

eMeeting Server™ Client User Guide



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Welcome to eMeeting Video Conference



Step 1

On first run download and install the following:

[Java Virtual Machine](#)
[MCP Client](#)

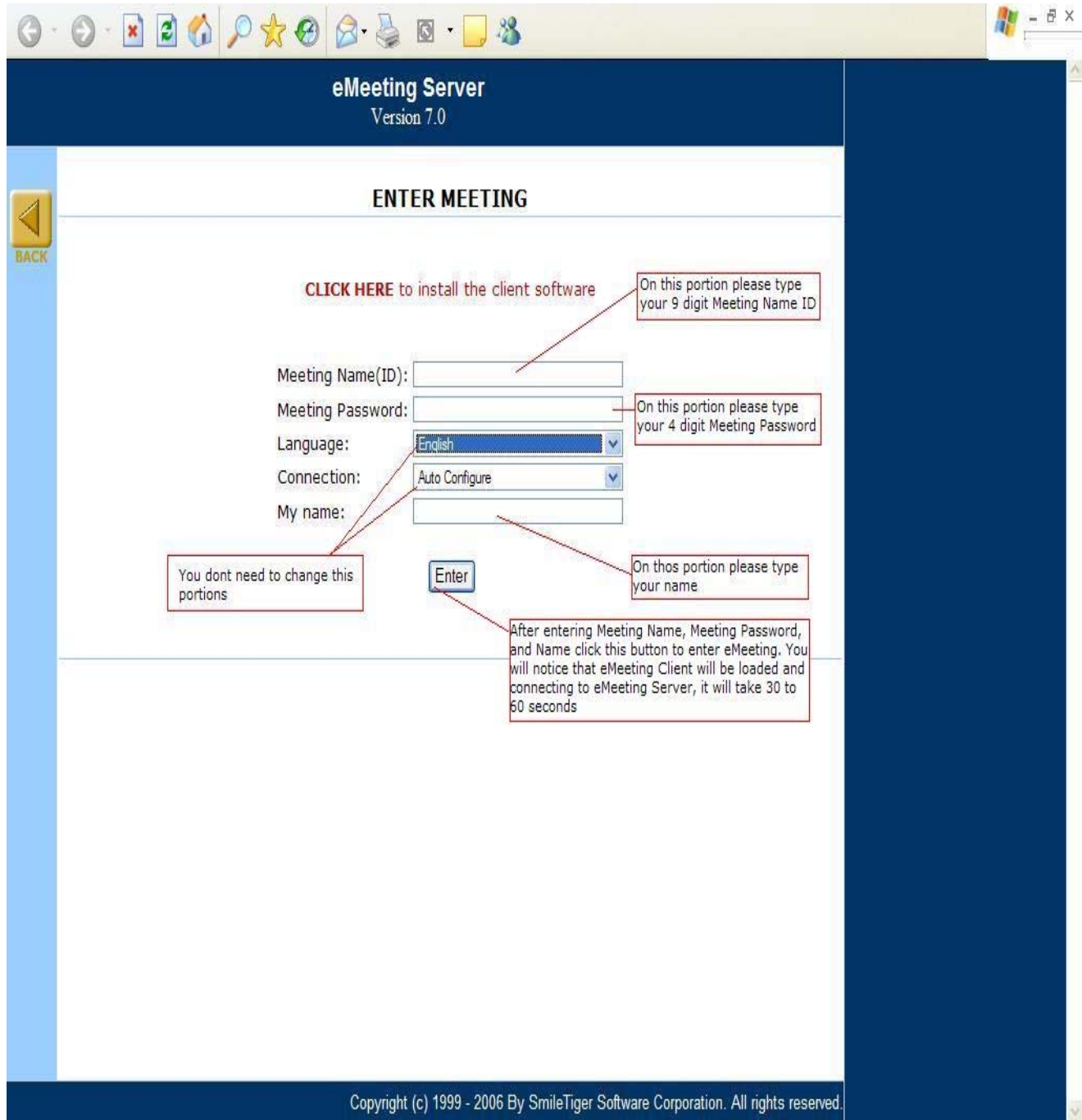
Note: It will take 2 to 4 minutes to download and install. After the installation windows will ask you to restart the system, just click "NO"



Step 2

Enter your Meeting Name ID, Meeting Password, and your Name
For your reference view the screenshot on your right.





Log-on Window

1. Overview

The SoftwareHaus eMeeting Server is a software system that provides web conferencing service. It features audio conferencing, video conferencing, remote PowerPoint presentation, file sharing, web touring, instant message, and several other collaboration functions.

SoftwareHaus eMeeting Server is designed in a client-server architecture. The server is cross-platform compatible and can be installed to all modern operating systems, including Windows NT/2000/XP, Linux, Unix and Mac. The full client runs on all Windows platforms, and is automatically downloaded and installed to a user's machine when the user visit a virtual conference room. A thin client is available for all platforms.

