



Conferencing Systems

Video Made Easy

Conference Moderator

Quick Reference

Version 4.51

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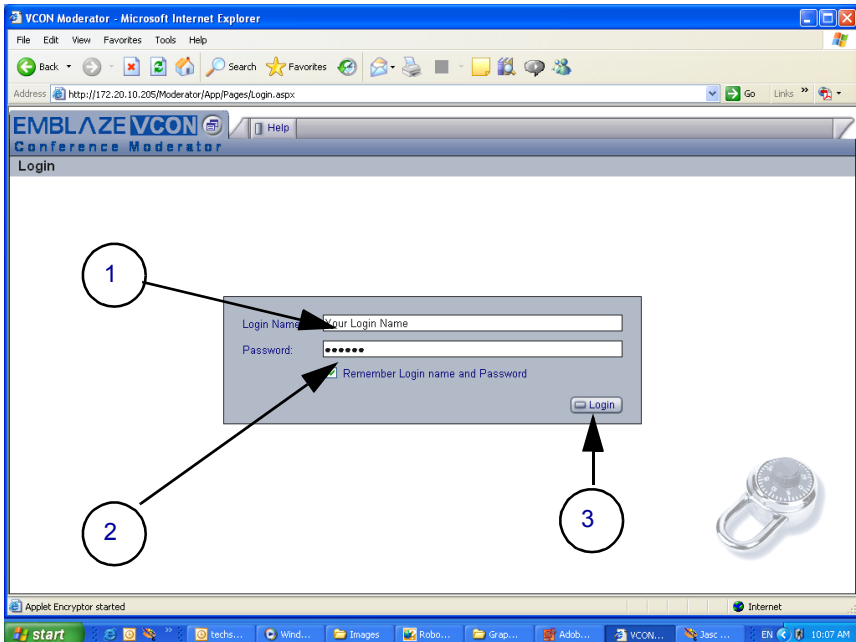
1 LOGIN

In your browser, enter the address of your organization's Conference Moderator. Enter the User Name and password to log in.

If your user configuration does not include an e-mail address, a request to enter it appears. Enter your e-mail address and click **OK**.

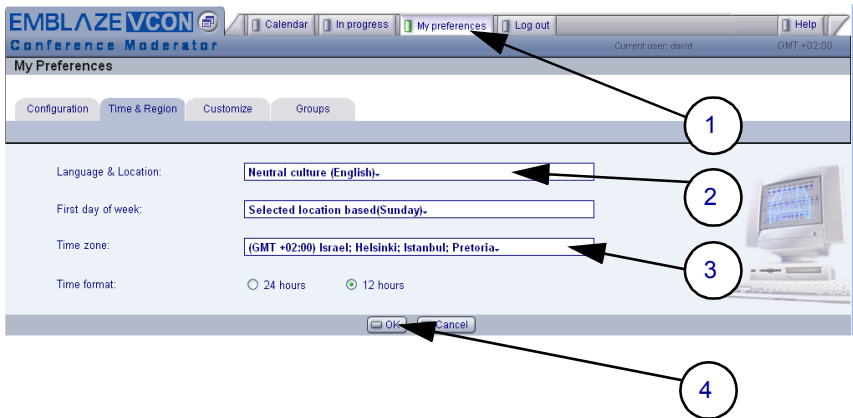


If you click **Skip** and do not enter an e-mail address, you will not receive any e-mail invitations or notifications from Conference Moderator.



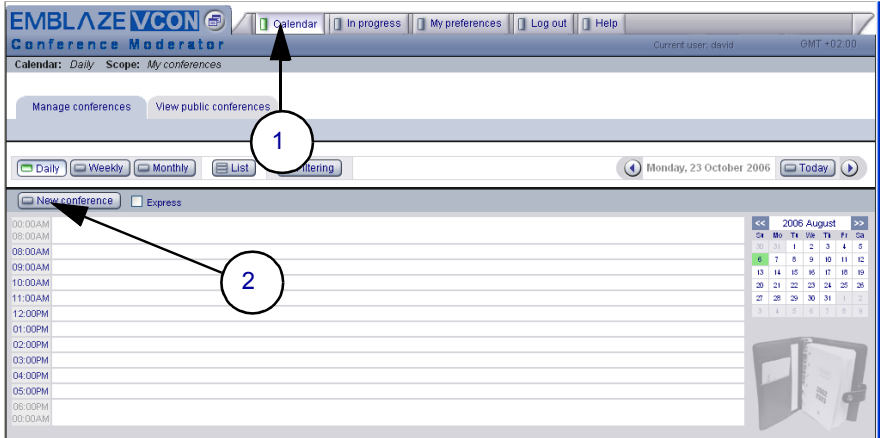
2 SETTING TIME ZONE AND LANGUAGE

The **Time-Zone** and **Language** preferences are important! Setting the Time-Zone to match your location ensures that when you schedule a meeting for 2 PM, the Conference Moderator updates your calendar and everyone else's according to the correct time zones.

