

## 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.