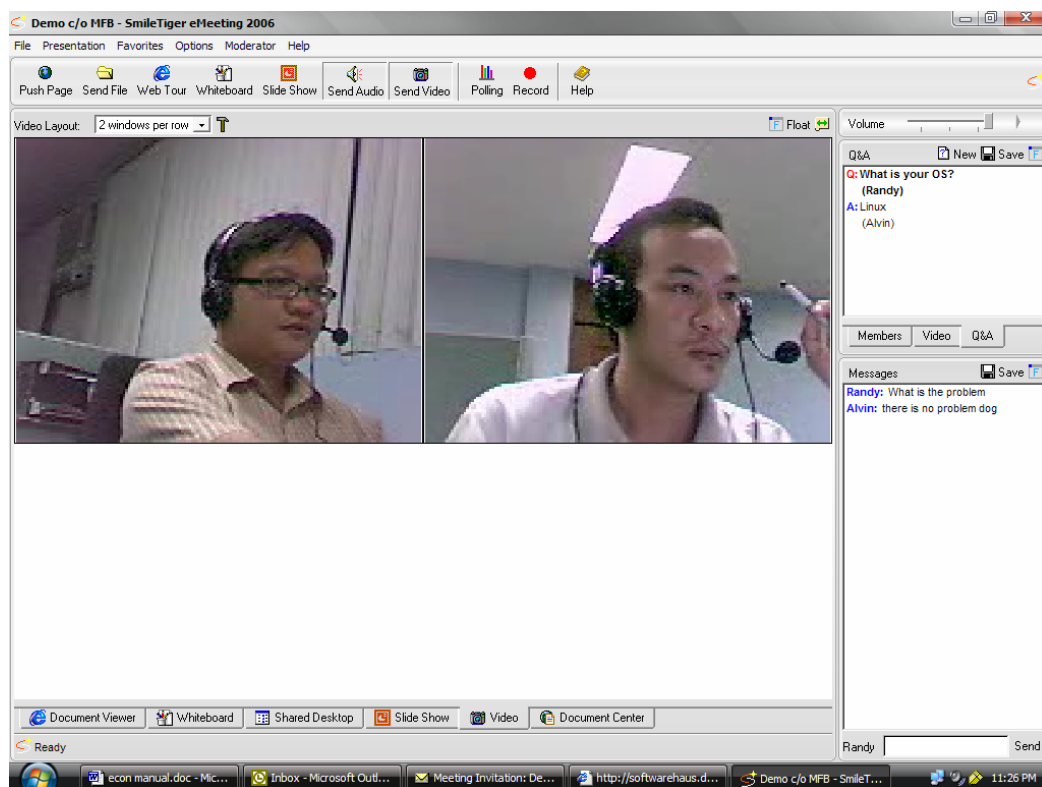


Figure 1 eMeeting Server Web Presentation Window

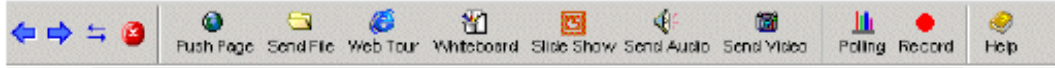


Figure 2 eMeeting Server Web Presentation Tool Bar

Button	Description
	Back to previous page/file at inline browser
	Forward to next page/file at inline browser
	Refresh the current page/file at inline browser
	Stop loading page/file to inline browser
 Push Page	Push the page/file in the inline browser to all other conference participants
 Send File	Transfer a local file to all other participants
 Slide Show	Give a remote PowerPoint presentation with all animation effects, and annotate on the slides.
 Send Audio	Click to speak
 Whiteboard	Draw on a blank page, and display it to all other participants in real time
 Web Tour	Guide and carry all participants to browse the internet in synchronization
 Send Video	Click to send live video from your web cam
 Polling	Poll the participants during a meeting.
 Record	Record the conference session.
 Help	Open a page with a list of help document

1.2 Member List Icons

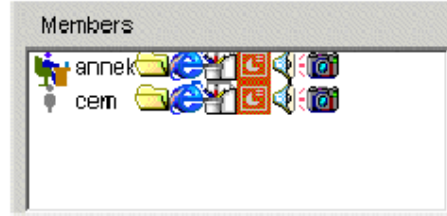











Figure 3 eMeeting Server Web Presentation Member List Panel

Icon	Description
	Yourself
	Other conference participant
	Moderator of the conference
	This member can push local file and web page to other participants
	This member can speak
	This member can Web Tour others
	This member can draw on White Board
	This member can give PowerPoint presentation
	This member can send live demo.

1.3 Switch Tabs

There are 4 switch tabs on the bottom of the window. See *Figure 4*.

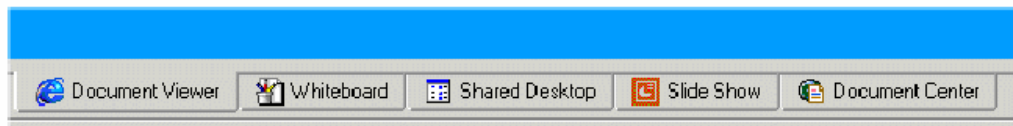


Figure 4 eMeeting Server Web Presentation Switch Tabs

The switch tabs enable you to switch between different operations and keep an eye on what's going on.


2 Video Conferencing

Video conferencing allows meeting participants to broadcast live video to others. You need Web Cam, Camcorder, Network Camera or other video capture device to send video. This software supports up to 20 persons in one conference room to send live videos simultaneously. See *Figure 5*.



Figure 5 Video Window

2.1 Send Video

1. Click  **Send Video** button on the toolbar. A dialog pops out, asking you to choose the video parameters. See *Figure 6*.

