

## Quick Guide for easymeeting™

### *Booking request (Normal Users)*

This operation is essential to allow everyone to speak and be heard by other participants – with the click of the next button.

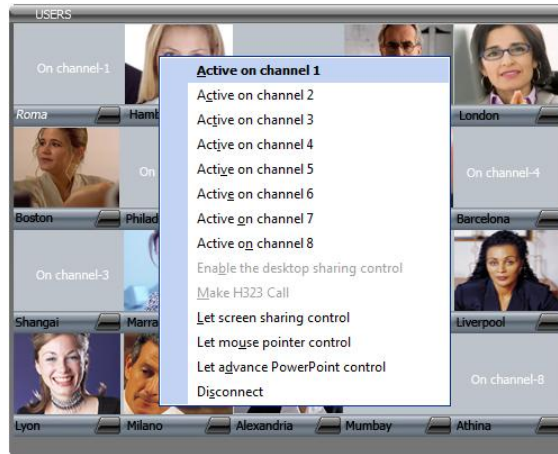
**NB: When the user is in the Users Window they can listen to what happens in the channels, but they cannot be heard by other participants.**

To be heard it is necessary to be enabled on a channel by the Supervisor of the meeting.



### *Activate a User (Supervisor)*

The Supervisor receives the reservation to talk and can activate a normal user on a channel to ensure that they can interact with other participants. To do so, right click on the image of the user who requested to speak from the Users Window and select "Active on channel 1, Active on channel 2, etc."



### *Using chat to communicate*

When you are in the Users Window, you can use text chat to interact with one or all participants in the meeting (an alternative to speaking). To activate the chat, simply press the button, then select "all" or a particular user within the user list to chat, write your message and then send it by pressing the "Enter" key on your keyboard.

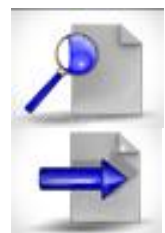


### *Sending Files*

For optimal use of the instrument, it is recommended not to send files that exceed 2MB. First, you need to find the desired file using the Find File button on the toolbar.

After you have clicked the file, you can send it to all participants by pushing Send File.

**NB:** The uploaded file will automatically open within the Documents window of easymeeting to all the users who receive it. The person sending the file must double click on the relevant line in the windows message from the Server->Sent File.



### **Synchronizing the PowerPoint Presentation**

If the file sent is a Power Point presentation, the person who sent it can synchronize during his speech in order to see what happens during a real event.

After you've sent the PowerPoint presentation to all the users connected and making sure that the file has been received by all the participants in the meeting, the user can synchronize all participants in the meeting to his speech with the slides in his own window by pressing the **Synchronize PowerPoint** presentation on the toolbar.

With each press of the button, the PowerPoint presentation in the local copy of users will be automatically placed on the slide chosen by the speaker.



### **Using the Whiteboard**

The Whiteboard allows all the users draw freehand or highlight parts of a file that is open in Documents window.

# Feedback

All users participating in the meeting will receive both the image and / or any comments and notes drawn in the window and can make their own at the same time. It is sufficient for only one active user because this function is enabled for all users participating in the meeting. To open the Whiteboard, you can press the button on the toolbar; to display the menu, just enable it on the Documents window with the right mouse button.



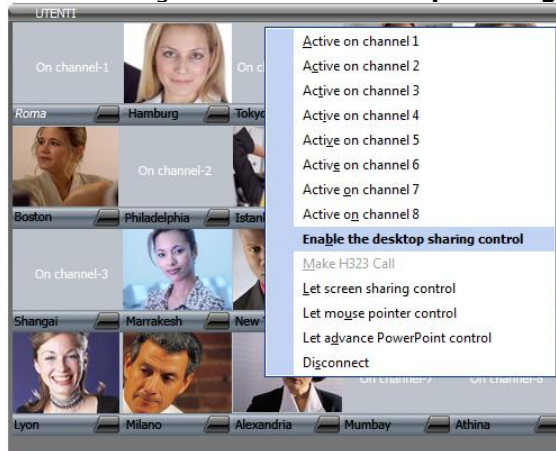
## Sharing a document

By pressing the **Desktop Sharing** icon on the toolbar, the Supervisor has the ability to broadcast to all users via a streaming video, all the operations he is performing live on his personal computer. Once activated, the user will open a new window Screen Share which will display the image of a portion of the desktop of the supervisor and the operations that are running in that area.



## Give control of the desktop

At this point someone who shares your desktop can transfer control of your mouse (and then the whole area is shared) to any of the connected users, simply by clicking the right mouse button on the window to his counterpart in the member list, and selecting "**Enable the desktop sharing control**".



At this point, the user has control of the remote PC of the supervisor, and can work on the file or documents residing in the machine of the moderator. To take sole control of the mouse, the supervisor must return to the user at the window of the user who is enabled, and press the right mouse button to display the dropdown menu, and then click the left button, "Disable the desktop sharing control".

*NB: giving control of the remote mouse to another user does not mean losing it completely, because the mouse responds to the physical signs of both at the same time. It becomes necessary to "raise your hand" from the mouse when it gives the remote control to allow the remote user to act on the shared portion.*

## Recording a session

The recording function for easymeeting allows the user to record all the content of a meeting, audio, video, sending data, operations, comments, screen share, etc... When a user records, the other participants are alerted by a red dot of the user in the User Window. To record a session, simply use the button on the toolbar, which will activate the usual dialog box of Windows, to define where you want to save the file.



The easymeeting™ session is saved with the format owner. "Ivc". By default, the file is saved with the name *Session-yyyy-mm-dd-hh-mm-ss-mmss.ivc* in the C: \ Program Files \ easymeeting \ Session. Of course, it is always possible to change path and file name. To stop recording, press the same button which disables the function.

## The complete manual

For more information on easymeeting you can see the complete guide at this address [http://eng.feedbackitalia.it/manual/easymeeting\\_manual\\_eng\\_5.3.pdf](http://eng.feedbackitalia.it/manual/easymeeting_manual_eng_5.3.pdf) and enter the program via Menu->Help->easymeeting.