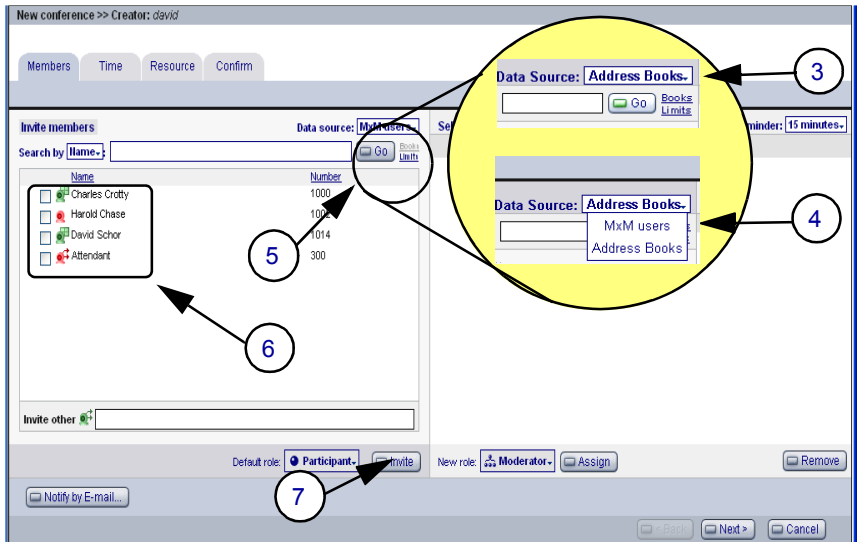


3 SCHEDULING A CONFERENCE

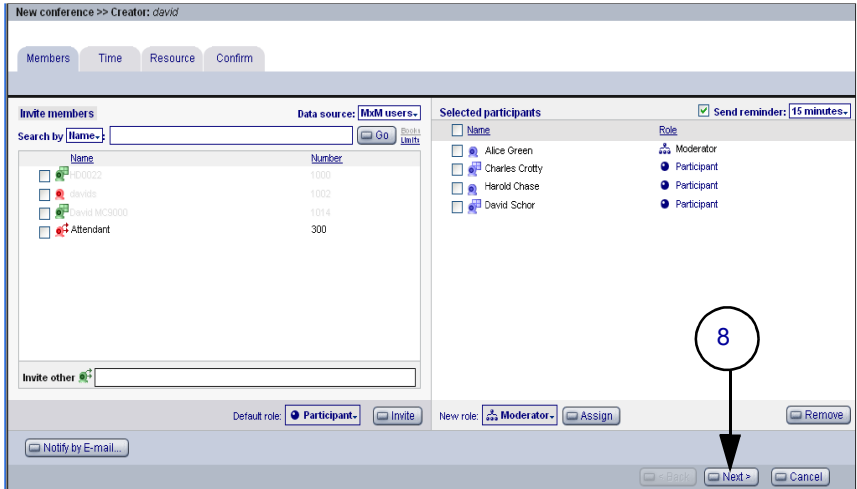
1-2 Start a new conference.



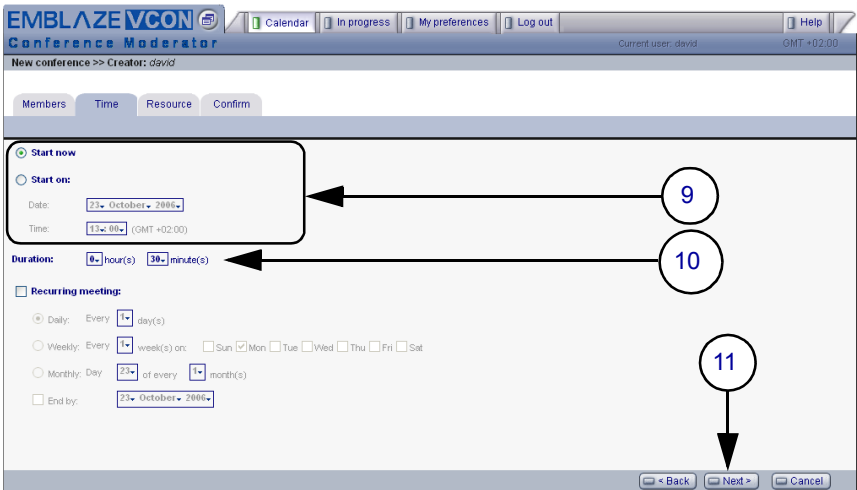
3-7 Display your address book's users and select conference participants.