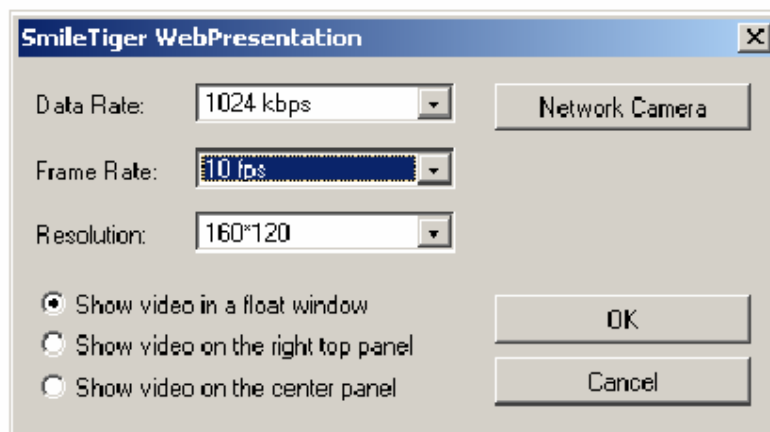


Figure 6 Video Parameter Adjust Dialog

You adjust these parameters to get the most acceptable video result and meet all participants' bandwidth situation as well.

2. Adjust the parameters on the dialog.
3. Click "OK" button. Your video displays at all participants' end. You have a preview video as well on your side.

2.2 Manage Video Window

2.2.1 Decide Video Display Location

When you adjust the parameters on the send video dialog, see *Figure 6*, you can decide where to display the video.

1. If you choose "Show video in a float window", the video will display at a pop out window, and the default window size is exactly the video resolution size you use to send video.

This option is usually used to display the video in its real size without dragging distortion.

When displaying in this mode, you can dock back the video window to the upper right corner video panel after clicking on button on the video window.

You can also resize the video window as you wish.

2. If you choose "Show video on right top panel", the video will display at the upper right corner video panel.

This best fits those applications like instructor-led online training, and only the instructor's video is needed.

When displaying in this mode, you can display the video in a separate video window by click on button on the panel. The default size of the separate video window is the actual video resolution size when the video is sent out.

3. If you choose "Show video on the center panel", the video will display at the left side video panel.

This best fits the video conferencing scenario that has multiple geographic locations and need the video from each site.

In this case, it still allows one person in the conference room to display his/her video at the upper right corner. For example, this person can be the chairman of the conference.

2.2.2 Adjust Video Display Size

When displaying the video on the left video panel, you can adjust video display size.

1. Go to  at the upper left corner of the "Video" panel. See *Figure 7*.




Figure 7 Video Layout

2. From the pull down menu, choose between "1 windows per row" to "8 windows per row" to adjust video display size.

Please note that this adjustment does not change the video resolution. The video resolution is decided by the sender configuration.

2.3 Stop Sending Video




Click  button again on the toolbar.


3 Audio Chat

Audio chat allows you to speak to conference participants during a meeting.

This software automatically sets up your audio configuration.

3.1 Start Audio Chat Using Mouse

1. Click once on  button on the toolbar.
2. Speak to your microphone.

3. Click again on  button on the toolbar when finish talking.

3.2 Start Audio Chat Using Keyboard

1. Click on the message input field to make sure the keyboard input focuses at the input field.
2. Press and hold the "Ctrl" key on the keyboard.
3. Speak to your microphone.
4. Release the "Ctrl" key when finishing talking.

3.3 Adjust Audio Volume

1. Slide the volume bar on upper right corner of the window to adjust the volume. See *Figure 8*.

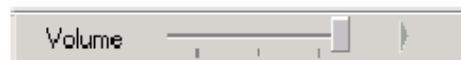



Figure 8 Volume Control Bar

4 White Board

White Board enables the meeting presenter to draw on a blank page. Everybody has the White Board control permission, so it is also a way for a group to work on a discussion by illustrating on the board.

4.1 Start White Board



1. Click on the  button on the tool bar. The white board appears in the browser window. It appears on all participants' window. See *Figure 9*.

