Undo
-  Leave Whiteboard*
-  Pencil
-  Marker
-  Draw a line
-  Draw a rectangle
-  Draw an ellipse
-  Draw a filled rectangle
-  Insert image
-  Write text
-  Eraser
-  Select color




Special Features

If you are a moderator you can carry out a **connection performance test**:

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .
- Select your desired settings.
- Click on **Start test**.

The test results appear in the viewer window.





If you are viewer of a screen presented to you, you can use the special features to send hotkeys.

- Hover over the  /  icon.
- The shortcut bar opens.
- Click on .
- Select one of the special features, e.g. start task manager.

The task manager assists you in troubleshooting.

Recording a Web Conference

Being participant in a web conference you can also record this conference:

- Hover over the  / .
- The shortcut bar opens.
- Click on .
- You see **REC** on the shortcut bar.
- Click on  again.

The video player opens and you can watch the session you have recorded.

Managing a Web Conference

How a moderator can manage a web conference:

- Open the **Session** menu entry in the sidebar.
- The moderator can change the password in the associated text field anytime.
- The moderator can lock the web conference by enabling **On** and **Off**.

* This feature is only available to the moderator



How to share a Desktop

How a moderator can configure joint desktop use:

- Open the **Participant** menu entry in the sidebar.
- Select a presenter.
- Select a participant for enabling him/her to **remote-control** the presenter's desktop.

The selected participant is requested to present his/her screen. He/she needs to confirm this request. The presenter is requested to have his/her desktop remote-controlled. He/she also needs to confirm this request.

Selecting Applications for Transmission

As a presenter you can decide which of your started applications you wish to transmit:

- Open the **Application filter** menu entry in the sidebar.
- Activate the applications by ticking them off.
- Deactivate the applications by removing the corresponding tick.

Sending Messages

How to send messages to other participants:

- Open the **Chat** menu entry in the sidebar.
- Enter your text in the bottom line.
- Push the return key on your keyboard to send the message.

Using the Fileboard

How to use the fileboard:

- Open the **Fileboard** menu entry in the sidebar.
- Click on **Upload** to select a file for making it available to other participants.
- Click on **Download** for downloading a file.

Managing Privileges

Applying the drag&drop method you can move the participants to-and-fro the **Moderators**, **Active** and **Passive Participants** section on the Participant tab of the sidebar. This way you grant privileges for Chat, Video, Fileboard, Upload and Whiteboard.

Viewing Web Conference Participants

How to see the other web conference participants:

- Open the **Video** menu entry in the sidebar. The respective participant name is displayed beneath the image/video.

Configuring your own Image/Video

How to configure your own image/video:

- Open the **My Video** menu entry in the sidebar.
- Select an image or a webcam.
- When you click on **On**, your video is transmitted.

You see your own webcam video or your selected image.

Selecting a Monitor for Transmission

If you are a presenter and have several monitors connected, you can select the one to be transmitted.

- Open the **Monitor** menu entry in the sidebar.
- Click on the monitor you wish to transmit.