8 After selecting participants, go to the next page.

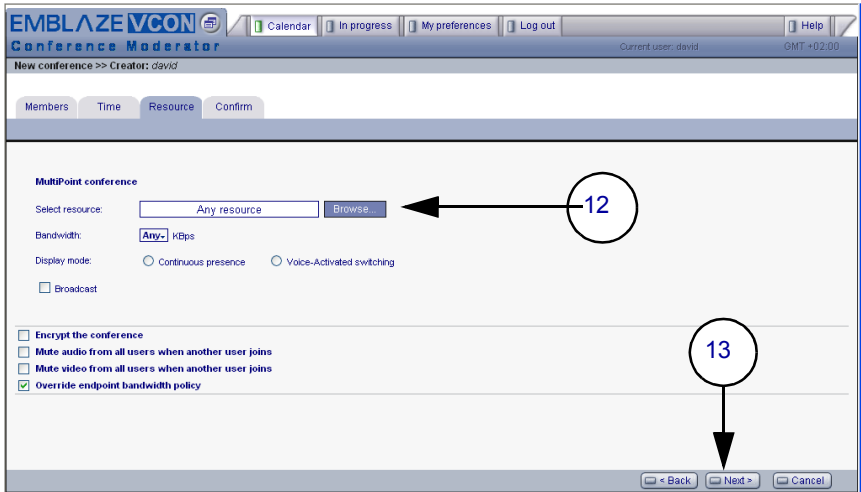


9-11 Define when the conference starts and its duration.

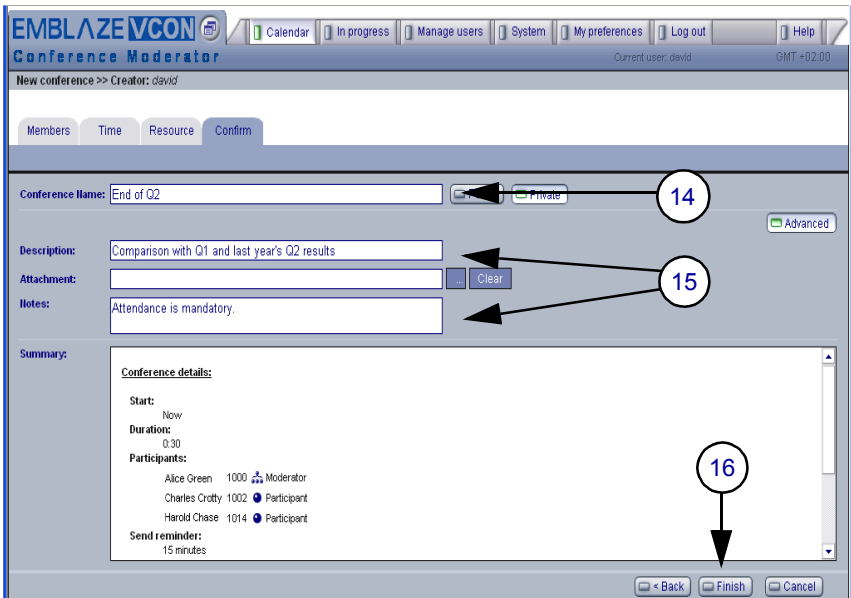


3 Scheduling a Conference

12-13 If more than two users participate, define multipoint resources.