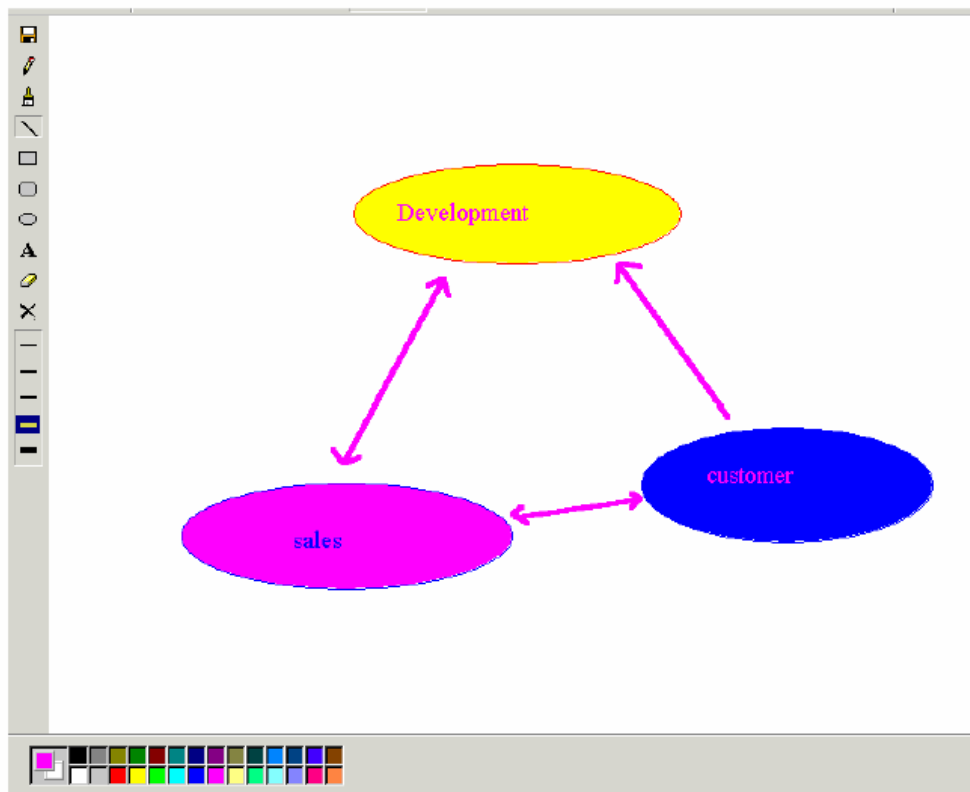


Figure 9 White Board Panel

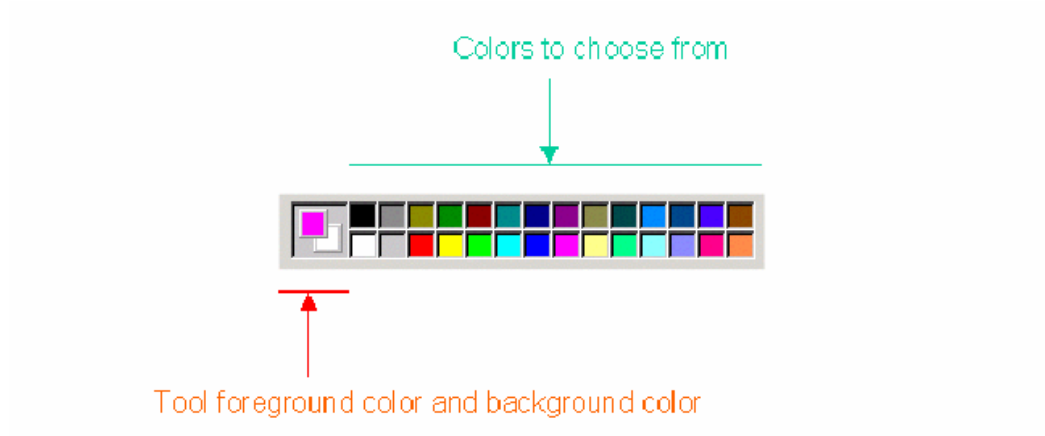


Figure 11 White Board Color Bar Illustration

5 PowerPoint Slide Show

Slide Show feature enables you to remotely give Microsoft PowerPoint presentation. You will pilot the group through all the slides, and mark up on the slides when necessary. You just operate the presentation window in the same way that you give a normal PowerPoint presentation. Every participant will see the exact animation effect and the instant markup you do on your screen in real time. See *Figure 12*.

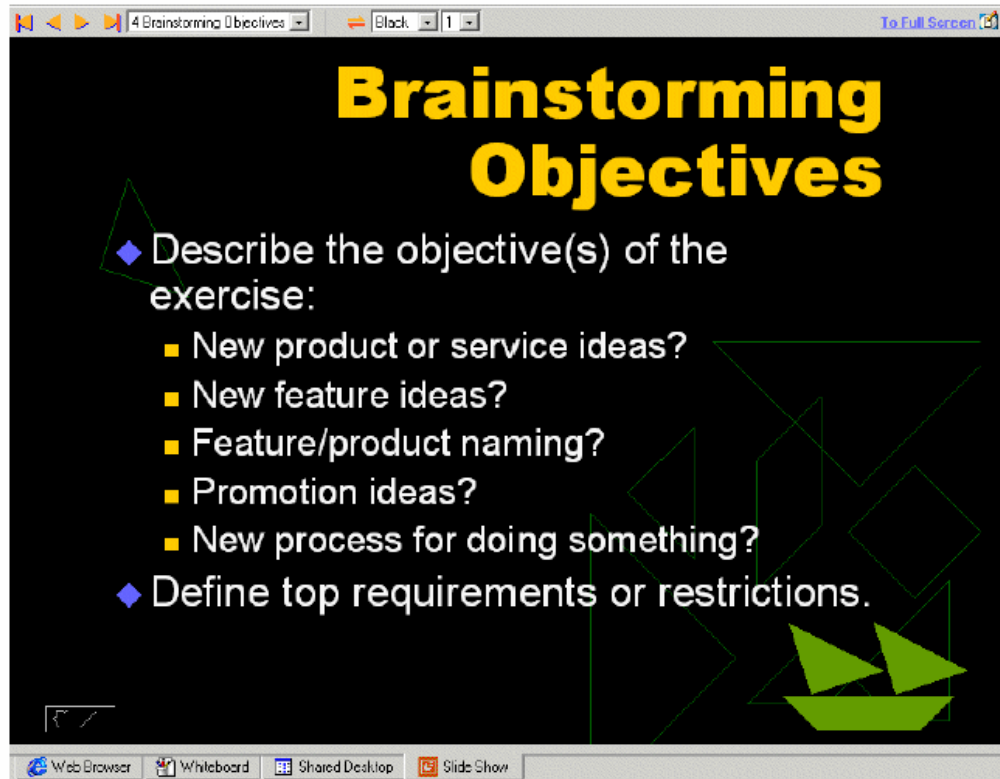



Figure 12 PowerPoint Slide Show Window

5.1 Start Presentation

1. Click on  **Slide Show** button on the tool bar. The Document Center panel comes to front, and a dialog pops out, asking you to choose a PowerPoint file to present. See *Figure 13*.