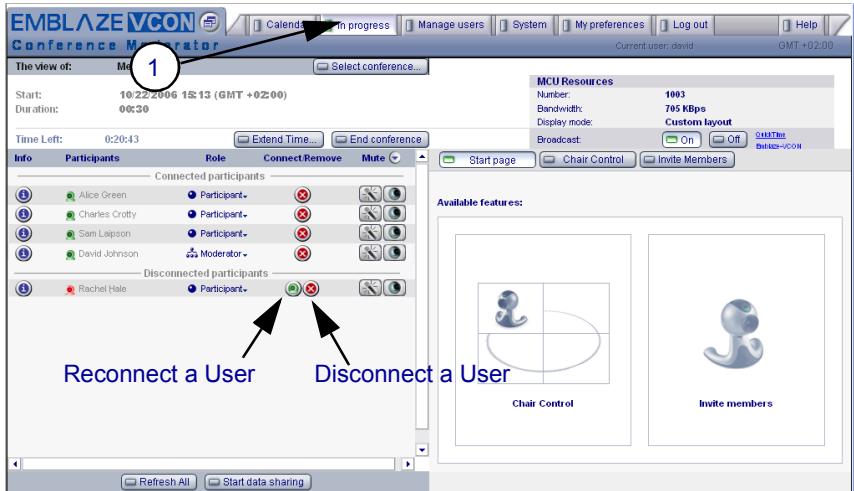


14-16 Enter a conference name and description and confirm its details.



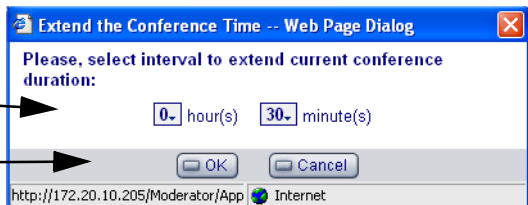
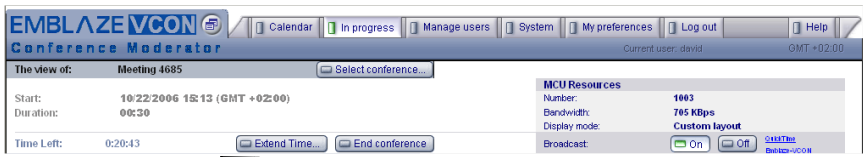
4 MANAGING A CONFERENCE - IN PROGRESS

During a conference, you may disconnect and reconnect users.



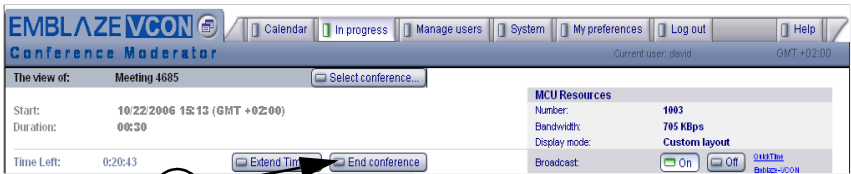
4.1 Extending the Time of a Conference

If the original allotted duration nears its end, you may extend it.

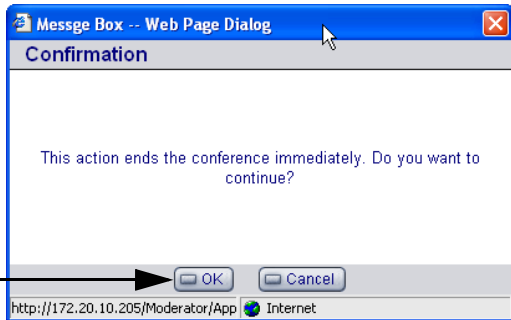


4.2 Ending the Conference

When the conference is over, click **End Conference**.



1

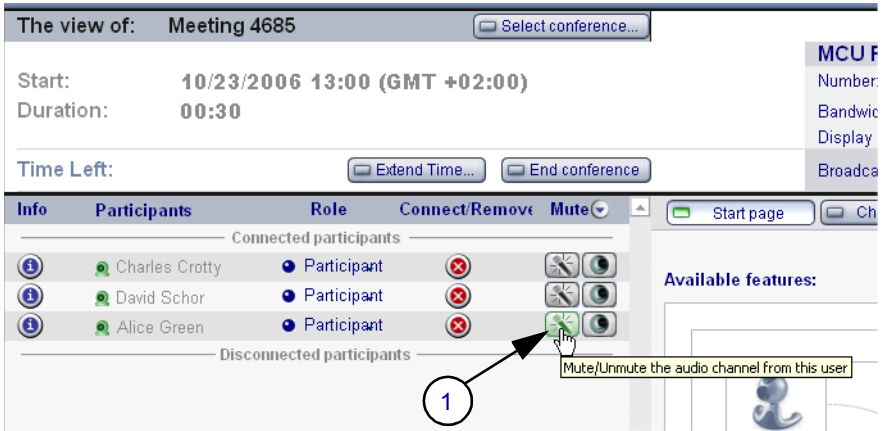


2

4.3 Muting Video and Audio

Muting and restoring outgoing audio and video may be done for selected participants or for all participants in a conference.