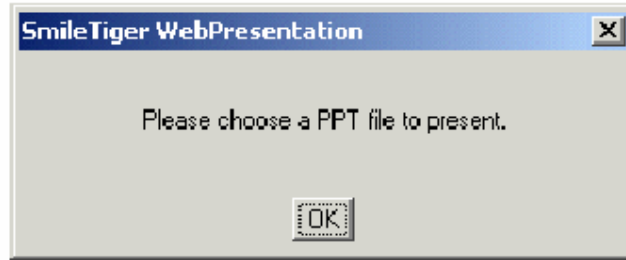



Figure 13 Choose PowerPoint File

2. Click on the PowerPoint file in the Document Center.

If this file has an icon  in front of its name, it means this file is still on the server, and you need to download it to local before giving presentation.

3. Click "Slide Show" button. A dialog pops out, asking if you want to give presentation using original PPT format or an image format called PPTi. See *Figure 14*.

In the case that all conference participants have MS PowerPoint installed on their machines, you can present the file in original PPT format. In this way, all PowerPoint animations remain.

In the case that NOT all conference participants have MS PowerPoint installed, you need to convert the PowerPoint file to the image format called "ppti".

5.2 Operate On Slides

All the operations you do on your slides keep synchronizing with all other participants' screen.

While you displaying the slide in the inline browser, you have three ways to manipulate the slides: using tool bar, using popup menu, and using keyboard.

While you displaying the slide in full-screen mode, you can use both keyboard and popup menu to manipulate it.

5.2.1 Using Tool Bar

The tool bar is pretty straightforward. See *Figure 15*.

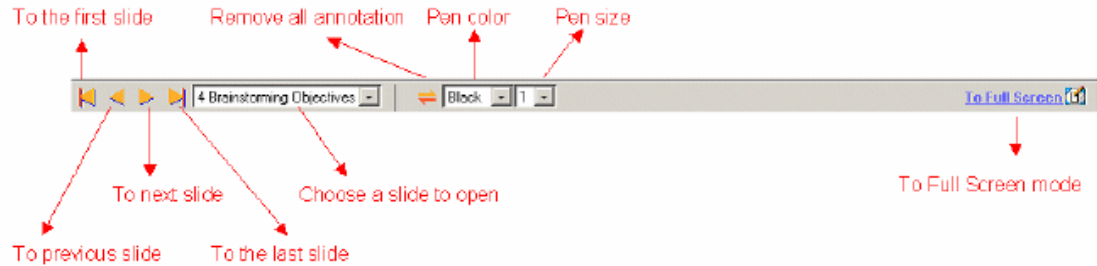


Figure 15 PowerPoint Slide Show Tool Bar

5.2.2 Using Key board

To go to the previous slide using "**PgUp**" key. To go to the next slide using "**PgDn**" key. To go to the first slide using "**Home**" key. To go to the last slide using "**End**" key. To end the slide show using "**Esc**" key.

5.2.3 Using Popup menu

You can do all the operations by right clicking the mouse on the slide to get the PowerPoint popup menu. See *Figure 16*.



Figure 16 PowerPoint Popup Menu

5.3 Stop Slide Show

Using Popup Menu

1. Right click the mouse on the slide. A popup menu appears. See *Figure 16*.
2. Choose "End Presentation" on that menu.

Or, Using Keyboard


1. Press the "Esc" key on the keyboard to stop slide show directly.

6 Push Local File and Web Page

File Pushing allows you to push/transfer any file displaying on your inline browser to other participants.

6.1 Push Local File


1. Go to menu File | Open File. A dialog pops out, letting you choose a file from local hard disk.
2. Choose a file, then click Open button on the dialog. The chosen file displays at the Web Presentation Inline browser

3. Click  **Push Page** button on the toolbar. A blue status bar appears at the bottom, displaying file transmission percentage.

After the file arrives at receiver's end, it may display at the receivers' screen automatically, or a dialog pops out asking to save this file. For example, if the receiver does not have the correct viewer, like pdf reader for arrived pdf file, the latter case will happen.

6.2 Push Web Page

1. Go to "Location" bar, and type in a web address, i.e., <http://www.yahoo.com/>. The web page displays in the inline browser.

2. Click  **Push Page** button on the toolbar.

A dialog pops out on all other participants' screen, showing them the web address and asking if they would like to open the received web page.

If they click "Open" button, the received web page displays on their inline browser.

7 Document Center

Document Center is the virtual space in the server that stores the files conference moderators upload and would like all participants to share.

All participants have the right to open the files on the Document Viewer panel, or download them to their local machines.

Moderators have the privilege to upload the files to and delete the files from the server. Moderators also have the right to give a normal user the upload privilege. See Figure 17.

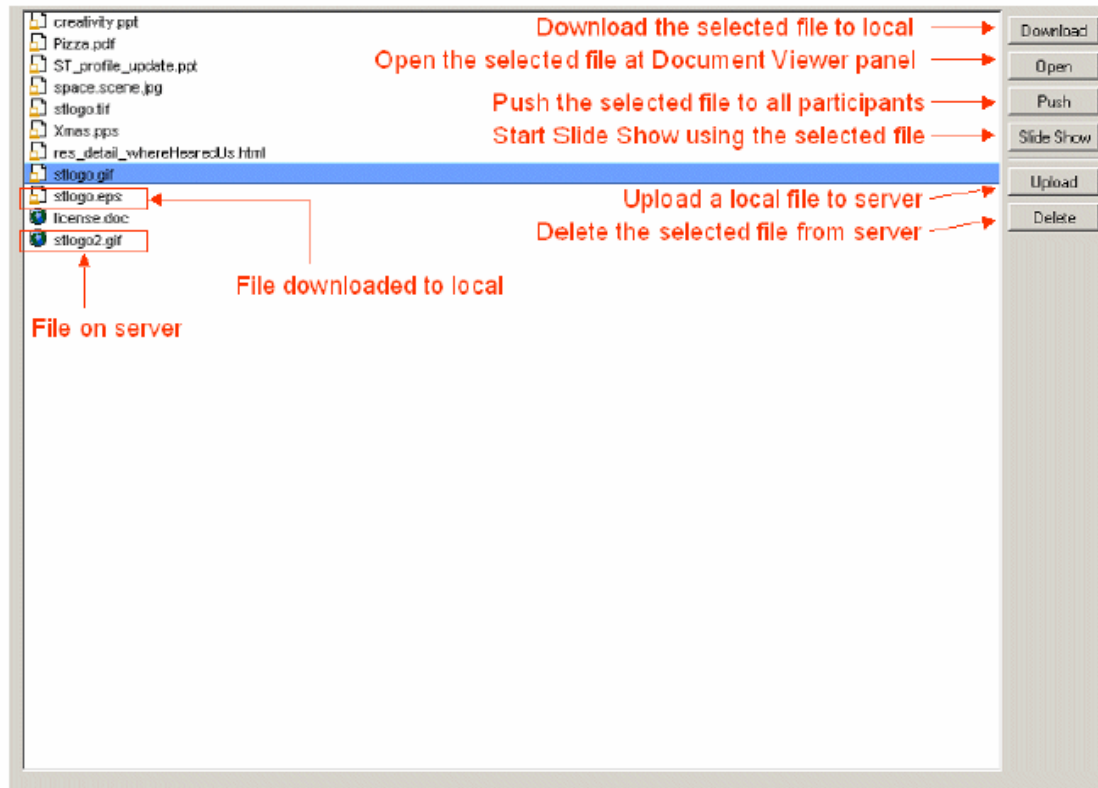


Figure 26 Document Center Panel

7.1 Upload A File To Server

Only the moderators or the users given the upload privilege by the moderator have right to upload files. If you have the right, the "Upload" button shows active. Otherwise, it is grayed out.

You can upload any file, but the default storage size for one conference is 1M bytes.

1. Click the "Upload" button. A dialog pops out, asking you to choose a file. See *Figure 18*.

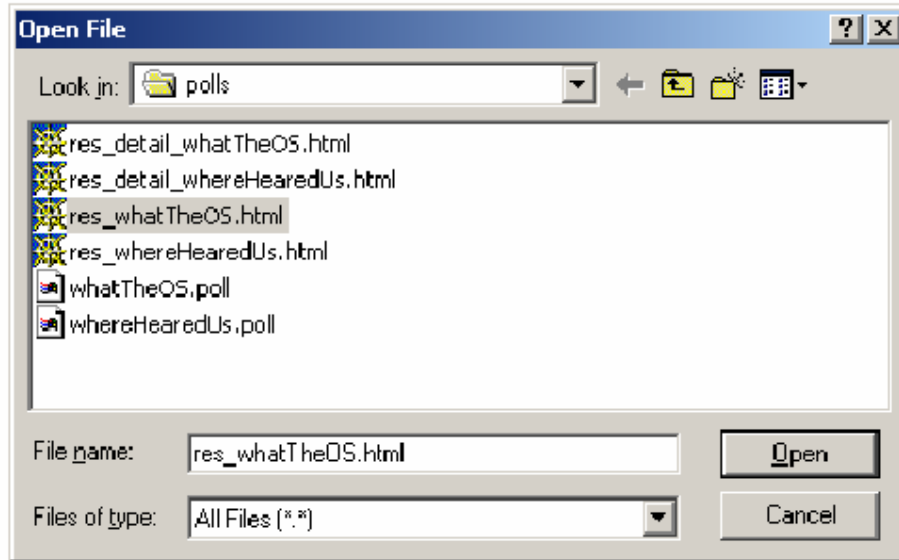


Figure 18 Choose File Dialog

2. Choose a file at the dialog.
3. Click "Open" button on the dialog. The upload begins.

As soon as the file is uploaded to the server, it is added to the file list displaying on Document Center panel.



7.2 Delete A File From Server

Only the moderators have the privilege to delete a file from server.