1 Mute and restore video and audio for individual participants.



Click to mute audio.



Click to mute video.

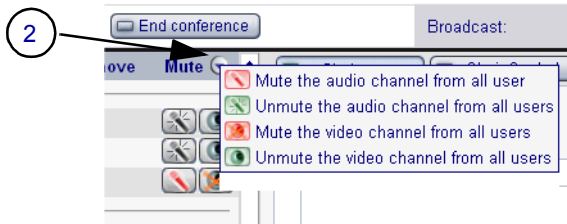


Click to restore audio.



Click to restore video.

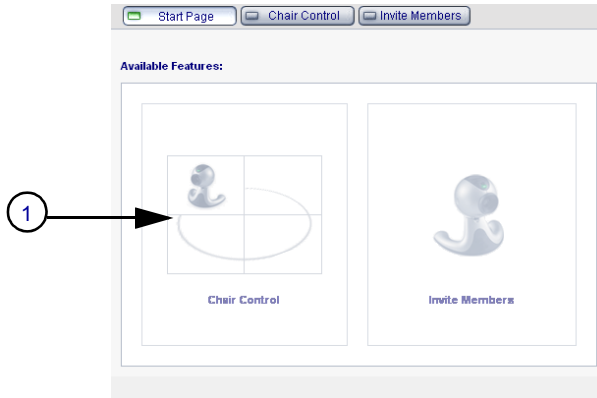
2 Mute and restore video and audio for all participants.



4.4 Setting Chair Control for a Conference

If you have Conference Chair Control permission, you may define what conference participants see. Several methods and schemes are available.

1 In the In Progress page, click **Chair Control**.



2 Set Chair Control parameters for the session:

Used By

Choose the participants who will view the conference according to the parameters you set now. In this version, the only available option is **All** participants.

Used by:

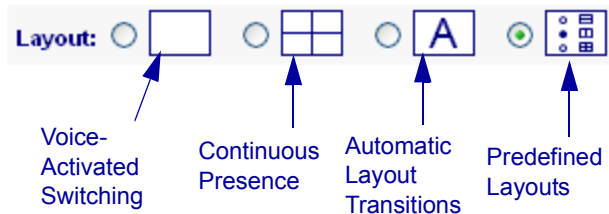
Control

Choose the level of chair control. In this version, **Simple** control is the only available option.

Control:

Layout

Select a layout scheme. You may change this during a session.



4 Managing a Conference - In Progress

The available viewing methods are:

- Voice-Activated Switching** - The participants see the video of the participant whose audio signal is strongest. For example, the non-speaking participants see the person speaking.
- Continuous Presence** - Several participants in a multipoint conference are viewed and heard simultaneously.
- Automatic Layout Transitions** - Dynamic layout schemes, according to the selected scheme and the number of connected participants. As the number of connected participants changes, the display layout changes accordingly.

Available schemes are:

- 1->2->3->2*2->3*3->4*4
 - 2->2+8
 - 1->1+5->1+7
- Predefined Layouts** - A choice of layouts. Clicking the arrow buttons browses through all the display options.

3 Choose one of the Display Switching modes, depending on the chosen display method:

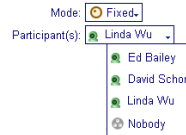
Continuous Presence, Voice-Activated Switching

If the viewing method is Voice-Activated Switching or Continuous Presence, choose the view switching mode:

Dominant Speaker Showing the most recent speaker in the conference. In a Continuous Presence layout, the “dominant speaker” appears in one of the frames.



Fixed Showing specific views throughout the conference’s duration, selected by the conference’s initiator.



From the **Participant** list box, choose the name of the user whose video will be seen.

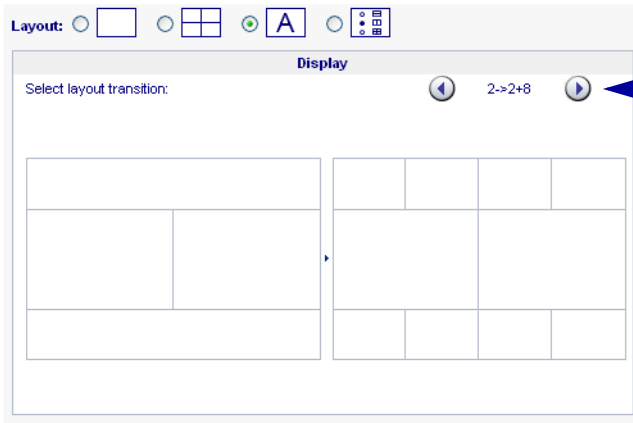
Timer Showing a cycle of views at rotating, timed intervals.