1. Click on the file name. The file row turns blue.
2. Click "Delete" button. A dialog pops out, asking you to confirm this operation.
3. If you decide to continue, click "OK" button. Otherwise, click "Cancel" button.

7.3 Download A Shared File From Server

Any conference participants can download the shared files from the server.

If the icon in front of a file name is , it means this file is still on the server, and you can download it. If the icon is , it means this file is already in your local machine.

1. Click on the file name. The file row turns blue.
2. Click on "Download" button. The download begins.

After the file is downloaded to the local machine, the icon in front of the file name turns from  to .

7.4 Open A Shared File

You can display the shared file at Document Viewer Panel.

1. Click on the file name. The file row turns blue.
2. Click on "Open" button. You are automatically switched to Document Viewer panel, and the file displays there.

For those file the Document Viewer can not display, i.e. *.exe file, a dialog pops out, asking you to open it in another application or save it.

If the file you choose to open is still on the server, it will be downloaded to your local machine first.

7.5 Push A Shared File To All Participants

If you need all participants to look at one specific file, you push it to them.

1. Click on the file name. The file row turns blue.
2. Click on "Push" button. All participants' screens are automatically switched to Document Viewer panel, and the file displays there.

For the file the Document Viewer can not display, i.e. *.exe file, a dialog pops out, asking the participants to open it in another application or save it.

7.6 Present A Shared PowerPoint File

You can directly present a share PowerPoint file to the all participants.

1. Click on a PowerPoint file name. The file row turns blue.
2. Click on "Slide Show" button. The slide show function starts automatically. And you are switched to the "Slide Show" panel

8 Send Local File

Send File feature enables you to transfer any local file to all other participants in real time.



1. Click **Send File** button on the tool bar. A dialog pops out, asking you to choose a file name to open.
2. Choose a file, then click Open button on the dialog. A blue status bar appears at the bottom, displaying file transmission percentage.

After the file arrives at receiver's end, it may display at the receivers' screen automatically, or a dialog pops out asking to save this file. See *Figure 19*.

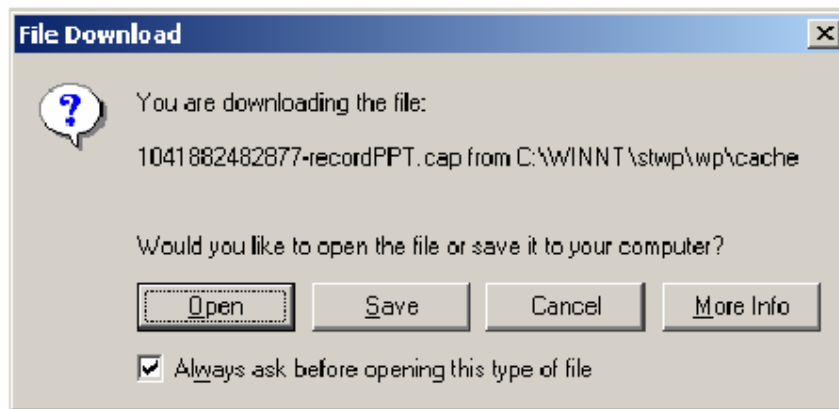


Figure 19 File Download Dialog

For example, if the receiver does not have the correct viewer, like pdf reader for arrived pdf file, the latter case will happen.


9 Web Tour

Web Tour allows you to lead other participants to surf the web. All other participants' inline browser keeps displaying the same web page you display at your end.

It is a convenient tool for training course.

9.1 Start Web Tour



1. Click  button on the toolbar.

From now on, whatever you surf at your inline browser displays on all other participants' the inline browser.

9.2 Stop Web Tour



1. Click  button again on the toolbar.

10 Text Chat

You can do both public chat and private chat.

10.1 Public Chat

1. Type message on the message input panel. See *Figure 20*.



Figure 20 Message Input Panel

2. Click "Send" button on the panel, or press "Enter" key on the keyboard. This message displays on all participants' message panel. See *Figure 21*.

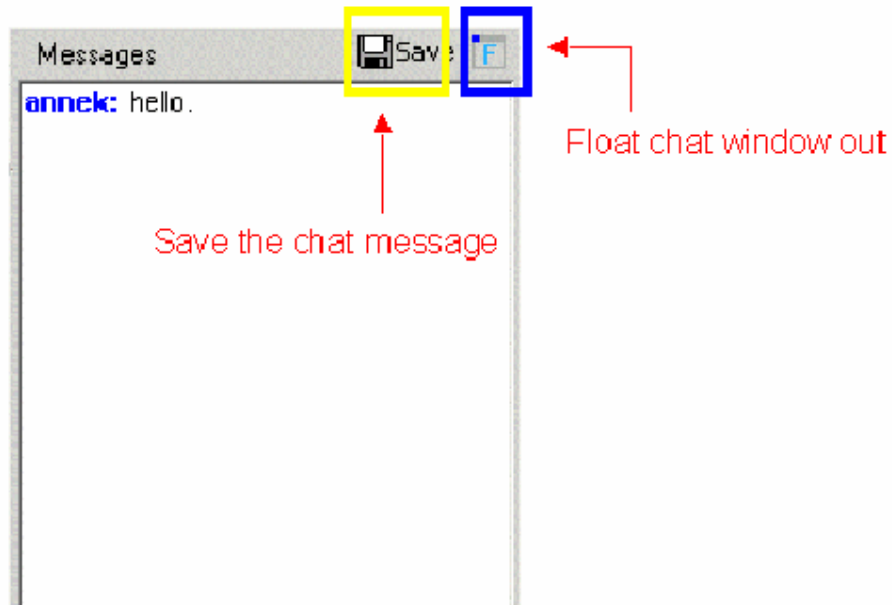


Figure 21 Message Panel

10.2 Private Chat

1. Click on a user's name on the member list frame. A private chat window pops out. See *Figure 22*.

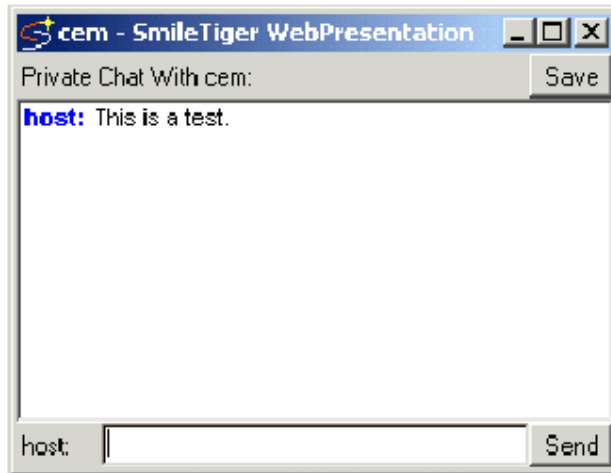


Figure 22 Private Chat Window

2. Type message on the message input panel, then click "Send" button on the panel, or press "Enter" key on the keyboard. A private chat window pops out.

11 Question & Answer (Q&A)

Question & Answer enables every meeting participant to put his/her questions clearly in the attention and get it answered. See *Figure 23*.

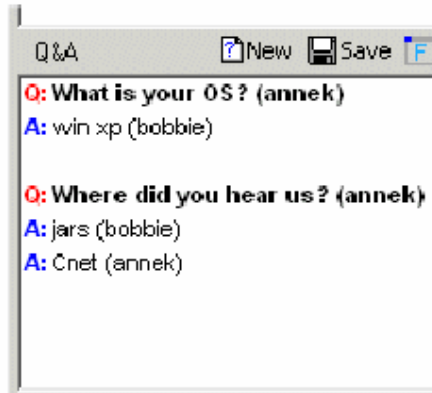



Figure 23 Q&A Panel

11.1 Publish A Question

1. Click the  button in the Q&A panel. A dialog pops out, asking you to input a question. See *Figure24*.

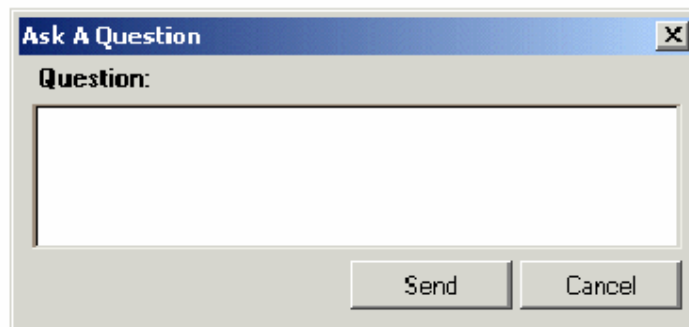


Figure 24 Question Dialog

2. Type your question in the dialog.
3. Click "Send" button. This question is published in the Q&A panel.

11.2 Answer A Question

1. Click the left mouse button on the interested question. A dialog pops out, displaying the question and asking you to input the answer. See *Figure 25*.

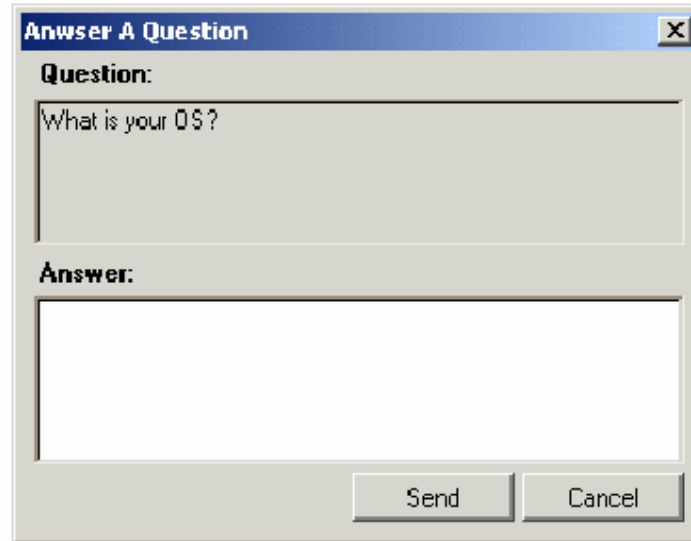



Figure 25 Answer Question Dialog

2. Type the answer in the dialog.
3. Click "Send" button. Your answer is published in the Q&A panel. There could be multiple answers to one question.

12 Synchronize All Conference Participants

When there are many operations going on simultaneously in one conference room, the participants may be looking at different panels at one moment. For example, some people may be looking at Whiteboard while the others are looking at ongoing Slide Show.

If you need all participants to look at the same panel that you are looking at, click on the  button at the upper middle location of the main window.