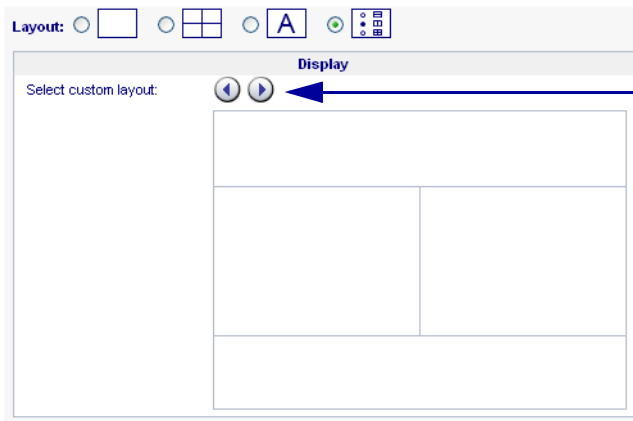
From the **Interval** list box, choose the rate for changing the display.

Automatic Layout Transitions, Predefined Layouts

If the viewing method is Automatic Layout Transitions or Predefined Layouts, click the arrow buttons to browse through the layout options:



In Automatic Layout mode, click the arrow buttons to select a layout and then click **Apply**.



In Predefined Layout Transition mode, click the arrow buttons to select a layout and then click **Apply**.

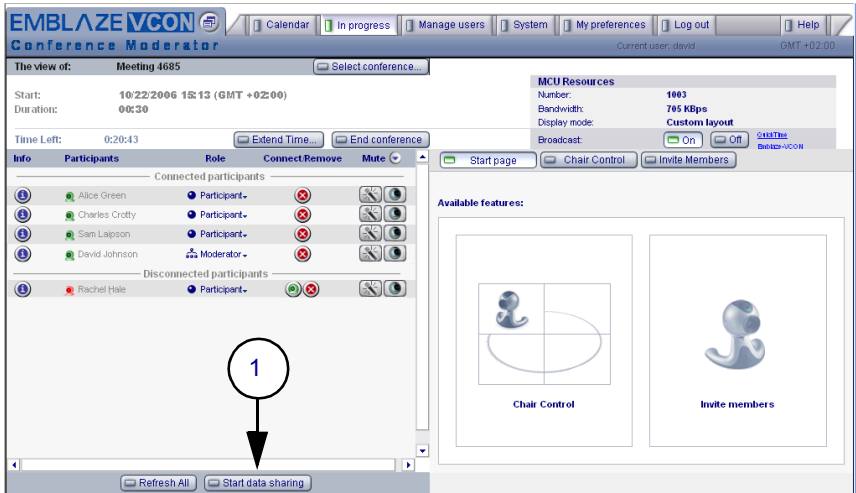
4 Click **Apply**.

4.5 Sharing Data

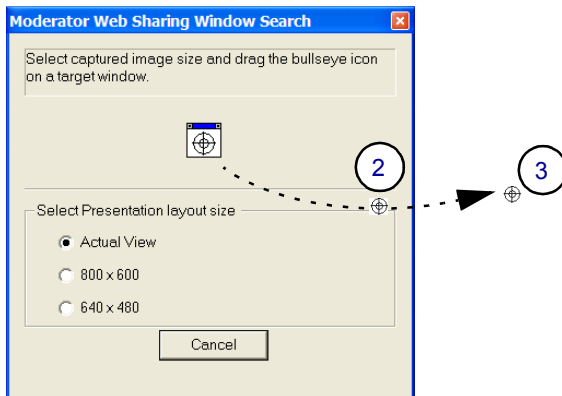
Users can share the contents of their screen, such as documents or presentations, so that other participants can view them.

Starting Data Sharing

1 Click **Start Data Sharing**.



2-3 Drag the target icon into the document you want to share.



Viewing Data Sharing

For participants to view the shared document, they must log in to the Conference Moderator (provide address, user name and password in notification e-mail). Then, they click **View Shared Data**.

